

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, Tuesday 27th January, 2026

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

An Ordinary Meeting of Council will be held in the Council Chambers, Gundagai on:

Tuesday, 27th January, 2026 at 6:00PM

The agenda for the meeting is enclosed.

Roger Bailey
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.

Statement of Ethical Obligations

The Mayor and Councillors are bound by the Oath/Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of Cootamundra-Gundagai Regional Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

It is also a requirement that the Mayor and Councillors disclose conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.

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1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM**2 OPEN FORUM****RESUME OPEN MEETING****3 APOLOGIES AND AUDIO-VISUAL ATTENDANCE REQUESTS****4 DISCLOSURES OF INTEREST**

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 9 DECEMBER 2025

REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, 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 9 December 2025

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on Tuesday 9 December 2025 be confirmed as a true and correct record of the meeting.

Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, TUESDAY 9th December, 2025

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 9 DECEMBER 2025 AT 6:00PM**

PRESENT: Cr Abb McAlister (Mayor), Cr Rosalind Wight (Deputy Mayor), Cr Logan Collins, Cr Les Cooper, Cr David Graham, Cr Gil Kelly and Cr Penny Nicholson

IN ATTENDANCE: Roger Bailey (Interim General Manager), Trevor Dando (Acting Deputy General Manager - Operations), Linda Wiles (Manager Business) (online), Lauren Dawes (Acting Manager Sustainable Development), Damian Smith (Acting Manager Finance) (online), Thomas Hogg (Acting Manager Engineering Gundagai), Teresa Breslin (Executive Assistant)

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RESOLUTION 243/2025

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

That Council adjourn for Open Forum at 6:01pm.

CARRIED

2 OPEN FORUM

List of Speakers

1. Paul Graham – Road signage Adjungbilly area.

RESUME OPEN MEETING

RESOLUTION 244/2025

Moved: Cr Les Cooper

Seconded: Cr Logan Collins

That Council resume the Open Meeting at 6.11pm.

CARRIED

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

APOLOGY

RESOLUTION 245/2025

Moved: Cr Gil Kelly

Seconded: Cr Les Cooper

That:

1. The apology received from Cr Ryan be accepted and leave of absence granted.
2. Council notes that Cr Syed was absent from the Council Meeting.

CARRIED**4 DISCLOSURES OF INTEREST**

Nil

5 CONFIRMATION OF MINUTES**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 18 NOVEMBER 2025****RESOLUTION 246/2025**

Moved: Cr Rosalind Wight

Seconded: Cr Gil Kelly

That the Minutes of the Ordinary Meeting of Council held on Tuesday 18 November 2025 be confirmed as a true and correct record of the meeting.

CARRIED**6 MAYORAL MINUTES****6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENTS****RESOLUTION 247/2025**

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

The information in the Councillor Engagements Mayoral Minute be received and noted.

CARRIED**PROCEDURAL MOTION - BRING FORWARD ITEM/S**

RESOLUTION 248/2025

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

That Council bring forward items 8.4.1, 8.4.2, 8.4.3, 8.4.4, 10.1, 10.2 and 10.3 on the agenda for consideration at this point in the Agenda.

CARRIED

8.4.1 SECTION 7.12 DEVELOPER CONTRIBUTION'S PLAN UPDATE**RESOLUTION 249/2025**

Moved: Cr Les Cooper

Seconded: Cr Rosalind Wight

That Council prepare an updated Section 7.12 Developer Contributions Plan prepared by an external consultant with a view to have the costs associated with the preparation of the updated plan recovered through Section 7.12 developer contribution funds collected.

CARRIED

8.4.2 GUNDAGAI HOUSING & EMPLOYMENT LANDS STRATEGY**RESOLUTION 250/2025**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

- 1. That Council publicly exhibit The Gundagai Housing and Employment Strategy for a minimum of 28 days.**
- 2. If no substantive submissions are received during the exhibition period, the strategy be adopted.**
- 3. In the event that minor errors or amendments are identified, staff are authorised to make necessary alterations, provided that the core content and recommendations of the strategy remain unchanged, allowing for its adoption.**
- 4. In the event that substantive submissions are received, those submissions will be reviewed, and a further report presented to Council for further consideration.**

CARRIED

8.4.3 COOTAMUNDRA HOUSING & EMPLOYMENT LANDS STRATEGY**RESOLUTION 251/2025**

Moved: Cr Gil Kelly

Seconded: Cr Rosalind Wight

That Council notes the report and resolves to support the preparation of a Cootamundra Housing & Employment Lands Strategy.

CARRIED

8.4.4 DA2025/122 - PROPOSED RESIDENTIAL DWELLING HOUSE WITH ATTACHED ANCILLARY GARAGE - 6 GILMORE PLACE, GUNDAGAI

RESOLUTION 252/2025

Moved: Cr Penny Nicholson

Seconded: Cr Les Cooper

That Council approves DA2025/122 subject to conditions of consent as outlined in the accompanying Draft Notice of Determination and authorise minor amendments to correct any errors as required prior to issuing the final determination.

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
Cr Abb McAlister (Mayor) Cr Rosalind Wight Cr Logan Collins Cr Les Cooper Cr David Graham Cr Gil Kelly Cr Penny Nicholson	Nil
ABSENT	DECLARED INTEREST
Cr Ethan Ryan Cr Danyal Syed	Nil

CARRIED

10.1 QUESTIONS WITH NOTICE - CR WIGHT - DONGA STRUCTURES, BERTHONG ROAD AND STOCKINBINGAL ROAD

RESOLUTION 253/2025

Moved: Cr Gil Kelly

Seconded: Cr Rosalind Wight

That:

- 1. The response to the Question with Notice on Donga Structures on Berthong Road and Stockinbingal Road be noted.**
- 2. Council Staff prepare a media strategy to highlight and advertise the fact of the decision we are taking and the reasoning behind the decision.**

CARRIED

10.2 QUESTIONS WITH NOTICE - CR WIGHT - FEEDLOT, JUGIONG ROAD**RESOLUTION 254/2025**

Moved: Cr Rosalind Wight
Seconded: Cr Penny Nicholson

That the response to the Question with Notice on Feedlot on Jugiong Road, be noted.

CARRIED

10.3 QUESTIONS WITH NOTICE - CR WIGHT - HOUSING CONCERNS**RESOLUTION 255/2025**

Moved: Cr Les Cooper
Seconded: Cr Penny Nicholson

That the response to the Question with Notice on housing concerns be noted.

CARRIED

7 REPORTS FROM COMMITTEES**7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRANSPORT FORUM MEETING HELD ON THURSDAY 13 NOVEMBER 2025****RESOLUTION 256/2025**

Moved: Cr Logan Collins
Seconded: Cr Gil Kelly

- 1. That the Minutes of the Cootamundra-Gundagai Local Transport Forum Meeting held on Thursday 13 November 2025, attached to the report, be received and noted.**
- 2. In consideration of the Cootamundra-Gundagai Local Transport Forum recommendations detailed in the minutes, Council endorse the following:**
 - 2.1. That the Minutes of the Cootamundra-Gundagai Local Transport Forum Meeting held on Thursday 14 August 2025 be confirmed as a true and correct record of the meeting.**
 - 2.2. That Council install compliant NSW signage preventing vehicles from over 6m in length from in front of the Gundagai Museum to encourage larger vehicles to park at a nearby RV friendly location.**
 - 2.3. That Council not install time restricted parking in front of popular CBD locations in both Cootamundra and Gundagai.**
 - 2.4. That Council undertake data collection and analysis to assess parking congestion and community demand related to the proposed installation of accessible parking in front of the disability-friendly public toilets on Wallendoon Street, and report back to the Local Transport Forum.**
 - 2.5. That Council not install 'No Parking' signage extending 30 metres on either side of the business driveway at 154–156 Cowcumbra Street.**

- 2.6. That Council install 'No Parking' signs 10 metres either side of the Parker Lane exit onto Wallendoon Street to prevent parked vehicles from obstructing visibility and to improve safety for motorists and pedestrians at this intersection.
- 2.7. That Council seeks approval from TfNSW to replace the two existing GIVE WAY signs on Old Gundagai Road at the intersection on Olympic Highway with 'C' size STOP signs.
- 2.8. That Council:
1. Implements a 15-tonne GVM restriction on Hoskins Street, Stockinbingal.
 2. Installs appropriate regulatory signage at entry points to the street.
 3. Notifies Transport for NSW, local freight operators, and emergency services.
 4. Monitors compliance and reviews the impact after 12 months.
- 2.9 That Council undertakes the following safety precautions to improve road safety in Adjungbilly in response to increased heavy vehicle traffic associated with the TransGrid project:
- a) Install advanced T intersection warning signs on Threeways Road intersecting with Nanangroe Road
 - b) Install advanced T intersection warning signs on Fern Hill Road intersecting with Gobarralong Road.
 - c) Apply transverse audio tactile line marking on the approaches to both intersections to alert drivers through vibration and sound.
 - d) Install 'Narrow Bridge' warning signage to alert drivers of the narrow bridge in Adjungbilly Village.
 - e) Install five 'School Bus Ahead' advisory signs at specific locations as requested by a local school bus operator to improve safety on Parson's Creek Road, Gobarralong Road and Fern Hill Road.
- 2.10 That the dates for the Local Transport Forum meetings be scheduled.
- 2.11 That the list of upcoming events within the report be noted by the Committee.
3. That Council consider a report at the upcoming Extraordinary Council Meeting in relation to Traffic Matters – Humelink Project.

CARRIED

8 GENERAL MANAGER'S REPORT

8.1 GENERAL MANAGER OFFICE

8.1.1 DRAFT CODE OF MEETING PRACTICE 2025

RESOLUTION 257/2025

Moved: Cr Les Cooper

Seconded: Cr Rosalind Wight

That the draft Code of Meeting Practice attached to the report be adopted, with minor corrections and formatting updates to be applied. The New Code is to come into effect on 1 January 2026.

CARRIED

At 6:48 pm, Cr Gil Kelly left the meeting.

8.1.2 MEETING DATES 2026

RESOLUTION 258/2025

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

That:

1. The Ordinary Council Meetings take place at 6:00pm on the fourth Tuesday of the Month from January to November 2026.
2. The December 2026 Ordinary Council Meeting and Workshop take place on the second Tuesday of the Month.
3. A Council Workshop take place at 4:00pm on the second and fourth Tuesday of the Month from February to November 2026, as required.
4. The January 2026 Council Workshop take place at 4pm on the fourth Tuesday of the Month.
5. The current arrangement of alternating meetings between Cootamundra and Gundagai remain in place for CGRC.
6. Alternatives to the current meeting arrangements be considered if requested.

CARRIED

At 6:50 pm, Cr Gil Kelly returned to the meeting.

