

# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6PM, Tuesday 13th December, 2022**

**Administration Centres: 1300 459 689**

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

#### NOTICE OF MEETING

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

**Tuesday, 13th December, 2022 at 6PM**

The agenda for the meeting is enclosed.

Les McMahon  
Interim 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.**

# AGENDA

## Order Of Business

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To you all here today I say this; engineers have always been the practical Solution providers for communities. From the Roman Empire through to now, engineers have provided water supplies roads bridges sewer systems, sporting facilities and Civic buildings.

Australia has a wonderful history of engineering achievement, take the harbour bridge as an example, it is a landmark structure, recognised globally as a great functional piece of engineering. The Murrumbidgee Irrigation Area the Snowy Hydro scheme and many other dams that have been constructed across the country for greater water security, electricity generation and irrigation all attributed to Aussie engineering.

With climatologists warnings of more frequent and severe weather events occurring into the future we look once again to the engineers to provide us with solutions.

With more severe droughts, bushfires, storms and floods becoming a reality, solutions to protect our communities will be sought.

Better planning and design will be required to minimise costs due to damage and destruction as a result of climate change.

In most recent times we have experience extreme drought, catastrophic bushfires, cyclones, storms and unprecedented floods as well as a global pandemic of Covid, presenting great challenges to governments at all levels, not to mention the great hardship and personal loss to many of our citizens.

We are currently recovering from a severe flash flood that inundated many residences and damaged infrastructure. Our other community Gundagai and many other towns across New South Wales have all experienced major flooding in recent months.

The road network across New South Wales is in a disastrous state because of heavy rain throughout the year, and will require a massive amount of work, as well as cost to repair.

The challenge is out there, to review planning and design, to construct more efficient buildings, build better roads that can cope with excessive wet periods, better drainage and stormwater management in severe storms, create cooler public spaces for heatwaves, better manage limited water resources in droughts, the need to create strategies around increasing volumes of sewerage and waste.

The real need to protect and preserve the environment from fires, droughts, floods and coastal erosion is here now.

We are experiencing climate change now; we need to shift our reliance from expensive fossil fuels. There has been amazing advancement in renewable energy in recent years paving the way to a cleaner, safer and healthier future.

I know you will have a wonderful conference, enjoy our great town, take in some of the amazing architecture, and I wish you all a wonderful and safe Christmas.

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**PRIOR TO MEETING - CONDUCT SMOKING CEREMONY AND OTHER PROCEDURAL ELEMENTS ASSOCIATED WITH THE MOU SIGNING WITH THE COOTAMUNDRA ABORIGINAL WORKING PARTY.**

**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 22 NOVEMBER 2022**

REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
AUTHORISING OFFICER	Les McMahon, Interim 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 22 November 2022

**RECOMMENDATION**

**The Minutes of the Ordinary Meeting of Council held on Tuesday 22 November 2022 be confirmed as a true and correct record of the meeting.**



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

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# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00PM, Tuesday 22nd November, 2022**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 22 NOVEMBER 2022 AT 6:00PM**

**PRESENT:** Cr Leigh Bowden (Deputy Mayor), Cr Les Boyd, Cr Logan Collins, Cr Trevor Glover, Cr David Graham, Cr Gil Kelly (via audio/visual link), Cr Abb McAlister, Cr Penny Nicholson

**IN ATTENDANCE:** Les McMahon (Interim General Manager), Paul Woods (Interim Deputy General Manager - Corporate, Community and Dev), Matt Stubbs (Deputy General Manager - Operations), Linda Wiles (Manager Business), Zac Mahon (Manager Finance)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

Nil

**3 APOLOGIES**

**RESOLUTION 312/2022**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

**Apologies from Cr Charlie Sheahan be received and leave of absence granted.**

**CARRIED**

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 18 OCTOBER 2022**

**RESOLUTION 313/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Logan Collins

**The Minutes of the Ordinary Meeting of Council held on Tuesday 18 October 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 8 NOVEMBER 2022**

**RESOLUTION 314/2022**

Moved: Cr David Graham

Seconded: Cr Les Boyd

**The Minutes of the Extraordinary Meeting of Council held on Tuesday 8 November 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

## **6 MAYORAL MINUTES**

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

#### **RESOLUTION 315/2022**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

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

**CARRIED**

*Additions to Mayoral Minutes by Cr Logan Collins*

*15 October 2022 – attended the Cootamundra Show.*

*19 October 2022 – attended a meeting with transport for NSW with the Mayor and IGM and staff.*

*1-3 November 2022 – attended the National Roads Conference in Hobart.*

*10 November 2022 – attended a Local Area Traffic Committee meeting.*

### **6.2 MAYORAL MINUTE - WAY FORWARD: ONE ORGANISATION**

#### **RESOLUTION 316/2022**

Moved: Cr Abb McAlister

Seconded: Cr David Graham

- 1. That the 'Way Forward: One Organisation' report and attachment be received and noted.**
- 2. That Council endorse the decision to adopt option 4, as outlined in the report, as the preferred method for regional collaboration in the Riverina.**

**CARRIED**

## **7 REPORTS FROM COMMITTEES**

### **7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 10 NOVEMBER 2022**

#### **RESOLUTION 317/2022**

Moved: Cr Logan Collins

Seconded: Cr Penny Nicholson

- 1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 10 November 2022, attached to the report, be received and noted.**
- 2. Council endorse the recommendations detailed in the report, and contained within the Minutes.**

**CARRIED****7.2 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON THURSDAY 10 NOVEMBER 2022****RESOLUTION 318/2022**

Moved: Cr Trevor Glover

Seconded: Cr Penny Nicholson

**The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Thursday 10 November 2022, attached to the report, be received and noted.**

**CARRIED****8 GENERAL MANAGER'S REPORT****8.1 BUSINESS****8.1.1 AUSTRALIA DAY 2023****RESOLUTION 319/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

- 1. Information on Australia Day Awards 2023 be received and noted.**
- 2. The submission of the Australia Day 2023 Community Grant be noted.**

**CARRIED****8.1.2 ANNUAL REPORT 2021/2022****RESOLUTION 320/2022**

Moved: Cr Logan Collins

Seconded: Cr Les Boyd

- 1. The draft 21/22 Annual Report, attached to the report, be received and noted.**
- 2. Council to note 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.**
- 3. The draft 21/22 Annual Report be updated with the missing and relevant financial information once the audited Financial Statements are finalised and available.**
- 4. A further report be presented to council for endorsement of the updated draft 21/22 Annual Report.**
- 5. A copy of the draft 21/22 Annual Report be uploaded to Councils website and provided to the Minister of Local Government.**
- 6. A copy of Council's Disability Inclusion Action Plan, attached to the report, be provided to the Minister for Disability Services.**

**CARRIED**



**8.1.3 DRAFT PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY****RESOLUTION 321/2022**

Moved: Cr David Graham

Seconded: Cr Abb McAlister

- 1. The draft Payment of Expenses and Provision of Facilities Policy for Mayor and Councillors, attached to the report, be publicly exhibited for twenty-eight (28) days.**
- 2. Following the exhibition period, a further report be prepared and submitted to Council, with the inclusion of any submissions received for consideration.**

**CARRIED**

**8.1.4 DRAFT CODE OF CONDUCT POLICIES****RESOLUTION 322/2022**

Moved: Cr Les Boyd

Seconded: Cr David Graham

**The following three (3) reviewed Codes of Conduct policies, attached to the report, be adopted:**

- (a) Code of Conduct for Council Staff**
- (b) Code of Conduct for Councillors**
- (c) Code of Conduct for Delegates and Committee Members**

**CARRIED**

**8.1.5 CODE OF CONDUCT COMPLAINT STATISTICS****RESOLUTION 323/2022**

Moved: Cr Trevor Glover

Seconded: Cr Logan Collins

**The report on Code of Conduct complaint statistics for the period 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022, be received and noted.**

**CARRIED**

**8.1.6 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES****RESOLUTION 324/2022**

Moved: Cr Abb McAlister

Seconded: Cr Trevor Glover

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 8<sup>th</sup> August 2022 attached to the report be, received and noted.**

**CARRIED**

**8.1.7 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES****RESOLUTION 325/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Les Boyd

**The Minutes of The Arts Centre Cootamundra s.355 Committee Meeting Held 20 October 2022 attached to the report, be received and noted.**

**CARRIED**

**8.1.8 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES****RESOLUTION 326/2022**

Moved: Cr Les Boyd

Seconded: Cr Logan Collins

**The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Meeting held 10 October 2022 and 7 November 2022, attached to the report, be received and noted.**

**CARRIED**

**8.1.9 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES****RESOLUTION 327/2022**

Moved: Cr David Graham

Seconded: Cr Logan Collins

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held 27 October 2022 attached to the report be received and noted.**

**CARRIED**

**8.2 FINANCE****8.2.1 EXTENSION FOR LODGEMENT OF FINANCIAL STATEMENTS****RESOLUTION 328/2022**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

**That the report relating to the lodgement of the Financial Statements, be received and noted.**

**CARRIED**

### **8.2.2 REQUEST FOR DONATION FROM GUNDAGAI HISTORICAL BRIDGES COMMITTEE REGARDING LEASE LSE 280490 AT MIDDLETON DRIVE GUNDAGAI**

#### **RESOLUTION 329/2022**

Moved: Cr Abb McAlister

Seconded: Cr David Graham

- 1. Council notes that the lease LSE 280490 at 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 to donate the amount of \$1,966.50 to the Gundagai Historic Bridges Committee Inc.**
- 3. Council to endorse the reduction of the Finance Budget, and increase to the Donations Budget, by the amount of \$1,966.50 to accommodate the donation.**

**CARRIED**

### **8.2.3 ROADS TO RECOVERY - INDEPENDENT AUDITOR'S REPORT 2022**

#### **RESOLUTION 330/2022**

Moved: Cr Logan Collins

Seconded: Cr Les Boyd

**The Independent Auditor's Report, attached to the report, be received and noted.**

**CARRIED**

### **8.2.4 RURAL FIRE SERVICE (RFS) ASSETS RECOGNITION UPDATE**

#### **RESOLUTION 331/2022**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The Rural Fire Service Assets Recognition update report, be received and noted.**

**CARRIED**

### **8.2.5 RESTRICTED CASH RECONCILIATION**

#### **RESOLUTION 332/2022**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

- 1. The Restricted Cash Reconciliation report be received and noted.**
- 2. Council approve the transfer of \$1.6 million from the plant reserve fund and \$1 million from the development fund to unrestricted funds, for reasons detailed in the report.**

**CARRIED**

**8.2.6 FINANCE UPDATE - CAPITAL AND OPERATIONAL EXPENDITURE****RESOLUTION 333/2022**

Moved: Cr David Graham

Seconded: Cr Les Boyd

**The Finance Update report, be received and noted.**

**CARRIED**

**8.2.7 INVESTMENT REPORT - OCTOBER 2022****RESOLUTION 334/2022**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The report detailing Council Cash and Investments as at 31 October 2022, be received and noted.**

**CARRIED**

**8.3 COMMUNITY AND CULTURE****8.3.1 GUNDAGAI TOURISM ACTION GROUP (ADVISORY COMMITTEE) MONDAY 7TH NOVEMBER 2022 - MINUTES****RESOLUTION 335/2022**

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

**The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 7<sup>th</sup> November 2022, attached to the report, be noted.**

**CARRIED**

**8.4 DEVELOPMENT, BUILDING AND COMPLIANCE****8.4.1 DEVELOPMENT APPLICATIONS APPROVED OCTOBER 2022****RESOLUTION 336/2022**

Moved: Cr Abb McAlister

Seconded: Cr Trevor Glover

**The information on Development Applications approved in October 2022, be received and noted.**

**CARRIED**

**8.5 REGULATORY SERVICES**

Nil

**8.6 ASSETS**

Nil

**8.7 CIVIL WORKS****8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - OCTOBER 2022****RESOLUTION 337/2022**

Moved: Cr Logan Collins

Seconded: Cr David Graham

**The Civil Works and Technical Services Report for the month of October 2022 be noted.****CARRIED****8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES****8.9.1 FLOOD RECOVERY****RESOLUTION 338/2022**

Moved: Cr Logan Collins

Seconded: Cr David Graham

**The Flood Recovery report, be received and noted.****CARRIED****8.10 WASTE, PARKS AND RECREATION**

Nil

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS**

Nil

**The Meeting closed at 6:31pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 13 December 2022.**

**CHAIRPERSON**

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	382099
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

To keep the community aware of Councillor and 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.**

#### 10 November 2022

Cr Glover attended an Audit Risk and Improvements Committee meeting in Gundagai.

#### 11 November 2022

Cr McAlister attended the Remembrance Day function in Gundagai.

I, Cr Sheahan (Mayor) attended the Remembrance Day function in Cootamundra.

#### 15 November 2022

Cr Collins attended a Local Emergency Management Committee (LEMC) meeting.

#### 16-17 November 2022

Cr Glover attended the Riverina Eastern Riverina of Councils Mapped-Out Conference.

#### 22 November 2022

Crs Nicholson, McAlister, Graham, Collins, Glover, Kelly, and Boyd attended a Council Workshop and Ordinary Council Meeting.

#### 23 November 2022

Cr Bowden (Deputy Mayor) attended a zoom meeting with the Office of Local Government.

Cr Glover attended the Muttama Hall s.355 Committee Annual General Meeting.

#### 24 November 2022

Cr Bowden (Deputy Mayor) attended an Ellwood's Hall s.355 Committee meeting.

Cr Collins held a community consultation session with residents at Wallendbeen.

#### 25 November 2022

Cr Bowden (Deputy Mayor) attended the Ellwood's Hall Twilight Markets.

#### 27 November 2022

Cr McAlister and Nicholson attended the Dog on the Tuckerbox 90<sup>th</sup> Birthday Celebrations.

29 November 2022

I, Cr Charlie Sheahan (Mayor) attended a Murrumbidgee Local Health District update meeting.

30 November 2022

Crs Bowden, Glover, McAlister, and I attended the Interim General Manager Interviews in Cootamundra.

I, Cr Sheahan (Mayor) presented the opening address at a U3a meeting.

I, Cr Sheahan (Mayor) attended an Adina Care Board Meeting.

I, Cr Sheahan (Mayor) attended the soft opening of the Albion Hotel in Cootamundra.

Cr Collins attended a Cootamundra Flood Recovery Meeting.

Cr Collins met with Her Excellency the Honourable Margaret Beazley AC KC Governor of New South Wales.

1 December 2022

I, Cr Sheahan (Mayor) presented the opening address at the Institute of Public Works Engineering Australia (IPWEA).

Cr Collins attended a Cootamundra Local Health Advisory Committee (LHAC) meeting.

3 December 2022

Cr Collins again met with Her Excellency the Honourable Margaret Beazley AC KC Governor of New South Wales.

4 December 2022

Cr Collins met with the Deputy Zone Commander of the State Emergency Service's Southern Zone (SES SHZ) to discuss flood recovery, preparations for evacuations centres and civic constructions.

5 December 2022

Cr Bowden (Deputy Mayor) attended I the EPA V CGRC court case in Cootamundra.

I, Cr Sheahan (Mayor) attended the Cootamundra Youth Council meeting.

Cr Nicholson attended a Gundagai Tourism Action Committee meeting.

7 December 2022

I, Cr Sheahan (Mayor) attended the Cootamundra EA Southee School Presentation Day.

I, Cr Sheahan (Mayor) attended a Catch-up meeting with the CGRC, Hilltops and Snowy Valley Councils General Managers.

Cr Bowden (Deputy Mayor) attended the Heritage Centre Christmas morning tea.

9 December 2022

I, Cr Sheahan (Mayor) attended a Riverina Joint Organisations/Riverina Eastern Regional Organisation of Councils meeting.

Cr Glover attended the Cootamundra Public School Presentation Day.

Cr Collins attended the Cootamundra TAFE Presentation Day.

Cr Nicholson attended the Gundagai High School Presentation Day.

Cr Nicholson and Collins attended the 'Christmas on Sheridan' Gundagai Business Network initiative.



Cr Bowden attended the Wallendbeen Public School Presentation Day.

12 December 2022

I, Cr Sheahan (Mayor) attended the opening of the Sewage Treatment Plant in Gundagai.

I, Cr Sheahan (Mayor) attended a Muttama Creek Regeneration s.355 Committee meeting.

13 December 2022

Crs Nicholson, McAlister, Graham, Collins, Glover, Kelly, Boyd and I attended a Council Workshop and Ordinary Council Meeting.

**6.2 MAYORAL MINUTE - JEFFERY SOWIAK**

DOCUMENT NUMBER	382557
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Mayoral Minute regarding the unexpected passing of Jeffery Sowiak be noted.**

It saddens me to acknowledge the unexpected passing of Jeffery Sowiak.

Mr Sowiak was a former Director at Cootamundra Shire Council and had a career in local government spanning more than 40 years across four states in Australia.

I offer my deepest condolences to Jeff's wife Jeanette and the Sowiak family.

Mr Sowiak's funeral was held on the 1<sup>st</sup> of December 2022. The Interim General Manager attending on behalf of Council. Council donated to the Heart Foundation in the Memory of Mr Sowiak.

**6.3 MAYORAL MINUTE - IPWEA NSW & ACT SOUTHERN REGIONAL FORUM**

DOCUMENT NUMBER	382228
AUTHORISING OFFICER	Charlie Sheahan, Mayor
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	1. Address by Charlie Sheahan at IPWEA Forum <a href="#">↓</a>

**RECOMMENDATION**

**A copy of the Mayor's opening address presented at the IPWEA conference, attached to this Mayoral Minute, be noted.**

Introduction

The Institute of Public Works Engineering Australasia (IPWEA NSW & ACT) is a not for profit, membership based, professional organisation representing engineers and others involved in the provision of public works and services primarily within Local Government. IPWEA NSW is established with the purpose of advancing public works excellence in Australia, particularly in NSW by; conducting and publishing research into improvements to the processes used in public works and services to enhance NSW Communities; working with government at all levels to ensure that the interests of the community is represented in regard to the public decision-making process relating to public works and services.

Discussion

I, Cr Charlie Sheahan, Mayor, attended the Institute of Public Works Engineering (IPWEA) NSW & ACT Southern Regional Forum on Thursday 1st December 2022. There I provided the opening address, of which a copy is attached to this report.

The Regional Forums are an excellent way for the Institute to deliver information to its Members across the State. With a record infrastructure pipeline of \$107.1 billion invested by the State Government, the Forums highlight a phenomenal opportunity presented within the Public Works and Services sector. The one-day event showcases the exceptional work and contribution of our Members, encourages outstanding local public works projects whilst providing a full and informative program for all those involved with the Public Works, Infrastructure and Engineering industries.

I would like to welcome you all to Cootamundra and I know you will enjoy our beautiful town and the great warmth and hospitality of our community.

Cootamundra is an agricultural region producing beef, lamb, wool and broadacre cropping cereal and canola.

Located on the main southern rail line linking Sydney and Melbourne, Cootamundra grew as a rail town.

The Cootamundra west junction links the southern line to the northern line at Parks, making Cootamundra a rail hub for freight movement.

Cootamundra today looking forwards.

With the future development of the inland rail from Melbourne to Brisbane through Stockinbingal will further enhance Cootamundra as a freight hub by linking the ports of Melbourne and Brisbane with Sydney and the eastern seaboard ports.

Currently private development is bringing a large number of new housing lots onto the market, council is in the process of planning a new estate for housing, all helping to address the current housing crisis providing for the potential growth.

A large scale redevelopment of the local abattoirs by new owners AMG is scheduled to start operation next year.

Cootamundra Oilseeds produce cold press canola oil. Cold pressing refers to oils obtained through pressing and grinding oilseeds without the use of chemicals or solvents at temperatures that do not exceed 50c.

New Soil operate the Cootamundra soil recycling facility turning contaminated soil into reusable soil material through a bioremediation process saving landfill space and unnecessary cost.

Tegra Australia, now at Cootamundra was founded and continuously operated by the Sargent family since 1964, is a quarry and concrete business serving the southern regions of NSW.

Molycop is a business based here in Cootamundra specialising in the transportation , recycling and waste management of hard to dispose of products, such as tyres and mattresses.

Council has approved three Das for solar farms in the LGA as well as a large wind farm being constructed east of Gundagai at Adjungbilly.

Cootamundra has a strong base for growth, as well as being ideally located between Sydney and Melbourne, close to Wagga and Canberra with the development of the inland rail and the opening of the abattoirs our future is looking good.

Cootamundra also has a vibrant calendar of events adding to the social fabric of our wonderful community. For example we have the Lion's Christmas Family Fair and the Business Cootamundra Christmas Street Party coming up.

Some of next year's events, Cootamundra beach volleyball carnival, The Festival of Lights, Wattletime Fair, Father's Day Swapmeet, Cootamundra Show, as well as many other sporting and cultural events catering to our diverse interests within our community.

To you all here today I say this; engineers have always been the practical Solution providers for communities. From the Roman Empire through to now, engineers have provided water supplies roads bridges sewer systems, sporting facilities and Civic buildings.

Australia has a wonderful history of engineering achievement, take the harbour bridge as an example, it is a landmark structure, recognised globally as a great functional piece of engineering. The Murrumbidgee Irrigation Area the Snowy Hydro scheme and many other dams that have been constructed across the country for greater water security, electricity generation and irrigation all attributed to Aussie engineering.

With climatologists warnings of more frequent and severe weather events occurring into the future we look once again to the engineers to provide us with solutions.

With more severe droughts, bushfires, storms and floods becoming a reality, solutions to protect our communities will be sought.

Better planning and design will be required to minimise costs due to damage and destruction as a result of climate change.

In most recent times we have experience extreme drought, catastrophic bushfires, cyclones, storms and unprecedented floods as well as a global pandemic of Covid, presenting great challenges to governments at all levels, not to mention the great hardship and personal loss to many of our citizens.

We are currently recovering from a severe flash flood that inundated many residences and damaged infrastructure. Our other community Gundagai and many other towns across New South Wales have all experienced major flooding in recent months.

The road network across New South Wales is in a disastrous state because of heavy rain throughout the year, and will require a massive amount of work, as well as cost to repair.

The challenge is out there, to review planning and design, to construct more efficient buildings, build better roads that can cope with excessive wet periods, better drainage and stormwater management in severe storms, create cooler public spaces for heatwaves, better manage limited water resources in droughts, the need to create strategies around increasing volumes of sewerage and waste.

The real need to protect and preserve the environment from fires, droughts, floods and coastal erosion is here now.

We are experiencing climate change now; we need to shift our reliance from expensive fossil fuels. There has been amazing advancement in renewable energy in recent years paving the way to a cleaner, safer and healthier future.

I know you will have a wonderful conference, enjoy our great town, take in some of the amazing architecture, and I wish you all a wonderful and safe Christmas.

**7        REPORTS FROM COMMITTEES**

Nil

**8        GENERAL MANAGER'S REPORT**

## 8.1 BUSINESS

### 8.1.1 MEETING DATES 2023

DOCUMENT NUMBER	380862
REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

1. The Ordinary Council Meetings remain on the last Tuesday of the Month from January to November at 6:00pm.
2. The Workshop Meetings of Council be confirmed as the second and fourth Tuesday of the Month from January to November at 4:00pm.
3. The Ordinary Council Meeting and Workshop held in December remain on the second Tuesday at 6:00pm.
4. The Ordinary Meeting scheduled for 25 April 2023, be changed to the third Tuesday to accommodate a public holiday.
5. The Council Workshop scheduled for 10 January 2023, be changed to 17 January 2023.
6. The current arrangement of alternating meetings between Cootamundra and Gundagai remain in place for CGRC.
7. Alternatives to the current meeting arrangements be considered if requested.

### Introduction

A report is submitted annually for Councillors to consider the dates and times of Ordinary Council Meetings and Workshops for the following year.

### Discussion

It is timely to review and consider alternative days and times should any Councillor be of the opinion that the current format is unsustainable. General discussion by Council is encouraged to raise any concerns in relation to the day of the month and the time the ordinary meetings are held.

It is recommended to change the meeting date for the April 2023 meeting, as the current schedule has it fall on Anzac Day. Therefore, it is recommended to reschedule this ordinary meeting to the previous week, that being, Tuesday 18<sup>th</sup> April 2023.



**8.1.2 PROPOSED CGRC ORGANISATIONAL STRUCTURE**

DOCUMENT NUMBER	380624
REPORTING OFFICER	Les McMahon, Interim General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	<b>There are financial implications associated with this report and there will be a reduction of Salary costs associated with the Reorganisation of around \$200,000.</b>
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Proposed Organisational Structure <a href="#">↓</a>

**RECOMMENDATION**

**The proposed Organisational Structure, attached to the report, be endorsed.**

Discussion

With the Demerger proposal supported by the Minister in August this year, the Council must suspend the process of reorganisation agreed by Council in June 2022.

I have now proposed a new organisation structure that will help us in the Demerger process.

With the original restructuring I proposed two (2) Deputy General Managers and five (5) Managers. I had also offered redundancies to the Managers and two staff accepted the offer.

Further, we advertised internally and externally for both Deputy General Manager and successfully selected the DGM Operations as Matt Stubbs.

We did not appoint anyone into the Deputy Corporate, Community and Development position.

With the redundancies accepted (and I have independent legal advice to this proposal), both Manager Regulatory Services and Manager Development, Building and Compliance are now made redundant. Further the Manager Water, Sewerage and Assets has also resigned as of 11th November 2022.

With the above information, I now propose this reorganisation, as attached to the report, to guide the organisation to Demerger. I have consulted with the 3 major Unions available to staff and advised the Office of Local Government of the prospective changes to the Organisation structure as per Ministerial letter to us on the Demerger.

I will keep the two (2) DGMs and have seven (7) Managers reporting to them.

The four (4) Managers under DGM Operations will be location based - Cootamundra and Gundagai.

The Water, Sewerage and Assets section and the Regulatory section will be absorbed into the 4 Managers positions – therefore, 6 managers will be reducing to 4.

I have requested that all new positions be reassessed under our Salary System.

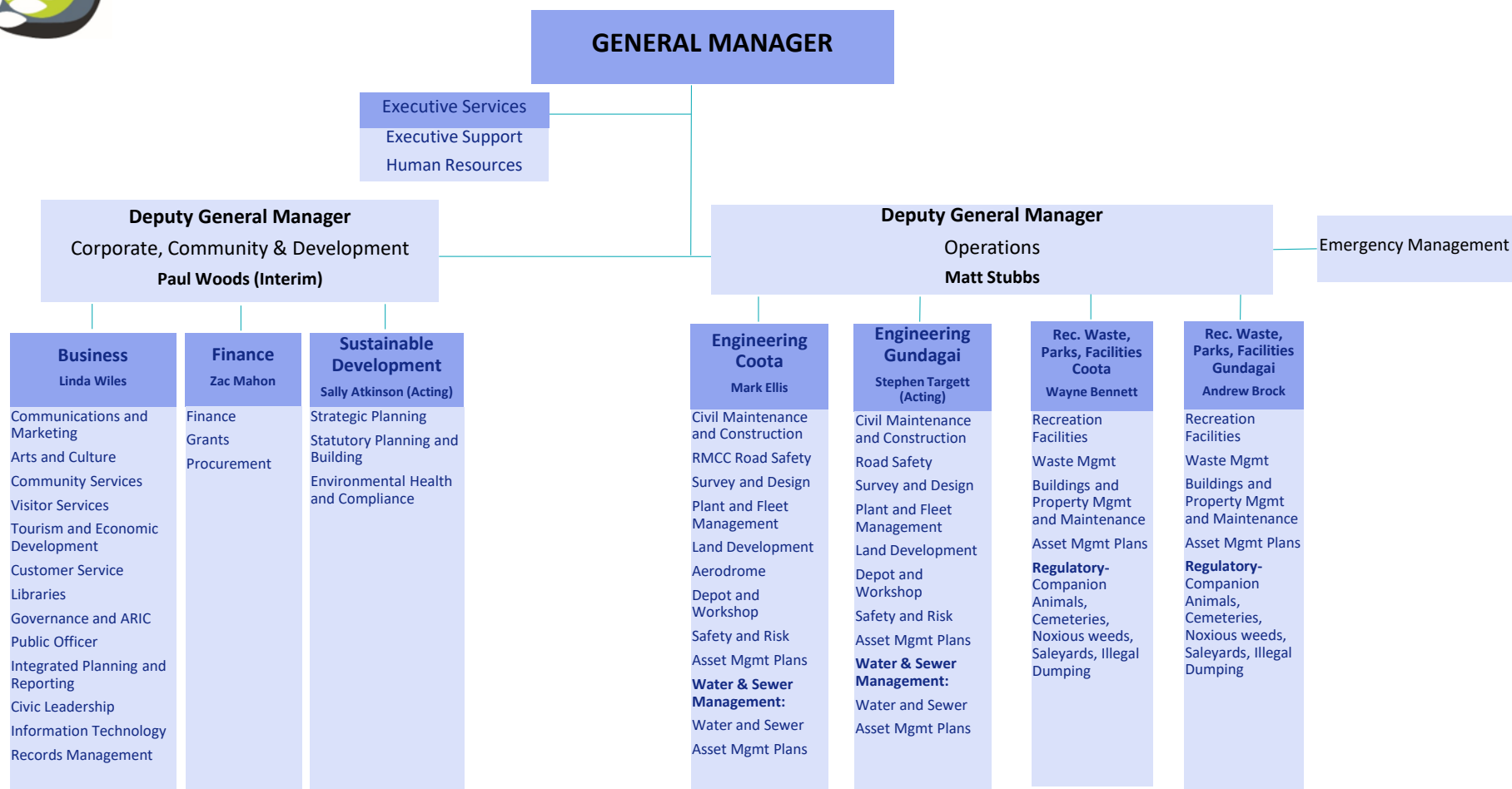
I have also placed the Managers names in each of these new positions as it will be a lateral transfer under their current Award provisions as they are permanent positions within our organisation.