8.1.3 2025 NATIONAL LOCAL ROADS, TRANSPORT AND INFRASTRUCTURE CONGRESS SUMMARY

RESOLUTION 259/2025

Moved: Cr Les Cooper

Seconded: Cr Penny Nicholson

The 2025 National Local Roads, Transport and Infrastructure Congress Summary Report, be received and noted.

CARRIED

8.2 BUSINESS

8.2.1 AUSTRALIA DAY 2026

RESOLUTION 260/2025

Moved: Cr Penny Nicholson

Seconded: Cr David Graham

1. Information on Australia Day Awards 2026 be received and noted.
2. Council acknowledges the overview of the Australia Day Award nominations presented to its 18 November 2025 workshop and recognises the nominated award recipients for the 2026 Australia Day Ceremonies.
3. The submission of the Australia Day 2026 Community Grant be noted.

4. **Awards be presented in three categories being Citizen of the Year, Young Citizen of the Year, Sportsperson / Sports Achievement.**
5. **Certificates of nomination be presented to all nominees.**

CARRIED

8.2.2 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES

RESOLUTION 261/2025

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

That:

1. **The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Meeting held 3 November 2025, attached to the report, be received and noted.**
2. **Council investigates the potential for the removal of items at the old Cootamundra Hospital owned by Summit Employment and Training.**

CARRIED

At 6:52 pm, Cr Penny Nicholson left the meeting.

At 6:54 pm, Cr Penny Nicholson returned to the meeting.

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

RESOLUTION 262/2025

Moved: Cr Logan Collins

Seconded: Cr Les Cooper

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Meetings held, 13 November 2025 attached to the report, be received and noted.

CARRIED

8.3 FINANCE

8.3.1 PRESENTATION OF AUDITED FINANCIAL STATEMENTS AT ECM ON 16 DECEMBER 2025

RESOLUTION 263/2025

Moved: Cr David Graham

Seconded: Cr Les Cooper

That Council:

1. **Holds an extraordinary Council Meeting on Tuesday 16 December for presentation of the audited Financial Statements.**

2. **Receive the Quarterly Budget Review for Quarter 1 for the 2025-2026 Operation Plan at the extraordinary Council Meeting.**

CARRIED

8.3.2 FINANCE UPDATE - NOVEMBER 2025

RESOLUTION 264/2025

Moved: Cr Logan Collins

Seconded: Cr Rosalind Wight

That the Finance Update report for the month of November 2025, be noted.

CARRIED

8.3.3 RESTRICTED CASH RECONCILIATION - NOVEMBER 2025

RESOLUTION 265/2025

Moved: Cr David Graham

Seconded: Cr Les Cooper

That:

1. **The Restricted Cash Reconciliation report for the period ending 26 November 2025, be received and noted.**
2. **Council permanently remove the Internal restriction for the Bangus Landfill.**

CARRIED

8.3.4 INVESTMENT REPORT - NOVEMBER 2025

RESOLUTION 266/2025

Moved: Cr Rosalind Wight

Seconded: Cr Logan Collins

The report detailing Council Cash and Investments as at 26th November 2025, be noted.

CARRIED

8.4 SUSTAINABLE DEVELOPMENT

Items considered earlier in the meeting.

8.5 ENGINEERING COOTAMUNDRA

8.5.1 COOTAMUNDRA ENGINEERING REPORT - NOVEMBER 2025

RESOLUTION 267/2025

Moved: Cr Gil Kelly
 Seconded: Cr Logan Collins

That the Cootamundra Engineering Report for the month of November 2025 be noted.

CARRIED

8.6 ENGINEERING GUNDAGAI

8.6.1 GUNDAGAI ENGINEERING REPORT - NOVEMBER 2025

RESOLUTION 268/2025

Moved: Cr David Graham
 Seconded: Cr Penny Nicholson

The Gundagai Engineering Report for the month of November 2025 be noted.

CARRIED

8.7 REGIONAL SERVICES GUNDAGAI

8.7.1 GUNDAGAI REGIONAL SERVICES REPORT - NOVEMBER 2025

RESOLUTION 269/2025

Moved: Cr Rosalind Wight
 Seconded: Cr Les Cooper

The Gundagai Regional Services report for November 2025 be noted.

CARRIED

8.8 REGIONAL SERVICES COOTAMUNDRA

8.8.1 COOTAMUNDRA REGIONAL SERVICES REPORT - NOVEMBER 2025

RESOLUTION 270/2025

Moved: Cr Rosalind Wight
 Seconded: Cr Les Cooper

The Cootamundra Regional Services November report be noted.

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

MOTION

RESOLUTION 271/2025

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

That Council consider urgent late Notice of Motion item Intersection Treatment for West and Sheridan Streets, Gundagai.

CARRIED

The Mayor deeming this item to be of great urgency.

9.1 NOTICE OF MOTION - INTERSECTION TREATMENT FOR WEST AND SHERIDAN STREETS, GUNDAGAI

RESOLUTION 272/2025

Moved: Cr Les Cooper

Seconded: Cr Gil Kelly

That Council:

- 1. Replace the current two GIVE WAY signs with C-size STOP signs and change the line marking accordingly at the intersection of West Street and Sheridan Street, Gundagai.**
- 2. Liaise with Transport for NSW and request approval for a "40" pavement markings to be placed on Sheridan Street eastbound at the change of speed location and upgrade the 40 signage to "C" size signs.**

CARRIED

10 QUESTIONS WITH NOTICE

Items considered earlier in the meeting.

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

RESOLUTION 273/2025

Moved: Cr Penny Nicholson

Seconded: Cr Logan Collins

- 1. Council entered Closed Council at 7:08pm.**
- 2. Items 11.2, 11.3 and 11.4 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.**
- 3. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2, 11.3 and 11.4 be withheld from the press and public.**

CARRIED

11.2 HUMAN RESOURCES REPORT**RESOLUTION 274/2025**

Moved: Cr Les Cooper

Seconded: Cr Rosalind Wight

That the confidential information in the Human Resources report be noted.**CARRIED****11.3 HARDSHIP APPLICATION - ASSESSMENT 11012226****RESOLUTION 275/2025**

Moved: Cr Penny Nicholson

Seconded: Cr Les Cooper

That Council not approve hardship assistance for the owner of the property identified as assessment number 11012226.**CARRIED****MOTION****RESOLUTION 276/2025**

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

That Council exclude staff, except for the Interim General Manager, from the Council Meeting 7.10pm.**CARRIED****MOTION****RESOLUTION 277/2025**

Moved: Cr Gil Kelly

Seconded: Cr Logan Collins

That Council exclude the Interim General Manager from the Council Meeting at 7.35pm.**CARRIED**

At 7:58 pm, The Interim General Manager returned to the meeting.

11.4 MAYORAL MINUTE - INTERIM GENERAL MANAGER ROLE**RESOLUTION 278/2025**

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

- 1. The conclusion of Roger William Bailey’s twelve-month contract of employment from 9 December 2024 to 8 December 2025 is acknowledged.
- 2. Mr Roger William Bailey be offered the position of Interim General Manager with a contract of employment for up to a twelve-month period commencing on 9 December 2025.
- 3. The contract of employment mentioned in 2. above is to be offered on the terms and conditions as they exist under the current contract of employment.

CARRIED

RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 279/2025

Moved: Cr Les Cooper
Seconded: Cr Penny Nicholson

That the Open Council meeting resume at 7:59pm.

CARRIED

ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

Note: The Interim General Manager announced the resolutions made in Closed Council.

The Meeting closed at 8:03pm.

CHAIRPERSON

GENERAL MANAGER

5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 16 DECEMBER 2025

REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, 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 Extraordinary Meeting of Council held on Tuesday 16 December 2025

RECOMMENDATION

That the Minutes of the Extraordinary Meeting of Council held on Tuesday 16 December 2025 be confirmed as a true and correct record of the meeting.

Minutes

EXTRAORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, TUESDAY 16th December, 2025

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 16 DECEMBER 2025 AT 6:00PM**

PRESENT: Cr Rosalind Wight (Deputy Mayor), Cr Logan Collins, Cr Les Cooper, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Ethan Ryan

IN ATTENDANCE: Roger Bailey (Interim General Manager), Trevor Dando (Acting Deputy General Manager - Operations), Linda Wiles (Manager Business), Thomas Hogg (Acting Manager Engineering Gundagai),

1 WELCOME

The Chairperson welcomed councillors and community members to the meeting.

2 OPEN FORUM

Nil

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES

RESOLUTION 280/2025

Moved: Cr Les Cooper

Seconded: Cr Gil Kelly

That:

- 3. The apology received from Cr McAlister (Mayor) be accepted and leave of absence granted.**
- 4. Council notes that Cr Syed was absent from the Extraordinary Council Meeting.**

CARRIED

4 DISCLOSURES OF INTEREST

Nil

5 GENERAL MANAGER'S REPORT

5.1 FINANCE

5.1.1 PRESENTATION OF AUDITED 2025 FINANCIAL STATEMENTS

RESOLUTION 281/2025

Moved: Cr David Graham

Seconded: Cr Les Cooper

That Council suspend the standing orders to receive a presentation from the NSW Audit Office.

CARRIED**RESUMPTION OF STANDING ORDERS****RESOLUTION 282/2025**

Moved: Cr David Graham

Seconded: Cr Les Cooper

A motion was moved that Council resume standing orders at 6.31pm.**CARRIED****RESOLUTION 283/2025**

Moved: Cr Ethan Ryan

Seconded: Cr Logan Collins

That Council note the presentation by the NSW Audit Office on the 2024-25 Financial Statements.**CARRIED****5.1.2 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2025****RESOLUTION 284/2025**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

That Council:

- 1. Note the completion of the September 2025 Quarterly Budget Review.**
- 2. Adopt the variations as outlined in the attachment totalling a net \$1,638,758.**

CARRIED**5.2 ENGINEERING GUNDAGAI****5.2.1 TRAFFIC MATTERS - HUMELINK PROJECT****RESOLUTION 285/2025**

Moved: Cr Logan Collins

Seconded: Cr Gil Kelly

That Council:

- 1. Note the report.**
- 2. Delegate the authority to Acting Deputy General Manager, in consultation with Councillors McAlister, Nicholson and Graham, to apply to Transport for NSW for speed zone reductions in the Adjungbilly area and surrounds.**

3. That a single 'Give Way' sign and line marking be installed on Red Hill Road for the narrow bridge crossing Adjungbilly Creek, giving way to traffic travelling North-Easterly towards Adjungbilly Road.
4. Investigate the replacement of the existing 'Narrow Bridge' signage with 'Give Way' signage at the Gobarralong Bridge, with the direction and placement to be determined by Council engineers.

CARRIED

The Meeting closed at 6:52pm.

CHAIRPERSON

GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENTS - 2 DECEMBER 2025 - 16 JANUARY 2026

DOCUMENT NUMBER	454507
AUTHORISING OFFICER	Abb McAlister, Mayor
REPORTING OFFICER	Abb McAlister, Mayor
ATTACHMENTS	Nil

On behalf of Council, I intend to provide regular updates through my Mayoral Minutes to keep the community aware of Councillor engagements.

RECOMMENDATION

The information in the Councillor Engagements Mayoral Minute be received and noted.

4 December 2025

Cr Cooper attended the Elouera Special School Annual Presentation Day Awards Ceremony.

5 December 2025

Cr McAlister (Mayor) attended the official opening of the Gundagai Visitor Information Centre, Toilet Block and Lift and Change Facility.

Crs McAlister (Mayor) and Nicholson attended the Christmas on Sheridan event in Gundagai.

9 December 2025

Crs Wight (Deputy Mayor), and Cooper, attended the Cootamundra Public School Annual Presentation Day Awards Ceremony.

Cr McAlister (Mayor) attended a Southern Drought Co-ordination online meeting with Mayors.

Crs McAlister (Mayor), Wight (Deputy Mayor), Collins, Cooper, Graham, Kelly, and Nicholson attended an Ordinary Council Meeting in Cootamundra.

10 December 2025

Crs Wight (Deputy Mayor) and Cooper attended the Sacred Heart Catholic School Annual Presentation Day Awards Ceremony.

11 December 2025

Crs Wight (Deputy Mayor) attended the Cootamundra Public School Plaque unveiling and time capsule assembly.

Crs Wight (Deputy Mayor) attended the Sparkling Streets Christmas Party in Cootamundra.

12 December 2025

Cr McAlister (Mayor) attended a Riverina Eastern Regional Organisation of Council (REROC) board meeting.

Cr McAlister (Mayor) attended the Gundagai High School Annual Presentation Ceremony.

15 December 2025

Cr Cooper attended the E.A Southee Public School Annual Presentation Ceremony.

16 December 2025

Crs Cooper and Kelly attended the Cootamundra High School Annual Presentation Ceremony.

Crs Wight (Deputy Mayor), Graham, Kelly, Nicholson and Ryan attended a Demerger Transition Committee Workshop in Cootamundra.

Crs Wight (Deputy Mayor), Collins, Cooper, Graham, Kelly, Nicholson and Ryan attended an Extraordinary Council Meeting in Cootamundra.

17 December 2025

Cr Cooper attended the Stockinbingal Public School Annual Presentation Day Awards Ceremony.

14 January 2026

Cr McAlister (Mayor) attended an online TransGrid Road Safety meeting with the Interim General Manager.

7 REPORTS FROM COMMITTEES

Nil

8 GENERAL MANAGER'S REPORT

8.1 GENERAL MANAGER OFFICE

8.1.1 COUNTRY MAYORS ASSOCIATION MEETING MINUTES 14 NOVEMBER 2025

DOCUMENT NUMBER	449720
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.2 Proactive, practical Council leaders who are aligned with community needs and values
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. CMA Minutes 14 November 2025 ↓

RECOMMENDATION

The Minutes of the Country Mayors Association Meetings held on 14 November 2025, attached to the report, be received and noted.

Introduction

The Minutes of the Country Mayors Association Meeting held 14 November 2025, are attached for the information of Council and the community.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

This report does not conflict with the guidelines.



THE COUNTRY MAYORS ASSOCIATION OF NSW INC

"What we want is nothing more than equity"

Chairman: Cr Rick Firman OAM

C/- Temora Shire Council,

PO Box 262, Temora NSW 2666

Email: admin@nswcountrymayors.com.au

MINUTES

The General Meeting of the Country Mayors Association of NSW Inc was held on **Friday 14 November 2025, in the Theatre, Parliament House, Macquarie Street from 8:20am until 1pm (inclusive of the CMA's 2025 AGM). The meeting had a Skills and Education theme.**

The attendance and apologies are listed at the end of the minutes.

8:20am The meeting commenced with a welcome from CMA Chairman Mayor Rick Firman OAM and his introduction of the first guest speaker NSW Premier, the Hon. Chris Minns MP.

8:30am Presentation and Q&A – NSW Premier, the Hon. Chris Minns MP

The Premier commended the work of CMA Chairman and the Country Mayors Association in general. He emphasised how "country councils are like the canaries in the coal mine, whether it be crime or water." In addressing the underfunding of Councils, Premier Minns said that "NSW has 1/3 of the population but we get a disproportionate share of the federal tax dollar – it just has to go up".

Q. Mayor Sharon Cadwallader (Byron Shire) asked about Councils paying for roads in Crown Lands.

Premier: We support your call for Federal Financial Assistance Grants to return to 1% (of tax revenue) but I don't see that as a justification for Councils bearing additional costs. I will look into the matter.

Q. Mayor Jasmin Jones (Yass Valley Council) asked about REZ burdens.

Premier: The Premier described scenario with the coal power station shutdowns. It is not about whether you believe in climate change. We need to produce energy. We need to produce NSW gas – I understand it's unpopular but we must act to meet the State's energy needs, to keep the lights on.

We cannot slow down the roll out of renewable energy projects.

Mayor Jones: If we can talk about capacity building.

Then: No local council input in the planning and development approval process.

Premier: Local Planning panels should have local involvement.

Mayor Patricia White (Shoalhaven City Council): Thank you for visiting the Shoalhaven. At one stage, we were \$35mil in the red, due to slow disaster payments. Would you consider some of the Queensland measures?

Premier: We work with the Federal Government and we are still waiting on the Lismore flood reimbursement from the Federal Government (from four years ago). We are looking at nicking ideas from Queensland to speed up the delivery of funds.

Q: Mayor Sarah Ndiaye (Byron Shire): There are Mayors working full-time for \$33,000pa. We are given a stipend and not a wage so a Mayor cannot even get Centrelink maternity leave.

Premier: I hope that my respect for those in Local Government has been evident. When you go to Coles or Wollies, it takes you three times as long. I know you do it because you believe you need to. I am prepared to look at it.

Mayor Lachlan Ford (Bourke Shire): Thanks for the youth funding. The growth of National Parks has been a real concern for our Shire and western NSW. It has reduced the productivity of our LGA.

Premier: We spent two years developing the policy. The land clearing policy was not rushed.

Mayor Ford: We were never spoken to and \$80mil. GDP has been lost from our Shire.

Mayor Paul Culhane (Upper Lachlan Shire): We have less than one person / square km. We could contribute to low-cost housing and the housing crisis.

Premier: We are limited by capacities, in communities and the building sector.

Premier Minns concluded with news that will help with Police numbers: We've had a 70% increase in applications for the Police Academy, thanks to a great recruitment campaign promoting the ability of new officers to work in their home towns.

A thank you gift was presented by CMA Chairman Mayor Rick Firman OAM

9:10am Presentation and Q&A – Federal Shadow Local Government Minister, Dr. Anne Webster MP

Dr. Webster commended and thanked the CMA, especially for Governor's reception, saying it was a very memorable night.

The Federal Shadow Local Minister is a regional MP and described how "lowering the default speed limit would greatly impact us in the country, our productivity."

Dr. Webster also discussed Federal funding programs. Regarding FA Grants, Dr Webster spoke with NSW Local Government Minister Ron Hoenig and NSW Shadow Local Government Minister Chris Rath and we do need something to change. FA grants for metro Councils are like dessert, nice to have but not really necessary. 5% of Sydney councils actually need the FA Grants. Local Councils are responsible for 77% of roads but it's 90% in country NSW.

NSW has seen a reduction on nearly \$6Billion in funding from the Federal Government.

Dr. Webster also discussed the Red fleet issue and Mobile black spots. She encouraged CMA Members to advise her office of issues they encounter.

Q: Mayor Petrie (Tenterfield Shire): NSW is receiving over \$12Billion less GST but Victoria is getting more back than that State pays. Can you do something there?

Dr. Webster: I will take that on notice.

Q: Mayor Coupland (Armidale Regional Council): NSW Local Government is set up to fail but not in QLD. Local Government needs to be empowered and uncapping (of rates) needs to occur.

Dr. Webster: That is a question for the Premier. I would support that but my passion is the FA Grants and I don't see any appetite (for change) from Minister McBain and King.

Q: Mayor John Harvie (Murray River Council): We'd like a commitment to return to 1%. Would the Coalition take that to the next election?

Dr. Webster: We need to know if the 1% is the answer to financial unsustainability.

Q: Mayor Tiffany Galvin (Gwydir Shire): We have times when we have no mobile service at all. It's dangerous.

Dr. Webster: Please tell me these stories in writing. What we are hearing is just not good enough. It's inequity.

Q: Mayor Robert Bell (Uralla Shire): The 1% is key. Truck drivers pay so much (in taxes) for using our roads and don't see much going to roads.

Q: Mayor Brian Monaghan (Bland Shire) also commented on the inadequate funding and need for funding certainty, if Government leaders are to be trusted.

A thank you gift was presented by CMA Deputy Chairman Mayor Russell Fitzpatrick

9:30am Excelling Council Presentation – Gwydir Shire Council

Gwydir Shire Mayor Tiffany Galvin and GM Leeah Daley spoke with pride of their Council's initiatives to upskill local talent and support training that would not otherwise exist in the local area.

The Council is a RTO and provides heavy vehicle driver training. The Council has been awarded for The Living Classroom – 150 hectares of little used town common that was turned into a food production wonderland for training programs and community benefit.

The GM embodies the Council's support for local talent. She grew up from a trainee in administration with the Council.

Presentation supplied.

A thank you gift was presented by CMA Board Member Mayor Sam Coupland.

Excelling Council Presentation – Queanbeyan-Palerang Regional Council

Mayor Kenrick Winchester also spoke with pride about what QPRC was able to achieve, greatly improving DA assessment efficiencies and customer service. He expressed appreciation for Council's GM, Director and the Planning Assessment Team for their commitment to changing the culture and implementing the DA Action Plan.

Ms Ryan explained how QPRC went about addressing their housing shortage by working smarter and with better resourcing in the Council's planning department. DA Assessment timeframes were more than halved in a financial year.

Presentation supplied.

A thank you gift was presented by CMA Board Member Mayor Russell Webb.

9:50am Chairman of the NSW Grants Commission Linda Scott

In an unscheduled but welcome presentation, NSW Grants Commission Chairman and former LGNSW and ALGA President Linda Scott announced that the NSW Grants Commission is going to review the formula for the distribution of FA Grants. She welcomed the support from Dr. Webster for the increasing of FA Grants. We will be conducting a comprehensive process to get from you what should be factored into a new formula or process. We will be in touch regarding the process and how you can provide input.

10:00am Presentation and Q&A – (then) Leader of the NSW Opposition, the Hon Mark Speakman SC MP

Everything is called a crisis these days but housing *really* is a crisis.