#### Financial Implications

From the original organisation structure of 1 (One) DGM and 10 (Ten) Managers reporting to the General Manager, I would expect the savings to the recurrent budget with the new proposed structure to be around \$200,000.



# PROPOSED CGRC ORGANISATION STRUCTURE



**8.1.3 DELIVERY PROGRAM/ OPERATIONAL PLAN QUARTERLY PROGRESS REPORT**

DOCUMENT NUMBER	382173
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 406 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Q1 - Quarterly Progress Report <a href="#">↓</a>

**RECOMMENDATION**

**The Delivery Program incorporating the Operational Plan 2022/2023, quarterly progress report, (1<sup>st</sup> Quarter July to September), attached to the report, be received and noted.**

Discussion

To comply with Section 406 of the Local Government Act, 1993 and in accordance with the Office of Local Government's Integrated Planning and Reporting guidelines 'The general manager must ensure that regular progress reports are provided to the council, reporting as to its progress with respect to the principal activities detailed in its delivery'.

Accordingly, attached to this report is the quarterly progress report outlining the extent to which performance measures and targets, set out in the Delivery Program and Operational Plan, have been achieved during the First quarter of the reporting year; that is between 1 July – 30 September 2022.

The next progress report will be presented to Council at the Ordinary Meeting of Council to be held 28 February 2023 and will consist of status updates for actions within the 22/23 Operational Plan (2<sup>nd</sup> quarter reporting period of October-December 2022).

# Delivery Program / Operational Plan

## Quarterly Progress Report

2022/2023 Q1

### 1: A vibrant, safe, and inclusive community

#### 1.1: Our health and wellbeing needs are met

**1.1a: Provide quality health and well-being services that support the changing needs of the community throughout the lifecycle through government and non-government organisations**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to consult with local health service providers and identify and advocate for opportunities to improve the quality and range of health services provided in the region	1.1a (1)	Support local health service providers and community groups in promoting programs which encourage healthy lifestyle choices and activities	Manager Facilities	Ongoing	Staff have been working closely with health groups after the recent floods. We will use these opportunities to enhance collaboration and advice for future development programs.

**1.1b: Provide opportunities for the recreational use of parks, sporting facilities, swimming pools by ensuring they are safe, maintained, managed and meet the needs of all community members**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Masterplan development for Fisher Park	1.1b (1)	Develop Masterplan for Fisher Park	Manager Waste, Parks & Rec Services	Ongoing	Implemented on a daily basis as part of the works program.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote year-round use of Council facilities	1.1b (2)	Collaborate with communications team to develop a communications and marketing program to promote year- round use of Council facilities	Manager Facilities	Ongoing	No formal process has been created at this stage. Sporting events and other special events are raised with the team and promoted as required. Further works will be needed to develop a strategy in the future. Council has seen a recent increase in booking requests for the use of sporting facilities, however due to recent floods many bookings have needed to be cancelled.
	1.1b (2)	Collaborate with communications team to develop a communications and marketing program to promote year- round use of Council facilities	Manager Waste, Parks & Rec Services	Ongoing	This is to be achieved through daily operations planning.
Prepare and deliver the CGRC Open Space Strategy / Management Plan	1.1b (3)	Deliver Open Space Strategy / Management Plan	Manager Waste, Parks & Rec Services	Ongoing	Incorporated as part of daily works programs.
	1.1b (3)	Deliver Open Space Strategy / Management Plan	Manager Facilities	Ongoing	Works have not commenced at this stage. Staff maintain parks and sporting fields on a as need basis for sporting events and general neatness. Major impacts to these areas due to the floods.
Seek funding to build a reflection area at Cootamundra Cemetery	1.1b (5)	Investigate funding opportunities to build a reflection area at Cootamundra Cemetery	Senior Regulatory Officer	Ongoing	Continuing to investigate funding opportunities. No opportunities have arisen at present.

**1.1c: Seek funding and investment for the revitalisation of the Gundagai Memorial Swimming Pool and existing sports and recreation facilities across Cootamundra, Gundagai and villages**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Gundagai Pool Renovation	1.1c (1)	Complete Gundagai Pool renovation project	Manager Facilities	In Progress	Master plan was completed and adopted. Works are being carried out all year round with major building works to commence once the season is complete. Council is working with the local swimming club as they are also contributing to renovation works through a grant process.

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**1.2: A welcoming community that cares for and looks after each other**

**1.2a: Support initiatives and facilities that encourage social inclusion and community connections**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Update and implement accessibility strategies as identified in the Disability Inclusion Access Plan	1.2a (1)	Update Disability Inclusion Access Plan	Manager Business	In Progress	In the process of updating the Disability Inclusion Access Plan.

**1.2b: Acknowledge and respect Aboriginal and Torres Strait Islander peoples**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Formalisation of the Memorandum of Understanding between Cootamundra Aboriginal Working Party and Council	1.2b (1)	Formalise the Memorandum of Understanding between the Aboriginal Working Party and Cootamundra-Gundagai Regional Council	Manager Business	In Progress	MOU for Gundagai has been signed. Cootamundra MOU is potentially going to the December council meeting, however is still to be determined. GM Office is coordinating this with the Cootamundra Aboriginal Working Party.
Actively seek opportunity to establish an Aboriginal and Torres Strait Islander cultural centre	1.2b (2)	Seek funding to undertake feasibility study into the establishment of an Aboriginal and Torres Strait Islander cultural centre	Manager Business	Ongoing	To be researched and funding sought when resources allow.

**1.2c: Undertake an Aboriginal Heritage and Cultural Places Study**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Undertake a region wide Heritage Study to update current heritage plan	1.2c (1)	Seek funding to update the region's Heritage Plan	Manager Business	Ongoing	Funding options to be sought when resources allow.

**1.2e: Increase focus on the Arts by providing accessible, functional, multi-purpose facilities and spaces suitable for culture, recreational, learning and information services and activates**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Extension of the Gundagai library	1.2e (2)	Develop Gundagai Library extension plan	Manager Facilities	In Progress	Plans have been completed and quotes have now been received. Planning approvals have been finalized and works approved. Contractors to start work early in the new year.
Deliver a diverse range of Art Gallery/Museum and Library events and programs that are accessible and relevant to the community	1.2e (3)	Work with partners including Eastern Riverina Arts to develop a diverse annual program of gallery exhibitions and events	Manager Business	Ongoing	Individual facilities develop events and programs relevant to community needs.

**1.3: Maintaining low crime levels**

**1.3a: Deliver dependable emergency service management practices and responses which protect our community**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue maintenance and operations of Emergency Management Centres	1.3a (1)	Maintain and operate Emergency Management Centres	Deputy General Manager - Operations	Ongoing	Local Emergency Management Committee (LEMC) has continued to meet on regular basis. Additional meetings have been held with responsible agencies in response to recent flooding events and responded as required.
Continue to participate in Local Emergency Management Meetings with local emergency services	1.3a (2)	Continue to participate in Local Emergency Management Meetings with local emergency services	Deputy General Manager - Operations	Ongoing	Local Emergency Management Committee (LEMC) has continued to meet on regular basis. Additional meetings have been held with responsible agencies in response to recent flooding events and responded as required.
Maintain and update Council's emergency response plans	1.3a (3)	Update and maintain Council's emergency management and response plans	Deputy General Manager - Operations	Ongoing	Council's Emergency Response Plans are continuously reviewed. The impact of recent flooding is currently being surveyed with the intent of updating documentation.



**1.3b: Support initiatives and facilities that encourage social inclusion and community connections**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Investigate opportunity to implement shared pedestrian area in consultation with traffic committee and Transport for NSW	1.3b (1)	Consult with Transport for NSW and local traffic management committee to investigate shared pedestrian area classification for Cootamundra and the lowering of CBD speed limit to 30km per/hour	Manager Civil Works	Ongoing	Awaiting outcome from Transport for NSW.
Continue to work in partnership with local agencies such as Fire and Rescue NSW, Rural Fire Service and State Emergency Service, Health, Ambulance, Police, Local Land Services to identify and advocate for opportunities to improve overall community safety	1.3b (2)	Work in partnership with Fire and Rescue NSW, Rural Fire Service and State Emergency Service, NSW Health, Ambulance, Police and Local Land Services to implement community safety initiatives	Deputy General Manager - Operations	Ongoing	Local Emergency Management Committee (LEMC) has continued to meet on regular basis. Additional meetings have been held with responsible agencies in response to recent flooding events and responded as required.

**1.3c: Installation of CCTV cameras in higher crime areas**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Review security contracts	1.3c (1)	Review security contracts for Closed-Circuit Televisions (CCTV) cameras	Manager Facilities	Ongoing	Current security needs and monitoring are being assessed continually. The system is being upgraded to streamline processes and potentially reduce the need for external contractors.
Seek funding for Closed Circuit Television camera installation	1.3c (2)	Seek funding for the installation of Closed-Circuit Televisions (CCTV) cameras	Manager Facilities	Ongoing	Grant funding has been used within existing projects to install units as required. Staff are working with police to identify additional high-risk areas and then source funding to carry out further installations.

## 2: A region for the future

### 2.1: Recognised as a must-visit tourist destination

#### 2.1a: Seek funding and investment opportunities for tourism asset development

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Gundagai Old Mill Redevelopment	2.1a (1)	Gundagai Old Mill Redevelopment construction tender in market and contractor engaged	Manager Facilities	Ongoing	This project will require further consideration, as current funding doesn't cover all the building costs required. We would be creating a detailed business case for the use and ongoing maintenance costs, as well as re-apply for funding which would cover ALL costs associated with the build.
Prince Alfred Bridge Memorial - coordination of fit-for-purpose tourism activity	2.1a (2)	Finalise the Prince Alfred Bridge Memorial concept	Manager Business	Not Progressing	The Prince Alfred Bridge Memorial concept Project is now the responsibility of Crown Lands and as such, no longer the responsibility of Cootamundra-Gundagai Regional Council. This action will not be progressing.
Feasibility study into mountain biking 'flow trail' development on Mount Kimo	2.1a (3)	Seek funding to conduct feasibility study into development of Mountain Bike 'Flow Trail' on Mount Kimo	Manager Business	Ongoing	Will be actioned when resources permit.
Develop and issue an expression of interest for Wallendbeen silo art project	2.1a (4)	Develop EOI for Wallendbeen silo art project	Manager Business	Not Progressing	At present, we are unable to proceed with the Wallendbeen Silo Art Project as the Silos are still active.

#### 2.1b: Seek funding and investment opportunities to improve existing visitor amenities and experiences

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Playground and recreational ground upgrades	2.1b (3)	Complete upgrades to Coolac playground	Manager Business	Not Progressing	The Coolac recreation ground is not a Council owned facility. This action will not proceed.
	2.1b (3)	Seek funding to complete upgrades and change of use application for Stockinbingal recreational ground	Manager Business	Ongoing	Funding sought when resources allow.

**2.1c: Growth and expansion of the region's events calendar and tourism products with a focus on agritourism opportunities**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with Cootamundra and Gundagai business and tourism groups to help support and grow new events	2.1c (1)	Implement actions identified in the Agri-tourism strategy	Manager Business	In Progress	CGRC Economic Development Officer is currently managing the "Reconnecting Regional NSW - Community Events Program" to assist and grow new events throughout the Council area.
Establish Cycle Trails map for Cootamundra	2.1c (3)	Develop Cycle Trails map for Cootamundra and upload onto website for road cyclists	Manager Civil Works	Ongoing	Pedestrian Access and Mobility Plan (PAMP) and Cycleways Program nearing completion. Will source funding on priorities.

**2.1d: Increased marketing of the Cootamundra and Gundagai tourism brands**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Seek funding to continue delivering on the Tourism Communications Plan	2.1d (2)	Seek funding to continue delivery of actions identified in the Tourism Communications Plan	Manager Business	In Progress	Economic Development and Grants Officer to research funding opportunities.

**2.1e: Actively promote and develop the region's visitor accommodation, products, and recreational infrastructure**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a plan for the preservation and development of Pioneer Park	2.1e (3)	Establish working group with Friends of Pioneer Park, Aboriginal Working Party and other key stakeholders to develop a plan to preserve and develop Pioneer Park	Manager Waste, Parks & Rec Services	Completed	This has been implemented.

**2.1f: Establish stand-alone Visitor Information Centre in Cootamundra and refurbishment of Gundagai Visitor Information Centre**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Heritage Centre and Cootamundra Visitor Information Centre upgrade	2.1f (2)	Complete fit-out of the Cootamundra Heritage Centre and Visitor Information Centre	Manager Facilities	Ongoing	Currently being assessed by various departments for final development approval and Heritage consent. Project will then be put out to contractors to price the works.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Revisit Arts Centre Masterplan	2.1f (3)	Implement up-to-date fire safety measures and accessibility upgrades at Cootamundra Arts Centre	Manager Facilities	In Progress	Council staff are currently completing a detailed report to address fire safety and egress concerns. During discussions with both the center and planning staff, it was confirmed current funding is better spent to address these issues. Future design plans can then progress for further expansion of the site when funding becomes available.
Gundagai Visitor Information Centre Upgrade	2.1f (4)	Gundagai Visitor Information Centre upgrades completed, including establishment of online sales capability	Manager Facilities	In Progress	Plans and approvals are complete. Consultation with staff have confirmed works will need to be started in March 2024 after their busy holiday season. Contractors are in line for this to be undertaken.

**2.1g: Undertake community consultation and feasibility studies for Rail Trail between Cootamundra and Gundagai**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Undertake feasibility study into the development of a Cootamundra to Gundagai Rail Trail	2.1g (1)	Seek funding to undertake a feasibility study into the development of a Cootamundra-Gundagai Rail Trail	Manager Business	On Hold	Study to commence when resources allow.

**2.2: A thriving region that attracts people to live, work and visit**

**2.2a: Support and facilitate economic development and employment opportunities**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Liveability information available on Council website	2.2a (1)	Update region liveability information and upload onto Council website	Manager Business	Ongoing	Website updated periodically.
Establish monthly communication to industry outlining opportunities and economic activity of the region	2.2a (3)	Establish monthly communication to business and industry outlining opportunities and economic activity of the region	Manager Business	In Progress	Communication is via Business Cootamundra and Gundagai Business Network. Relevant updates are emailed and distributed to the business contacts. Anything relevant to individual operators is forwarded directly to them.

**2.2b: Attract new business and employment opportunities to the region, supporting their establishment and retention**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Actively market the region targeting current and new residents	2.2b (2)	Actively market the region as a 'must visit' destination	Manager Business	In Progress	Tourism staff currently work towards outcomes of the Tourism and Economic Development Strategy. Tourism websites are updated with current attractions and events. Centralised information for residents and visitors encouraging livability, local product and event development. Continue development of regional partnership with Destination NSW Riverina Murray.

**2.2c: Implement strategies and report on outcomes from Council's Tourism and Economic Development Strategy**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Employ Tourism and Economic Development Coordinator for Council	2.2c (1)	Recruit Tourism and Economic Development Coordinator for Council to oversee tourism and economic activity	Manager Business	In Progress	Position to be developed.

**2.2d: Deliver Youth Strategy actions and promote existing Youth Council Resources including establishing Youth Hub**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Secure location and funding to house a 'Youth Hub' in Cootamundra	2.2d (1)	Seek funding to establish a Youth Hub for Cootamundra	Manager Business	In Progress	Discussions underway and funding to be sought.
Assist Youth Council is establishing Jobs Expo for the region	2.2d (4)	Assist Youth Council in establishing a jobs expo for the region	Manager Business	In Progress	Discussions have taken place with High Schools to gauge interest in establishing a Jobs expo. While discussions continue a Jobs expo is run by REROC each year with good participation from CGRC region.

**2.2e: Work with businesses, planners and governments to facilitate key infrastructure projects to support economic growth**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Seek funding to expand Gundagai Sewerage Plan	2.2e (3)	Seek funding to expand Gundagai Sewerage Plant	Deputy General Manager - Operations	Not Progressing	Expansion to the sewerage treatment plant is at practical completion and has been funded. This action is no longer required.

**2.2f: Facilitation of business grants**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Recruit a grants officer for Council	2.2f (1)	Recruit a Grants Officer for Council who will oversee the application and implementation of grants across the organisation	Manager Finance	Ongoing	The Finance Manager is updating position descriptions for a grants officer and a grants assistant.

**2.2h: Improving Council's focus on the Arts by providing accessible, functional and multi-purpose facilities and spaces suitable for cultural, recreational, learning and information services and activities**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop maintenance schedule for key sites, and any new sites that activate	2.2h (2)	Develop a region wide maintenance schedule for Council facilities and assets	Manager Facilities	Ongoing	No plan has been developed at this stage. Parks and Gardens team have only just received a replacement team leader, who will help to drive the development of a formal plan. This will also be impacted by future budgets allocated.

### 2.3: A region that can accommodate and support strategic growth

#### 2.3a: Pursue affordable housing opportunities in the region

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop planning policies to facilitate options for range of housing	2.3a (2)	Undertake housing investigate and report on housing issues in the region and identify strategies to mitigate	Environmental Health Officer	Ongoing	Council will be participating in the development of the Regional Housing Delivery Plan for our area.

#### 2.3b: Provide appropriate land development to meet market demand

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement Development Control Plans to ensure compliance with appropriate legislation and to achieve best planning and development outcomes	2.3b (1)	Develop and operate development control plans to ensure compliance with legislation and to provide appropriate land development opportunities	Environmental Health Officer	Ongoing	Council currently assesses development using appropriate legislation and controls. The DCPs will be reviewed following the development of new LEPs for the proposed LGAs.

#### 2.3c: Implement actions from the Local Environmental Plan and Development Control Plan such as providing approval for subdivisions and boundary realignments below the minimum lot sizes and allowing for rural zones to be considered 'open' and implementing a zero minimum lot size for the R3-Medium Density Residential Zone

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Finalise a new, comprehensive Local Environmental Plan for the Cootamundra-Gundagai local government area	2.3c (1)	Finalise the Cootamundra-Gundagai Local Environmental Plan	Environmental Health Officer	On Hold	The consolidated LEP is currently on hold due to the proposed demerger. The studies and strategies already developed will be used to inform new LEPs for the proposed LGAs.

### 3: A protected and enhanced environment

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

##### 3.1b: Undertake active weed and pest management

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Seek opportunities to increase staffing to deliver increased weeds management program	3.1b (1)	Seek opportunities to increase staffing to deliver increased weed management program inline with funding requirements	Senior Regulatory Officer	Ongoing	Casual staff are currently being sourced to assist.
	3.1b (1)	Seek opportunities to increase staffing to deliver increased weed management program inline with funding requirements	Senior Regulatory Officer	Ongoing	Casual staff are currently being sourced to assist.

##### 3.1c: Ensuring new developments minimise impacts on water catchments, including downstream and groundwater sources

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Plan, construct, maintain and manage the water infrastructure network	3.1c (1)	Plan, construct, maintain and manage the regions water infrastructure network in accordance with land development, and asset management priorities and availability of funding for Cootamundra Area	Deputy General Manager - Operations	Ongoing	Council is planning on completing a network analysis on Councils water and sewer infrastructure. Which will identify future priority works to the systems.
	3.1c (1)	Plan, construct, maintain and manage the regions water infrastructure network in accordance with land development, and asset management priorities and availability of funding for Gundagai Area	Deputy General Manager - Operations	Ongoing	Council is planning on completing a network analysis on Councils water and sewer infrastructure. Which will identify future priority works to the systems.



**3.1d: Locate developments, including new urban release areas away from areas of known high biodiversity value, high bushfire, and flooding hazards, contaminated land, and designated waterways to reduce the community's exposure to natural hazards**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Adhere to Local Environmental Plan and development strategies when considering developments and urban releases	3.1d (1)	Use Local Environmental Plan once endorsed to guide Land Use Strategies and Studies	Environmental Health Officer	On Hold	The consolidated LEP is on hold due to the demerger.

**3.2: We have attractive towns and villages**

**3.2a: Undertake place making and beautification activities at entrances to towns and villages**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop Place Activation Plans for villages to support Villages strategy and encourage activation of villages as opportunity arises	3.2a (2)	Seek funding to develop Place Activation Plans for villages in support of the Villages Strategy	Manager Business	Ongoing	To be developed as resources permit.

**3.2b: Increase highway signage for Cootamundra and investigate additional signage opportunities for walks, public art, village facilities, cemeteries, river, nature-based experiences**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop plan to standardised signage across region	3.2b (1)	Develop and full cost a plan to standardise signage across the region, including throughout cemeteries	Manager Business	Not Progressing	Unable to proceed with this project due to the demerger.

**3.2c: Regeneration of creeks and waterways including Muttama Creek and Gundagai waterways**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop plan for the beautification and preservation of Muttama Creek	3.2c (1)	Seek funding to develop a plan for the beautification and preservation of Muttama Creek	Manager Waste, Parks & Rec Services	Ongoing	Exploring opportunities for Funding when they become available.

**3.2d: Planning for rural, urban and industrial development is complementary to the region's natural environment and heritage**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement actions and strategies from the Villages Strategy	3.2d (1)	Implement actions and strategies from the Villages Strategy	Manager Business	Ongoing	Strategies from the Villages Strategy are implemented as time allows. CGRC Tourism Officer is currently being engaged to assist with these tasks.
Develop the Development Control Plan	3.2d (3)	Develop a Development Control Plan	Environmental Health Officer	Ongoing	A comprehensive suite of Development Control documents was proposed to be developed, taking into account the findings and recommendations from strategic studies, following the development of a Consolidated LEP for CGRC. As the consolidated LEP is now not moving forward, the project is currently on hold, and separate control documents will be developed for the future LGAs after the completion of the Gundagai studies.

### 3.3: Responsive and adaptive community to climate change risks and impacts

#### 3.3a: Investigate and implement renewable energy technologies to reduce environmental impact including developing specific controls for solar farms and permissibility of landfills

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Install solar panels and Light-emitting diode (LED) lighting at all Council owned buildings	3.3a (2)	Develop a budget and implementation plan for the installation of solar panels and LED lighting at all Council owned buildings at Cootamundra	Manager Facilities	Ongoing	Works are being undertaken at each opportunity for building upgrades. Standard fit out of LEDS are always incorporated in any refurbishment or new build. Where funding allows, solar is also installed. Additional grant funding needs to be sourced for some of our major buildings for solar eg: Admin offices/depots.
	3.3a (2)	Develop a budget and implementation plan for the installation of solar panels and LED lighting at all Council owned buildings at Gundagai	Manager Facilities	Ongoing	Works are being undertaken at each opportunity for building upgrades. Standard fit out of LEDS are always incorporated in any refurbishment or new build. Where funding allows, solar is also installed. Additional grant funding needs to be sourced for some of our major buildings for solar eg: Admin offices/depots.
Implement funded elements of the Council Waste Strategy	3.3a (3)	Implement the funded elements of the Waste Strategy	Manager Waste, Parks & Rec Services	Ongoing	<p>New shed Cootamundra landfill Wood milling machine Cootamundra Tipping truck Cootamundra New weighbridge Gundagai Landfill Power supply Gundagai Landfill</p> <p>These projects are currently on hold pending the NSW Governments (demerge) auditors report on distribution of debit and assets.</p>
Introduction of Food Organics and Garden Organics (FOGO) collection to Cootamundra	3.3a (4)	Introduce Food Organics and Garden Organics (FOGO) collection for Cootamundra, similar to Gundagai	Manager Waste, Parks & Rec Services	On Hold	This is pending Environment Protection Authority (EPA) approval to proceed.

**3.3b: Investigate and implement sustainable water and waste strategies as outlined in CGRC Local Strategic Planning Statement**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Support the implementation of potable water connections to existing residents in Nangus, and identify other urban release areas which can leverage off the asset	3.3b (1)	Deliver potable water connections to existing resident in Nangus	Deputy General Manager - Operations	Ongoing	Council has engaged a water engineer to work with the appointed representative from the Nangus Water Committee to undertake feasibility study.
Seek funding for water storage facility for RFS and reserve access should issues arise with water main	3.3b (2)	Seek funding for water storage facility for Rural Fire Service and reserve access	Deputy General Manager - Operations	Ongoing	Action to be raised at a Local Emergency Management Committee meeting for clarification.
Seek funding for gravity sewerage system for Coolac and Stockinbingal	3.3b (3)	Seek funding for gravity sewerage system for Coolac	Deputy General Manager - Operations	Not Progressing	Preliminary work, such as feasibility study and further analysis required before funding can be sought. Action not to progress this year.
	3.3b (3)	Seek funding for gravity sewerage system for Stockinbingal	Deputy General Manager - Operations	Not Progressing	The business case was completed. Risks associated with this will not meet the current funding criteria from Safe and Secure Water Program. Action not progressing this year.

**3.4: Greater efficiency in the use of resources**

**3.4a: Improve waste minimisation and recycling practices in homes workplaces, development sites and public places**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Closure of Wallendbeen and Stockinbingal landfills	3.4a (1)	Conduct an impact assessment on the closure of Wallendbeen and Stockinbingal landfills	Manager Waste, Parks & Rec Services	Ongoing	This is achieved through community education and awareness.

**3.4c: Revise asset management strategy**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Watermain Replacement and Reservoir Disinfection Projects	3.4c (1)	Deliver planned watermain replacement and reservoir disinfection projects	Deputy General Manager - Operations	Ongoing	This action is included in Council's capital works program. Finalising advertisement of tender documentation.
	3.4c (1)	Deliver planned watermain replacement and reservoir disinfection projects	Deputy General Manager - Operations	Ongoing	Included in Council's capital works program. Finalising advertisement of tender documentation.

**3.4d: Develop, implement and report on a Regional Sustainability Strategy**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Seek funding to engage a specialist to develop a regional sustainability strategy for Council	3.4d (1)	Seek funding to engage a specialist consultant to develop a Regional Sustainability Strategy for the region	Manager Business	In Progress	Economic Development and Grants Officer to research funding opportunities.

#### 4: Collaborative and progressive leadership

##### 4.1: A clear strategic direction that is delivered upon

##### 4.1a: Continuous improvement in services delivery based on accountability, transparency and good governance

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement service review schedule and determine the number of reviews to conduct per Council term	4.1a (4)	Develop a service review schedule to determine the number of reviews per Council term and conduct those reviews	Manager Business	Ongoing	Service Reviews will commence in 2023.

##### 4.1b: Provide the community with responsive customer service

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	4.1b (1)	Provide quality customer service during all front line interactions	Manager Business	In Progress	Customer Service staff are encouraged to undertake further training to ensure excellence of customer service.
Council will track the progress towards the achievement of the corporate plan objectives against measurable outcomes	4.1b (2)	Implement tracking and reporting of progress against strategic plans against objectives	Manager Business	Ongoing	CGRC reports quarterly on outcomes of the Delivery Program.