We believe the planning reforms will help. But the focus has been a bit Sydney-centric. We've been lobbying to reduce building costs.

Apprenticeships have continued to decline and that impacts building sector skills capacities.

Employers need to be incentivised; initially there is no money in it employers who have apprentices learning on the job.

We understand that the biodiversity Offsets Scheme is another blockage of concern for you.

Modular homes should be catered for in our planning and approvals system.

We would fund university pre-school funding. The Government has been building public preschools but community pre-schools currently face financial feasibility challenges. A

Community Pre-School director would probably get paid less than an entry level primary school teacher. Pre-school desserts could broaden.

Q: Mayor Jasmin Jones (Yass Valley Council) Raised the issue of decline access to maternity services.

Mr Speakman: Part of the cause there has been unfunded wage increase promises.

Q: Mayor Julia Ham (Snowy Valleys Council) Said that she works in the early childhood sector and appreciated the focus. Pay parity for early childhood educators must happen. State funded pre-schools are going to lure staff with better pay and they will close.

Mr Speakman: The pay gap will be about 30%. I doubt the Government's target of building 100 pre-schools by 2030 will be achieved.

CMA Chairman Mayor Rick Firman (Temora Shire): The financial sustainability challenge to Local Government.... What could the NSW Coalition do to improve on the status quo?

Mr Speakman: I don't have promises on hand. I do have concerns that the Government will shrink their infrastructure spend and pass more costs onto you (country Councils).

I'll be interested to see what the Government does with the emergency services levy.

A thank you gift was presented by CMA Board Member Mayor Sharon Cadwallader.

10:30am Morning Tea was held in the Fountain Courtyard (due to a record attendance). More than a needed break, cup of coffee and snack, this was a valued networking session between members, as well as a broad cross-section of NSW Parliamentarians.

11:00am Presentation – NSW Nationals Leader Mr. Dugald Saunders MP was scheduled to address the meeting but called in sick. Nationals MP Gurmeh Singh replaced him (and replaced him as NSW National Party Leader less than a week later).

Mr Singh said that housing is not just in crisis in terms of supply but also (as a consequence) affordability. Of course they're linked but seeing home prices become out of reach for first-home buyers is a major concern.

The different between community and corporate preschools is day and night, so we need to support them.

For us on the coast, we did not realise the rolling drought in the south west but it has dried out on the coast now also.

We have been pushing for transport subsidies and there should also be support for Councils.

Helping Councils with the delivery of enabling infrastructure is one of the ways the Government can help address the housing crisis. We don't have the rate base in the regions but a thriving regional NSW is crucial and we need homes and the Government has a role to play.

Regarding the new Koala National Park – tourism benefits have been overstated. The Mid North Coast is a massive tourism destination and we don't know what trails will remain open with the new National Park. We will lobby for a lot more funding for the transition over the next 9-12 months.

Regional Crime is getting worse. Our communities are living in fear. QLD and Victorian Governments have led with strength.

A thank you gift was presented by CMA Board Member Mayor Josh.

11:15am Presentation – Country Education Foundation of Australia (CEF) Chief Executive Officer, Ms Wendy Mason

Ms Mason said that she was grateful for the opportunity to address a room full of distinguished mayors and General Managers.

Investing in youth education and training pathways, the CEF has channelled over \$20mil in funding to students. Ms Mason said that the backing of the local community is critical.

There are now 55 individual local foundations. Ms Mason said that she is keen to hear from Councils who would like one in their community.

Our support addresses the financial pressure. 98% of our students are on track to complete their training. We have been responsible for 619 students in NSW.

Presentation supplied.

A thank you gift was presented by CMA Board Member Mayor Sue Moore.

AGM

1. Chairman Mayor Firman OAM welcome members to the CMA AGM.**2. Apologies**

Recommendation: That the apologies be accepted and noted.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Sarah Ndiaye (Byron Shire) – carried unanimously.

3. Minutes of last AGM

Recommendation: That the 15 November 2024 Minutes be accepted as a true record.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor John Medcalf OAM (Lachlan Shire) – carried unanimously.

4. Matters arising (from the Minutes)

Nil

5. Correspondence relating to the AGM

Nil

6. Annual Reports:

- **Chairman's Annual Report 2024/25**

- The Chairman's report was supplied but Mayor Firman made special mention of the past CMA Chairmen present and the PRRRAC, which would not have happened without the CMA's advocacy and cordial influence.

Recommendation: That the CMA Chairman's Annual Report be received and noted.

The Chairman made a presentation of thanks to the CMA Board and staff members.

Moved by: Mayor Nina Dillon (Goulburn Mulwaree Council). Seconded by: Mayor Sharon Cadwallader (Ballina Shire) – carried unanimously.

- **Annual Financial Report 2024/25 – presented by CMA Secretary Ms Melissa Boxall (GM, Temora Shire), who noted the 'above and beyond' work on CMA accounts undertaken by Temora Shire's Mrs Elizabeth Smith.**

Recommendation: That the CMA's Annual Financial Report be received and noted. Moved by: Mayor Kenrick Winchester (QPRC). Seconded by: Mayor Russell Fitzpatrick (Bega Valley Shire) – carried unanimously.

7. It was noted that there are no Board Elections required (current two-year terms conclude in November 2026, with Board elections to occur then).

8. Secretariat / Executive Officer position

CMA Board Recommendation:

That the Executive Officer position be left vacant and that the status quo remains in relation to the delivery of Secretariat and Policy Advisor services provided to CMA up to 30 November 2026.

AND FURTHER

That the Chairman be delegated authority to engage:

1. **Regional Development Australia Northern Inland (RDANI) to deliver secretariat services for 30 hours / week, at a cost of \$80,000 (excl. GST) per annum from 1 December 2025 to 30 November 2026.**
2. **JBMS Consulting (JBMS) to deliver Policy Advisor Services, at a cost of \$30,000 (plus GST) per annum, from 1 December 2025 to 30 November 2026.**

AND FURTHER

That the Secretary send letters to unsuccessful applicants.

Moved by: Mayor Mayor Russell Fitzpatrick (Bega Valley Shire). Seconded by: Mayor Sharon Cadwallader (Ballina Shire) – carried unanimously.

9. Setting of annual membership fees

Board Recommendation: That the CMA increase membership fees by 10%, in light of the increasing workload with advocacy to Government Inquiries. This 10% increase would result in the fees for the 2026 calendar year becoming \$1,815 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% of the full fee, becoming \$1,361.25, which would also be the new fee for not-for-profit Associate Membership, while for-profit Associate Membership would become \$3,630 per year.

The Board foreshadows another increase in the next year, given the added costs of pre-meeting workshops. However, the Board is ever mindful of Councils' tight budgets and costs incurred in traveling to and accommodating in Sydney.

Moved by: Mayor Nina Dillon (Goulburn Mulwaree Council) Seconded by: Mayor Kenrick Winchester (QPRC) - carried unanimously.

10. Meeting Dates for 2026

Aligning CMA meetings with NSW Parliament sitting dates is an approach that the Board considers successful and wishes to continue, as it is convenient for NSW Ministers and Parliamentarians to visit our meetings. Fridays are commonly preferred.

The following dates were approved by the Board for CMA meetings and workshops in 2026, allowing for optional mid-afternoon two-hour workshops during the Thursday preceding the Sydney meetings (except for May, with 7 May being the LGNSW Regional Summit). The CMA will continue to organised evening functions prior to Sydney meetings, with engaging guest speakers:

Board Recommendation: That the CMA lock-in the following meeting dates for 2026:

- **26 - 27 March**
- **8 May**
- **27 - 28 August**
- **12 - 13 November**

Moved by Mayor Mayor Steve Allan (Bellingen Shire). Seconded by Mayor Sarah Ndiaye (Byron Shire) – carried unanimously.

The 2026 CMA Regional Meeting

From a top quality field of applications to host the 2026 Regional Meeting of the CMA, the Board selected Ballina Shire Council.

Board Recommendation: That the CMA Executive, in collaboration with the host Council select a date between the CMA's May and August meetings, then advise the membership, as soon as can be managed.

Moved by Mayor Sarah Ndiaye (Byron Shire). Seconded by Mayor John Medcalf OAM (Lachlan Shire) – Carried unanimously.

11. CMA Constitution

The CMA Policy Advisor Mrs Julie Briggs and Secretary Ms Melissa Boxall have refined the CMA NSW Constitution, which was provided to members two months in advance of this endorsement vote.

The Board recommends the adoption of amended CMA NSW Constitution.

Board Recommendation: That the Country Mayors of New South Wales (CMA) members adopt the amended CMA NSW Constitution.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor John Harvie (Murray River Council) – carried unanimously.

12. Other Urgent Business without notice, for the AGM.

Nil.

AGM concluded 12:02pm

General Meeting

1. Apologies

Recommendation: That the apologies be accepted and noted.

Moved by: Mayor John Medcalf OAM (Lachlan Shire). Seconded by: Mayor Adam Shultz (Lake Macquarie City Council) – carried unanimously.

2. Adoption of Minutes from the 8 August 2025 meeting

Recommendation: That the 8 August 2025 Minutes be accepted as a true record.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Steve Allan (Bellingen Shire) – carried unanimously.

3. Matters arising from 8 August 2025 Minutes

Nil

4. Correspondence [since 8 August 2025]

Outward

Federal Local Government Minister, the Hon Catherine King MP	Sturt Highway Strategic Direction Doc.
Federal Local Government Minister, the Hon Minister Kristy McBain MP	Sturt Highway Strategic Direction Doc.
Mayor Tom Kennedy, Broken Hill City Council	Thank you for hospitality to CMA
Dan Newlan, Exec. GM – Corporate Relations and Community, Squadron Energy	Declining request to speak to CMA Membership
Mayor Lachlan Ford, Bourke Shire Council	Response re proliferation of national parks in western NSW.
Royal Flyer Doctor Service	Thank you for hosting CMA.
Minister for Emergency Services, the Hon Jihad Dib	Thank you for meeting and reiterating CMA support for the RFS recommendations
Leader of the NSW Nationals, Mr Dugald Saunders MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Opposition Leader, Mr Mark Speakman	Invitation to present at the 14 Nov. 2025 CMA meeting.
Dep. Sec. of the OLG, Mr Brett Whitworth PSM	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Housing Minister, the Hon Rose Jackson MLC	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Dep Premier and Minister for Education, the Hon Prue Car MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
Minister for Skills, TAFE and Tertiary Education, the Hon Steve Whan MP	Invitation to present at the 14 Nov. 2025 CMA meeting.
NSW Minister Planning the Hon Paul Scully MP	CMA concerns regarding planning reform Bill
Police Commissioner Mal Lanyon	Congratulations on his appointment
Forbes Shire Mayor Cr. Phyllis Miller OAM	Condolences regarding Steve Loane
Federation Councillor and former CMA Board member Pat Bourke	Condolences regarding his father, Tom Bourke
Mr. Jamie Chaffey MP Federal Member for Parkes Shadow Assistant Minister for Agriculture Shadow Assistant Minister for Resources And Ms. Trish Cook MP Federal Member for Bullwinkel	Congratulations regarding the Parliamentary Friends of Local Government initiative in Federal Parliament.
Mayor Jarrod Marsden, Cobar Shire Council	Condolences regarding the mining tragedy in late October, 2025.
NSW Local Government Minister the Hon Ron Hoenig MP	Proposed amendment to the Code of Meeting Practice to enable remote participation in Council meetings where

extreme weather events has made getting to a meeting unsafe.