##### 4.1c: Maintain a high-quality workforce that is committed to delivering on the community’s and Council’s vision and goals

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement the Workforce Management Plan to support all staff in the delivery of community expectations	4.1c (1)	Implement the Workforce Management Plan	Coordinator Human Resources	Completed	Workforce Management Plan has been developed for 2022-2025.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide a safe and healthy environment for staff and contractors through compliance with all Work, Health and Safety legislative requirements and minimising risk	4.1c (3)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements	Civil Project Engineer	Ongoing	Monitoring WHS implementation with our Gundagai based WHS & Risk Officer. Currently focused on plant related issues including those in relation to mowers.
	4.1c (3)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements	Manager Civil Works	Ongoing	Maintain safe working environment.
Develop and implement a Staff Wellbeing Program	4.1c (4)	Develop and implement a staff wellbeing program	Coordinator Human Resources	Ongoing	Assistants has been sought from OLG. Details to be advised in due course.

**4.1e: Ensure long-term financial sustainability through short, medium and long-term financial planning**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Conduct Long Term Financial Plan review and update	4.1e (1)	Conduct a Long-Term Financial Plan review and update Council's Long-Term Financial Plan accordingly	Manager Finance	Ongoing	The Long-Term Financial Plan will be updated when the budget process commences in December.

**4.2: Proactive, practical Council leaders who are aligned with community needs and values**

**4.2a: Elected representatives who are trained, skilled, resourced, and knowledgeable**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Audit, Risk and Improvement Committee updates and compliance completed	4.2a (1)	Implement Audit, Risk and Improvement Committee updates and compliance requirements	Manager Business	In Progress	Council participates in the ARIC with surrounding Councils and completes audits as per this committee.
Support Council's elected representatives in undertaking their role in the community	4.2a (2)	Support Council's elected representatives in undertaking their role, through training and development opportunities	Manager Business	Ongoing	Council offered and provided induction training for all Councillors and fully supports further development opportunities, as identified.

**4.2c: Deliver better online solutions to customers who engage with Council**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council website upgrade	4.2c (1)	Upgrade Council's website and digital customer experience	Manager Business	On Hold	Upgrade put on hold pending demerge timeline.
Migration of Council operating systems to cloud based technology	4.2c (2)	Migrate Council's operating system to cloud based technology	Manager Business	In Progress	Discussions have commenced with Council's IT Contractor to commence migration to cloud based technology.

**4.3: Actively engaged and supportive community**

**4.3b: Promoting and celebrating achievements of Council and the community**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop marketing campaigns for major Council projects to highlight project benefits and outcomes for the community	4.3b (1)	Develop marketing and communication plans for major Council projects to keep community informed, highlight successes and community benefits	Manager Business	In Progress	Media Office continues to communicate milestones and benefits of major CGRC project development.

**4.3c: Facilitate more face-to-face community engagement/pop-up activities**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
As the opportunity arises, Council will seek to facilitate face-to-face engagement activities for each of its engagement exercises	4.3c (1)	Facilitate face-to-face community engagement activities, as the opportunity arises for Council projects	Manager Business	In Progress	Pop-up activities and face-to-face community engagement will become part of the new Communications Strategy when complete.



**4.3d: Develop and implement a Communications Plan for Council**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a communications strategy for CGRC that will guide the Councils communication with the community and other key stakeholders	4.3d (1)	Develop an overarching Council communications strategy to guide Council's communication and engagement with the community	Manager Business	In Progress	CGRC Communications Strategy is being updated currently.

**4.3e: Facilitate community consultation in line with Community Engagement Charter**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Ensure community consultation activities are designed to adhere to the Community Engagement Charter, and community engagement best practice (IAP2)	4.3e (1)	Design community consultation activities in-line with the Community Engagement Charter and community engagement best practice (IAP2)	Manager Business	In Progress	Official IAP2 Training is very expensive. Alternative training options are being researched. A staff member will attend a form of this training in 2023.

**4.3f: Active and robust Section 355 Working Committees**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to support Section 355 Committees and encourage the development of Services and facilities in our communities	4.3f (1)	Support Section 355 Committees to deliver their services to communities	Manager Business	In Progress	Meeting to be scheduled with s355 to discuss roles and responsibilities of the committee.

**4.4: Recognised as a premier local government Council that represents and advocates for community needs**

**4.4a: Maintaining a strong and robust financial position that supports the delivery of services and strategies ensuring long-term financial stability**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Manage Councils income and expenditure in line with Treasury guidelines	4.4a (1)	Manage Council's income and expenditure in line with Treasury Guidelines	Manager Finance	Ongoing	The investment policy has been updated to ensure that it meets treasury guidelines. Finance Manager will continue to review policy and procedure to ensure compliance.
Develop Asset Management plans which deliver Long Term financial sustainability and asset renewal	4.4a (4)	Develop Long-Term Asset Management Plans to deliver Long-Term Financial Sustainability and asset renewal	Manager Business	In Progress	CGRC currently uses existing Asset Management Plans. Once CGRC has demerged each new Council will develop individual Asset Management Plans.

**4.4b : By meeting all legislative requirements and operating within good governance practices and frameworks**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement Council's Governance and Risk Management Framework and Action Plan	4.4b (1)	Implement Council's Governance and Risk Management Framework and Action Plan	Manager Business	In Progress	Council is currently in the process of updating Enterprise Risk Management Plan. Council's Governance and Risk Management Framework and Action Plan is being developed.
Implementation of Council's Corporate Business Continuity Plan including coordination of the IT Disaster Recovery Plan and Divisional Sub Plans	4.4b (2)	Develop and maintain risk management and business continuity plans	Manager Business	In Progress	CGRC Enterprise Risk Management Plan update has commenced. Funding is available to update CGRC Disaster Recovery and Business Continuity Plan. Initial discussions underway to commenced update.

## 5: Integrated and Accessible Region

### 5.1: Known for our good road network

#### 5.1a: Revising the asset management plan

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.1a (1)	Align Council's Assets and Civil Works Departments works programs	Assist with the development and updating of Council's Asset Management Plan	Manager Facilities	Ongoing	Council has engaged contractors to carry out valuation and condition assessments of facilities. This will then drive the management plan for programming and budget control.
5.1a (1)		Assist with the development and updating of Council's Asset Management Plan	Manager Waste, Parks & Rec Services	In Progress	Progressing.
5.1a (1)		Assist with the development and updating of Council's Asset Management Plan	Manager Civil Works	In Progress	Progressing.
5.1a (1)		Assist with the development and updating of Council's Asset Management Plan	Civil Project Engineer	In Progress	In progress.

#### 5.1b: Prioritising access road maintenance and future development to provide safe and efficient road and pathway network

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.1b (2)	Deliver annual resealing program	Deliver the annual road resealing program as budgeted	Manager Civil Works	Ongoing	Annual resealing program to commence December and progress into 2023.
5.1b (2)		Deliver the annual road resealing program as budgeted	Civil Project Engineer	Ongoing	Meeting with Boral's Contracting Manger. Sealing program provided late in season due to the tender process not being completed. Jan - Mar program scheduled.

**5.2: Easily accessible from major cities and other regional towns**

**5.2a: Feasibility study/ masterplan for development of Cootamundra airport into a true regional airport facilitating visitors, business, health services, and managing emergencies**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2a (1)	Develop feasibility study/ masterplan for Cootamundra Aerodrome, with consideration to revenue generating opportunities, and long-term commercial activities	Seek funding to develop a feasibility study and masterplan for the Cootamundra Aerodrome with consideration to revenue generating opportunities and long-term commercial activities	Manager Civil Works	Ongoing	Plan to be developed during 2023.

**5.2b: Improve road conditions across the region, and advocate to improve access to regional cities and connection out of the region**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2b (1)	Continue implementing the fixing local roads program	Continue to implement the approved and funded Fixing Local Roads Program	Manager Civil Works	Ongoing	Continual wet weather has delayed project completion. New round of applications being assessed.
5.2b (1)		Continue to implement the approved and funded Fixing Local Roads Program	Civil Project Engineer	Ongoing	Progressing Cooper Lane gas services, Brawlin Springs Road seal. Applications in for Gobarralong Road, Adjungbilly and Red Hill Roads.
5.2b (2)	Seek funding for upgrades to Stockinbingal and Muttama Roads	Seek funding to deliver upgrades to Muttama Road	Civil Project Engineer	Ongoing	REPAIR and BLOCK grant funding. Applied for Safer Roads Program again.
5.2b (2)		Seek funding to deliver upgrades to Stockinbingal Road	Manager Civil Works	Ongoing	Seeking opportunities for funds.
5.2b (4)	Seek funding to build a bridge over low level causeway at Muttama	Seek funding to build a bridge over the low-level causeway at Muttama	Civil Project Engineer	Ongoing	Documentation for an application 90% complete for this one. Lobbying for infrastructure betterment funding.

**5.2c: Establish linked network of pedestrian footpaths and cycle paths through continued extension and upgrade of pedestrian and cycle paths**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2c (2)	Develop cycleway and pedestrian access plan for the region	Seek funding to develop cycleway and pedestrian access plan for the region	Manager Civil Works	Ongoing	Pedestrian Access and Mobility Plan (PAMP) and Cycleways plan being developed with submission to council in early 2023. Once priorities are determined, seek funding opportunities. Villages to also be considered in plans.
5.2c (2)		Seek funding to develop cycleway and pedestrian access plan for the region	Civil Project Engineer	Ongoing	To be completed once Pedestrian Access and Mobility Plan (PAMP) is approved.
5.2c (3)	Deliver footpath extensions and safe footpath / disabled access	Undertake the footpath asset renewal and extension program as per Asset Condition Report and Pedestrian and Mobility Plans (PAMP's) program	Manager Civil Works	Ongoing	Footpaths renewed as funds sourced. Local Roads Community Infrastructure been funding such projects over last few years.
5.2c (3)		Undertake the footpath asset renewal and extension program as per Asset Condition Report and Pedestrian and Mobility Plans (PAMP's) program	Civil Project Engineer	Ongoing	Council's Design Engineer is progressing Asset Condition Assessments and Pedestrian Access and Mobility Plan (PAMP) mapping in Gundagai. This is almost complete. I have done the same for Cootamundra using our Cootamundra based Risk & WHS officer's assessments. Small towns still to be completed.

**5.3: Secure Cootamundra as an Inland Port location serving to transfer rail freight between the Inland Rail and Sydney-Melbourne line**

**5.3b: Identify, coordinate and prioritise the delivery of local road projects that help support the regional freight network**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.3b (1)	Continue to seek funding from the Roads to Recover and Fixing Local Roads grants for ongoing road projects	Allocate funds to the Roads to Recovery annually for ongoing road maintenance and infrastructure projects as per condition report	Manager Civil Works	Ongoing	22/23 projects to be confirmed.
5.3b (1)		Allocate funds to the Roads to Recovery annually for ongoing road maintenance and infrastructure projects as per condition report	Civil Project Engineer	Ongoing	Completed, report going to December council meeting.

**5.3d: Implement actions from Villages Strategy which target industrial and freight development**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.3d (3)	Investigate the rezoning land along Burley Griffin Way to support freight and logistical uses with access to Inland Rail	Investigate potential rezoning of the land along Burley Griffin Way to support freight and logistical uses and access to Inland Rail	Environmental Health Officer	Not Due to Start	There is currently no proposal for development that is not permissible under legislation that would require rezoning. It will be investigated if required.

**5.4: Functional communications technologies to improve services and facilities across the region**

**5.4a: Develop a digital services strategy**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.4a (1)	Review existing digital platforms and consider cost effective solutions within existing budget to provide improved functionality and usability for our community in a digital services strategy	Seek funding to develop a digital services strategy for council including a review of digital platforms and investigation of cost effective solutions	Manager Business	Ongoing	Review undertaken as resources permit.

**5.4c: Advocate for future technology provision (i.e., IoT) to support business and lifestyle in our community**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.4c (1)	Offer and promote free public Wi-Fi internet access in key public spaces across the local government area	Continue to offer free Wi-Fi internet within key public areas across the region	Manager Business	Completed	Reliable Wi-Fi has been established at key public locations including: - Cootamundra - Bradman Depot, Works Depots, Sports Stadium & Swimming Pool, Bradman Birthplace, Council Office, Library. Gundagai - Swimming Pool, Old Gundagai Goal, Gundagai Museum, Caravan Park, Council Office, Council Depot.

**8.1.4 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	381629
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
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 s.355 Minutes 6 September 2022 <a href="#">↓</a> 2. MHMC s.355 Minutes 4 October 2022 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Muttama Hall Management s.355 Committee Meeting held 6 September 2022 and 4 October 2022, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee meeting held on 6 September 2022 and 4 October 2022, are submitted for the information of Council and the community.





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# Minutes

## MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

PUDDICOMBE RESIDENCE, MUTTAMA  
18:00, TUESDAY 6<sup>TH</sup> SEPTEMBER 2022

Sign On in the Volunteer Attendance Register – DONE

### Time Meeting Opened – 18:33

#### ACKNOWLEDGEMENT OF COUNTRY

Cootamundra-Gundagai Regional Council acknowledges the Wiradjuri people as the traditional custodians of the land on which we walk, live and work. We pay our respects to the Elders, past and present. They are the holders of the knowledge, culture, values and hopes of Aboriginal and Torres Strait Islander peoples who contribute to our community.

## 1 AGENDA ITEMS

### 1.1 Attendance and Confirmation of Quorum

**Attendance:** President/Chairperson: Robert Flint

Secretary: Faith Morris

Treasurer: Lien Puddicombe

General Members: Bill Buckley

#### **Confirmation of a Quorum:**

There are **5** members appointed to this Committee.  
Quorum numbers are met **YES / NO**

*Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting. See Section 355 Committee Manual to identify if quorum numbers are met.*

### 1.2 Apologies

Cr Trevor Glover, Hilary Connors

### 1.3 Confirmation of previous meeting Minutes

The minutes of the **Muttama Hall Management** Section 355 Committee meetings dated **9 August 2022** be confirmed as true and correct.

Moved by Faith Morris, seconded by Robert Flint **CARRIED**

#### 1.4 Disclosure of Interests

Identify if there are any Conflict of interests that need to be disclosed in the Minutes.

**NONE**

#### 1.5 Correspondence in/out:

- IN:
  - 6 Sept 2022 – Saluting Their Service Commemorative Grants Program – new rounds available – emailed
  - New ABN Change of Registration details form from ABR – via mail
  - Invoice from Leigh Scott for reimbursement for the stage steps
- OUT:
  - 14 Sept 2022 – Email to Anna Ingold re requirements for setting up and use of hall for booking on 20<sup>th</sup> August
  - 14 Sept 2022 – Email to Andrew Brock at CGRC requesting removal of wheelie bins

#### 1.6 Report from the Treasurer:

- Current balance of NAB account - \$6,805.36 – 31 August 2022
  - FM to check condition of hall after booking of 20 August and report back to Lien to refund deposit to Anna Ingold **FM to action**
- Reimbursement for Bill Buckley for petrol and jerry can for mowing – cheque given to Bill 6/9/22
- Invoice from Leigh Scott for stage steps – With the lack of prior information from previous Treasurer, Lien Puddicombe will request all bank statements from NAB from Jan 2019 onwards **LP to action**  
 Moved by Lien Puddicombe, seconded by Bill Buckley – **CARRIED**

#### 1.7 Business Arising from previous Minutes:

- Emergency Exit Light repair – both were repaired. May need to be replaced in the future. Bill Buckley to provide electrician's invoice for payment. **BB to action**
- Securing backstage and skillion before booking on 20<sup>th</sup> August 2022 – all done by Robert Flint
- Instructions for the booking on 20<sup>th</sup> – emailed to Anna Ingold by Faith Morris on 14 August
- Wheelie bins – Faith Morris emailed CGRC to request removal of bins on 14 August
- Rubber stoppers need to be permanently affixed to all chair legs – to be arranged at a future time
- Chairs to be donated from The Cootamundra Arts Centre – these have been delivered to the hall – 6 x 4 chairs = 24 chairs. FM to draft Thank you letter to TCAC **FM to action**

#### 1.8 General Business:

- Discussion re producing a monthly Muttama Community newsletter – costs etc to be investigated **FM to action**

- Saluting Their Service Commemorative Grants Program – perhaps produce a book containing the military histories of all on the Muttama Hall Rolls of Honour – to be discussed further at the next meeting

**1.9 Date and Time of Next Meeting:**

Tuesday 4 October 2022 – 6pm – Puddicombe Residence

**1.10 Time Meeting Closed – 19:29**

**Sign Off in the Volunteer Attendance Register – DONE**



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# Minutes

## MUTTAMA HALL MANAGEMENT SECTION 355 COMMITTEE

PUDDICOMBE RESIDENCE, MUTTAMA  
18:00, TUESDAY 4<sup>TH</sup> OCTOBER 2022

**Sign On in the Volunteer Attendance Register – DONE**

**Time Meeting Opened – 18:08**

### ACKNOWLEDGEMENT OF COUNTRY

Cootamundra-Gundagai Regional Council acknowledges the Wiradjuri people as the traditional custodians of the land on which we walk, live and work. We pay our respects to the Elders, past and present. They are the holders of the knowledge, culture, values and hopes of Aboriginal and Torres Strait Islander peoples who contribute to our community.

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Secretary: Faith Morris

Treasurer: Lien Puddicombe

General Members: Bill Buckley, Hilary Connors

#### Confirmation of a Quorum:

There are **5** members appointed to this Committee.  
Quorum numbers are met **YES / NO**

*Note: If quorum numbers are not met no actions can be made at this meeting. An informal discussion on items on the agenda can only take place. All agenda items from this meeting will be transferred to the next meeting for determination. Notes on the informal discussion can be made for reference at the next meeting. See Section 355 Committee Manual to identify if quorum numbers are met.*

### 1.2 Apologies

Cr Trevor Glover

### 1.3 Confirmation of previous meeting Minutes

The minutes of the **Muttama Hall Management** Section 355 Committee meetings dated **9 September 2022** be confirmed as true and correct.

Moved by Faith Morris, Seconded by Lien Puddicombe – **CARRIED**

#### 1.4 Disclosure of Interests

Identify if there are any Conflict of interests that need to be disclosed in the Minutes.

**NONE**

#### 1.5 Correspondence in/out:

- IN:
  - From CGRC – new email address for minutes – [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au) – 29 Sept 2022
- OUT:
  - To CGRC – approved minutes of MHMC August 2022 meeting – to Teresa Breslin and Andrew Brock, to confirm final paint colours for hall façade – 22 Sept 2022

#### 1.6 Report from the Treasurer:

- Current balance of NAB account – September 2022 statement not received yet. Balance as of 31 August 2022 was \$6,805.36
- After booking on 20 August 2022, hall was in good condition so bond can be refunded – cheque to be raised and delivered to Anna Ingold
- NAB requires letter to be written and signed by two office holders requesting last 5 years' bank statements – FM to draft and send to have signed & delivered

**FM to action**

Moved by Lien Puddicombe, seconded by Robert Flint – **CARRIED**

#### 1.7 Business Arising from previous Minutes:

- Rubber stoppers for chairs – Bill Buckley to investigate stoppers for chairs, all to look out for carpet for theatre chairs Ongoing
- Grant for Saluting Their Service – a web-based database for all Muttama Hall Roll of Honour servicepeople would be easier to update and not static like a book. Hilary to begin pulling together biographical and service information. Faith to communicate with council re support of a website. Both to report back next meeting to begin drafting grant application for February 2023 **HC & FM to action**

#### 1.8 General Business:

- AGM 2022 – 28 days' notice must be given in CGRC newsletter – to be held Wed 23<sup>rd</sup> November 2022. FM to communicate to CGRC to include in newspaper updates and CGRC newsletter. Also to be shared on Muttama Facebook group. **FM to action**
- Painting of hall – now that CGRC has been informed of final colours for painting of hall façade, FM to check with Andrew Brock on schedule of painting **FM to action**
- Anzac Day 2023 – is it worth planning an event for this – may be in competition with Gundagai and Cootamundra events. To be discussed further

#### 1.9 Date and Time of Next Meeting:

6pm, Tues 8<sup>th</sup> November 2022 – Puddicombe Residence

**1.10 Time Meeting Closed – 19:00**

**Sign Off in the Volunteer Attendance Register – DONE**

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

DOCUMENT NUMBER	381878
REPORTING OFFICER	Anne Chamberlain, Acting Governance Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
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. Stockinbingal Ellwood's Hall s.355 Committee Minutes <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held 24 November 2022 attached to the report be, received and noted.**

Introduction

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee meeting held on 24<sup>th</sup> November 2022, is submitted for the information of council and the community.

PO Box 420, Cootamundra NSW  
2590  
Phone: 1300 459 689  
Email: mail@cgrc.nsw.gov.au  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

# Minutes

## STOCKINBINGAL ELLWOOD'S HALL S355 COMMITTEE

4.30PM THURSDAY 24 NOVEMBER 2023

### 1. MINUTES

#### 1.1. Attendance and Confirmation of Quorum

**Present:** President/Chairperson: Carmel Payne  
Secretary: Lorna Nixon  
Treasurer: Alan Pether  
Councillor: Leigh Bowden  
General Members: Steve Neave, Lynn Basham, Russell Vincent,  
Jim Preston, Robyn Gray.

**Confirmation of a Quorum:** Yes

**1.2. Apologies:** Michelle Harper, Sara Williams, Sue Caldwell

**1.3. Disclosure of Interests:** nil

#### 1.4. Confirmation of previous meeting Minutes:

The minutes of the last **Stockinbingal Ellwoods Hall Section 355 Committee** meeting dated **27 October 2022** were confirmed as true and correct. Moved: Lynn Basham, Sec: Russell Vincent.

#### 1.5. Business Arising from previous Minutes:

- **Mould and leaking around air conditioner in Meeting Room** - work originally done by Tri-mech of Young, sub-contracted by Brendan O'Callaghan. The meeting elected to contact a local air conditioning tradesman instead, who might be more objective. Steve Cross was suggested.
- **Front door of new Heritage Room** - Mark Pitchford intended doing this at the end of November or early December. Secretary suggested that he might like to do the door when he does the new Heritage Room renovation, He is getting back to us when he can do this.
- **Issues raised from minutes of 1 September committee meeting, at the September CGRC Meeting:** The council minutes state that 'council staff provide a written respond to the committee's recommendations ' - no response at all has been provided in three months! Letter written to Mark Ellis re this issue.
- **Bush Dance Sponsorship:** We are still awaiting a written quote from David Dunbar of the Tin Shed Rattlers. Alan Pether has approached Daryl Sedgwick and he has indicated that he will provide some sponsorship (of an unknown amount).



### 1.6. Correspondence in/out:

- ### 1.7. Report from the Treasurer:

440.00. (market stalls)

Closing balance: \$13,901.49

### 1.8. General Business:

- 1) **Markets:** About 33 stalls have booked places. They will be setting up from 2.00pm.  
Action: Committee to tidy the hall on Friday morning prior to the markets.
- 2) **Proposed footpath:** The committee studied the proposed Pedestrian and Access Mobility Plan for Stockinbinal provided by the CGRC and will make a submission.
- 3) **Christmas Party for Committee:** Russell to ask Terese from 44 Hibernia for a suitable date. (Date confirmed for Wed 21 Dec 2022)
- 4) **21st Birthday party:** Booked for next year. Should we have a finishing time for the party in view of close neighbours? Midnight was decided and to advise the neighbours.

**1.9. Date and Time of Next Meeting:** 4.30 Thursday 15 December 2022

**1.10. Time Meeting Closed: 6.00pm**

Lorna Nixon  
Secretary

## 8.2 FINANCE

### 8.2.1 FINCH REPORT ACTION PLAN

DOCUMENT NUMBER	380605
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**Council to note, review and discuss the action plan developed in response to the Finch Report.**

### Discussion

Council engaged Finch Consulting to review Council Finances. The action plan developed in response to the report is detailed below for review and discussion.

### Action Plan

	Issue/ Recommendation	Action
1	Review the 2022/23 Operating Budget with a view to improving the operating result in General Fund. The review should also consider the matter raised on page 14 of the Finch Report.	The finance manager has reconciled the restricted cash reserves, updated the carry forward budget and completed the September Quarterly Budget Review.
2	Revisit the Long-Term Financial Plan for all funds to ensure financial sustainability over the longer term, including the adoption of surplus budgets. Consider budget repair strategies as outlined on page 15 of the Finch Report.	The Long-Term Financial Plan will be updated as part of the 2024 Budget preparation. Strategies will be utilised that ensure the long-term financial sustainability of the Council.
3	Revisit budget drafting techniques and processes to incorporate a “zero based” budgeting approach with appropriate input from Managers.	Budget report completed and sent to each manager and presented to Council and in fortnightly managers meeting, planning to start budget in December for 2024

4	Adopt a Reserves policy that ensures a minimum of \$3m is available as unrestricted cash to fund working capital requirements before setting aside funds as Internal Restrictions	Unrestricted Assets policy to be updated in February 2023.
5	Consider rationalising the number of Internal Restrictions to ensure they are fully funded and supported by a Council resolution.	Reserves have been reconciled. Advice to be provided to Council and management around consolidated or abolishing internally restricted reserves. Plant replacement moratorium in effect in 22/23 Financial Year. Funds moved from plant and building reserve to general fund via Council resolution.
6	Modify the budget reporting framework to ensure that there is clear disclosure of operating results and remaining estimates by fund, capital budget funding sources and detailed commentary on adverse trends known to management.	QBR report updated to disclose operating results by fund.
7	Consider a fourth quarter budget review report to ensure that Council's financial position and performance is sound and that the budget for the ensuing year is based on current information.	Not required until June 2023 so not a current priority. QBR template can be used for this report.
8	Establish an appropriate Project Management framework that is best practice, together with a reporting architecture that ensures accountability for budget variances. Projects should not be initiated in the General Ledger unless there is a fully funded budget allocation.	Qld Audit Office released project management guidelines recently that will assist in the development of a framework.
9	Implement annual Performance Reviews for Managers which incorporates KPIs for budget performance.	To commence in January 2023.
10	Ensure that Managers periodically report on their budget outcomes at regular Executive/Manager meetings.	This has been implemented in September 2022.
11	Review and update the existing Investment Policy and consider the appointment of an investment advisor to improve portfolio performance.	This has been implemented with a new policy and report developed and presented to Council. Already have investment advisor, Curve Securities.

12	Consider the effectiveness of the Council's Finance Committee. If the Committee is to be maintained, Council should adopt a suitable Terms of Reference which complies with accepted meeting practice and reporting and is not in conflict with the Terms of Reference (Charter) of the Audit, Risk and Improvement Committee.	Response provided by ARIC chairman Tony Donoghue, presented to Council at the November 22 meeting.
13	Ensure that the Audit, Risk and Improvement Committee complies with its existing Charter. Implement a review of the Charter to incorporate current legislation, audit standards and the OLG's proposed Internal Audit and Risk Management Framework The inclusion of clearer guidelines in relation to the overview of financial management and performance should also be considered.	Response provided by ARIC chairman Tony Donoghue, presented to Council at the November 22 meeting.
14	Review the membership of the ARIC to ensure that collectively there is a broad range of skills and experience relevant to the Committee's responsibilities. Total membership should be an odd number to avoid quorum issues. Although there may be a cost to Council, the appointment of a prequalified Chair should be given serious consideration.	Response provided by ARIC chairman Tony Donoghue, presented to Council at the November 22 meeting.
15	Review all Finance Policies that are overdue for review. Ensure that adopted policies are appropriately implemented across the organisation and that compliance is regularly monitored.	I have met with staff and listed finance policies to be updated, investment policy complete, other policies required are credit card policy, procurement policy, debt recovery policy, concealed water leak policy, hardship policy.
16	Consider introducing a training program for Councillors on the basics of local government accounting and interpretation of financial reports.	Currently not actioned. REROC is looking at providing training that can be accessed by all Councils in the region. Council will investigate suitable training options for staff and Councillors to meet our future needs.
17	Ensure that sufficient resources are provided within the organisation to address the above recommendations.	The resourcing will be developed with the 2024 budget. This process is due to commence in December 2022.

**8.2.2 FINANCE UPDATE - CAPITAL AND OPERATIONAL EXPENDITURE**

DOCUMENT NUMBER	382562
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
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 Finance Update report, be received and noted.**

Report

The finance update for the year-to-date expenses to 30 Nov 2022 with a comparison to the budget are shown below.

No major issues have been detected but the finance department has highlighted some departments and asset classes and further details are shown below.