Inward

Dr. Joe McGirr MP	Rural Health Action Plan
Lauren Andrews, Head of Corporate Affairs, Bendigo Bank	Response to CMA letter re Bendigo Bank Agency closures
The Hon Ryan Park MP, NSW Minister for Health, Minister for Regional Health	Response to CMA Ambulance paramedic concerns
The Hon Chris Minns MP, NSW Premier	Preliminary notice re advisory council
Mayor John Medcalf OAM, Lachlan Shire Council	Loss of local financial services - concerns and impacts
The Hon Penny Sharpe MLC, NSW Environment Minister	Thanking CMA members for their input at the Biodiversity Offsets and waste workshop, 7 August
Mayor Lachlan Ford, Bourke Shire	The proliferation of national parks in western NSW.
Dan Newlan, Exec. GM – Corporate Relations and Community, Squadron Energy	Seeking to address CMA Members
The Hon. Tara Moriarty MLC, NSW Agriculture Minister	Response to CMA Fire Ant concerns and request to ban turf crossing the border from Queensland.
Scott Charlton, Sydney Airport CEO	Seeking input into the Sydney Airport Master Plan
Annabey Whitehead, Executive General Manager, Corporate Affairs and Fundraising Royal Flyer Doctor Service	Thanking the CMA Chairman and Secretary for visiting their base at Broken Hill and inviting other CMA members to visit Broken Hill or Dubbo sites.
Agriculture Minister the Hon Tara Moriarty	REROC Urgent call for Action - Southern NSW Drought Summit Recommendations
Federal Local Government Minister, the Hon Catherine King MP	Sturt Highway Strategic Direction Doc.
Dubbo Regional Council	Lack of enforcement of strategies and requirements regarding renewable energy projects
Mayor Lachlan Ford, Bourke Shire	Regional Rural and Remote Advisory Council
David Webb, GM – Hay Shire Council	Continuation of the Regional and Local Roads Repair Program
Mayors of Cootamundra Gundagai, Yass Valley, Snowy Valleys and City of Wagga Wagga	Southern NSW Drought Position Paper
David Webb, GM – Hay Shire Council	Rural Aged-care Sustainability

Recommendation: That the correspondence be received and noted.

Moved by: Mayor Paul Culhane (Upper Lachlan Shire). Seconded by: Mayor Cheryl Cook (Federation Council) – carried unanimously.

5. Media Releases

[Country Mayors given good news on crime, RFS](#)

[Country Mayors welcome new council meeting rule book](#)

[NSW Country Mayors slam bank branch closures and job cuts](#)

[NSW Country Mayors welcome new Police Commissioner](#)

[NSW COUNTRY MAYORS RAISE CONCERNS ABOUT CENTRALISED PLANNING FOR RURAL NSW](#)

[NSW Country Mayors: NSW Road funding on the right track](#)

[NSW Country Mayors commends Westpac for regional opening](#)

[NSW Local Government Minister Honours Mayor Phyllis Miller OAM](#)

[NSW Country Mayors oppose Federal Speed limit lowering proposal](#)

6. Reports

Report from Chairman Mayor Rick Firman OAM

Previously dealt with in the Chairman's Annual Report. However, Mayor Firman further updated members that following his CMA advocacy, the Joint Chiefs of Staff will address the courtesy expectation that Ministers visiting an LGA will notify the relevant Council.

The Chairman also advised that Minister Moriarty has agreed to a Zoom meeting about the Sustainable Communities program.

Recommendation: That the Report be received and noted.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Daniel Linklater (Wentworth Shire) – carried unanimously.

Finance Report – Ms. Melissa Boxall (CMA Secretary)

Recommendation: that the Report be received and noted, as read.

Moved by: Mayor Sharon Cadwallader (Ballina Shire). Seconded by: Mayor Daniel Linklater (Wentworth Shire) – carried unanimously.

Report from ALGA President Mayor Matt Burnett

Mayor Burnett thanked the ALGA board members from NSW for their work and the CMA for the reception at Government House.

We've proposed a phased-in return to 1%.

I'm a regional mayor too. I know how much the costs have gone up and the revenue has not.

We want to take funds from Canberra, not the cities – that can come later.

Recommendation: that the ALGA Report be received and noted.

Moved by: Mayor Kenrick Winchester (QPRC). Seconded by: Mayor Nina Dillon (Goulburn Mulwaree Council) – carried unanimously.

Report from President of LGNSW – Mayor Phyllis Miller OAM

Recommendation: That the Report be received and noted.

Moved by: Mayor Claire Pontin (Midcoast Council). Seconded by: Mayor Bronwyn Petrie (Tenterfield Shire Council) – carried unanimously.

Policy Advisor's Report – Mrs. Julie Briggs

Recommendation: that the Report be received and noted and that the recommendations therein be endorsed.

Recommendation: that the recommendations contained in the Policy Advisor's Report be adopted.

Moved by: Mayor John Medcalf OAM (Lachlan Shire). Seconded by: Mayor Gilgandra Shire (Gilgandra Shire) – carried unanimously.

Business with Notice

Byron Shire Council recommendations. Mayor Sarah Ndiaye spoke to her motions...

That the CMA advocates to:

- 1. Urge the NSW Government to review and overhaul the current remuneration framework, including the removal of Section 242A, to enable benchmarking.**
- 2. Support legislative reform to provide mayors and councillors with access to paid maternity, paternity, carers, and sick leave.**
- 3. Ensure acting mayors and deputy mayors are appropriately remunerated during periods of leave without financial penalty to the incumbent.**
- 4. Write to the Minister for Local Government, relevant State and Federal MPs, and the Fair Work Ombudsman to advocate for these reforms.**

In summarising the briefing document distributed to members, Mayor Ndiaye said that the system is flawed and made for a different time.

Narrabri Shire Mayor Darrell Tiemens seconded the motion.

Mayor Winchester: I had two months off last year because of a heart attack and got no pay. He said that he supported the motion, so long as it did not look like the CMA sought pay rates comparable to State MPs.

The motions were passed unanimously.

7. Urgent business without notice

Planning reforms – Local Planning Panels

MOTIONS:

- That the CMA challenges the decision of the State Government to remove elected Local Councils from Development Application considerations and call for the immediate inclusion of Local Councillor representation in Local Planning Panels (LLPs).
- Any decision-making powers that had previously been vested with Councillors in relation to DAs will now be vested in LPPs.
- At no stage had we ever been told that an aspect of these reforms would strip the ability of elected Councillors from being able to consider DAs within their LGA.
- We call upon the Premier and Ministers for Planning and Local Government to work with CMA to ensure this specific change can be reviewed, with the aim of providing Councils with the opportunity to retain elected Councillors having a role in actively representing their communities by being involved in the determination of DA's.

The planning reforms motions were moved by Goulburn Mulwaree Council Mayor Dillon and QPRC Mayor Kenrick Winchester seconded the motion. The motions were passed unanimously.

There being no further business to discuss, the Chairman closed the meeting at 12:50pm

The next CMA meeting will be **27 March 2026**, in the NSW Parliament House Theatre – 8:20am-1pm.

Fortunately, we have secured the Theatre for all four Sydney meetings again next year.

On behalf of the Chairman, Deputy Chairman, Board Members, the Secretary, Policy Advisor & Secretariat – we wish you, your families and Councillors, staff & communities a very Merry Christmas. We look forward to a productive and enjoyable 2026 for CMA NSW!

Attendance

Cr. Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Cr. Darrell Tiemens	Mayor	Narrabri Shire Council
Eloise Chaplain	GM	Narrabri Shire Council
Cr. Julia Ham	Mayor	Snowy Valleys Council
Kate Barker	Interim EO	Central NSW JO
Meredith Macpherson		Central NSW JO
Cr. Ruth McRae OAM	Mayor	Murrumbidgee Council
John Scarce	GM	Murrumbidgee Council
Cr. Jasmin Jones	Mayor	Yass Valley Council
Gayleen Burley	CEO	Yass Valley Council
Ben Taylor	CEO	Wollondilly Shire Council
Cr. Matt Gould	Mayor	Wollondilly Shire Council
Cr. Greg Whiteley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Cr. Doug Curran	Mayor	Griffith City Council
Scott Grant	GM	Griffith City Council

Cr. Sue Moore	Mayor	Singleton Council
Cr. Cheryl Cook	Mayor	Federation Council
Adrian Butler	GM	Federation Council
Cr. Daniel Linklater	Mayor	Wentworth Shire Council
Cr. Peter Crisp	Deputy Mayor	Wentworth Shire Council
Cr. Kenrick Winchester	Mayor	Queanbeyan-Palerang Regional Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Cr. John Medcalf OAM	Mayor	Lachlan Shire Council
Alan Stoneham	Acting General Manager	Lachlan Shire Council
Cr. Margot Davis	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Cr. Brian Ingram	Mayor	Hilltops Council
Anthony O'Reilly	GM	Hilltops Council
Cr. Chris Hanna	Mayor	Snowy Monaro Regional Council
Noreen Vu	CEO	Snowy Monaro Regional Council
Cr. Kevin Mack	Mayor	Albury City Council
Cr. Digby Rayward	Mayor	Dungog Shire Council
Gareth Curtis	GM	Dungog Shire Council
Cr. Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Cr. Kathryn Rindfleish	Mayor	Warrumbungle Shire Council
Nicole Benson	Acting General Manager	Warrumbungle Shire Council
Cr. Matt Burnett	President	ALGA
Cr. Leah Anderson	Mayor	Port Stephens Council
Cr. Steve Krieg	Mayor	Lismore City Council
Cr. Ray Smith	Mayor	Clarence Valley Council
Cr. Paul Culhane	Mayor	Upper Lachlan Shire Council
Alex Waldron	CEO	Upper Lachlan Shire Council
Cr. David McCann	Mayor	Coolamon Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Cr. Bruce Reynolds	Mayor	Blayney Shire Council
Mark Dicker	GM	Blayney Shire Council
Julie Briggs	Policy Advisor	CMA
Gary Fry	Secretariat	CMA
Cr. Rick Firman	Mayor	Temora Shire Council
Melissa Boxall	GM	Temora Shire Council
Cr. Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Cr. Susannah Pearce	Mayor	Moree Plains Shire Council
Natalia Cowley	GM	Moree Plains Shire Council
Cr. Melissa Matters	Deputy Mayor	Kama Council
Jane Stroud	CEO	Kama Council
Adrian Panuccio	GM	Midcoast Council
Cr. Claire Pontin	Mayor	Midcoast Council
Cr. Nina Dillon	Mayor	Goulburn Mulwaree Council
Scott Gallacher	GM	Goulburn Mulwaree Council
Cr. Adam Shultz	Mayor	Lake Macquarie City Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Cr. Sarah Ndiaye	Mayor	Byron Shire Council

Mark Arnold	GM	Byron Shire Council
Cr. George Weston	Mayor	Leeton Shire Council
Michael Kidd	Deputy Mayor	Leeton Shire Council
Cr Nikki Williams	Mayor	Coffs Harbour City Council
Ian Fitzgibbon	Acting General Manager	Coffs Harbour City Council
Stephen Dunshea	Interim GM	Forbes Shire Council
Cr. Jenny Webb	Councillor	Forbes Shire Council
Cr. Kate Dight	Mayor	Inverell Shire Council
Brett McInnes	GM	Inverell Shire Council
Cr. Brian Monaghan	Mayor	Bland Shire Council
Grant Baker	GM	Bland Shire Council
Cr. Tiffany Galvin	Mayor	Gwydir Shire Council
Leeah Daley	GM	Gwydir Shire Council
Justin Fitzpatrick-Barr	GM	Singleton Council
Maurice Collison	Mayor	Upper Hunter Shire Council
Greg McDonald	GM	Upper Hunter Shire Council
Cr. Ashley Hall	Mayor	Edward River Council
Jack Bond	CEO	Edward River Council
Kate Barker	CEO	CNSWJO
Meredith Macpherson		CNSWJO
Andrew McKibbin	Mayor	Oberon Council
Gary Wallace	GM	Oberon Council
Cr. Patricia White	Mayor	Shoalhaven City Council
Andrew Constance	CEO	Shoalhaven City Council
Cr. Robert Bell	Mayor	Uralla Shire Council
Toni Averay	GM	Uralla Shire Council
Cr. Damian Loone	Deputy Mayor	Ballina Shire Council
Cr. Sharon Cadwallader	Mayor	Ballina Shire Council
Cr. Bronwyn Petrie	Mayor	Tenterfield Shire Council
Dr. Richard Colbran	CEO	Rural Doctors Network
Katie McDonell	Community Solutions Manager	Rural Doctors Network
Mike Edwards	Chief Operating Officer	Rural Doctors Network
Cr. Erik Noakes	Mayor	Walcha Council
Stephen Parry	GM	Walcha Council
Cr. Sam Coupland	Mayor	Armidale Regional Council
Darren Schaefer	Acting GM	Armidale Regional Council
Cr. Steve Allan	Mayor	Bellingen Shire Council
Mark Griffioen	GM	Bellingen Shire Council
Cr. Lachlan Ford	Mayor	Bourke Shire Council
Leonie Brown	GM	Bourke Shire Council
Cr. Julia Cornwell		
McKean	Mayor	Berrigan Shire Council
Mark Dupé	Interim CEO	Berrigan Shire Council
Bob Stewart	Administrator	Central Darling Shire Council
Greg Hill	GM	Central Darling Shire Council
Paul Smith	Mayor	Cowra Council
Paul Devery	GM	Cowra Council
Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Ken Cudmore	Mayor	Liverpool Plains Shire Council
Cian Middleton	GM	Liverpool Plains Shire Council

Cr. Peter Sharp	Mayor	Lockhart Shire Council
Gavin Rhodes	GM	Lockhart Shire Council
Cr. Robert Taylor	Mayor	Bathurst Regional Council
Cr. Louie Zaffina	Mayor	Balranald Shire Council
Terry Dodds	CEO	Balranald Shire Council
Cr. John Harvie	Mayor	Murray River Council
Stacy Williams	CEO	Murray River Council
Cr. Jeff Drayton	Mayor	Muswellbrook Shire Council
Derek Finnigan	GM	Muswellbrook Shire Council
Cr. Marg Applebee	Deputy Mayor	Parkes Shire Council
Cr. Neil Westcott	Mayor	Parkes Shire Council
Cr. Tony Mileto	Mayor	Orange City Council
Ross Gurney	GM	Lithgow City Council
Cr. Cassandra Coleman	Mayor	Lithgow City Council
Cr. Adam Roberts	Mayor	Port Macquarie Hastings Council
Cr. Des Kennedy	Mayor	Mid-Western Regional Council
Brad Cam	GM	Mid-Western Regional Council
Megan Mulrooney	CEO	REROC
Andrew Brown	GM	Walgett Shire Council
Donna Ausling	Director of Planning, Environment and Economy	Walgett Shire Council
Cr. Jasen Ramien	Mayor	Walgett Shire Council
Cr. Paul Best	Mayor	Weddin Shire Council
Luke Sheehan	Acting GM	Weddin Shire Council
Cr. Josh Black	Mayor	Dubbo Regional Council
Luke Ryan	Infrastructure Director	Dubbo Regional Council
David Reynolds	CEO	LGNSW
Cr. Mathew Hatcher	Mayor	Eurobodalla Shire Council
Mark Ferguson	GM	Eurobodalla Shire Council
Cr. Louie Zaffina	Mayor	Balranld Shire Council
Terry Dodds	CEO	Balranald Shire Council
Cr. Robert Mustow	Mayor	Richmond Valley Council
Vaughan Macdonald	GM	Richmond Valley Council
Cr. Daniel Keady	Mayor	Coonamble Shire Council
Adam Cohen	Councillor	Coonamble Shire Council
Cr. Kinne Ring	Mayor	Kempsey Shire Council
Andrew Meddle	CEO	Kempsey Shire Council
Virginia Errington	Manager, Council Engagement - Greater Sydney Area	OLG
Louise Taylor	Council Engagement Manager	OLG
Wendy Mason	CEO	Country Education Foundation of Australia (CEF)
Dr. Anne Webster	Federal Shadow Local Government Minister	Australian Government - Opposition
Cr. Darcy Bryne	Mayor	Inner West Council
Linda Scott	Chair	NSW Grants Commission
Robert Borsak MLC	Chairman of the Shooters, Fishers and Farmers Party	MLC
Robert Dwyer MP	~ 3/6 3/4 ~ 3/4 ~ 1/4 ~ 1/4 ~ 1/4 ~ 1/4	
Ben Taylor	CEO	Wollondilly Shire Council
Cr. Ewen Jones	Mayor	Narromine Shire Council
Jane Redden	GM	Narromine Shire Council

Bronwen Regan	Government Relations Manager	LGNSW
Kelli Wells	Senior Media Officer	LGNSW

Apologies

Lisa Miscamble	GM	Wingecarribee Shire Council
Cr. Jesse Fitzpatrick	Mayor	Wingecarribee Shire Council
Cr. Colleen Fuller	Mayor	Gunnedah Shire Council
Eric Groth	GM	Gunnedah Shire Council
Laura Black	GM	Clarence Valley Council
Mr. Brett Whitworth PSM	Deputy Secretary	OLG
Cr. Lea Parker	Mayor	Greater Hume Council
Colin Kane	GM	Greater Hume Council
Frank Zaknich	CEO	Albury City Council
David Webb	GM	Hay Shire Council
Cr. Carol Oataway		Hay Shire Council
Cr. Tania Brown	Lord Mayor	Wollongong City Council
Paul Bennett	GM	Tamworth Regional Council
		Cootamundra-Gundagai Regional Council
Cr. Abb McAlister	Mayor	Cootamundra-Gundagai Regional Council
Roger Bailey	Interim GM	Kyogle Council
Cr Danielle Mulholland	Mayor	Junee Shire Council
Bob Callow	Mayor	Junee Shire Council
James Davis	GM	Narrandera Shire Council
Cr. Neville Kschenka	Mayor	Narrandera Shire Council
Tim Coote	GM	Orange City Council
Barry Omundson	Interim CEO	Bogan Shire Council
Cr. Glen Neill	Mayor	Cobar Shire Council
Cr. Jarrod Marsden	Mayor	
		Broken Hill City Council
Jay Nankivell	GM	Wagga Wagga City Council
Cr. Dallas Tout	Mayor	
	Acting General	
Kulwant Singh-Pangly	Manager	Lismore City Council

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8.2 BUSINESS

8.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2024-25

DOCUMENT NUMBER	451616
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	CGRC Council Audit, Risk and Improvement Committee Terms of Reference. CGRC Council Internal Audit Charter. ARIC Strategic work plan - Council Resolution: 040/2025 Office of Local Government Circular No. 22-21
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. CGRC ARIC Annual Report 2024/25 ↓

RECOMMENDATION

That Council receives and notes the Annual Assessment and report of the Audit, Risk and Improvement Committee.

Introduction

The Audit, Risk and Improvement Committee (ARIC) is an independent committee appointed by the Council in accordance with Section 428A of the Local Government Act 1993, the Local Government (General) Regulation 2021 (the Regulation) and the Risk Management and Internal Audit Guidelines November 2023. Its members serve for a term of four years with the potential of further re-appointment. The ARIC exercises its functions in line with the ARIC Terms of Reference and works with Council staff and external providers to achieve the outcomes of the ARIC annual work plan as approved by the Council.