Please note that the loan repayments are considered capital and the variance between the quarterly budget review and this budget of \$1.315 million is caused by this.

Operations

Finance will complete a detailed review of internal overheads and plant hire rates and ensure they are being coded properly. This has been delayed due to deadlines regarding the demerger and draft financial statements.

The stormwater operational expenditure will be discussed with operations to prepare a schedule of works.

The community donations budget will require a QBR adjustment of 239k to increase income and expenses for the grant received "Reconnecting Regional NSW – Community Events Program" (deed attached). This expense is covered by the grant, not council reserves.

Capital

Operations department is working together with the finance manager to prepare a schedule of capital works for 2023. There has been delays due to the weather and flood conditions that have impacted the council area.

**Operating Expense Finance Update**

Department	Total YTD	Budget	Budget Remain \$	Budget Spent %	Performance	Comments
AERODROME	46,165	119,700	73,535	39	😊	
ANIMALCONTROL	73,616	160,400	86,784	46	😊	
ASSETMANAGEMENT	225,386	347,700	122,314	65	😊	
BUILDINGPROPERTY	355,518	1,306,054	950,536	27	😊	
CARAVANPARK	8,178	45,400	37,222	18	😊	
CEMETERY	120,377	358,800	238,423	30	😊	
CIVICLEADERSHIP	71,198	211,000	139,802	34	😊	
COMMUNICATION	36,585	157,100	120,515	21	😊	

COMMUNITYDONATION	324,637	126,399	- 198,238	170	😊	
COMMUNITYEVENT	27,590	62,800	35,211	43	😊	
COMMUNITYSERVICE	113,013	234,773	121,760	32	😊	
COOTASEWER	445,993	1,033,900	587,907	40	😊	
COOTAWATER	754,582	2,581,846	1,827,264	29	😊	
CUSTOMERSERVICE	131,864	387,000	255,136	34	😊	
DEVELOPMENTBUILDING	658,130	1,128,200	470,070	56	😊	
EMERGENCYSERVICES	496,179	956,300	460,121	48	😊	
EXECUTIVEOFFICE	402,572	712,600	310,028	56	😊	
FINANCEMANAGEMENT	438,120	1,020,700	582,580	39	😊	

GOVERNANCEBUSINESS	72,156	233,500	161,344	31	😊	
GUNDISEWER	472,312	552,900	80,588	80	😊	
GUNDIWATER	190,794	921,700	730,906	18	😊	
HUMANRESOURCE	132,281	567,500	435,219	23	😊	
INFOTECHNOLOGY	401,885	922,100	520,215	42	😊	
INTERNALOVERHEADS	282,628	- 1,259,100	- 1,541,728	-22	😐	Finance to Review
INTERNALOVERWS	89,734	46,100	- 43,634	195	😐	Finance to Review
LANDDEVELOPMENT	1,985	4,600	2,615	43	😊	
LANDFILLOPERATION	397,189	1,411,000	1,013,811	28	😊	
LIBRARY	224,896	916,872	691,976	24	😊	



LOCALRURALROAD	1,277,560	5,902,700	4,625,140	21	😊	
MUSEUMANDART	94,074	229,400	135,326	41	😊	
NOXIOUSWEEDS	64,098	143,600	79,502	42	😊	
OPERATIONS	452,157	1,241,700	789,543	36	😊	
PARK	610,322	1,450,700	840,378	37	😊	
PLANT	133,025	- 274,289	- 407,314	-39	😞	Finance to Review
PRIVATEWORKS	123,328	183,000	59,672	50	😊	
PROCUREMENT	65,738	143,200	77,462	46	😊	
PUBLICTOILET	103,038	258,900	155,862	36	😊	
QUARRY	18,449	129,400	110,951	14	😊	

REGIONALROADS	588,461	1,205,700	617,239	44	😊	
REGULATORYSERVICE	103,099	274,200	171,101	38	😊	
RISKMANAGEMENT	505,167	382,700	- 122,467	124	😊	
SALEYARD	70,378	315,300	244,922	22	😊	
SEWERMANAGEMENT	21,402	931,961	910,559	2	😊	
SPORTINGGROUND	106,803	561,400	454,597	19	😊	
SPORTSTADIUM	28,373	98,400	70,027	29	😊	
STATEROADS	3,279,361	2,550,000	- 729,361	42	😊	
STORMWATER	-	187,000	187,000	0	😐	Finance to Review
SWIMMINGPOOL	789,757	1,286,204	496,447	34	😊	

TOURISMECODEVELOP	160,607	471,500	310,893	34	😊	
TOWNVILLAGESTREET	1,052,816	3,040,809	1,987,994	34	😊	
TRANSFERSTATION	197,216	590,600	393,384	33	😊	
VISITORINFORMATION	71,471	166,000	94,529	43	😊	
WASTECOLLECTION	205,379	1,161,900	956,521	18	😊	
WATERMANAGEMENT	485,706	916,700	430,994	29	😊	
WORKHEALTHSAFETY	458,165	1,220,000	761,835	38	😊	
(blank)	6,943	-	- 6,943	100	😊	
DEPRECIATION			4,003			
Grand Total	18,068,456	40,036,529	21,968,073	37	😊	

**Capital Finance Update**

Asset Class	Total YTD	Current Budget	Budget Remain \$	Budget Spent %	Performance	Notes
BRIDGES	723,494.49	1,188,939.00	465,444.51	61%	😊	Loan to be finalized to cover this cost
BUILDING	400,899.87	1,194,285.00	793,385.13	34%	😊	
LAND	53,957.58	175,000.00	121,042.42	31%	😊	
PLANT	662,275.90	718,434.00	56,158.10	92%	😊	Moratorium on plant purchases
POOLS	2,646.79	439,915.00	437,268.21	1%	😞	Review of underspend required
RECREATION	564,046.44	2,190,237.00	1,626,190.56	26%	😊	
ROADS	934,923.66	7,994,887.00	7,059,963.34	12%	😞	Review of underspend required
SEWER	287,366.46	3,200,000.00	2,912,633.54	9%	😞	Review of underspend required
STRUCTURE	2,052.15	1,128,000.00	1,125,947.85	0%	😞	Review of underspend required
WATER	33,092.81	3,395,023.00	3,361,930.19	1%	😞	Review of underspend required
Grand Total	3,664,756.15	21,624,720.00	17,959,963.85	17%	😞	Review of underspend required

**8.2.3 INVESTMENT REPORT - NOVEMBER 2022**

DOCUMENT NUMBER	382531
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Council's cash and investment portfolio decreased by \$430,122.14 from \$23,615,330.40 as at 31 <sup>st</sup> October 2022 to \$23,185,208.26 as at 30 <sup>th</sup> November 2022.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021.
POLICY IMPLICATIONS	Investments comply fully with the Council's Investment Policy.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The report detailing Council Cash and Investments as at 30 November 2022, be received and noted.**

Introduction

A report on Council's Investments is required to be presented for Council's consideration in accordance with Clause 212 of the Local Government (General) Regulation 2021.

Report

Council's cash and investment portfolio decreased by \$430,122.14 from \$23,615,330.40 as at 31<sup>st</sup> October 2022 to \$23,185,208.26 as at 30<sup>th</sup> November 2022. This drop is due to expenses paid in November and the latest rate instalment not being due until 30 November and hitting the bank the following day. Council is proactively acquitting grants to receive outstanding grant money that will also increase the cash figure.

**Cash and Investment Portfolio**

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	A+	A1	Macquarie Bank	At Maturity	6/09/2022	6/12/2022	91	3.26	3.09	\$1,000,000.00
TD	A+	A2	Macquarie Bank	At Maturity	11/10/2022	10/01/2023	91	3.84	3.09	\$1,000,000.00
TD	AA-	A1+	NAB	At Maturity	11/10/2022	10/01/2023	91	3.47	3.09	\$3,000,000.00
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	24/01/2023	329	0.95	3.09	\$1,000,000.00
TD	A+	A2	Macquarie Bank	At Maturity	11/10/2022	7/02/2023	119	3.84	3.09	\$1,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	22/03/2022	21/02/2023	336	1.25	3.09	\$1,011,009.65
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	1/03/2023	365	0.95	3.09	\$1,000,000.00
TD	BBB+	A2	Members Equity Bank	At Maturity	1/03/2022	1/03/2023	365	0.85	3.09	\$1,002,243.84
TD	BBB	A2	AMP Bank	At Maturity	20/09/2022	21/03/2023	182	4.10	3.09	\$2,000,000.00
TD	BBB+	A2	Bank of QLD	At Maturity	18/10/2022	18/04/2023	182	3.90	3.09	\$2,000,000.00
TD	AA-	A1+	CBA	At Maturity	18/10/2022	18/04/2023	182	3.86	3.09	\$2,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	14/06/2022	13/06/2023	364	3.85	3.09	\$2,027,812.73
TD	BBB+	A2	Members Equity Bank	At Maturity	19/07/2022	18/07/2023	364	4.05	3.09	\$1,006,129.61
CASH	AA-	A1+	CBA	Monthly				1.85	2.85	\$2,911,366.97
CASH	AA-	A1+	CBA	Monthly				1.85	2.85	\$1,151,615.11
CASH	AA-	A1+	NAB	Monthly				1.77	2.85	\$75,030.35

**TOTAL:****\$23,185,208.26**

\*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

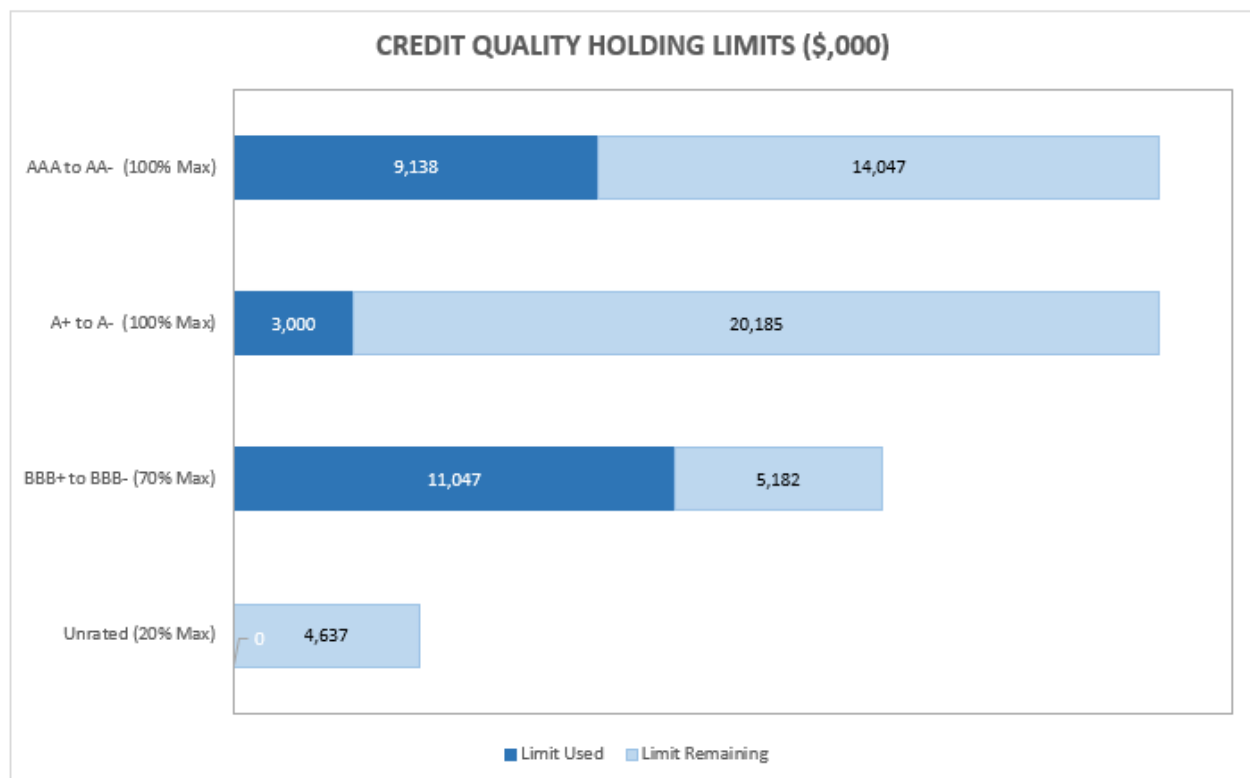
## Performance

Cootamundra-Gundagai Regional Council's investment portfolio unperformed compared to the relevant BBSW Index benchmark by 2.81%. This was due to timing differences with receipts and expenses and requiring additional cash on hand for potential expenses. The average weighted yield for October was 3.05%, over an average weighted term of 84 days, with a benchmark of 2.96%.

<b>Total Cost</b> <b>23,185,208</b>	<b>Yearly Interest Received</b> <b>145,973</b>	<b>Weighted Average Term</b> <b>84 Days</b>
<b>Total Value</b> <b>23,185,208</b>	<b>Monthly Interest Received</b> <b>60,028</b>	<b>Weighted Average Yield</b> <b>2.96%</b>

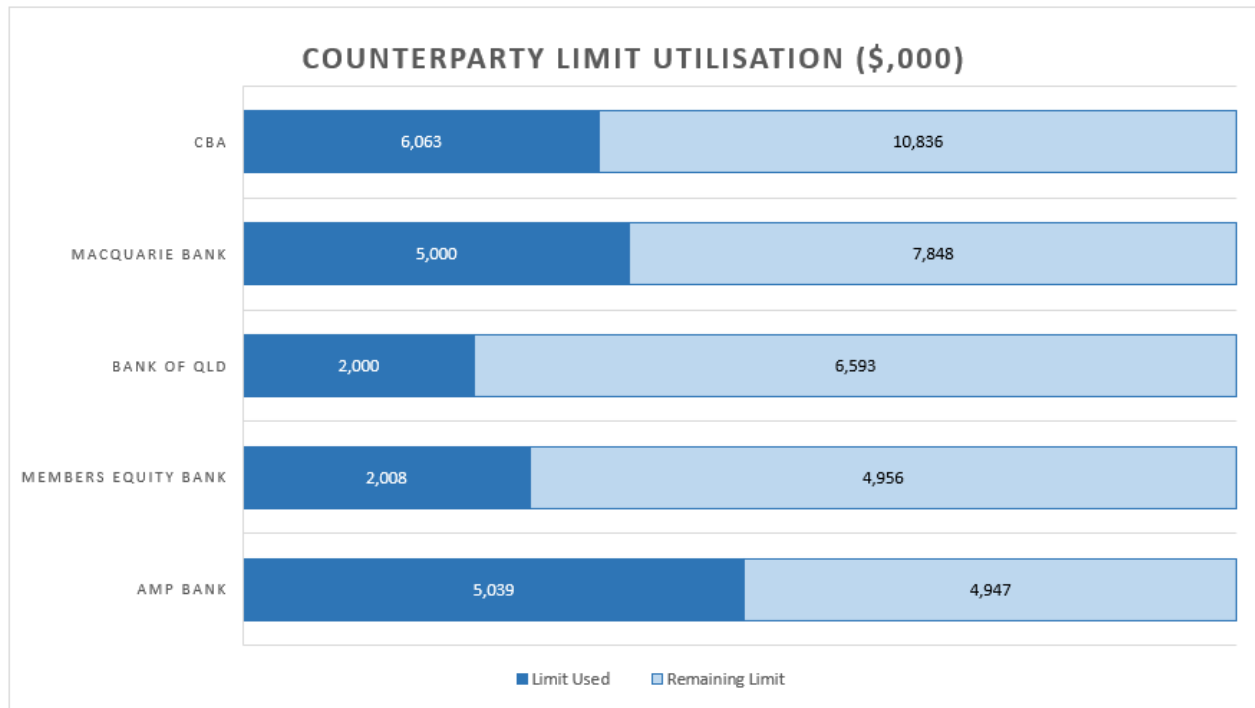
## Credit Quality Compliance

Council's investment portfolio was compliant with policy in terms of S&P long term rating credit quality limits, as displayed below.



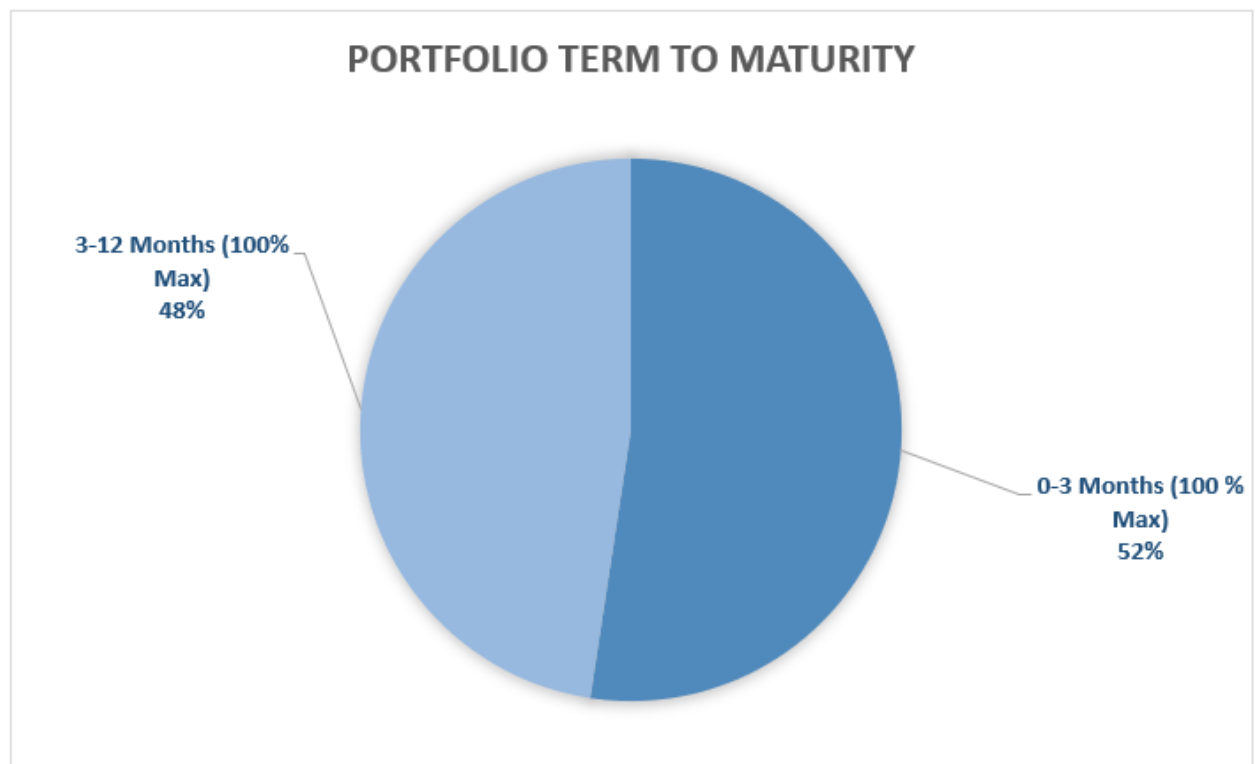
### Counter Party Compliance

As at the end of November, Council was compliant with policy in terms of individual financial institution capacity limits. It is worth noting that capacity limits are affected by changes in the on-call account balance compared to the total portfolio balance.



### Term to Maturity

Council's investment portfolio maturities shown graphically below were also compliant with policy requirements.





**Declaration**

I hereby certify that investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

Signed

A handwritten signature in black ink that reads "Zac Mahon". The signature is written in a cursive, flowing style.

Zac Mahon  
Responsible Accounting Officer

**8.2.4 RESTRICTED CASH RECONCILIATION**

DOCUMENT NUMBER	382590
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
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 Restricted Cash Reconciliation report, be received and noted.**

Report

The restricted cash figures have been reconciled to 30 November 2022 and an adjustment has been made to the plant reserve and the building reserve by 1.6 and 1 million respectively, as adopted by Council at the 22 November meeting.

Council's restricted asset balance has improved by \$441,111.95 and management will investigate the validity of the waste reserve that has increased to \$4.045m to see if some of these funds can be moved to general funds.

The Council has been actively recovering grant income and the position of outstanding grants has improved by \$1.348m since 30 June 2022 with 493k finalised and submitted for payment and 3.177m currently being acquitted.

Council is working to reduce liability balances and acquit grants as a priority to improve the cash position.

<b>Cootamundra Gundagai Regional Council</b>				
<b>Restricted Cash, Cash Equivalents &amp; Investments</b>				
	<b>Bal 30 June 2022</b>	<b>Transfers To</b>	<b>Transfers From</b>	<b>Bal 30 Nov 2022</b>
<b>Internal Restrictions</b>				
Aerodrome Bitumen Resurfacing	165,588	0	0	165,588
Bradman's Birthplace	76,115	336	0	76,452
Cootamundra Caravan Park	130,057	8,389	0	138,445

Development - Land & Buildings	2,359,693	0	0	1,359,693
Employee Leave Entitlements	1,752,000	106,493	0	1,858,493
Financial Assistance Grant	0	0	0	0
Quarries & Pit Restoration	557,351	12,856	0	570,207
Heritage Centre	19,690	2,136	0	21,826
Plant Replacement	2,244,471	1,594,708	(1,640,148)	599,031
Saleyards	18,078	65,854	(70,298)	13,635
Swimming Pool Pump & Equipment	0	0	0	0
Cemetery	44,677	155,679	(108,609)	91,747
Southern Phone	602,536	0	(406)	602,130
Waste Management	2,036,498	2,519,507	(510,213)	4,045,791
<b>Total Internal</b>	<b>10,006,755</b>	<b>4,465,958</b>	<b>(2,329,675)</b>	<b>9,543,038</b>

<b>Externally Restricted Reserves</b>	<b>Balance 30 June 2022</b>	<b>Transfers to</b>	<b>Transfers from</b>	<b>Balance 30 Nov 2022</b>
Domestic Waste	1,038,570	2,075,369	(2,075,369)	1,038,570
Water Supply	3,713,480	197,549	2,052	3,913,081
Sewerage Service	6,514,473	437,359	17,592	6,969,424
Stormwater Infrastructure Renewal	179,184	127,227	0	306,411
New Council Implementation Fund (2)	0	0	0	0
Developer Contributions	637,380	87,843	(813)	724,410
General Fund Unspent Grants & Contributions	7,449,701	0	0	7,449,701
	19,532,789	2,925,346	(2,056,538)	20,401,597
<b>TOTALS</b>	<b>29,539,544</b>	<b>7,391,304</b>	<b>(4,386,213)</b>	<b>29,944,635</b>

#### Restricted Cash Reconciliation

Restricted Cash	\$29,944,635.31
Cash at 30 November 2022	\$23,185,208.26
Unrestricted Balance	(\$6,759,427.05)
Grant Debtors Outstanding	\$493,861
Grants Completed but not Acquitted	\$3,177,138
Balance	(\$3,088,428.05)

## 8.3 COMMUNITY AND CULTURE

### 8.3.1 OLD MILL GUNDAGAI DEVELOPMENT - FUNDING STATUS AND FUTURE

DOCUMENT NUMBER	381875
REPORTING OFFICER	Lauren Eccleston, Tourism and Economic Development Officer
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>1. A vibrant, safe, and inclusive community</b> 2.1 Recognised as a must-visit tourist destination
FINANCIAL IMPLICATIONS	Remaining grant funding of \$153,457.00 from SCF available.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. RTAF Application <a href="#">↓</a> 2. Email to Les McMahon from Dept. Regional NSW regarding Old Mill Status and Transfer <a href="#">↓</a>

#### RECOMMENDATION

1. The application made to the Regional Tourism Activation Fund (RTAF) in 2021, be received and noted.
2. Council consider withdrawal from the Regional Tourism Activation Fund.
3. Council consider utilising the remaining \$153,457.00 allocation from the Stronger Communities Fund to masterplan the Old Mill precinct to create a shovel ready project for future funding streams.

#### Introduction

Council purchased the Old Mill Gundagai in 2018. Since purchase, funding of \$200,000.00 was received from the New Council Implementation/Stronger Communities Fund. A subsequent application was successful in 2021 via the Regional Tourism Activation Fund for \$687,530.00, an allocated co-contribution of \$172,175.00 formed part of this application. Council has insufficient funds to undertake this project.

#### Discussion

Of the initial Stronger Communities Fund the remaining funds stand at \$153,457.00. To date, a funding deed for the Regional Tourism Activation Fund has not been signed due to project estimates being higher than expected and questions regarding the eligibility of the co-contribution. As such, Council has not yet received any funds from the Department of Regional NSW for this project.

The most recent quotation for the works required, as per the RTAF application, is double the initial quotation utilised for the application and does not include a contingency for expected issues that may arise. The initial quotation utilised for the application process was provided with additional conditions and questions that were not allowed for during the application budgeting process. The

clarification of these items, along with increases in product costs have contributed to the increase of the most recent quotation.

Due to the nature of the Regional Tourism Activation Fund, the project needs to be completed as per the application to create a significant tourism destination. Re-scoping of the project to include structural works alone, does not fit the guidelines of this fund.

Utilising the remaining \$153,457.00 to Masterplan the Old Mill “precinct” would allow for a business case and community consultation that would be beneficial to a future application when suitable funding rounds become available. This would prepare the asset and surrounding area to undergo a full transformation, from start to finish, allowing immediate tenancy of a commercial nature.

#### Financial

\$153,457.00 remains available from the initial \$200,000.00 Stronger Communities Fund. A funding deed for Regional Tourism Activation Fund of \$687,530 has not been signed and Council’s 25 percent co-contribution is not available. Below are details regarding OLG Guideline Section 23A.

#### **OLG Guideline Section 23A**

##### **Financial Management**

Expenditure – Should only as per the adopted detailed budget to implement Operational Plan

Item 000046 – Mill Centre – Interactive Tourist Attraction – **00.00 budget**

##### **Financial Commitments**

Council should not make decisions that impose ongoing or significant commitment, including applying for grants that need to be delivered by the new council.

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## Regional Tourism Activation Fund

**\* indicates a required field**

### Introduction

The \$30 million Regional Tourism Activation Fund (RTAF) will accelerate the development of new and enhanced tourism infrastructure providing visitors with unique and high impact experiences while visiting regional NSW. The Fund will focus on projects that increase visitation, expenditure and length of visitor stay in regional NSW. The funding will also provide support to projects that improve accessibility and inclusion and enhance the visitor experience for people with disability.

Projects must be located in one of the eligible regional NSW Local Government Areas (LGAs), including Lord Howe Island and the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong LGAs are not eligible.

Your application is not officially submitted for consideration until you 'Review and Submit' your application at the end of the application form and receive a confirmation email. Once submitted, your application cannot be varied. Please ensure you allow enough time for completion (at least two hours if you have already read the Guidelines and have all of your supporting information prepared - see checklist below).

**Applications will not be accepted after midday (11.59am) AEST on 11 August 2021.**

For queries about the guidelines, deadlines, or completing this application form, please contact us on 1300 679 673 from 8.30am to 4.30pm or email [regionalsw.business@regionalsw.gov.au](mailto:regionalsw.business@regionalsw.gov.au) and quote your RTAF application ID (this is the *Submission Number* sent to you by email when you started the application - RTAF-xxxx).

#### **1. Before you start you will need to have \***

- ☒ 1. Read the Program Guidelines
- ☒ 2. A written description of your project, detailed plan and its benefits relevant to the program criteria
- ☒ 3. A project budget and supporting quotes and/or costings
- ☒ 4. Consulted with your Local Destination Network
- ☒ 5. At least \$20 million Public Liability Insurance
- ☒ 6. Completed the datasheet
- ☒ 7. Letters of support for your project
- ☒ 8. If relevant, landowner's consent
- ☒ 9. If relevant, a copy of your development approval.

At least 5 choices must be selected.

### Applicant Details

**\* indicates a required field**

#### **Eligible Applicants**

To be eligible for funding your organisation must be incorporated and have an Australian Business number (ABN), Australian Company Number (ACN) or be registered with NSW

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Fair Trading under the Associations Incorporation Act 2009 or other Act. **Unincorporated organisations are ineligible to apply.**

Organisations must have at least \$20 million in public liability insurance.

Applicants must be one of the following entities:

- Local Councils
- Joint Organisations of Councils
- non-government organisations
- community organisations registered as incorporated associations
- Local Aboriginal Land Councils

Public/private partnerships are eligible to apply where the lead applicant is an eligible public entity and clear public benefit can be demonstrated.