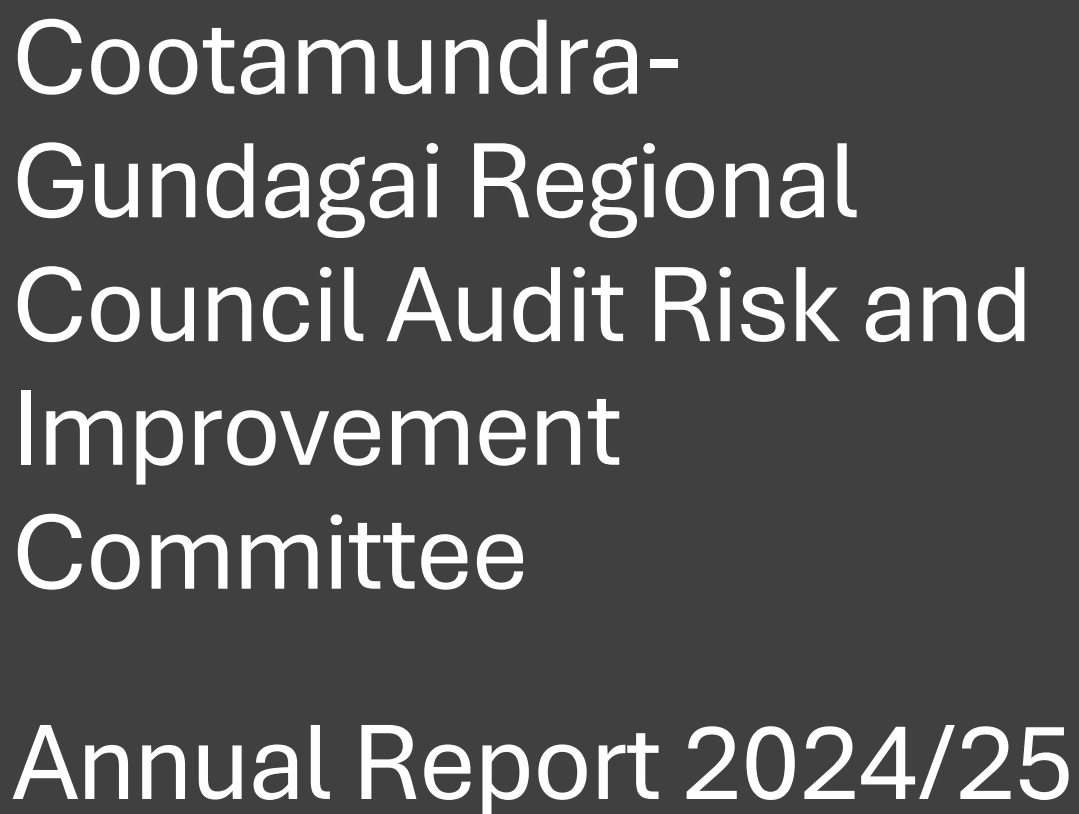
This report serves as a communication of the Committee's work with the Council and Staff. The report assesses the performance of the ARIC against its objectives, as outlined in the strategic plan endorsed in December 2024. The *Guidelines for Risk Management and Internal Audit for Local Government in NSW* requires the committee to provide an annual assessment to the governing body each year outlining the work of the ARIC. Through documenting the Committee's activities, recommendations, and their implementation status, the Annual Report supports the Council by keeping them well-informed about the matters before the Committee.

Financial

ARIC provide oversight of the financial management practices of the organisation and ensuring that they are consistent with the principles of sound governance, accountability and transparency.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



Cootamundra- Gundagai Regional Council Audit Risk and Improvement Committee

Annual Report 2024/25

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Chairs Report

This is the first Annual Report of the Audit, Risk and Improvement Committee ('ARIC') since Council adopted its innovative approach to ARIC's following the *Guidelines for Risk Management and Internal Audit*. As the independent chair across the alliance, I am proud to be able to support the six Councils in the alliance as the ARIC Independent Chair as we all seek to deliver for our community.

ARIC's are valuable for the elected Council as they provide an opportunity to build trust and confidence between the elected body and the organisation. The ARIC is independent of management and can provide the Council with an independent perspective on the work of the Council.

The Committee is made of a very strong mix of skills and expertise from the independent members, and the attendance of Councillor Ryan, we have had robust and valuable discussions where both recognition of great achievements by staff and challenges to management can occur.

Our meetings have been well structured since commencing the new alliance model this year where actions are tracked and reported back to the committee and it is pleasing to see Council making strong headway implementing the actions from Internal Audit over the year.

The ARIC has been consistently pleased by the engagement by management with the ARIC and the support of the General Managers across the alliance to resource the functions in an innovative way. The current structure, while challenged by limited resources as every department is, meets the mandate of the Council and the Regulations. I also thank the Councillors and staff who have attended the ARIC Meetings as this supports the ARIC's capability to support the Council.

I'm pleased to commend this annual report as a summary of the committee's activities over the past 12 months. This will be my only annual report as Chair of the ARIC, as I pass the role to Ms Kylie McRae for FY26 due to my appointment as a General Manager. I will continue in my role as an independent member through the current term of the ARIC and look forward to continuing to support Council.

NICK TOBIN
INDEPENDENT CHAIR

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Background to the ARIC

The Audit, Risk and Improvement Committee 'ARIC' is an advisory committee to Council that established by a requirement of the *Local Government Act 1993* section 428A.

The ARIC meets four times a year and follows an endorsed workplan to guide its functions. This annual report is a key reporting mechanism to the Council of the activities and matters under review by the ARIC.

Cootamundra-Gundagai Regional Council operates an innovative structure with a shared Internal Audit function and Chair with the Internal Audit Alliance with the Councils of Bland, Coolamon, Junee, Lockhart and Temora. This approach improves to Internal Audit quality and efficiency by sharing resources across the Councils.

The ARIC was established by Council resolution on 27 February 2024 and has an effective terms of reference and Internal Audit Charter compliant with the *Guidelines for Risk Management and Internal Audit in NSW* issued under the *Local Government Act 1993* s23A.

In accordance with the Guidelines, the ARIC endorsed a strategic plan in December 2024 that will guide the work of the ARIC for the remainder of the term. This strategic plan is what is reported on in this document, however it is noted that as it was endorsed halfway through the year, some items were not completed in the 24/25 year that are required annually.

Committee

The Committee was made up of the following members during the year:

- Nick Tobin (Independent Chair): Mr Tobin is an experienced Local Government professional who has held numerous General Manager positions over his career in metro and regional councils. He also has involvement in various non-profit activities in the arts and childcare sectors. It is noted that in FY26 Mr Tobin will transition to being an independent member of the Committee as he is now an employee of a NSW Council and ineligible to chair.
- Stephen Dunshea (Independent Member): Mr Dunshea has a long and distinguished career in Local Government, having extensive experience as a General Manager and Interim General Manager. Mr Dunshea's background in Local Government Finance, Governance and Executive Leadership is supplemented through membership of CPA Australia, the Institute of Internal Auditors Australia, Local Government Professional NSW and the Australian Institute of Company Directors
- Chris Weber (Independent Member): Mr Weber has extensive experience in senior roles in the financial and local government sector for over 20 years

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across a range of key functions including people and culture, finance and audit, IP&R and ICT. He has demonstrated extensive experience in ICT projects and transitions in regional local government.

It is noted that Ms Kylie McRae has recently been appointed to the role of Independent Chair of the Committee in FY26 and this will be reported on in the next Annual Report.

Councillor Ryan is Council's appointed Councillor Observer under the Guidelines. While the OLG requirements are intended to restrict the role of elected members to 'observers', the Committee has welcomed and valued Councillor Ryan's contributions to the Committee as the ARIC seeks to continue to build a strong working relationship with the elected body.

The ARIC is attended by the relevant staff for the matters on the agenda. The ARIC has been well supported by a positive working relationship with the General Manager and staff as the new members have commenced their term on the ARIC. Under the former structure, the ARICs were formed from the Senior Staff of neighbouring Councils in the Alliance, and the new term of ARIC has been well supported by these staff from across the alliance contributing their knowledge to the meetings.

Terms of Reference

The Terms of Reference for the ARIC is the document that Council endorsed on 27 February 2024 which establishes the role of the ARIC and how it functions. It the view of the ARIC that the Terms of Reference is appropriate and assists the performance of the functions of ARIC required by the Guidelines for Risk Management and Internal Audit for Local Government in NSW (s 23A Guidelines issued by the OLG in November 2023).

ARIC Objectives

The strategic objectives of the ARIC were set by the Committee in accordance with the responsibilities of the ARIC as set out in the *Local Government Act 1993* s 428A and the relevant Guidelines. The following sections are the headings from the ARIC Strategic Plan endorsed in December 2024.

Internal Audit

An internal audit function is an independent, objective assurance and consulting activity designed to add value and improve a Council's operations. The ARIC has functional oversight of Internal Audit under the Local Government (General) Regulation 2021 section 216R. In 2024/25, the ARIC commenced this role with Council's appointed Internal Audit Coordinator, based at Bland Shire Council but operating for the whole alliance. Internal Audits conducted in the prior year were:

- Fleet Management

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- Accounts Payable and Sundry Creditors
- Workers Compensation Claims Processing

Council has appropriately responded to the findings of these internal audits and the ARIC is satisfied with the progress of implementing actions.

At the commencement of the financial year, there were 33 actions outstanding. At the conclusion of the financial year there were 41 actions outstanding (including those accepted from the audits conducted during the year), however a large number of those actions relate to planning matters that are long-term actions. It is noted that management has put significant effort into addressing Internal Audit actions and the ARIC notes that the number of outstanding actions is anticipated to drop in the coming year.

External Audit

The ARIC has a facilitative role with external audit and has had good communication with Councils external auditors, Crowe and the NSW Audit Office. External Audit representatives have provided their reports to the ARIC and Management and external audit appear to have a good working relationship. Management has used ARIC meetings to discuss external audit updates, timeframes and reports.

The ARIC also held an extraordinary meeting on 25 September 2024 to review Councils financial statements for 23/24 prior to the referral of the statements to external audit. The ARIC Planned activities were completed as follows:

Code	Activities	Timeframe	Status	Comment
Internal Audit				
1.1	Attendance at ARIC meetings by key participants.	Quarterly	Complete	Attendance as required
1.2	ARIC minutes provided to council after each meeting	Quarterly	Complete	Minutes reported to Council commencing January 2026.
1.3	ARIC meets with Internal Audit Coordinator and External Audit.	Annually	Complete	Internal Audit Coordinator and External Audit representatives have attended ARIC Meetings. At this time no in camera session has been held
1.4	ARIC review and endorse strategic and annual internal audit plan.	Annually	Complete	Strategic Plan endorsed December 24 and Internal Audit Plan in June 25
1.5	ARIC review other work plans including service reviews, governance, risk and control assurance work to determine any	Annually	Partially complete	ARIC has not formally reviewed the full latest suite of IP&R documents, as they have been produced and endorsed between meetings. This will be completed in more detail in the next

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	overlap with proposed IA work.			financial year, including assurance mapping.
1.6	Self-assessment against IPPF (IIA standards)	Annually	Not yet due	Planned for March 2026 due to transition to new Guidelines and training for staff underway
1.7	Review Council's attestation statement in annual report for conformance with OLG regulation and guidelines	Annually	Complete	Completed at the June 2025 meeting for endorsement in the Annual Report.
1.8	Independent external quality assurance review	Once each Council term	Not yet due	This is a requirement of the Guidelines and staff are collaborating with the sector to potentially share resources in undertaking this review.
1.9	Internal Audit Performance Report	Annually	Complete	Addressed in this year as this annual report due to the largely outsourced audits. Consideration is being given to additional reporting in 2025/26.
1.10	Communications between the General Manager, head of internal audit and Chair of the ARIC in preparation of annual performance appraisal of internal audit (in-house and external provider).	As required	Complete	Appropriate communications have occurred in the assessment of providers following the completion of audits. Primarily these discussions are in the open forum within ARIC Meetings.
1.11	Consultation with ARIC independent chair in recruitment and/or EOI. (As required for end of term or vacancies).	As required	Complete	Not required during 25 FY. It is noted that consultation occurred following the conclusion of the financial year with the vacancies at commencement of the 26FY that will be reported in the next annual report.
1.12	Receive Internal Audit Reports and provide advice on the implementation of recommendations	Quarterly	Complete	Internal Audit reports have been provided to ARIC as detailed in this report.
1.13	Quarterly report monitoring implementation of recommendations	Quarterly	Complete	Actions are reported to the ARIC quarterly and progress has been made as detailed above.
External Audit				
2.1	Council, the ARIC and Management have generally preferred to avoid duplication of actions. For this reason, in accordance with the endorsed ARIC Strategic Plan, the			