Projects that are developed and delivered in partnership with a NSW Government agency are eligible where the lead applicant is one of the entities listed as an eligible applicant.

**2. Please select your organisation type \***

Local Council

**Applicant Organisation**

**3. Organisation Name \***

Cootamundra-Gundagai Regional Council

If you are a section 355 committee of Council the applicant must be the Council.

**4. Organisation Street address \***

81 Wallendoon St

Cootamundra NSW 2590 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**5. Organisation Postal address \***

81 Wallendoon St

Cootamundra NSW 2590 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**6. Organisation Phone \***

1300 459 689

Must be an Australian phone number.

**7. Organisation Email \***

mail@cgrc.nsw.gov.au

Must be an email address.

**8. How many staff members are currently employed in your organisation? \***

168

Must be a number.

**9. How many of these staff members are full time? \***

132

Must be a number.

Full time hours based on a 35 hour work week. If no response - please put zero

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**10. How many of these staff members work part time? \***

9

Must be a number.

Less than 35 hours per week. If no response - please put zero

**11. How many of these staff members are casual employees? \***

27

Must be a number.

Irregular hours of work. If no response - please put zero

**Project Contact****12. Contact Person \***

Miriam Crane

The contact person should be the authorising person within the organisation for the grant.

**13. Contact Position \***

Manager Community &amp; Culture

**14. Contact Primary Address \***

255 Sheridan St

Gundagai NSW 2722 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**15. Contact Postal Address \***

255 Sheridan St

Gundagai NSW 2722 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**16. Contact Primary Phone Number \***

(02) 6944 0250

Must be an Australian phone number.

**17. Contact Primary Email \***[miriam.crane@cgrc.nsw.gov.au](mailto:miriam.crane@cgrc.nsw.gov.au)

Must be an email address.

**ABN check****18. Does your organisation have an ABN \***☒ Yes ☐ No

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act.

**Australian Business Number details****19. Please enter your organisation's ABN**

46 211 642 339

Information from the Australian Business Register	
ABN	46 211 642 339



## Regional Tourism Activation Fund

### Regional Tourism Activation Fund - Application Form

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<b>Entity name</b>	Cootamundra-gundagai Regional Council
<b>ABN status</b>	Active
<b>Entity type</b>	Local Government Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	2590 NSW

Information retrieved at 12:29am today

Must be an ABN.

## Project Details

**\* indicates a required field**

### Funding Streams

The Regional Tourism Attraction Fund is available through two funding streams. Applicants can apply for funding from either one or both streams:

#### **Stream 1 - Unique and High Impact Visitor Experiences:**

Stream One supports the development of high impact tourism and events infrastructure.

Funding between \$200,000 and \$5,000,000 is available to support projects that create unique and high impact visitor experiences in regional NSW.

#### **Stream 2 - Visitor Accessibility and Inclusion Enhancements:**

Stream Two supports inclusive and accessible visitor experiences at unique and high impact tourism and events infrastructure.

Funding between \$50,000 and \$500,000 is available to support projects that enhance the visitor experience for people with disability.

Projects that can demonstrate they are aligned to the relevant Disability Inclusion Action Plan will be preferred.

Examples of eligible project activities can be found in the program guidelines here: [nsw.gov.au/rtafund](https://nsw.gov.au/rtafund)

#### **24. Which funding stream are you applying for: \***

- ☒ Stream 1 - Unique and High Impact Visitor Experiences  
☐ Stream 2 - Visitor Accessibility and Inclusion Enhancements

Applicants can apply for one or both funding streams.

#### **25. Project title \***

The Old Mill Redevelopment

Must be no more than 15 words.

#### **26. Brief project description \***

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The Old Mill Redevelopment will stabilise the Old Mill At Gundagai which is the oldest building, having survived the great flood of 1852, and make it suitable as an agri-tourist site for commercial lease. It will also serve as a location for art classes and indigenous cultural tours to convene at.

Must be no more than 100 words.

Please provide a short description for publication purposes.

**27. Project start date \***

01/11/2021

Must be a date.

**28. Project completion date \***

30/06/2023

Must be a date and no later than 30/6/2023.

**Funded Activity**

**29. Detailed project description and scope \***

In 2018 Council purchased the Old Mill (2 Sheridan Lane) at the request of the community and in recognition of the significant local heritage significance of the C.1848 building, which is the only structure to have survived the Great Flood of 1852 in which one third of the townsfolk perished. Subsequently Council engaged heritage architect, Noel Thomson to prepare detailed drawings for the structural rectification of the building, with structural engineer Peter Kennard. A Development Application has been successfully applied for. Council then went to tender and found there was a budget shortfall in the order of \$700,000. Council holds a remaining budget of \$165,000 for the project, however works cannot continue until Council acquires full funding due to the complex structural nature of the repairs making staging of works impossible. Works will include steel bracing and underpinning of the bowing (>100mm) brick structure, installation of access ramps and verandah, renovation of bathroom facilities to meet building code and access requirements, new staircase to upper (storage) areas which meets building code. In order to access the building internally to install steel bracing the roof will need to be removed and so the opportunity will be taken to replace it and make sound to stop pigeons entering. In order to complete the necessary works to the footings the floor and joists will also be replaced. Ultimately the project will make this significant agricultural building on the scenic edge of Morley's Creek ready for use for the next 150 years.

Must be no more than 250 words.

Outline the exact scope of works that will be delivered with the grant funding. Include what you will do and how you will do it.

**30. Will this project proceed without funding from the RTAF program? \***

☐ Yes

☒ No

**Project Location**

**31. Please select the Local Government Area your project is to be located in \***

Cootamundra-Gundagai Regional Council

Projects must be located in one of the eligible regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Refer to the Program FAQs to confirm if your LGA is eligible.

**32. Please select the NSW Electorate that this project is located in \***

## Regional Tourism Activation Fund

### Regional Tourism Activation Fund - Application Form

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Cootamundra

#### 33. Please enter the address for the main project location \*

2 Sheridan Ln  
Gundagai NSW 2722 Australia



Latitude: -35.06754 | Longitude: 148.10826

State must be NSW. This is the address where the project will take place. If your project involves multiple locations, select the main location here and list further locations below.

#### 34. Please enter additional project locations (optional)

If your project involves multiple locations, please list them here using the format: location name, street address, town/suburb, NSW, postcode.

### Project Classification

Please assist us by completing the section below to classify your project and deliverables. See definitions below to assist with your selections:

**Classification** - means how you would classify the project scope.

**Beneficiaries** - means what group/s will benefit for the delivery of your project.

**Sub categories** - these are based off your selections for the question "Groups who will Benefit". This is not an extensive list, where possible please select an additional option to provide more information about your project.

#### 35. How would you classify your project? \*

- |   |  |
|---|--|
| <input type="checkbox"/> Digitisation       | <input type="checkbox"/> Program               |
| <input type="checkbox"/> Equipment          | <input checked="" type="checkbox"/> Renovation |
| <input type="checkbox"/> Event              | <input type="checkbox"/> Revitalisation        |
| <input type="checkbox"/> Exhibition         | <input type="checkbox"/> Upgrade               |
| <input type="checkbox"/> New infrastructure |  |

#### 36. What groups will benefit from your project? \*

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Community       | <input type="checkbox"/> Industry only                |
| <input type="checkbox"/> Disability only            | <input type="checkbox"/> Major infrastructure         |
| <input type="checkbox"/> Environment                | <input checked="" type="checkbox"/> Recreation        |
| <input type="checkbox"/> Infrastructure             | <input type="checkbox"/> Sport                        |
| <input type="checkbox"/> Indigenous only identified | <input type="checkbox"/> Youth (12-24 years old only) |

#### 37. Community Sub-Category \*

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- ☒ Art & Culture
- ☐ City
- ☐ Education
- ☐ Gallery
- ☐ Historic Landmark
- ☐ Housing

- ☐ Library
- ☐ Museum
- ☐ Places of Worship
- ☐ Services
- ☐ Theatre
- ☐ Town Hall/Community Centre

#### 41. Recreation Sub Category \*

- ☐ Gardens
- ☐ Mountain bike trail
- ☐ Park
- ☐ Playground
- ☐ Recreation Area

- ☐ Skate Park
- ☒ Tourism
- ☐ Walking trail
- ☐ Waterfront

## Project Budget

\* indicates a required field

### Stream One Funding

Applications must seek a minimum of \$200,000 up to a maximum funding amount of \$5,000,000.

#### Should my grant request include GST?

- GST is not payable on grant payments to local councils under RTAF because the payments are between government related entities.
- For eligible community organisations registered for GST and where it is payable, we will pay the approved grant amount plus 10 per cent.
- If eligible community organisations are not registered for GST, they will need to incorporate any GST paid by them to third parties into the project budgets and the grant amount.
- Please ensure project costs include any GST payable to deliver the project.

#### 43. Total Amount of Stream One Funding Requested \*

\$687,530.00

Must be a whole dollar amount, at least \$200,000 and up to a maximum of \$5,000,000. GST exclusive where applicable.

## Project Co-Contribution

Applications for funding from **Stream One** must have a minimum financial co-contribution of 25 per cent of the grant funding requested through Stream One.

Applications for **Stream Two** do not need to meet the co-contribution requirement and can apply for 100 per cent of the project cost; however, applicants are strongly encouraged to make a financial co-contribution to their projects.

Where relevant, applicants must provide evidence of secured financial co-contributions as part of their application. The delivery or viability of projects should not be dependent on co-contributions that have not been secured. Co-contributions cannot be made using funding

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received from the NSW Government. Projects that maximise investment from the applicant, Commonwealth Government and/or other industry contributions will be preferred.

**45. Stream One co-contribution amount \***

\$172,175

Must be a minimum financial contribution of 25 per cent of the grant funding request. Enter 0 if no Stream One funding is sought.

**46. Stream Two co-contribution amount**

\$0

Must be a dollar amount.

Co-contributions are not required for Stream Two but are strongly encouraged.

**47. Upload evidence of secured co-contribution funding:**

Filename: Council Resolution 1752021.pdf

File size: 144.9 kB

**48. Has this project previously received funding from either NSW Government or Commonwealth funding programs? \***

☒ Yes

☐ No

**49. Provide details of funding which has already been secured from other sources, including other NSW Government and Commonwealth programs?**

The project had been allocated funding as part of direct allocations made to the New Council, not subject to a separate funding deed. This \$200,000 allocation was always know to be insufficient to complete the project so was used as seed funding to further develop the required documentation so that the project was shovel ready for a standalone application. \$165,000 of this allocation remains - with the other \$35,000 having being expended on architects and engineers to get the project to this stage.

Must be no more than 300 words.

Please outline details of the funding which has been received including both the source and amount of funding.

**Project Budget Details**

50. Please provide an itemised and detailed project budget, noting this should directly reflect the income and capital expenses outlined in the Data Sheet that is to be provided as an attachment with your application.

<b>Funding Sources (Income)</b>		<b>Anticipated Costs (Expenditure)</b>	
Council Funds	\$172,175.00	CC Fees, Contin- gency, project man- agement, parking, in- terpretive signage, shop drawings and heating/cooling	\$172,175.00
Regional Tourism Ac- tivation Fund	\$687,530.00	Construction Contrac- tor	\$687,530.00

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This should include the funding requested and may also include co-contribution amounts from other sources i.e grant funding from other sources, sponsorships.	Ex GST	This should include all costs and anticipated expenditure items which will be spent in order to deliver the project	Ex GST
---	--------	---	--------

## Cost Evidence

**51. Provide evidence of all costings relevant to this funding application, as outlined in your project budget.**

### Upload Quote(s)/Detailed Estimate \*

Filename: Combined Quotes.pdf

File size: 1.1 MB

A maximum of 1 file may be attached.

Please name your file: e.g. Quote 1 - RTAF-xxxx. Multiple documents can be merged as a single PDF file and uploaded if you are sourcing quotes from a variety of suppliers.

## Budget totals

### Total Project Income

859705

This number/amount is calculated.

### Total Project Expenditure

859705

This number/amount is calculated.

## Supporting Documentation

**\* indicates a required field**

### Land Owner

#### 52. Who owns the land where the project will be constructed? \*

- ☒ Local council
- ☐ NSW Government
- ☐ Commonwealth Government
- ☐ Community group
- ☐ Private land
- ☐ Other:

Where the applicant is not the landowner, a landowner consent form will be required.

#### 53. Do you require property or landowner's consent to deliver your project? \*

- ☒ Yes ☐ No

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**54. Please upload your completed property or landowner consent form here.**

Filename: Landowner Consent - RTAF - 174.pdf

File size: 678.7 kB

A maximum of 1 file may be attached.

A template landowner consent form is available at <http://nsw.gov.au/rtafund> Please name your file:  
e.g. Landowner consent - RTAF-xxxx

**Development Approval**

If development approval is required it can take several months depending on the projects complexity. Early consideration of development approvals will prevent any unnecessary delays to the delivery of your project.

Applicants are strongly encouraged to engage with their local council's town planner/s prior to submitting an application to understand if development approval will be required.

**55. Does your project require development approval? \***

☒ Yes ☐ No

**56. Have you applied for a development approval? \***

☒ Yes ☐ No ☐ N/A

**57. Please upload a copy of your development approval (if available)**

Filename: DA Approval Copy Old Mill Gundagai.pdf

File size: 14.5 MB

A maximum of 1 file may be attached.

Please name your file: e.g. Development approval - RTAF-xxxx

**Additional Information - Development Approval**

**58. If your project requires development approval but it is not yet secured, please provide a timeline on your approach to securing development approval?**

Must be no more than 100 words.

**Public Liability Insurance**

**59. Does your organisation have at least \$20 million public liability insurance? \***

☒ Yes

☐ No

All successful projects must have at least \$20 million in public liability insurance prior to entering into a Funding Deed with the Department.

**60. Please upload a copy of your public liability insurance. \***

Filename: 2020-21 - Public Liability Professional Indemnity.pdf

File size: 1.9 MB

A maximum of 1 file may be attached.

**Any other supporting documentation**

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**61. Please provide any other documentation to support the application.**

---

Filename: Supporting Documents RTAF 174.pdf

File size: 2.8 MB

Where relevant, please upload any other documents that would assist in the consideration of the proposed project (eg: letters of support, etc). If development approval is yet to be secured but the council can provide an in-principle approval pending full assessment then please attach this here. Multiple documents can be merged to form one PDF.

## Project Management

**\* indicates a required field**

Applicants should have a project management plan for the delivery of their project.

Applicants are strongly encouraged to use the template project management plan provided in the resources section of the [RTAF webpage](#).

**62. Upload a copy of your project management plan \***

---

Filename: Regional Tourism Activation Fund Project Plan RTAF 174.xlsx

File size: 22.9 kB

A maximum of 1 file may be attached.

A template Project Management Plan is available from: [nsw.gov.au/rtafund](http://nsw.gov.au/rtafund) . Please name your file: e.g. Project Plan - RTAF-xxxx.

**63. Please outline how the project will be maintained and operated following construction. \***

The property will be offered for commercial lease through an expression of interest process for a suitable agritourism operator. Provisions will be included in the lease to work with the Gundagai Cultural Group to allow them to have tours departing from the property onto the Old Gundagai Town Site and Bora Rings and to also allow them to use the rear verandah area for art groups.

Must be no more than 300 words.

This section should include references to maintenance budgets and operational models to ensure the project remains viable and is sustainable into the future. Applicants must demonstrate that the project can be operated and maintained without the need for additional funding from the NSW Government once construction is complete.

**64. If the project is proposed as a public/private partnership or is a project proposed to be delivered in partnership with a NSW Government Agency please provide documentation to outline the partnership approach and management model post construction.**

*No files have been uploaded*

Partnership documentation could be provided in the form of a memorandum of understanding and outline key information such as access agreements, maintenance schedules and ongoing financial commitments towards maintenance and management of the asset.

**65. Please upload designs and drawings of the project including elevations, floor plans and artists impressions.**

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Filename: DA Approved Plans Old Gundagai Mill.pdf

File size: 22.7 MB

A maximum of 1 file may be attached.



## Regional Tourism Activation Fund

### Regional Tourism Activation Fund - Application Form

#### Application RTAF - 174 From Mrs Miriam Crane

Form Submitted 11 Aug 2021, 11:33am AEST

If visual online material such as virtual animations and artists impressions etc are available please provide the relevant links within your application.

### Project Delivery

Applicants must demonstrate they have a well-structured and organised project management committee or external project management company in place with access to operational expertise, and the ability to handle issues such as public liability and insurance matters.

#### 66. Does your organisation have access to the necessary expertise to deliver the project? \*

- ☒ Yes  
☐ No

Have you delivered a project of this scale previously and have suitably qualified staff/ project managers to deliver.

#### 67. Please summarise the expertise available to your organisation and how you intend to deliver the project. \*

Miriam Crane - Project Manager (Cootamundra-Gundagai Regional Council)

Glen Moore - Voluntary project assistant (onsite supervision - former building surveyor)

Noel Thomson - Heritage Architect (heritage consultant to project)

Peter Kennard - Project Engineer (engineering consultant to project)

Gundagai Visitor Information Centre (Casey Polsen) Project promotion, product promotion and sales.

The project will utilise trades that have experience in working on heritage properties. Where possible we will use local trades who are experienced in working with buildings with the solid slate foundations that are common in the area.

Must be no more than 300 words.

This section should include information about the key personnel on the project management team. It should include references to their experience delivering projects of similar size and scale. Please also provide evidence that there are sound financial management practices in place and procurement strategies.

### Risk Management

Projects will not be funded if they represent a significant risk to the community and or reputational risk to the NSW Government. If the project delivery/construction presents a physical risk to the community (e.g. people could get hurt) then you are expected to have a risk management plan which outlines what steps are needed to mitigate these risks.

#### 68. Please provide details in the table on any risks you may anticipate in the process of delivering this project and how you will work to control them.

Risk description	What will you do to help reduce the risk?
Funding Not Successful	Write a Compliant Funding Application

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Project Over Budget	Council has undertaken a full estimated costing of the project. Without State Government support council does not have the finances available to undertake this project in the short term
Construction Delays	Planning is advanced with CC ready set and DA approved.
Location of Utilities	Dial before you dig and water staff onsite
Workplace health & safety	WHS officer to review main contractors safe work methods statements

**Please upload a copy of your risk management plan \***

Filename: Risk Management Plan.docx  
 File size: 202.9 kB  
 A maximum of 1 file may be attached.

## Strategic Alignment and Visitor Appeal

**\* indicates a required field**

**Applicants must demonstrate that their project meets the objective of the fund, to:**

- Accelerate the development of unique and high impact tourism and events infrastructure
- Boost the visitor economy in regional NSW by creating desirable experiences that encourage people to plan and book holidays to regional areas
- Improve the visitor experience and accessibility for people of all abilities
- Increase expenditure and create new jobs in the tourism sector across regional NSW.

**69. How will this project create or enhance a unique and high impact visitor experience for regional NSW? \***

The Old Mill Redevelopment has the benefit of both an impressive heritage structure and a scenic location on the edge of Morley's Creek (which is an anabranch of the Murrumbidgee River). The project will create three separate unique and high impact visitor experiences, being the Gundagai Cultural Groups guided tours of the Old Gundagai Township and Bora Rings, the art classes on the verandah overlooking the floodplain, and the opportunity for an agritourism venture inside the building, such as a Gundagai Wine Region showcase, or a value add opportunity for local produce such as sheepskin or hide products, for example. The success of similar ventures such as the Junee Licorice and Chocolate Factory and the Coolamon Cheese factory show the desirability of these kind of experience based agritourism opportunities.

Must be no more than 300 words.

Applicants must demonstrate how the funded project will deliver a unique or high impact visit experience for regional NSW.

**70. What point of difference does this project provide for visitors to regional NSW? \***

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The main point of difference is that the site and the project will immerse visitors in the history of Gundagai, as an early river crossing town, first for the indigenous people and then for settlers. The story of the great flood of 1852 can be told, and the rescues of the indigenous heroes, stories which are authentic and can be told by members of the Wiradjuri community in a place that holds significance. The building itself has a special place having survived the flood, having been owned and operated in a number of capacities as a mill and rabbit freezing works. The structure is of an impressive size and its height creates a sense of atmosphere for visitors. Council will look to offer the lease to someone offering an immersive agritourism experience, whether it be making your own uggs boots or sampling local wine and produce. It will bring a connection between product and place which is so important to consumers in this day and age, and which helps create a meaningful sense of connection to a place where things are made.

Must be no more than 300 words.

Applicants should clearly outline how this project is unique when compared to other visitor experiences available in regional NSW and at other locations in Australia.

**71. What benefits will the project bring to your Local Government Area? \***

The project will bring a primary tourism attraction to Gundagai. It will see the development of a site which although important to the community is currently not able to be enjoyed or shared. It is expected that day trippers from within the region and Canberra will visit the site to enjoy a weekend lunch, grey nomads will explore the various tours and activities on offer and the offering will also be of interest to international visitors travelling in the region. All these visitors will create employment both on the site and in supporting industry in town as visitors extend their stay to take in the offering.

Must be no more than 150 words.

Applicants should outline how the project will provide anticipated benefits to the local and surrounding region, for example, increased employment or economic activity.

**72. What benefits will the project bring to Regional NSW? \***

The project will be another key regional agritourism and indigenous tour offering for the Riverina. These activities have been shown to be attractive to visitors and to increase stay and spend in the region. A key opportunity for the project is to attract spend from nearby Canberra. Currently Jugiong (20 minutes away) enjoys high visitation from Canberra, and it is expected that with the duplication of the Barton Highway making for a quicker trip it would be possible to attract more day trippers to Gundagai, given a suitable product offering.

Must be no more than 150 words.

Applicants should outline how the project will provide anticipated benefits to the local and surrounding region, for example, increased employment or economic activity.

**73. How does the project align with the Destination Management Plan and relevant NSW Government strategies? \***

The Old Mill Art & Culture Centre - EOI in for Local Heritage Strategic Projects to determine costs to modify building for purpose, is included as a Tier Three Major Project in the Riverina-Murray Destination Management Plan. The project was in private ownership at the time the DMP was written and has now been acquired by Council with a construction ready plan being developed. The project was also identified in the South West Slopes Regional Economic development Strategy and the Gundagai Tourism Plan. Further to this is has recently been included in the Agritourism Strategy developed by Tilma Group for Cootamundra-Gundagai Regional Council as a key product development opportunity. The project fits within the NSW Visitor Economy 2030, being STRATEGIC PILLAR 3. SHOWCASE OUR STRENGTHS NSW is a state of breathtaking diversity and bucket list visitor experiences, as a regional agri-tourist dining experience; and as an indigenous cultural experience.

Must be no more than 200 words.

Projects should demonstrate a clear alignment with the relevant Destination Management Plan. To

## Regional Tourism Activation Fund

### Regional Tourism Activation Fund - Application Form

#### Application RTAF - 174 From Mrs Miriam Crane

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obtain a copy of the DMP for your region please contact the relevant Destination Network using the details available here: <https://www.destinationnsw.com.au/tourism/business-development-resources/destination-management-and-marketing/destination-management-planning> Projects should also demonstrate an alignment to NSW Government strategies and priorities including through the NSW Visitor Economy Strategy 2030, the Regional Economic Development Strategies and other regional and local plans.

#### **74. Outline how the project will align with existing tourism businesses and experiences in the region, including both positive and negative impacts? \***

The Gundagai community has a high association with history as the home of the "Iconic" monument to the Pioneers the Dog on the Tuckerbox and with its heritage offering including Museum, Railway Museum, main street heritage walk. Self-Guided Gaol tours are currently sold through the visitor information centre, with the majority of visitors being retirees and families. The new "Great Rescue of 1852" sculpture celebrating the indigenous flood heroes has been well received. Visitors who are looking for something different will find it in the Old Mill Redevelopment which will have a number of tour and activity offerings as well as a food and beverage offering, and of course the opportunity to learn more of the story of Gundagai. The project will also hopefully extend the options for night time dining available, with guests at the nearby new high end Flash Jacks accommodation seeking options other than the currently available pub meal.

Must be no more than 200 words.

As part of this answer, applicants should outline the impacts of the project on local businesses. This must include details of the impacts on any private businesses that would be disadvantaged by the project proceeding.

#### **75. Please upload evidence of support from the local Destination Network and/or local tourism organisations? \***

Filename: LOS - CGRC The Old Mill Redevelopment.pdf  
File size: 638.5 kB

Filename: Riverina\_Murray\_DMP\_April\_2018\_Reference.pdf  
File size: 153.4 kB

Projects should be supported by the Destination Network and/or the local tourism organisation. If multiple letters of support are available, please combine into one document before uploading.

### **Visitor Numbers**

Please provide estimates for the expected **additional** visitation to the project in the first 12 months post-construction. These should be whole/total numbers for the 12 month period following completion of the project.

#### **76. Visitors from local area (within 50kms and within NSW)**

20000

Must be a number.

#### **77. Visitors from further than 50kms but within NSW**

10000

Must be a number.

#### **78. Day trip visitors from interstate**

5000

Must be a number.

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**79. Overnight visitors from interstate**

5000

Must be a number.

**80. International visitors**

500

Must be a number.

*Visitation estimates should be specific to the project and not general estimates for visitation to the local government area or region. Please ensure the estimates correspond accurately with those provided in the Program Data Sheet.*

**Total first year visitors**

40500

This number/amount is calculated.

**Overnight Stays**

Please provide an estimate of the average nights stayed in the local government area based on the type of visitor to the project.

**81. NSW based visitors**

1

Must be a number.

Provide an estimate for the average nights stayed by overnight visitors from within NSW.

**82. Interstate visitors**

2

Must be a number.

Provide an estimate for the average nights stayed by overnight visitors from outside of NSW. This should be the average nights stayed within the LGA where the project is located.

**83. International visitors**

2

Must be a number.

Provide an estimate for the average nights stayed by international visitors. This should be the average nights stayed within the LGA where the project is located and not for the entire visit to NSW and Australia.

*For example, an overnight visitor from within NSW could stay on average 1 night per visit, while an overnight interstate visitor could stay on average 2.5 nights per visit, and an international visitor might stay on average 5 nights per visit to the LGA.*

*Applicants are encouraged to consult with the relevant Destination Network and/or local tourism organisation if unsure of existing average nights stayed by visitors to the local government area.*

*Please ensure the estimates correspond accurately with those provided in the Program Data Sheet.*

**84. Average visitor expenditure for overnight interstate visitors \***

\$200

Must be a dollar amount.

Please estimate the average visitor expenditure (per person) for overnight visitors who have travelled interstate to visit the project. As above, information can be sought and verified by the Destination

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Network if you are unsure. Please only provide an estimate for interstate visitors, not visitors from within NSW or international visitors.

## Economic Analysis

**\* indicates a required field**

Applicants must demonstrate how the project will contribute to the local economy through increased visitation and job creation.

**85. How will the project create jobs and grow the visitor economy in regional NSW? \***

The project will create a number of direct job opportunities, being indigenous guides for the tours, art class instructors and the leasee of the premises and their staff. Further to this the attraction to the region that the project creates will grow the income opportunity of other businesses in Gundagai including accommodation, meals and local retail. These jobs will not be employees of the Council so have not been captured in the data sheet. Information on the data sheet with regards to operation reflects the rental income and maintenance expense.

Must be no more than 200 words.

Please outline how the project itself will create jobs while also contributing positively to the job creation at other tourism businesses and visitor experiences. Detailed employment data will also be captured within the Data Sheet attachment required as part of this application.

**86. How many full time equivalent (FTE) jobs will be created or retained as a result of this project? \***

10

Must be a number.

This should not include the staff used during the construction phase of the project and relates only to jobs created after the project is completed and is operational. An FTE equates to a staff member employed for 35 hours per week.

**87. Of the jobs created, how many will be full time jobs? \***

3

Must be a number.

Based on a 35 hour work week. If no response - please put zero

**88. Of the jobs created, how many will be part-time jobs? \***

0

Must be a number.

Less than 35 hour work week. If no response - please put zero

**89. Of the jobs created, how many will be casual jobs? \***

7

Must be a number.

Irregular work hours. If no response - please put zero

**90. Will any of the jobs listed above be Indigenous Identified? \***

☒ Yes

☐ No

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**91. Will any of the jobs listed above be targeted towards Youth? \***

- ☒ Yes  
☐ No

**Economic Data Sheet**

Completion of the Economic Data Sheet template provided on the program webpage is an eligibility requirement of the funding program. An instructional webinar is available in the [program resources](#). Should you require assistance completing the Data Sheet, please contact the program team.

**92. Please upload a completed Data Sheet for your project \***

Filename: Regional Tourism Activation Fund Application Data Sheet 174.xlsx  
File size: 93.7 kB

A maximum of 1 file may be attached.

Please name your file: eg Datasheet RTAF-xxxx. File must be uploaded in excel format.

**Accessible and Inclusive Tourism**

**\* indicates a required field**

Applications for both Stream One and Two are encouraged to consider alignment with the relevant Disability Inclusion Action Plan and the visitor experience of people with disability. Applications that demonstrate a commitment to accessibility and inclusion will be preferred.

**93. Will the project be inclusive and 'Fully Accessible'? \***

- ☒ Yes - fully accessible  
☐ No - not accessible at all

Fully Accessible means ALL members of the community can access the project deliverables including those with limited mobility or support needs.

**94. How does the project align with the relevant Disability Inclusion Action Plan? \***

The project aligns with the goal of the Disability Inclusion Action Plan that "CGRC area is accessible for visitors with a disability". The project has been designed so that all visitors with a disability have access.

Must be no more than 300 words.

Applicants should demonstrate how the proposed project aligns with the relevant Disability Inclusion Action Plan, eg: what parts of the DIAP are being addressed? The DIAP for your Local Government Area can be found here: <https://www.facs.nsw.gov.au/inclusion/advisory-councils/disability/inclusion-plans/chapters/register>

**95. Please outline how this project uses universal design principles and promotes accessibility and inclusion? \***

The project as employed a qualified heritage architect to ensure that the universal design principles are adhered to and that the building promotes accessibility and inclusion by design. It has also been developed so that members of the local indigenous community will feel welcome and included in the project, and have a sense of ownership. The Council's Access and Inclusion Committee and the local Cultural Group will both have the opportunity to comment on the project and have been aware and involved in the project up to this point.

Must be no more than 300 words.

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Applicants should outline how the project: accommodates a wide range of individual preferences and abilities and minimises hazards; the design can be used efficiently and comfortably; appropriate size and space are provided for approach and use.

## Outcome Measurement

**\* indicates a required field**

### Measuring your project outcomes

Information on the outcomes of projects supported by the RTAF is required to evaluate the success of the program in achieving its objectives to boost the economic and social recovery of regional NSW. It is a funding requirement for applicants to outline outcomes to be delivered by the project and how the applicant will monitor and report on these outcomes.

Key outcomes to measure could include additional visitation, increased length of stay, increased visitor expenditure and improved visitor experience for people with disability.

96a. Project Outcomes	96b. Outcome measurement
Must be no more than 100 words.	Must be no more than 100 words.
Additional visitation	Building users and Leasee to keep statistics on visitors and postcode
Increased length of stay	Review motel occupancy rates, numbers at RV and Caravan sites
Improved visitor experience for people with disability	Qualitative surveys onsite

## Declaration

**\* indicates a required field**

### I declare this application meets the following Regional Tourism Activation Fund eligibility criteria:

The project:

- takes place in an eligible regional NSW LGA.
- will be complete by 30 June 2023.
- is (or is linked to) a unique and high impact visitor experience.

The applicant:

- is financially solvent
- is an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or are registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act
- holds at least \$20 million Public Liability Insurance



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- has secured development approval from the local council for the project or is the process of securing development approval
- is either the landowner or has the consent of the landowner.

The applicant is one of the following:

- Local Councils and Joint Organisations, non-government organisations, community organisations registered as incorporated associations or a Local Aboriginal Land Councils.

**97. Eligibility Declaration \***

- ☒ Yes, this application meets the eligibility criteria outlined above  
☐ No, this application does not meet the eligibility criteria outlined above

Applicants who select no are ineligible for funding. Please contact the Program team to discuss your application.

**Disclaimer**

The **Applicant** acknowledges and agrees that: (i) submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion; (ii) it must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; (iii) prior to the parties entering into a funding deed, the Department (as executor of the deed) may withdraw funding for any reason (or for no reason) and in any circumstances, and may revise the dates on which the funding (or any part of it) is to be provided in its sole discretion; and (iv) it has read the *Guidelines for the Regional Tourism Activation Fund* and has fully informed itself of the relevant RTAF program requirements.

**Use of Information.**

The Applicant acknowledges and agrees that: (i) if this application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded; (ii) the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**); and (iii) in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

**Privacy Policy**

The Applicant acknowledges and agrees that: (i) the Department is required to comply with the *Privacy and Personal Information Protection Act 1998* (NSW) (the **Privacy Act**) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the RTAF program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>); (ii) the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act; (iii) it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department

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and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

**Declaration and Authorisation**

The Applicant represents and warrants that this application has been authorised by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc.).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent)) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application; and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

**By submitting this application form I hereby declare that:**

- ☒ I agree for my project to be automatically considered in other NSW funding programs;
- ☒ I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- ☒ all information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- ☒ any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- ☒ I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- ☒ I understand that any false declaration may render this application ineligible/invalid; and
- ☒ all relevant conflicts of interest have been declared.

Please select all above to declare that this application complies.

**98. Organisation Name \***

Cootamundra-Gundagai Regional Council

Name of the Organisation applying for funding.

**99. Name of Representative submitting this form \***

Mrs Miriam Crane

**100. Position of person submitting this form \***

Manager Community & Culture

The person submitting this application must be delegated to do so on behalf of the applicant organisation.

**NOTE**

Please ensure you click **Submit Application** when you are ready to submit. Applications must be submitted prior to the round closing date to be eligible for consideration.

**Once you have submitted your application you cannot make any changes.**

## Email to Les McMahon from Dept Regional NSW



Lauren Eccleston  
To Lauren Eccleston



Reply

Reply All

Forward



Mon 5/12/2022 12:18 PM

**E:** [lauren.eccleston@cgrc.nsw.gov.au](mailto:lauren.eccleston@cgrc.nsw.gov.au)

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

**From:** Kate Van Saane <[kate.vansaane@regional.nsw.gov.au](mailto:kate.vansaane@regional.nsw.gov.au)>

**Sent:** Monday, 1 August 2022 2:57 PM

**To:** Les McMahon <[les.mcmahon@cgrc.nsw.gov.au](mailto:les.mcmahon@cgrc.nsw.gov.au)>

**Cc:** Glen McAtear <[Glen.McAtear@cgrc.nsw.gov.au](mailto:Glen.McAtear@cgrc.nsw.gov.au)>; Andrew Brock <[Andrew.Brock@cgrc.nsw.gov.au](mailto:Andrew.Brock@cgrc.nsw.gov.au)>

**Subject:** RE: Grants for CGRC

Hi Les

Thank you for your email and sorry for my delayed reply.

In response to your query about transferring a grant, I can confirm that the RTAF funding for (RTAF 174) The Old Mill Redevelopment is not transferable to another party, per standard RTAF Terms and Conditions.

If Cootamundra – Gundagai Regional Council is no longer able to deliver the project as per the project application that was approved, then the Council would be required to withdraw from the funding. We would require a letter from Council advising of the decision to withdraw.

Please let me know what decision is made about the RTAF funding moving forward.

Kind regards,

Kate Van Saane

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATIONS APPROVED NOVEMBER 2022

DOCUMENT NUMBER	382673
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	As detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

The information on Development Applications approved in November 2022, be received and noted.

#### Introduction

The Development Applications approved in November 2022 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 2022.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
10.2022.158.1	Proposed Alterations and Additions to Existing Dwelling (Glassroom)	Lot 19 DP259786 Inala Place, Cootamundra
10.2022.139.1	Proposed New Shed with Lean to	Lot 33 DP18650 Temora Street, Cootamundra
10.2022.72.2	MODIFICATION - Proposed Alterations to Commercial Premises	Lot 2 DP562670 Parker Street, Cootamundra
10.2022.133.1	Proposed Alterations and additions to Existing Dwelling	Lot 2 DP513976 Poole Street, Cootamundra
10.2022.131.1	Proposed Swimming Pool	Lot 44 DP1048036 Harold Conkey Avenue, Cootamundra
10.2022.129.1	Proposed Alterations & Additions to Existing Dwelling	Lot 1 & 2 DP121023 Crown Street, Cootamundra

10.2022.128.1	Proposed Alterations and Additions to Commercial Premises	PLT 401 DP751421 Ol Bell Drive, Gundagai
10.2022.127.1	Alterations to Change of Use – Mechanical Workshop	Lot 3 DP1094935 Sheridan Lane, Gundagai
10.2022.117.1	Proposed New Shed	Lot 1 DP634313 Burra Road, Gundagai
10.2022.115.1	Proposed Alterations and Additions to Existing Dwelling	Lot 1 DP366224 Berthong Street, Cootamundra
10.2022.111.1	Proposed Internal Alterations to Existing Building	Lot 1 DP505450 Ursula Street, Cootamundra
10.2022.100.1	Proposed New Shed	PLT 7020 DP1075145 Back Brawlin Road, Cootamundra
10.2022.140.1	Proposed Installation of Manufactured Dwelling (secondary dwelling)	Lot 6 DP753603 Jugiong Road, Cootamundra
18.2022.16.1	Proposed New Swimming Pool and Retaining Walls	Lot 98 DP757258 Edwardstown Road, South Gundagai
18.2022.18.1	Proposed New Pool/Spa	Lot 1 DP1142183 Matilda Avenue, Cootamundra

<b>VALUE OF WORK REPORTED TO THIS MEETING:</b>	<b>\$ 2,418,428.00</b>
<b>VALUE OF WORK REPORTED FINANCIAL YEAR TO DATE</b>	<b>\$ 12,169,567.00</b>

THIS TIME LAST YEAR:	
VALUE OF WORK – OCTOBER 2021	\$ 4,670,555.00
VALUE OF WORK – YTD 2021	\$ 35,868,104.00

#### Financial

The value of approved applications is less than the same period last year, however this is something that is outside of the control of Council.

### 8.4.2 DEVELOPMENT APPLICATION DA2022/110 - DWELLING, LOT 269 DP 750619, 113 RACECOURSE LANE (CURRENTLY KNOWN AS 91 OLD WALLENDREEN ROAD) STOCKINBINGAL

DOCUMENT NUMBER	382677
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	The proposed development seeks to vary the minimum lot size for the erection of the dwelling house, under the Cootamundra LEP 2013.
ATTACHMENTS	1. Development Application DA2022/110 - Assessment Report <a href="#">↓</a>

#### RECOMMENDATION

- That Council approve the following development, subject to the consent conditions below:
  - Application No: DA2022/110
  - Property: Lot 269 DP 750619  
113 Racecourse Lane (currently known as 91 Old Wallendbeen Rd)  
STOCKINBINGAL NSW 2594
  - Development: Dwelling – to erect a three (3) bedroom, brick veneer dwelling, with a colorbond roof.

#### Conditions:

#### ADMINISTRATIVE CONDITIONS

#### Approved plans

- The development shall be generally in accordance with the supporting documentation, including, but not limited to, the following:

Following plans prepared by Steadfast homes				
Number	Version	Title	Dated	Date lodged
1/5	-	Cover sheet and BASIX table	08/06/2022	4/12/2022
2/5	-	Floor plan	08/06/2022	4/12/2022
3/5	-	Site plan	08/06/2022	4/12/2022
4/5	-	Elevations	08/06/2022	4/12/2022
5/5	-	Sections and electricals	08/06/2022	4/12/2022
Statement of environmental effects, prepared by DA Busters, dated July 2022				

**BASIX Certificate No. 1313198S\_02, prepared by Steadfast Homes, dated 4<sup>th</sup> December 2022, submitted 4<sup>th</sup> December 2022**

and as modified by any conditions of this consent.

2. No departure from the approved plans and specifications shall be made unless the prior approval of Council has been obtained in writing.

#### **Compliance with relevant legislation**

3. The development shall be carried out in accordance with the provisions of the *Building Code of Australia, Environmental Planning and Assessment Act, 1979* and the regulations made thereunder, in accordance with the plans and specifications approved by Council.
4. 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*.

#### **Utilities**

5. 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.

#### **PRIOR TO ISSUE OF A CONSTRUCTION CERTIFICATE**

##### **Payment of section 7.12 contribution**

6. Prior to the issuing of a construction certificate, a contribution is required towards the provision of public amenities and services, in accordance with the Cootamundra–Gundagai Regional Council *Section 7.12 Fixed Developer Consent Levy Contributions Plan 2018*.

##### **Onsite Sewerage Management System**

7. Prior to the issuing of a construction certificate, a section 68 approval under the *Local Government Act 1993* shall be obtained for the installation of the onsite sewerage management system.

##### **Finished floor level**

8. The finished floor level of the dwelling shall be a minimum of 500 mm above existing ground level. Prior to the issue of a construction certificate, amended plans shall be lodged with Council, demonstrating that this condition has been met.

#### **PRIOR TO WORK/CONSTRUCTION COMMENCING**

##### **Inspection/Certification**

9. Where Cootamundra-Gundagai Regional Council is nominated as the Principal Certifying Authority, the following requirements shall be satisfied before works commence:
  - the Principal Certifying Authority Service Agreement shall be completed and signed by the applicant; and
  - terms and conditions of the Principal Certifying Authority Service Agreement shall be satisfied,
  - a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection shall be given.

**Signs**

10. Site signage must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include: -
- statement that unauthorised entry to the site is not permitted,
  - 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,
  - the name, address and telephone contact of the Principal Certifying Authority.

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.

**Notice of Commencement**

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

**Builders Toilets**

12. Provision shall be made for temporary WC accommodation on site prior to the commencement of excavation or other associated building works.

**Residential Building Work**

13. 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
- A. In the case of work for which a principal contractor is required to be appointed:
- the name and licence number of the principal contractor, and
  - the name of the insurer by which the work is insured under Part 6 of that Act.
- B. In the case of work to be done by an owner-builder:
- the name of the owner-builder and,
  - the number of the owner-builder permit (where required).

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.

**Prior to Building Work Commencing**

14. The erection of a building in accordance with the development consent must not commence until:-
- A. 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
- B. The person having the benefit of the development consent has:
- appointed a principal certifying authority for the building work, and



- notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
- C. The principal certifying authority has, no later than 2 days before building works commences:
  - notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
  - 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
- D. The person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
  - appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
  - notified the principal certifying authority of any such appointment, and
  - 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.

**Cut and Fill**

15. The applicant shall ensure that any cut or fill on site is appropriately graded, drained, retained and revegetated.

**Siting of Building**

16. The applicant is responsible for ensuring that the building is sited on the allotment and constructed to the design levels approved by Council as specified on the approved site plan.

**Soil Erosion Control**

17. Site erosion control measures shall be incorporated into site management prior to work commencing. 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.

**Restricted Public Access**

18. 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.

**DURING CONSTRUCTION****Works to be undertaken in accordance with the approval**

19. 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.
20. The builder shall maintain on the site, at all times a legible copy of the following:
- development consent including plans and related documentation,
  - construction certificate including plans, specifications and certificates.

**Hours of Construction Site Works**

21. 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.

**Effluent disposal and plumbing and drainage works**

22. The onsite sewerage management system shall be installed and operated in accordance with the section 68 approval.
23. 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 48 hours before the first inspection. They also must submit a correct Sewer Service Diagram (S.S.D) for all works. The Certificate of Compliance (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 applicant 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.

**Construction waste management**

24. Provision shall be made on site for the proper storage 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.
25. All construction waste shall be removed from the site and disposed of to a licenced waste disposal facility, on a regular basis.

**Termite Protection**

26. The building and immediate surrounds shall 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.

**Stormwater**

27. Stormwater from roof and hard stand areas, as well as any overflow from a tank, is to be discharged clear of the building and septic tank disposal area, and in such a position that it does not cause nuisance to neighbours or erosion.
28. Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable drainage system.

**Water Proofing - Wet Areas**

29. 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.

**Slab on Ground Construction.**

30. The following points must be complied with: -
  - internal floor level must be a minimum of 225mm above the external finished surface level adjacent to the building
  - 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

**Scalding**

31. 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.

**Smoke Alarms**

32. A smoke alarm system complying with *Australian Standard AS3786 Self Contained Smoke Alarms* or listed in the Scientific Services Laboratory (SSL) *Register of Accredited Products - Fire Protection Equipment* shall be installed. The smoke alarm system must be connected to the mains electrical power supply and must have a standby (battery backup) power supply, and where there is more than one smoke alarm installed, all alarms must be interconnected.

**PRIOR TO OCCUPATION OR COMMENCEMENT OF USE****Occupation of Building**

33. 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.

**Compliance Certificates**

34. 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.

**BASIX**

35. 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.

**Property Identification**

36. The property shall be known as 113 Racecourse Lane, Stockinbingal.
37. A rural addressing number shall being affixed to the fence adjacent the property entrance, prior to the issuing of an occupation certificate.

**REASONS FOR THE CONDITIONS:**

- To achieve the objectives of section 1.3 of the *Environmental Planning and Assessment Act 1979*, having regard to the relevant matters for consideration contained in section 4.15 of the Act and the Environmental Planning Instruments applying to the land.
- To ensure compliance with the *Building Code of Australia*, to enable the achievement and maintenance of acceptable standards of structural sufficiency, safety, health and amenity, for the benefit of the community now and in the future.
- To confirm the details of the application and plans submitted by the Applicant.
- To ensure compliance with relevant planning controls.
- To ensure that appropriate environmental protection measures are in place.
- To ensure the development complies with the requirements of Council policies.
- To ensure that works do not interfere with reasonable amenity expectations of residents and the community.

**Introduction**

This report assesses a development application (DA2022/110), for the erection of a dwelling house, on Lot 269 DP 750619, 113 Racecourse Lane (currently 91 Old Wallendbeen Road, Stockinbingal).

The application is referred to full Council for determination, as the application seeks to vary the minimum lot size for the erection of a dwelling, and as the variation is greater than 10%. As per Planning Circular PS 20-002 (Variations to development standards), if a development contravenes a numerical standard by greater than 10%, a delegate of Council cannot determine the application, instead it must be considered by full Council.

**Discussion**

The assessment of the application has considered all relevant matters under Section 4.15 of the *Environmental Planning and Assessment Act 1979* (the Act). The assessment concludes that the design of the development is appropriate in the local context, and the location of the dwelling will minimise the potential for conflict with adjacent land uses, and will have minimal environmental impact, and that the variation is justified in this instance. See development assessment report (Attachment 1).

It is considered that the development meets all relevant environmental and amenity criteria and that the development is in the public interest and is recommended for approval, subject to the standard conditions of consent for a dwelling.

# DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979  
Section 4.15 (as amended)*



## DATE OF REPORT COMMENCEMENT:

6 December 2022

## COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

Laura Schweiger

## DEVELOPMENT REFERENCE:

DA2022/110

## DEVELOPMENT ADDRESS:

113 Racecourse Lane (currently known as 91 Old Wallendbeen Road), Stockinbingal

## DEVELOPMENT LOT / SEC / PLAN:

Lot 269 DP 750619

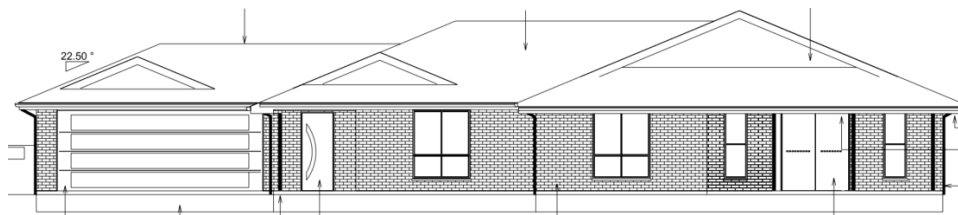
## APPLICANT:

Mr G G and Mrs S J Dewick

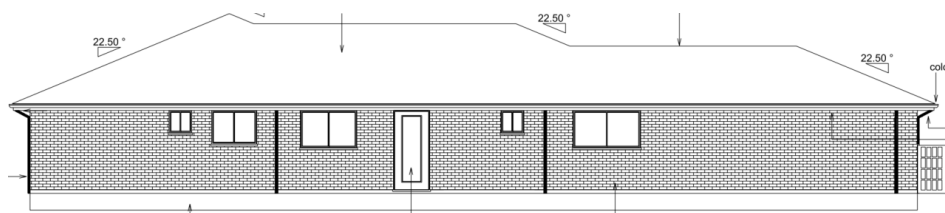
## PROPOSED DEVELOPMENT:

Dwelling – to erect a three (3) bedroom, brick veneer dwelling, with a colourbond roof.

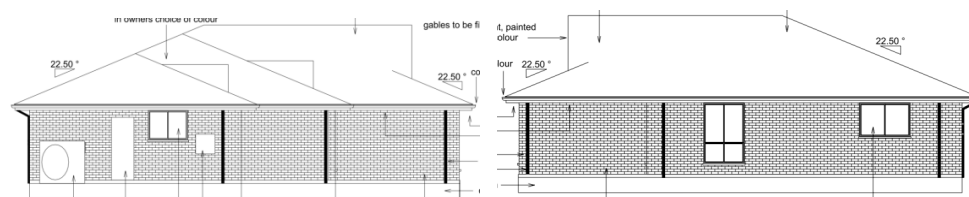
**Figure 1 – Southern (front) elevation**



**Figure 2 – Northern (rear) elevation**



**Figure 3 – Western and eastern (side) elevations**



160m

130m house to boundary

100m house to boundary

power pole

260m

Freemans Lane

Racecourse Lane

Old Wallendbeen Rd

91 Old Wallendbeen Rd  
Stockinghill  
Lot 269 DP 750619  
81660 m2

100m house to boundary

130m house to boundary

applied 15m from house with absorption trenches  
N.B. design specifications as per effluent design

proposed new dwelling

Project Name:  
proposed new dwelling

Project Address:  
91 Old Wallendbeen Rd  
Stockinghill NSW 2775

Client: Graham and Samantha Devick

Steadfast Homes

P.O. Box 15172,  
Sydney NSW 1512  
Tel: 02 6282 5078  
Fax: 02 6282 5078  
Mob: 0427 11 70 20  
Email: info@steadfasthomes.com.au  
Web: www.steadfasthomes.com.au

SCALE 1:250  
DATE 08/06/2022

site plan

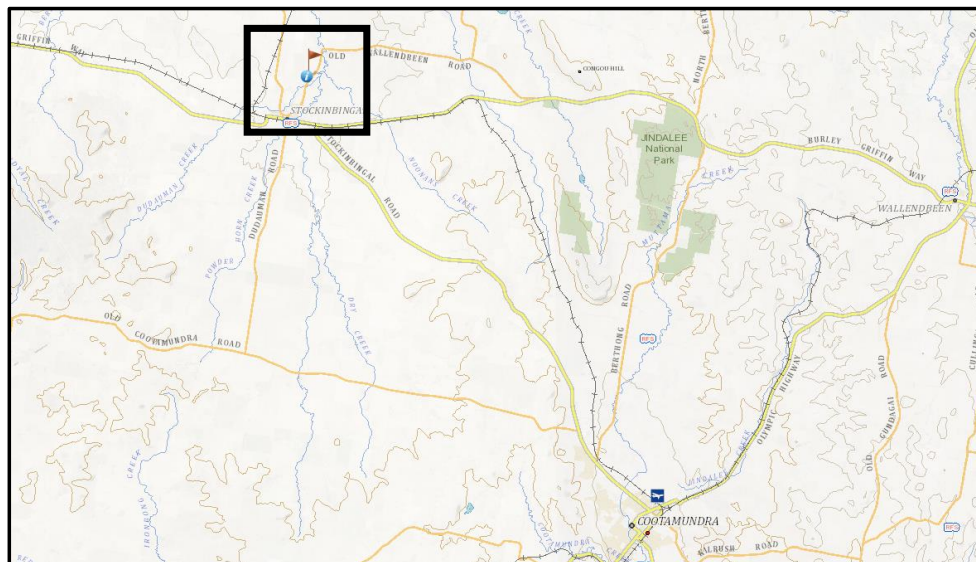
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**LOCALITY AND SITE:**

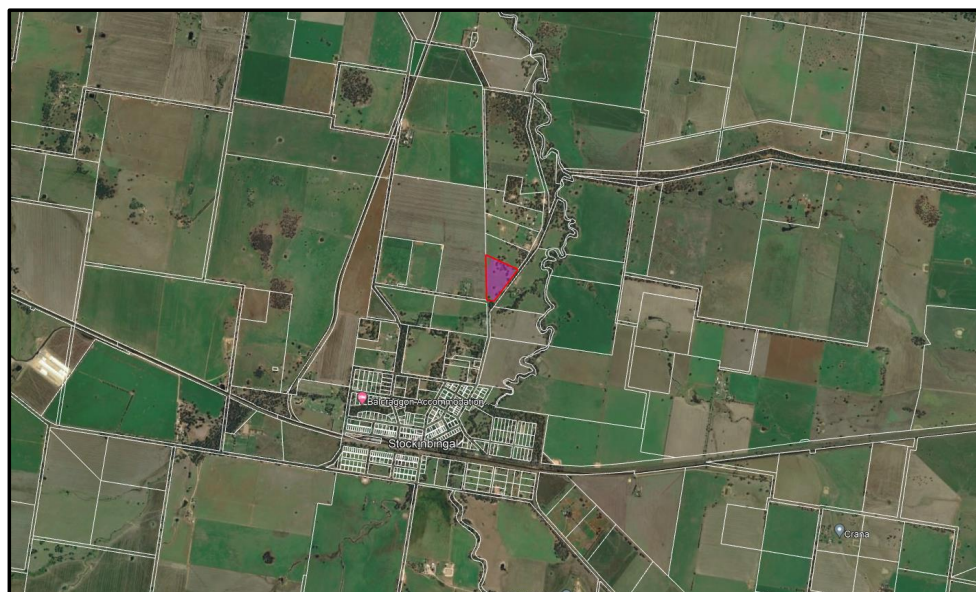
The proposed site is located 850 metres north of the Village of Stockinbingal, and the Village itself is located 20 km north-west of the Cootamundra. The site is located on the western side of Old Wallendbeen Road, immediately north of Racecourse Lane.

**Figure 5 – Location plan (NSW Six Maps)**



It is situated in a rural area, used extensively for cropping and grazing, although there are several rural-residential land uses in the immediate area, particularly closer to the Village, and along Racecourse Lane and north along Old Wallendbeen Road. The Village itself has a typical residential and lifestyle lot feel, with smaller lots being the dominant settlement pattern.

**Figure 6 – Aerial view – locality (Google Earth 13. 2.2021) – site shaded purple**





The adjoining and adjacent land uses include:

- lot to the north is a vacant parcel of land, and further north are several moderate sized lots (approximately 8 to 11 ha), used for rural-residential and lifestyle purposes,
- the lot immediately to the east across Old Wallendbeen Road, is a moderate sized lot (18 ha), used for rural-residential purposes, and further east is a very large rural property (794 ha),
- the lot immediately to the south across Racecourse Lane, is a moderate sized lot (17 ha), used for rural-residential, and further south towards the Village, are similar sized or slightly smaller lots, used for rural, rural-residential and sporting purposes,
- the lot immediately to the west of the site, is an 82 ha farming lot, that supports a dwelling house, and further west are some smaller rural-residential lots and larger rural properties.

The 8.166 ha subject site is an irregular shaped lot, approximately 388 metres long, and is 343 metres wide at the northern end, and tapers to be quite narrow (73 metres wide) at the southern end. The land is nearly level, falling at a consistent grade of 0.5%, from the south-west corner of the property (adjacent Racecourse Lane), to the north-east corner of the property (adjacent Old Wallendbeen Road). The northern part of the site supports a number of mature native trees, and there are several other trees dotted across the southern part of the site. There are no watercourses on the property but there is a small dam that has been recently constructed on the western side of the property, midway along the boundary. A series of 11 kV overhead power lines criss-cross the southern part of the site, and there is livestock-handling infrastructure in the south-west corner of the property (yards, loading ramps, etc), adjacent Racecourse Road.

**Figure 7 – Aerial view – site (Google Earth 13.2.2021) – site outlined red**





**Figure 8 – Site (looking from north-west part of the lot to the southeast towards Old Wallendbeen Road – tree line in background is the Road) - December 2022**



**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**

As per Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) of the Act, development applications are to be notified in accordance with the provisions Council's community participation plan (where identified) or otherwise 14 days.

The CGRC Community Participation Plan (CPP) identifies that dwellings less than 100 metres from a boundary in a rural zone, will be notified for 14 days. The dwelling was initially proposed to be only 50 metres from the northern and western boundaries, and accordingly, the development application was notified to seven (7) adjoining and adjacent landowners, in accordance with the CPP. No submissions were 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. The concurrence of the Department of Planning and Environment was required (see clause 4.6 LEP discussion below). No other consultation or concurrence was required in this instance (see also Infrastructure SEPP section below, relating to Essential Energy and RMS comments).

**4.14 Consultation and development consent—certain bush fire prone land**

The site is not bushfire prone, and therefore no referral to the NSW Rural Fire Service was required, and the provisions of *Planning for Bush Fire Protection*, do not need to be considered.

**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 (Biodiversity and Conservation) 2021*Chapter 2 - Vegetation in non-rural areas*

Does not apply to this zone.

SEPP (Building Sustainability Index: BASIX) 2004

A valid BASIX certificate is attached to this application

SEPP (Resilience and Hazards) 2021*Chapter 4 – Remediation of land*

Council must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated, and if contaminated whether it is suitable for the intended use, or requires remediation. 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 from past landuses, with aerial imagery from 1978 onwards, showing it has been used for cropping and grazing. Accordingly, it is considered that the land is suitable for the proposed development, and no further investigation is warranted.

#### SEPP (Transport and Infrastructure) 2021

##### *Chapter 2 - Infrastructure*

- **Section 2.48 (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, near substations, etc). Even though there are overhead power lines in the area and on-site, none are within the prescribed distance, so no referral to Essential Energy was required.
- **Section 2.77 (Determination of development applications)** applies to developments adjacent to a pipeline corridor, but there are no gas pipelines in the immediate area and consideration of this clause is not required.
- **Division 15, Subdivision 2 Development in or adjacent to rail corridors and interim rail corridors—notification and other requirements, including Sections 2.97, 2.98, 2.99, 2.100 and 2.101** applies to developments that involve a level crossing, are adjacent a rail corridor or interim rail corridor, excavations in, above, below or adjacent a rail corridor or interim rail corridor, or that are impacted by rail noise or vibration. As the site is not adjacent a railway corridor, these clauses do not apply to this development.
- **Section 2.119 (Development with frontage to classified road)**, the development does not front a classified road and therefore this clause does not apply to this development.
- **Section 2.120 (Impact of road noise or vibration on non-road development)**, does not apply as the AADT volume of the adjacent road is less than 20,000 vehicles.
- **Section 2.121 (Excavation in or immediately adjacent to corridors)**, does not apply as the development will not result in the penetration of the ground to a depth of 3 m or greater, within or adjacent any of the nominated roads.
- **Section 2.122 and Schedule 3 (Traffic generating development)**, does not apply, as the type and/or scale of the works 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**

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, privacy or visual impact, particularly given the scale of the development and setbacks proposed from the boundaries, as well as the position of adjacent dwellings. Staff are also satisfied that the proposed development will not interfere with farming activities on the adjacent properties, again with suitable setbacks proposed (100 metres from the western boundary and 130 metres from the northern boundary).

#### 1.4 Definitions

The proposed development is defined as a ***dwelling house*** which means *a building containing only one dwelling*.

#### 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

There are no easements, covenants or agreements affecting the property.

#### 2.1 Land use zones

The site is zoned RU1 Primary Production, and the proposed development is permitted in the zone with consent.

#### 2.3 Zone objectives

Under this clause Council must have regard to the objectives of the zone when determining a development application. In terms of consistency with the objectives of the zone the NSW Land and Environment Court has repeatedly found that so long as a development is not generally inconsistent with at least one of the aims of the plan and the zone objectives, consent may be granted. Furthermore, the guiding principle is that a development will be generally consistent with the objectives if it is not antipathetic [opposed in nature or character] to them. It is not necessary to show that the development promotes or is ancillary to those objectives, nor even that it is compatible.

In this instance, it is considered that the development is generally not inconsistent with the zone objectives (in italics below), demonstrated as follows:

- *to encourage sustainable primary industry production by maintaining and enhancing the natural resource base* - whilst the 8.166 ha lot is unlikely to support an economically viable broad-acre agricultural enterprise due its size, it could potentially be used for grazing, or some form of intensive horticulture, as a form of secondary income, which is what the owners intend to do. They have installed livestock handling infrastructure on the property, constructed a small dam, and will continue to run cattle on the property as they are presently doing. The dwelling occupies only a small part of the site, which leaves the bulk of the arable land available for agricultural purposes;
- *to encourage diversity in primary industry enterprises and systems appropriate for the area* – not relevant to the proposed development;
- *to minimise the fragmentation and alienation of resource lands* - the lot already exists as a separate lot, having been created in or about 1946, by subdividing Crown land that was reserved as a Permanent Common and as a Public Pound, under the care and control of the Pastoral Protection Board. It appears that the land was then leased into the 1970's,

and appears to have been sold as freehold land sometime in the late 1970's. The erection of a dwelling house on the subject land will not further fragment the land;

- *to minimise conflict between land uses within this zone and land uses within adjoining zones* - the dwelling has been positioned to be 100 metres from the land to the west, that is used for rotational cropping and grazing. Due to the location of the native vegetation on the site (which is to be retained), and odd shape of the lot (narrows significantly), the site of the proposed dwelling is considered to be appropriate. It achieves acceptable setbacks, in order to preserve the amenity of the occupants, the right to farm of the neighbours, to protect vegetation, and generally minimise the potential for conflict,
- *to protect and conserve deposits of extractive materials and allow their extraction by limited development where appropriate* - not relevant to the proposed development;
- *to protect and conserve native and other vegetation in order to preserve scenic amenity and to minimise land degradation* - the development will have no adverse impact on native vegetation, as no vegetation has been identified as being removed, and the dwelling has been positioned with this in mind.

#### 4.2A Erection of dwelling houses on land in certain rural and environment protection zones

The erection of a dwelling on land zoned RU1 Primary Production is governed by this Clause, and in order to erect a dwelling on the land under this clause, the land must meet one of the following development standards:

Development standard	Compliance
(a) <i>is a lot that is at least the minimum lot size shown on the Lot Size Map in relation to that land, or</i>	Does not comply – minimum lot size is 200 ha, and the lot is only 8.166 ha in area
(b) <i>is a lot created before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement, or</i>	Does not comply – in order to have a dwelling entitlement under the former environmental planning instrument (Cootamundra IDO No.1), the lot need to satisfy the following criteria, which it did not: <ul style="list-style-type: none"> <li>- meet the minimum lot size area of 40 ha (lot is only 8.166 ha)</li> <li>- be a lot created by a subdivision consent under the Cootamundra IDO or the Jindalee IDO (lot is a parish portion not created by subdivision under either IDO)</li> </ul>
(c) <i>is an existing holding, or</i>	Does not comply – subclause (6) of this clause, states that “ <i>land ceases to be an existing holding for the purposes of subclause (3)(c) if an application for development consent referred to in that subclause is not made in relation to that land within 12 months from the commencement of this Plan</i> ”. This provision therefore lapsed in July 2014.
(ca) <i>is a lot created by a boundary adjustment in accordance with clause 4.2B and on which a dwelling house would have been</i>	Does not comply – is not a lot created by a rural boundary adjustment under the current LEP.

<i>permissible before the adjustment of the boundary, or</i>	
<i>(d) would have been a lot or a holding referred to in paragraph (a), (b) or (c) had it not been affected by—</i> <i>(i) a minor realignment of its boundaries that did not create an additional lot, or</i> <i>(ii) a subdivision creating or widening a public road or public reserve or for another public purpose, or</i> <i>(iii) a consolidation with an adjoining public road or public reserve or for another public purpose.</i>	Does not comply – is not a lot that would have met the above criteria, and in any event was not a lot created by a boundary adjustment, subdivision for widening a public road or a public purpose or consolidation with public land.

The property does not meet any of the above dwelling entitlement provisions under the LEP. Accordingly, the lot does not have an assumed dwelling entitlement under this provision. The Applicant is therefore seeking a 95.917% variation to the 200 ha minimum lot size development standard, utilising Clause 4.6 of the LEP (see discussion below), in order to erect a dwelling on the property.

It also needs to be noted that the objectives of this clause are:

- (a) to minimise unplanned rural residential development,*
- (b) to enable the replacement of lawfully erected dwelling houses in rural and environment protection zones.*

These will be discussed in relation to the clause 4.6 variation as follows:

#### 4.6 Exceptions to development standards

The objectives of this clause are to provide an appropriate degree of flexibility in applying certain development standards to particular development, and to achieve better outcomes for and from development by allowing flexibility in particular circumstances.

This clause states that development consent must not be granted for development that contravenes a development standard unless Council has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:

- (a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
- (b) that there are sufficient environmental planning grounds to justify contravening the development standard.

Furthermore, development consent must not be granted for development that contravenes a development standard unless:

- (a) Council is satisfied that:
  - (i) the applicant's written request has adequately addressed the matters required to be demonstrated above (points a and b), and
  - (ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and
- (b) the concurrence of the Planning Secretary has been obtained.

These matters are discussed as follows:

**Applicant's written justification that (a) compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and (b) that there are sufficient environmental planning grounds to justify contravening the development standard**

The Applicant's justification relates to the following points:

- the main objective of the development standard (*to minimise unplanned rural-residential development*), is achieved on the basis that:
  - the lot was created many years ago,
  - it was created for rural-residential purposes, based on adjacent lot sizes and land uses, the settlement pattern and proximity to the Village of Stockinbingal,
  - the owner intends to use the property for rural purposes (grazing of cattle) whilst occupying the property for maintenance and security purposes;
- the lot is consistent with the historic development pattern of smaller lot sizes in this immediate area,
- dwellings exist on most adjoining and adjacent lots, from prior planning instruments, or prior to environmental planning instruments being in force, where the lot size obligation was either non-existent or a lot smaller than the current standard,
- this area (north of Stockinbingal Village) is unique in that a large number of the lots sustaining dwelling houses are all significantly smaller than the current LEP minimum of 200 ha,
- landform, village proximity, roads, slope or creek constraints and historic property divisions have resulted in a mixed up sector that is only viable for smaller agricultural, part farm agriculture or hobbyist pursuits,
- this is a constrained area land in a specific geographic locality, where 200 ha holdings cannot be achieved, and yet dwellings exist without amenity loss or nuisance on smaller lots and holdings,
- the relevant objectives of the zone are still achieved as follows:
  - there is an ability to undertake reasonable farming practises (small-scale cropping, grazing, breeding etc of cattle or sheep or horses), and will be a better maintained property if the land is occupied,
  - the lot has existed for many years, and a dwelling will not further fragment the land,
  - many adjoining and adjacent holdings and lots are similar in size to this allotment, and there is a strong mix of dwellings and farming in the locality,
  - dwelling has good setbacks to neighbouring properties such that conflict should be minimised;
- the introduction of one (1) additional dwelling into the local area, is consistent with the existing character and development pattern of the area, which includes a predominance of lots/holdings smaller than the 200 ha minimum,
- the lot is not inconsistent with the average and median lot size for a lot with a dwelling, with both the average and median heavily distorted by the 80 ha lots,
- approximately 88% of the lots in the specific area have dwellings, so one additional lot with a dwelling is consistent in nature and character,
- a dwelling on the site will not detrimentally impact the ability of the adjoining and adjacent lots to be used for small-scale or part farm type agricultural uses, and would not result in an undue level of residential development in the area,
- the chosen location of the dwelling will not cause overlooking or overshadowing,
- a review of the Cootamundra & CGRC Clause 4.6 Register, shows that Council has considered, and consented to, one variation since 2008 to this same development standard under the current LEP, at land in this same geographic pocket, being Lot 262 to the southwest of the present land which is 18.62 ha in size,

- given the character and nature of the immediate area, where the majority of lots in this locality of a similar size have a dwelling, the erection of a dwelling on this lot is considered to be the best option for the orderly use and development of the land. For it to remain purely as an agricultural lot with no ability for a dwelling, is not considered, in this instance, as the orderly development of the land due to road and geographic constraints coupled with size attributes.

In further support of the Applicant's arguments relating to consistency with the lot sizes and settlement pattern, the following analysis is offered, based on Table 1 and Figure 9 below. Table 1 shows the lots wholly or partly within 1 km of the site, whether they have dwellings or are vacant, and the size of those lots. Figure 9 pictorially shows the location of these lots and houses (red dots) within a 1 km radius of the site (excluding Crown land), and also shows the prevalence of houses in the Village north of the railway line (blue dots).

- the smallest lot within 1 km of the site (Lot 264) is 1.4 ha in area, and supports a dwelling,
- the largest lot within 1 km of the site (Lot 205) is 80.2 ha in area, and supports a dwelling,
- the average and median lots sizes within 1 km of the site are 26.5 ha and 16.8 ha respectively,
- the average and median lots sizes within 1 km of the site that support houses are 23.8 ha and 15.6 ha respectively,
- when excluding the two (2) larger lots to the north (Lot 3 and Lot 278) which are only slightly in the 1 km radius area, the average and median lot sizes, reduce to 18.2 ha and 14.1 ha respectively,
- in a more localised context (within 500 metres of the site), the lot and settlement patterns is as follows:
  - the four (4) lots immediately to the north of site (Lots 283, 282, 281 and 266), area are 8.2 ha, 10.2 ha, 11.9 ha and 7.9 ha respectively, and three (3) of the lots support dwellings,
  - the lot immediately to the east across Old Wallendbeen Road (Lot 148), is 18.7 ha in area and supports a dwelling,
  - the lot immediately to the south across Racecourse Lane (Lot 234), is 17.4 ha in area and supports a dwelling,
  - the two (2) lots immediately to the west of site (Lots 205 and 277), area are 80.2 ha, and 14.1 ha respectively, and both support dwellings;
- only 1 km to the south of the site is the Village of Stockinbingal, where the lots sizes generally range from 1000 m<sup>2</sup> to 2 ha, but are predominately between 1,000 m<sup>2</sup> and 2,000 m<sup>2</sup>, with lot sizes increasing from the centre of the Village to the outer edges, transitioning into the rural fringe.

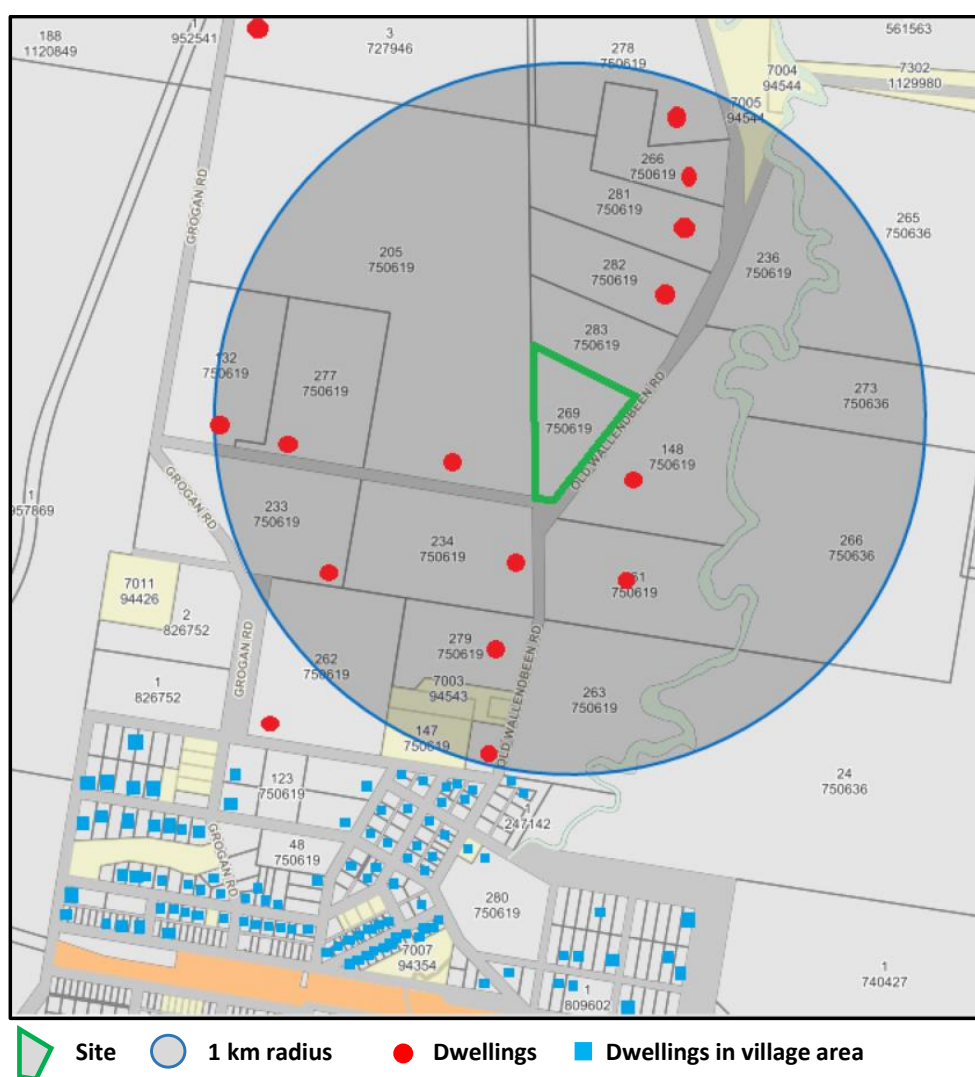
**Table 1 – Lots wholly or partly within 1 km of the site**

Lot	DP	Dwelling or Vacant	Lot size (ha)
3	727946	Dwelling	78.3
205	750619	Dwelling	80.2
132	750619	Dwelling	14.1
277	750619	Dwelling	14.1
233	750619	Dwelling	18.6
234	750619	Dwelling	17.4
262	750619	Dwelling	18.8
279	750619	Dwelling	8.6
264	750619	Dwelling	1.4



Lot	DP	Dwelling or Vacant	Lot size (ha)
278	750619	Dwelling	42.5
266	750619	Dwelling	7.9
281	750619	Dwelling	11.9
282	750619	Dwelling	10.2
283	750619	Vacant	8.2
236	750619	Vacant	8.6
148	750619	Dwelling	18.7
261	750619	Dwelling	15.6
263	750619	Vacant	18.1
265	750636	Vacant	47.9
273	750636	Vacant	16.2
266	750636	Vacant	45.8
24	750636	Vacant	80.8

Figure 9 – Location of houses



On the basis of the above information, Staff are satisfied that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and that there are sufficient environmental planning grounds to justify contravening the development standard. In general terms, it is considered that:

- the development is in character with the surrounding area, with all lots that support dwelling houses below the 200 ha minimum, and most lots well below the minimum,
- the land size, shape and proximity to the Village is generally consistent with the surrounding lots,
- the chosen site for the dwelling will not cause overlooking or overshadowing,
- the objective of the development standard is still achieved, in that it will not lead to unplanned rural residential development, with the property to continue to be used for agricultural purposes,
- the objectives of the zone are achieved, in that the dwelling has been located such that the bulk of the property can be used for rural purposes, no further fragmentation of land will occur, and the dwelling is sited to reduce conflict with the neighbouring property,
- there will be little or no environmental impacted associated with the development.

#### **The proposed development will be in the public interest**

It is considered that this report demonstrates that the development is in the public interest, because it is consistent with the objectives of the development standard and the objectives for development within the zone. The Stockinbingal Village Strategy identifies that *“smaller, fragmented acreages exist surrounding Stockinbingal. These acreages can play a role in the supply of land for marginal and boutique agricultural pursuits such as heritage animal breeding, market gardens and the like. These small farm enterprises are often the backbone to local markets and small grocers”*. It is the owners intention to continue grazing cattle on the site, as presently done. This Strategy also identifies a potential growth scenario (Appendix B), which would see an additional residential area immediately north of the Village, and 500 metres southwest of the site, if it came to fruition.

#### **The concurrence of the Director-General has been obtained**

As the variation to the development standard is greater than 10%, Council must obtain the concurrence of the Planning Secretary, of the Department of Planning and Environment. If the Planning Secretary refuses to grant concurrence, Council is unable to approve the variation and ultimately is unable to consent to the development.

In this instance, the Department has granted concurrence, and a precis of their advice is as follows:

- under the provisions of CLEP 2013, the subject site is zoned RU1 Primary Production with a minimum lot size (MLS) of 200ha. The development proposal consists of the erection of a dwelling house on an undersized lot of 8.166ha which results in a 95.9% variation to the development standard
- the objectives of Clause 4.6 of CLEP 2013 are to provide flexibility in the application of planning controls where strict compliance with those development standards would be unreasonable or unnecessary;
- having regard to the information provided and assessment of the application, there are sufficient environmental planning grounds and particular circumstances to justify contravening the development standard in this instance;
- as a delegate of the Secretary of the Department of Planning and Environment, I concur with the variation of the development standard in this case for the following reasons:

- the proposed dwelling house on the subject land does not create issues of State or regional environmental planning significance,
- relaxing the development standard in this case is unlikely to adversely impact the locality as the dwelling house will not detract from primary production,
- the proposal variation aligns with the land use, development and lot sizes in the surrounding locality,
- there are sufficient environmental planning grounds to justify the variation of the development standard in this case;
- in making this decision, the Department was mindful of the circumstances as advised by the applicant in terms of the surrounding settlement pattern and land use,
- granting concurrence to this application should therefore not be a precedent for other applications seeking to construct dwelling houses on undersized lots on rural land within the Cootamundra-Gundagai Regional local government area,
- Council is encouraged to analyse, through its local strategic planning program, how land zoning and minimum lot size can be more appropriately applied to land within the local government area and any future Local Environmental Plans, taking into consideration the Directions and Actions of the Riverina Murray Regional Plan 2036 and draft Riverina Murray Regional Plan 2041;
- Council is reminded of its responsibilities to assess the development application in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979, including the consideration of the following:
  - whilst the subject site is not mapped as flood prone under the Cootamundra LEP 2013, Council shall ensure that the site is not prone to flooding as a result of it being in close vicinity to Dudauman Creek to the south-east,
  - the location of the dwelling house and its associated structures (driveway, absorption trench & rainwater tank etc) will not impact existing trees on site and vehicular access along the western boundary (Freemans Lane).

Accordingly Council is able to determine the application by way of approval, provided it is satisfied that the variation is justified in this particular instance. As a matter of course, the issues identified by the Department, are considered by Council in its assessment of the development (see further assessment in this report).

#### 5.10 Heritage conservation

There are no heritage items on-site (identified on either the SHR or in the LEP), and the site is not located in a HCA. A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 1 km of the site.

#### 5.16 Subdivision of, or dwellings on, land in certain rural, residential or environment protection zones

The objective of this clause is to minimise potential land use conflict between existing and proposed development on land in the rural, residential or environment protection zones concerned, particularly between residential land uses and other rural land uses. This clause applies to land in the RU1 Primary Production zone, and therefore consideration of this clause is required in this instance. A consent authority must take into account the following matters, in determining whether to grant development consent:

*(a) the existing uses and approved uses of land in the vicinity of the development,*

The lots sizes and land uses of the adjoining and adjacent lots has been described above, and the existing and approved uses in the area, are generally considered to be rural-residential in nature, with most lots supporting dwellings and carrying out some form of farming activity from time to time, most likely on a rotational basis.

*(b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,*

It is not considered that the dwelling will have a significant impact on existing land uses near the development. The development will allow for the continued use of the site and the adjoining and adjacent land for rural-residential purposes, such as cropping and grazing, with dwelling houses. As discussed above, the dwelling will be located a sufficient distance from the proposed lot boundaries, so as to minimise any potential land use conflicts.

*(c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),*

Given the setbacks proposed, it is not considered that the development will be incompatible with the land uses identified above.

*(d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).*

No measures are proposed, or required, in order to mitigate any incompatibility, as there are sufficient setbacks proposed to the adjacent properties.

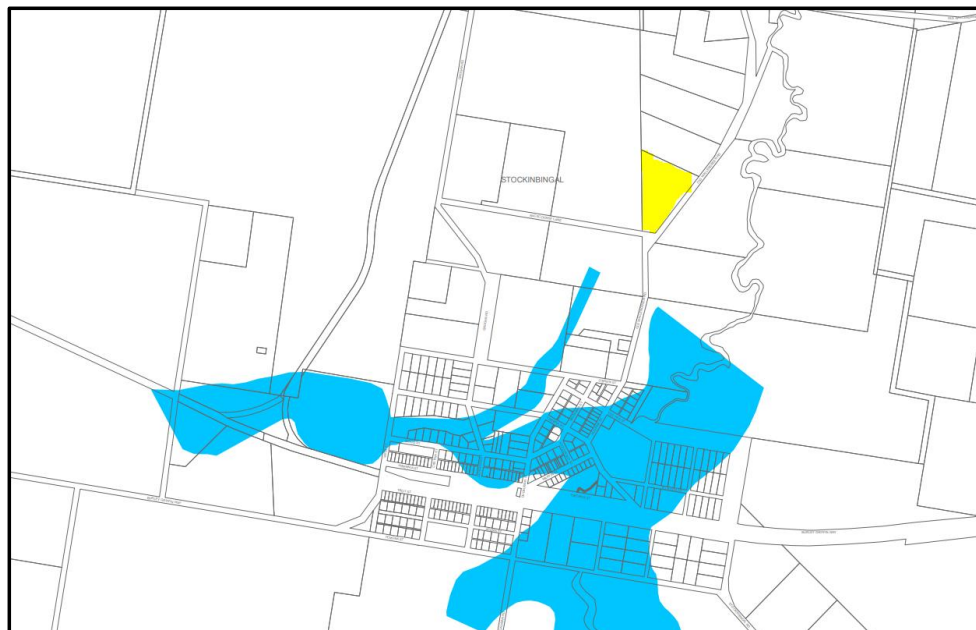
#### 6.1 Earthworks

The site is essentially flat such that the earthworks are minimal, confined only to the footings and slab for the dwelling, the internal access driveway and the construction of the effluent disposal system. These works are considered to be minor in nature, and will not disrupt or have any detrimental effect on drainage patterns and soil stability in the locality of the development. It will not impact the likely future use or redevelopment of the land, will not impact on the existing and likely amenity of adjoining properties, and will not have a detrimental impact on any nearby watercourses.

#### 6.2 Flood planning

The site is not mapped as being in the flood planning area (FPA) in the LEP, which is based on the 1999 Stockinbingal Flood Study and the subsequent 2002 Stockinbingal Floodplain Risk Management Study. However, as evidenced in an extract from the LEP mapping (see following figure below), the FPA has clearly been truncated and does not extend much beyond the Village itself. This is identified in the FPRMS, which indicates that it does not necessarily extend to the limits of flood prone land.

**Figure 10 – Extract of flood mapping from LEP**



However, even though it is not mapped in the LEP, Council must have due regard to the Flood Study and FPRMS, and consider the impact of flooding on the development, and the developments impact on flooding. What the 1% AEP (1 in 100 year flood) event mapping shows (see Flood Study mapping overlay below), is that the land is affected by this event, however, the level of inundation is very minimal. This extract shows the height of the water (red lines) with respect to ground level (white lines), in AHD.

**Figure 11 - 1% AEP flood overlay**



On the above basis, it is intended to impose a condition that requires the finished floor level of the dwelling to be 500 mm above existing ground level, to take into account the potential inundation from the 1% AEP. Accordingly, Staff are satisfied that the development is compatible with the flood function and behaviour on the land, and that the development will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties. The ability to safely evacuate exists, and there are no special measures required to manage risk to life in the event of a flood. Finally the development will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.

#### 6.3 Biodiversity protection

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

#### 6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

#### 6.5 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.

#### 6.6 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

#### 6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

#### 6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport, which this development does not, and therefore this clause is not applicable.

#### 6.9 Essential Services

This clause only applies to land that is zoned (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 takes precedence over this section of the DCP (see comments above in Section 2.22)
- **Chapter 2 - Residential Development** – Not applicable as this section does not apply to the RU1 zone.
- **Chapter 3 - Business & Industrial Development** - Does not apply to this zone.
- **Chapter 4 – Subdivision** – The development is not a subdivision.
- **Chapter 5 – Car parking and vehicle access** – There is a double garage associated with the dwelling, and all relevant sections of this section of the DCP have been satisfied.
- **Chapter 6 – Environmental Management** – Applies to land that is bushfire prone, flood prone or potentially contaminated. Although the LEP does not map the site as being in the flood planning area, Council has still considered the Stockinbingal Flood Study as discussed above, and requires the finished floor level of the building to be 500 mm above existing ground level.
- **Chapter 7 – Heritage** – Not applicable as the site does not contain a heritage item and is not in the HCA.

**4.15(1)(a)(iiia) Any planning agreement or draft planning agreement:**

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

**4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

**Section 61 (Additional matters for consideration): -**

- demolition is not proposed as part of this application,
- 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),
- the development is not land to which the Penrith LEP, Wagga LEP or Moree Plains LEP applies to,

Section 62 (Consideration of fire safety)

- the development is not for a change of building use for an existing building.

Section 63 (Considerations for erection of temporary structures)

- the development is not for a temporary structure.

Section 64 (Consent authority may require upgrade of buildings)

- the development does not involve the rebuilding, enlargement or extension of an existing building.

Section 65 (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:***

In terms of context and setting it has been determined that the development will not impact detrimentally on character and amenity, the scenic quality of the landscape or adjacent properties. There will be no overshadowing or loss of visual and acoustic privacy, with the adjacent dwellings being located some distance away from proposed dwelling.

The issue of compatibility with the adjacent land uses, has been discussed above. Given the rural-residential nature of the adjoining and adjacent lots, it is considered that there will be no issues of incompatibility. Whilst there will be agricultural activity occurring on the adjacent properties, the setbacks proposed will ensure the potential for conflict is minimised.

The dwelling will have a similar style to those on the adjacent properties, being single storey in nature, brick veneer and with a colourbond roof, which are materials that are appropriate in a rural area.

***Access, Transport and Traffic:***

It has been determined that traffic generation will be minimal, and the capacity of the road system is considered appropriate for the additional traffic from a dwelling. There is an existing access to the property off Racecourse Road, which has sufficient sight distance in each direction. As access is off Racecourse Road the property will also need to be readdressed and renumbered to 113 Racecourse Road instead of 91 Old Wallendbeen Road.

***Public Domain:***

The development will not impact negatively in terms of such things as recreational opportunities, or the amount, location, design, use and management of public spaces.

***Utilities:***

Water supply will be rainwater, harvested from the roof of the dwelling, and stored in an 47 kL tank, as per the BASIX Certificate.

Effluent from the dwelling will be disposed of on-site, via an aerated wastewater treatment system (AWTS). Staff are satisfied that the property is large enough to cater for onsite disposal of



effluent from a single dwelling, and that it can be located such that it will have no impact on the existing trees on the property.

Power lines run through the property, and connection to the reticulated power system will be to the requirements of Essential Energy.

***Heritage:***

There will be no impact on Aboriginal or European heritage, as a result of the development as discussed 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. This issue has been discussed above in relation to the aims of the LEP and objectives of the zone, and it has been determined that whilst there is limited agricultural potential on site, that grazing could be undertaken, even with a dwelling being located on the property.

***Water:***

As discussed above, water supply will be rainwater harvested from the roof and reticulated back to the dwelling. It will be conditioned that any overflow from the tank, will be piped clear of the dwelling and discharged without causing nuisance or erosion, so that there are no unacceptable impacts.

***Soil:***

The development will have little or no impact on soil conservation in terms of - soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils. Appropriate conditions will be imposed in relation to the sedimentation and erosion control.

***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, while domestic waste will be managed by the owner, as the surrounding properties do.

***Energy:***

A valid BASIX certificate accompanied the application, indicating that all water, thermal comfort and energy targets have been met.

**Noise and Vibration**

Noise impacts from a dwelling are not anticipated to be an issue. Conditions pertaining to noise during the construction phase will be conditioned, through hours of construction.

**Natural Hazards:**

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, or bushfire. The issue of flooding has been discussed above.

**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 a dwelling will only have a positive impact on 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.

**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 nominated, is considered a suitable location for a dwelling, taking into account the neighbouring land uses and existing vegetation on-site.

**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.

**Cumulative impacts**

Nil adverse cumulative impacts have been identified.

**4.15(1)(c) - The suitability of the site for the development:*****Does the proposal fit in the locality ?***

The development will result in a development that fits in the locality. There are no constraints posed by adjacent developments that would prohibit the development. It is considered that the air quality and microclimate are appropriate for the development, and there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

***Are the site attributes conducive to development ?***

The site is not subject to natural hazards including bushfire, subsidence, slip or mass movement, and the issue flooding has been addressed. 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. Council's strategic planning studies have been referenced, where relevant. 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 contributions.

***Section 7.11 Contributions Plans***

The only Section 7.11 plan in force is the "Development Generating Heavy Vehicle Usage of Local Road", which only applies in Gundagai, and therefore 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 apply to this development, and conditions will be imposed in this regard.

**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. Whilst Council is generally reluctant to vary a well-established and well-enforced development standard such as the minimum lot size, it is considered that the application has satisfactorily demonstrated that a variation to the standard is acceptable in this instance only, and it is not considered that this will set a precedent for future applications.

**RECOMMENDATION:****Determination:**

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

- Application No.: DA2011/110
- Property: Lot 269 DP 750619  
113 Racecourse Lane (currently know as 91 Old Wallendbeen Road)  
STOCKINBINGAL NSW 2725
- Development: Dwelling – to erect a three (3) bedroom, brick veneer dwelling, with a colourbond roof.

**SCHEDULE 1, DIVISION 4, CLAUSE 20 - REASONS FOR THE DECISION:**

This section of the Act requires the public notification of certain decisions, the date of the decision, the reasons for the decision and how community views were taken into account in making the decision. The reasons for the decision and how community views were taken into account, as it relates to this development application are:

- The development is in keeping with the existing character of the area.
- The impacts of the development are minimal.
- The development complies with all local environmental planning instruments.
- Conditions have been imposed to preserve the amenity of the area.
- The development application was notified, and no submissions were received.

### 8.4.3 FUNDING AGREEMENT - COOTAMUNDRA/GUNDAGAI SHIRE VILLAGES (COOLAC, NANGUS, TUMBLONG AND DARBALARA) FLOOD STUDY

DOCUMENT NUMBER	382685
REPORTING OFFICER	Sally Atkinson, Acting Manager Development, Building and Compliance
AUTHORISING OFFICER	Paul Woods, Interim Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.3 A region that can accommodate and support strategic growth
FINANCIAL IMPLICATIONS	Council will receive \$149,600 and contribute \$37,400 funded from the unrestricted funds.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

## RECOMMENDATION

That Council;

1. Endorse the signing of the Funding Agreement, and
2. Commit \$37,400 to the project.

## Introduction

In April 2022, Council applied for \$149,600 through the Floodplain Management Program for the Cootamundra/Gundagai Shire Villages (Coolac, Nangus, Tumblong and Darbalara) Flood Study. In November, Council was advised that the application for the funding had been successful.

## Discussion

The former Gundagai Shire Council completed a Gundagai Flood Scoping Study in 2013, which recommended a sequence of studies to address the flood risks in residential areas within the LGA. Phase one was the Flood Study for the Gundagai township (completed in 2018) and Phase Two was proposed to be the discrete studies of the village areas.

This project consists of two parts;

- An initial development of a wide scale flood study encompassing the entirety of the Murrumbidgee River floodplain within the Cootamundra/Gundagai LGA. This whole of LGA Murrumbidgee modelling will be used to inform the hydraulic modelling for the village studies, and
- the development of individual flood studies for the Villages of Coolac, Nangus, Tumblong and Darbalara.

Council intends to rezone land to provide additional housing opportunities for the villages of Coolac, Nangus and Tumblong, as identified in the Villages Strategy. Council had previously lodged a Planning Proposal to rezone the lands, however received feedback in 2019 that the extent of flood risks on future residential land must be identified before any land in the villages can be rezoned. The completion of this project will inform Council where suitable residential intensification is appropriate and inform the new Local Environmental Plan.

#### Financial

The funding agreement requires that Council commits \$37,400 towards the project. The finance department has \$200,000 earmarked for projects from NCIF round 1 recognised as a liability, but after investigation it has been discovered that this funding is untied and can be used for other demerger costs. To reduce the liability and close the NCIF round 1, this money will be allocated to other projects that council has already paid for such as Rural Land Strategy, the Local Strategic Planning Statement and the Villages Strategy, and the money will be returned to unrestricted funds that can be used for LEP related studies, including this one over the next few financial years.

**8.5 REGULATORY SERVICES**

Nil

**8.6 ASSETS**

Nil

## 8.7 CIVIL WORKS

### 8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - NOVEMBER 2022

DOCUMENT NUMBER	381685
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

**That the Civil Works and Technical Services Report for the month of November 2022 be noted.**

#### Introduction

The Civil Works and Technical Services Report for the month of November 2022 is submitted for the information of Council and the community.

#### Discussion

##### *Fixing Local Roads Projects:*

Stage one of the Brawlin Road (Cootamundra) project has now been sealed. This involved the upgrading of 1.1 kilometres of unsealed gravel pavement to sealed standard. Stage 2 of the project will commence in the New Year with replacement culverts followed by upgrading the gravel pavement.

##### *Local Roads & Community Infrastructure (LRCI) Program:*

The construction of a new footpath along Sutton Street (Cootamundra) between Hurley Street and Muttama Creek is nearing completion.

Installation of the flood warning lights at the Thompson Street (Cootamundra) causeway of Muttama Creek has been completed. While these warning lights will be activated by the height of water in the creek, they will be more prominent than the existing signs and hopefully give drivers more warning not to drive through the flooded causeway. A second set of lights is also set to be installed at the Poole Street (Cootamundra) causeway. These lights have been funded through the LRCI Program.

Sheridan Street (Gundagai) survey and design has been completed with construction on Block 3 Stage 3 to commence early next year.



*State Roads:*

Work is underway on pavement rehabilitation on the Olympic Highway (just north of Cootamundra), in the Jindalee straight area. Works at the moment involves removing around 400mm of saturated pavement and replacing with new road base. This work is a slow process due to the need to excavate as well as keeping the road open to traffic, only one lane at time can be done. This portion of the works are expected to be completed in the second week of December. Further works on stabilising failed sections of pavement between Jindalee and Wallendbeen are expected to be underway early December as well.

Cleaning of table drains has now been completed on the Olympic Highway between Cootamundra and Wallendbeen as well as sections both east and west of Wallendbeen on the Burley Griffin Way. This work was approved by Transport for NSW to improve the drainage and thus road pavement.

Survey and services location have been completed on Annie Pyers Drive (Gundagai) intersection with the Hume Highway.

*Bridge Renewal Program:*

Final inspections have been completed on the Burra Road (Burra) and Brawlin Road (Burra Creek) bridges. Survey, design and fisheries permits have been completed for one bridge on Carrs Road (Darbalara) and two bridges on Lucerndale Road (Tumblong). Construction works have commenced on the first bridge on Lucerndale Road (Tumblong).

*Flood Event – 31 October 2022*

Crews have been actively trying to repair both damaged bitumen and gravel roads following this flood event. Unfortunately, the continual wet conditions have hindered progress, however, since late November the weather conditions have allowed progress on priority roads.

Numerous roads suffered severe surface damage with bitumen washed away and gravel pavements eroded creating large washes both along and across these roads.

Clean-up around the Cootamundra township and Wallendbeen and Stockinbingal Villages is slowly progressing.

*General Works:*

Maintenance patching is underway across the whole Local Government Area and again the dryer weather in late November/ early December is slowing the pavement deterioration and assisting with repairs.

Gravel road maintenance has concentrated on those roads damaged by flooding and is now underway on roads which are expected to carry harvest and logging trucks. In the Cootamundra area, grading has occurred on Lismore, Millvale and West Jindalee Roads. In the Gundagai area, grading and resheeting works have occurred on Sandy Falls Road, Mingay Road, Hopewood Road, Stockdale Road and Coonininee Road.

Minor pavement repairs to bitumen roads in the Cootamundra area have been completed including: Rosehill, Jugiong, Cullinga, Old Gundagai, Old Cootamundra, Berthong, Dirnaseer Roads and in the Gundagai area: Darbalara Road, Old Hume Highway, Detroit Road Gobarra Road, Adjungbilly Road and Nanangroe Road. However, while these repairs have been completed, the condition of some eg Old Cootamundra Road will need major works to follow as a large section of approximately 1.2kms has been identified as needing full pavement rehabilitation.

Hazard reduction slashing has commenced around the Cootamundra township and is expected to move to Stockinbingal and Wallendbeen in early December.

Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund.

## 8.8 TECHNICAL SERVICES

### 8.8.1 ROADS TO RECOVERY

DOCUMENT NUMBER	382873
REPORTING OFFICER	Stephen Targett, Acting Manager Technical Services
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.1 Known for our good road network
FINANCIAL IMPLICATIONS	Roads to Recovery funding of \$950,630.
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 allocation of the 2022/2023 Roads to Recovery funding of \$950,630 be endorsed by council, split between the projects detailed in the body of this report.**

#### Introduction

Council is once again allocating the Roads to Recovery (R2R) funding to maintain local and regional roads. This funding typically supplements other funding including Regional Roads REPAIR and Fixing Local Roads projects. This financial year's funding allocation is \$950,630.

#### Discussion

At the Ordinary Meeting held 8<sup>th</sup> December 2020 Council resolved (400/2020) to fund the co-contributions for the FLR program from funds in its Roads to Recovery grants to avoid the co-contributions being taken from Council's general revenue.

Council has been successful in obtaining approximately \$5.5 million in grant funds under the Fixing Local Roads (FLR) program. Council also receives \$180,500 each year from the REPAIR program for regional roads, which requires a matching council contribution. Projects approved under these grants have been successful and require a co-contribution from Council. Based on this and other infrastructure needs, the proposed allocations for this financial year are outlined in Table 1.

Financial

See Table 1 for proposed allocations.

**Table 1 R2R Funding Proposed Allocations**

Road Name	Works Description	Location	Council Funds (Roads to Recovery)	Total Funded Project cost (including R2R)
West and Punch Street Intersection	Reconstruction	Gundagai	\$ 180,500.00	\$ 361,000.00
Darbalara Road	Pavement Rehabilitation	Darbalara	\$ 150,078.00	\$ 150,078.00
Threeways Road	Heavy Patching	Adjungbilly	\$ 86,052.00	\$ 304,922.00
Regional Roads	Heavy Patching	Varies	\$ 100,000.00	\$ 992,000.00
Cooper Lane	Reconstruction	Cootamundra	\$ 100,000.00	\$ 387,500.00
Warralong Road	Reconstruction	Cootamundra	\$ 100,000.00	\$ 287,500.00
Brawlin Springs Road	Reconstruction (Stage 1)	Burra Creek	\$ 70,000.00	\$ 227,500.00
Brawlin Springs Road	Reconstruction (Stage 2)	Burra Creek	\$ 28,500.00	\$ 330,000.00
French Street	Reconstruction	Cootamundra	\$ 30,000.00	\$ 217,500.00
Salt Clay Lane	Reconstruction	Cootamundra	\$ 75,000.00	\$ 300,000.00
Old Gundagai Road	Reconstruction	Cootamundra	\$ 30,500.00	\$ 305,000.00
<b>Total</b>			<b>\$950,630</b>	

The R2R budget is allocated from within Council's capital budget for the Civil Works and Technical Services areas, with each geographical area receiving the same funds. An adjustment is made from the general fund, for the full R2R funding amount, to balance this.

**8.8.2 CROWN LAND TRANSFERS AND CLOSURES**

DOCUMENT NUMBER	382875
REPORTING OFFICER	Stephen Targett, Acting Manager Technical Services
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.1 Known for our good road network
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**

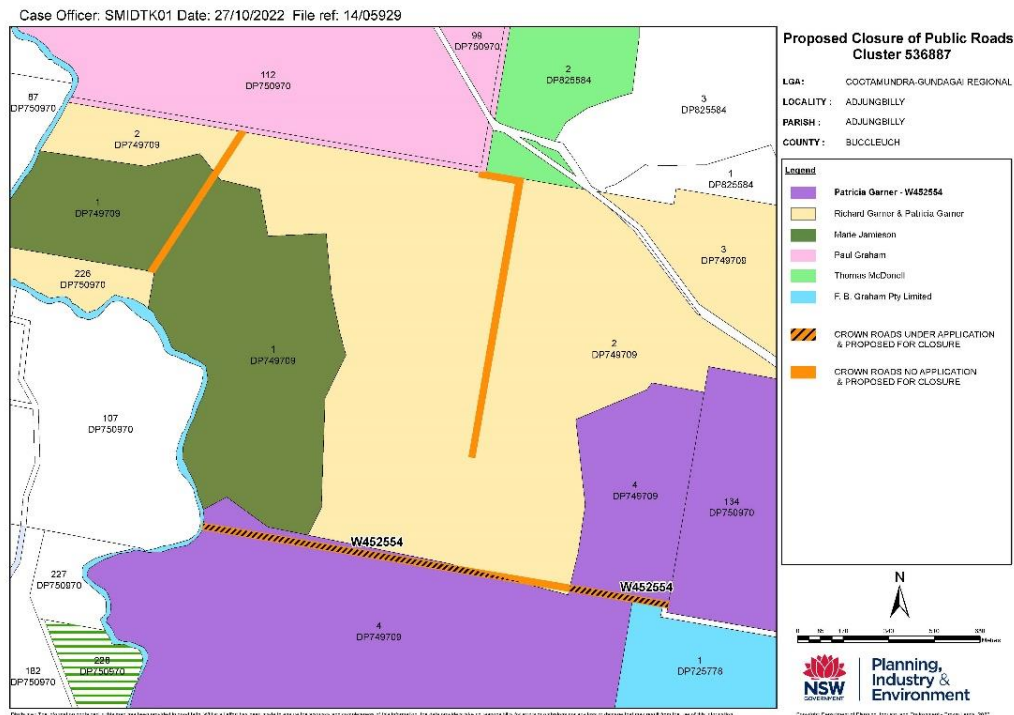
- 1. Council review the Crown Road closures proposed by Crown Lands NSW.**
- 2. Council endorse the commencement of a Crown Lands transfer, for the identified portion of Mantons Road, currently maintained by council.**

Introduction

Cootamundra Gundagai Regional Council area has a significant number of roads, identified as Crown Roads, which Council currently maintains and even more that remain unmaintained. Council is working with Crown Lands NSW to reconcile these issues by transferring the ownership of the Crown Road to Council or sale of the Crown Road. Three roads in the Adjungbilly area have been proposed for sale by Crown Lands NSW. Council is proposing to Transfer the portion of crown lands currently maintained to Council's control, based on a number of Development Applications (DAs) in this area.

## Discussion

Three crown roads, which are not currently maintained by council have been identified for sale and closure. These are located in the Adjungbilly area, adjacent to Three Ways Road and are shown in Figure 1, below.



**Figure 1 – Proposed Crown Road closures**

The proposal will be advertised in the Gundagai Independent on 6th December 2022 and a copy of the proposed advertisement is identified in Figure 2.

**Proposed Road Disposal Section 152D  
Roads Act 1993**

In accordance with section 152D of the *Roads Act 1993*, notice is hereby given of the proposed sale of the Crown public roads listed in Schedule 1. If a sale proceeds, the road(s) will cease to be a public road upon transfer of the road to freehold land in accordance with section 152H of the Act.

**Schedule 1:**

- Crown roads at Adjungbilly, within and adjoining 466, 468 & 470 Threeways Road, bounded by Adjungbilly Creek and Threeways Road.  
(File Ref: 14/05929, Cluster: 536887)

All interested persons are hereby invited to make submissions concerning the proposal to Department of Planning and Environment – Crown Lands, PO Box 2215, DANGAR NSW 2309 within twenty-eight (28) days of the date of this advertisement.

Any person is entitled to make submissions with respect to the sale or disposal of the road. Please note that submissions may be referred to third parties (such as council or the applicant) for consideration in accordance with the *Government Information (Public Access) Act 2009*.

**For the Manager, Business Centre Newcastle**

**For further enquiries please visit the website**  
roads.crownland.nsw.gov.au or contact Kristy Smidt by email at kristy.smidt@crownland.nsw.gov.au or on (02) 6640 3957 quoting file references above.

LP0196

**Figure 2 Crown Roads newspaper advertisement**

Manton Road is currently maintained, in part, by council and in part by private owners under right of carriageways (ROCs). The entrance of Burra Road is shown in Figure 3 below.



**Figure 3 Mantons Road entrance of Burra Road**

Crown Roads NSW holds control of the portion of road maintained by council. This includes 1.48km of road as shown in Figure 4, identifying the Crown land being transferred and Figure 5, identifying the full extent of Crown Land.

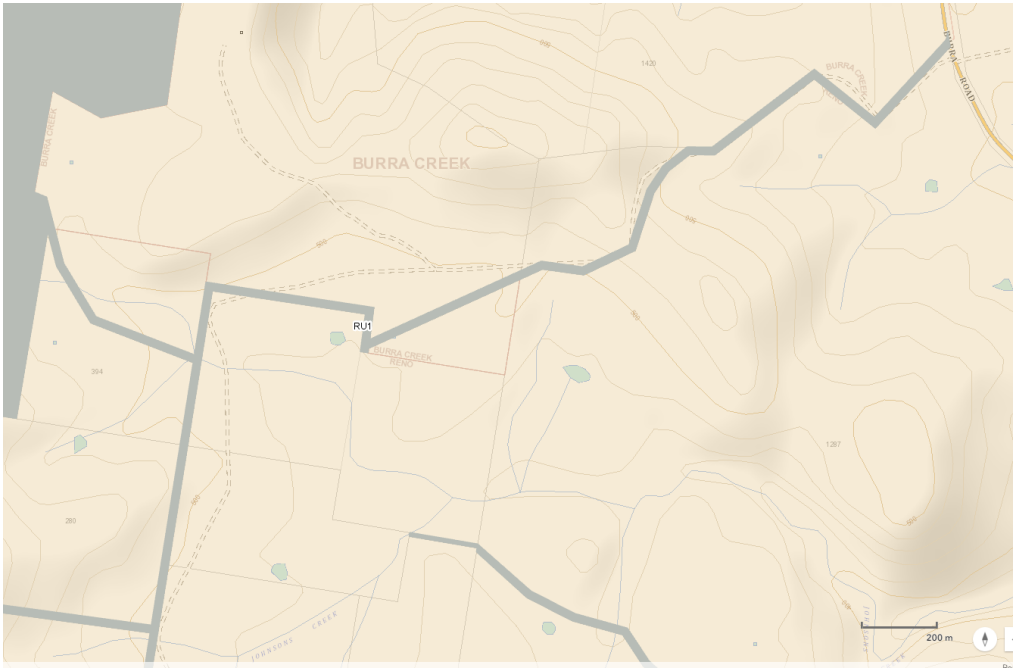
The crown land past the initial 1.48km distance, does not align with the road location. This is maintained by private landowners due to a right of carriageway, established for the rural residential subdivision.

Figure 6 is satellite imagery identifying the length of road to be transferred (1.48km) while Figure 7 is satellite imagery identifying the full road length totalling 4.26km.



**Figure 4 Mantons Road, Crown Land being Transferred**









**Figure 7 Mantons Road, Full Road Length**

The extension of this road has two active DAs in process. Alongside the DA process, it is proposed that a Crown Lands transfer process is commenced to ensure the property owners have legal access to the properties.

The crown lands transfer process involves the following:

- Demonstrating council has undertaken maintenance on the asset
- Notifying adjoining landowners and obtaining letters of consent from each adjacent landowner.
- Preparing and submitting transfer application.

#### Financial

By transferring ownership council will now have the obligation to maintain this asset and the associated costs. Given council is maintaining this asset currently, no additional negative financial impact is anticipated.

**8.8.3 ADDITIONAL ROAD REPAIR FUNDING**

DOCUMENT NUMBER	382878
REPORTING OFFICER	Stephen Targett, Acting Manager Technical Services
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.1 Known for our good road network
FINANCIAL IMPLICATIONS	Fixing Local Roads pothole repair funding of \$473,892.81.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**Council endorses acceptance of the Fixing Local Roads Pothole Repair funding deed totalling \$473,892.81.**

Introduction

Cootamundra Gundagai Regional Council applied for funding under the \$50 million dollar, Fixing Local Roads Pothole Repair Round and was successful. This funding can be used to repair potholes on both local and regional roads.

Discussion

Transport for New South Wales (TfNSW) funds a significant portion of our capital works on the local road network, through grant programs including the Fixing Local Roads program. The Fixing Local Roads Pothole Repair program is the first pothole specific funding grant that has been provided through the NSW government. Council applied for funding via the Smarty Grants funding portal and was successful.

The total funding of \$50 million is being distributed through the 94 successful councils, based on the length of each council's road network. Steph Cooke MP, correctly indicated, *"these grants are a rapid injection of cash to help councils get on with the job of repairing potholes to get us through the wet summer ahead."*

This funding will be utilised across all roads in the council area, using the internal and contract emulsion sealing trucks along with hand cold mix and gravel patching.

Council staff appreciate the efforts of Steph Cooke MP, the Mayor and Councillors in supporting the application.

Financial

Council was awarded a total of \$473,892.81 and has received a funding deed for that amount.

**8.8.4 ANNIE PYERS DRIVE FUNDING DEED**

DOCUMENT NUMBER	382881
REPORTING OFFICER	Stephen Targett, Acting Manager Technical Services
AUTHORISING OFFICER	Matt Stubbs, Deputy General Manager - Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.1 Known for our good road network
FINANCIAL IMPLICATIONS	Positive funding of \$1 million provided by TfNSW towards the project.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**Council endorse acceptance of the Annie Pyers Drive funding deed totalling \$1 million dollars.**

Introduction

The Minister for Regional Transport and Roads, The Hon. Sam Faraway MC, has informed Cootamundra-Gundagai Regional Council (CGRC) that the NSW Government will provide Council with \$1 million to upgrade Annie Pyers Drive, at Gundagai.

Discussion

This project was funded as part of the 2022/23 Rural and Regional Roads Fund and will go towards improving the current road surface, commencing at the southern entrance off the Hume Highway and working towards the Dog on the Tuckerbox.

Annie Pyers Drive is currently in poor condition due to significant damage from drainage flow of the Hume highway, wet weather, and mass heavy vehicle traffic. It has been subject to ongoing negotiations between Council and Transport for New South Wales (TfNSW) over maintenance and upkeep. Annie Pyers Drive is the entry and exit point to the Dog on the Tuckerbox precinct and service centre located on the Hume Highway.

Council is actively working with Transport for New South Wales to ensure geotechnical investigations, civil and pavement designs are undertaken ready for the reconstruction. The funding deed allows for work in the 2022-2023 and 2023-2024 financial years.

Financial

The NSW government will provide council with \$1 million towards the upgrade of Annie Pyers Drive from the Rural and Regional Roads Fund.

**8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION**

Nil

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

Nil

## 10 QUESTIONS WITH NOTICE

### 10.1 QUESTIONS WITH NOTICE - DECEMBER 2022

DOCUMENT NUMBER	382560
REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager

#### RECOMMENDATION

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

#### Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

**Cr Abb McAlister** – I would like to discuss the construction of the new helipad intended for Gundagai.

**Response from Deputy General Manager - Operations** – SES has secured local contractors and materials to construct the helipad at no cost to council. The proposed site is owned by Crown land and the normal legislative process will apply.

**Cr Les Boyd** – What can council do about some of the mess accumulating on the verges of some properties in Cootamundra. Old cars etc one area is the northern end of Hovell street.

**Response from Acting Deputy General Manager** – Certainly Council can take action against residents for blocking walkways and for also standing motor vehicles on the footpath, usually this parking issue would be dealt with by Police, but we can instigate proceedings.

In most circumstances Council relies on complaints about these issues rather than actively pursuing the matters with a complainant. In this instance I have taken Councillors Boyd's query as a complaint and our Ranger has taken steps to advise residents to remove vehicles etc from the footpath.

## 11 CONFIDENTIAL ITEMS

### 11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	382598
REPORTING OFFICER	Teresa Breslin, Acting EA to Mayor and General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

#### RECOMMENDATION

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

#### 11.2 EPA V CGRC COURT CASE - LEACHATE AT COOTAMUNDRA SEWAGE TREATMENT PLANT

##### 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

N/A.

#### 11.3 APPOINTMENT OF INTERIM GENERAL MANAGER

##### Provisions for Confidentiality

Section 10A (2) (f) – The Confidential Report contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Public Interest

Not applicable..