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2.2	objectives in the Guidelines “ <i>Act as a forum for communication between the Council, General Manager, senior management, the internal audit function, and external audit.</i> ” and “ <i>Coordinate as far as practicable, the work programs of internal audit and external audit</i> ” are resolved by activities in 1.1, 1.3 and 1.4 and no additional actions were necessary.			
2.3	Review and provide advice in relation to the Audit Office of NSW plan for performance audit coverage.	Annually	Complete	The NSW Audit Office representatives attend ARIC Meetings and an arranged meeting with the Assistant Auditor General was conducted at the June 2025 Meetings of the Alliance to discuss common matters.
2.4	Review reports on progress on the financial statement audit and any relevant performance audit coverage	Annually	Complete	The ARIC has received the relevant reports on the financial audit, including engagement letters, draft financial statements and the management letter.
2.5	Review reports on implementation of recommendations for improvement arising from: - External audit management letters - Performance audit reports relevant to council - Significant changes or issues raised in better practice guides/standards.	Annually, or as required	Complete	Council has had no performance audits from the NSWAO reported to the ARIC. No significant changes have been reported to ARIC requiring review. External Audit reports have been provided to the ARIC.

Financial Management

NSW Local Government is in a challenging position for financial sustainability in the long term. It is noted that cost shifting, rate pegs and economic factors create significant pressure on the business to continually manage financial resource constraints. The Council is committed to sound financial management in accordance with the principles of the *Local Government Act 1993* s 8B, and the ARIC’s role, in accordance with s 428A Act and the Guidelines is to keep financial management under review. The activities undertaken this year in the strategic plan are:

Code	Activities	Timeframe	Status	Comment
3.1	As in 2.1 and 2.2, there are no additional actions required to fulfil the objective “ <i>Review compliance with accounting standards and external accountability requirements and appropriateness of Council accounting policies and disclosures.</i> ” and “ <i>Understand and facilitate communication with the General Manager, Council and External Audit on the implications for Council of the findings of external audits and performance audits and Council responses and implementation of recommendations.</i> ” These are dealt with by 2.1 to 2.6 and 3.3 and 3.4.			
3.2				

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3.3	Review financial statements prior to Council endorsement for audit.	Annually	Complete	Extraordinary meeting held to review draft financial statements.
3.4	As above, objective resolved by 2.4			
3.5	Review of notes to annual financial statements at extraordinary meeting.	Annually	Complete	Notes to financial statements were reported to ARICs extraordinary meeting, any incomplete or amended notes reported subsequently to a meeting or circulated out of session.
3.6	Review Long Term Financial Plan	Annually	Complete	All IP&R documents provided to ARIC Members as part of induction.
3.7	Review Investment Policy	Once per term	Not yet due	Planned for March 2026.
3.8	AP Audit included in Internal Audit Plan once/term	Once per term	Complete	Completed March 2025
3.9	Identified fraud instances reported to ARIC with investigation recommendations	Once per term	Complete	Standing item at each ARIC to discuss any matters (if arising)
3.10	Long term financial plan review will include appropriate detail on the development of the plan	As due for review	Partially complete	The ARIC has not yet undertaken a full review of the LTFP due to capacity early in the term. The ARIC has received copies of the LTFP and will review this in more detail in future years.
3.11	Review of policies relating to grants are reported to ARIC.	As due for review	Not required	No policies reported to ARIC this FY.

Compliance

The ARIC has a responsibility for providing advice to Council to assist with achieving and maintaining compliance with applicable laws, regulations, internal policies and procedures. As matters are reported to the ARIC, the ARIC should provide advice on how to achieve compliance. The activities undertaken in this year are as follows:

Code	Activities	Timeframe	Status	Comment
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4.1	Legislative compliance mechanisms will be reported to ARIC for advice	Annually	Not complete	Legislative compliance matters have not been reported to ARIC in this Financial Year however are planned for FY26.
4.2	Provide advice on emerging issues or industry changes that arise	As required	Complete	The ARIC has provided verbal advice to Management at ARIC meetings on a range of emerging or changing risk areas including cyber-security and compliance matters with emerging regulations. The ARIC and management have participated in frank discussions on a number of industry-wide issues.

Risk Management

Council has an enterprise risk management policy and framework that addresses the key elements of *ISO 31000:2018- Risk Management Guidelines* and the ARIC plays a role in providing advice in integrating this framework into practice. The activities undertaken in FY 25 are:

Code	Activities	Timeframe	Status	Comment
5.1	Report on review of the risk management framework against the Australian risk management framework and OLG guidelines in accordance with the annual attestation.	Annually	Complete	The ARIC reviewed and advised on the annual attestation in June 2025.
5.2	Risk management reports	Quarterly	Complete	The ARIC has received risk management reporting and has provided advice to Council on matters contained within.
5.3	Report of strategic risk register	Annually	Complete	The strategic risk register has been reported to ARIC for advice.
5.4	Risk management plans for major projects (greater than \$1 million capex) will be reported to ARIC.	Annually	Not required in FY25.	This was introduced in December 2025 with the introduction of the ARIC Strategic Plan, it was not undertaken in the 25FY.

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5.5	Delegations register and associated policies will form part of the internal audit plan	Once per term	Not yet due	Included as part of the audit plan.
5.6	Code of Conduct and Public Interest Disclosure complaint data will be reported	Annually	Partially complete	Reported to ARIC via the Annual report, however specific reports will be included in future years.
5.7 and 5.8	Report on review of the risk management framework including any updates on embedded culture, leadership, training and any concerns with operation of the framework.	Once per term	Not yet due	Scheduled for FY27.
5.9	Report to ARIC on insurance arrangements and claims data	Annually	Complete	Reports received by ARIC.
5.10	Asset management to be considered as a topic for internal audit	Once per term	Not yet due	Asset Management is broad, and has been broken down into high risk asset types in the IA Plan.
5.11	Report to ARIC assessing efficacy of existing business continuity plans and testing of the sub-plans.	Annually	Complete	BCP reported to ARIC.
5.12	Policy Framework will be reviewed by internal audit	Once per term	Not yet due	Policy Framework is currently not in the IA plan, however, will be included in a future plan within the current term.

Fraud and Corruption Control

The ARIC receives reports and provides oversight of the Fraud Control Framework. It is noted that the activities undertaken by external auditors in this area have generally followed risks emerging from recent ICAC enquiries. Activities taken during the 25FY are:

Code	Activities	Timeframe	Status	Comment
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6.1	Receive deidentified updates on any on-going Fraud and Corruption investigations permissible to be disclosed to the ARIC.	As required	Complete	This is a standing item at ARIC meetings.
6.2	Include Fraud and Corruption control within the Internal Audit Plan	Once per term	Scheduled	Planned for FY27

Governance

The systems and structures in the governance framework are largely guided by legislation and regulatory requirements. The ARIC's role is to keep these structures under review and provide advice to Council on these structures. Activities in the strategic plan lists

Code	Activities	Timeframe	Status	Comment
7.1	Council resolutions outstanding greater than 1 year reported to ARIC	As required	Complete	Introduced in December 2024 with the ARIC strategic plan and will be a further point of ARIC reviews in coming years.
7.2	Internal Audit Plan will review elements of the Governance Framework	As required	Complete	High risk governance functions were included in the endorsed IA plan in June 2025.
7.3	Review of Corporate Governance Framework aligned to NSW Audit Office Governance Lighthouse reported to ARIC.	Once per term	Not yet due	Planned for FY26 (scheduled for June).
7.4	Cyber-security and Records Management included within Internal Audit Plan.	Once per term	Not yet due	These matters scheduled for review by Internal Audit in FY 26 and 28.

Strategic Planning

The IP&R Cycle is a key mechanism to provide assurance that the Council is delivering planned programs and works to deliver on community outcomes. The ARIC will review the key documents and provide advice to Council on their development.

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Code	Activities	Timeframe	Status	Comment
8.1	Report on IP&R plans (major revisions or significant matters identified through quarterly/annual reviews) - Long term financial planning - Workforce planning - Information on performance indicators setting and measuring performance.	As required	Complete	IP&R documents are made available to ARIC Members. Specific reports will be developed as a standing item for future years to improve oversight.
8.2	Internal Audit Plan will review IP&R	Once per term	Not yet due	Planned for FY 28.
8.3	Annual report (and financial statements) is reviewed by the ARIC.	Annually	Complete	Annual report provided to the ARIC.

Service Reviews

Service reviews are a recent introduction to the IP&R requirements and have been mandated to the ARIC for oversight under the Act.

Code	Activities	Timeframe	Status	Comment
9.1	Report/update on service review framework and planned program of work.	Annually	Not complete	Requirement introduced in December 2024 with introduction of strategic plan. Will be a further point of interest in future meetings.
9.2	Reports on each Service Review will be presented to ARIC	As required	Not complete	Requirement introduced in December 2024 with introduction of strategic plan. Will be a further point of interest in future meetings.

Performance Measurement and Continuous Improvement

The Act and the regulations pertaining to ARIC require that the ARIC keep under review the performance measurement and continuous improvement systems within

Cootamundra-Gundagai Regional Council ARIC Annual Report 2024/25

Council. In FY25, this was primarily achieved through the establishment of the innovative ARIC Alliance, and this was recently recognised by the Statewide Mutual Award for Strategic Enterprise Risk Management.

Future focus for ARIC

This report on the ARIC for 2024/25 FY is an opportunity for the ARIC to communicate to the Council issues that the ARIC sees as important for the Council to be aware of. The ARIC considers the following matters to be strategic concerns for the future.

Financial Assistance Grants and impacts on the Council's financial sustainability

The ARIC has noted that Councils, particularly in the regions, are highly dependent on grants and have limited ability to increase revenue through other sources. The ARIC recommends that Council works with regional partners like the alliance (but not limited to) to increase advocacy around:

1. Allocation of federal grant funding between the metro and rural Councils should be further allocated to the regions.
2. Noting the significant impact that rate pegging has on rural and regional councils compared to metro councils.

Integrating Risk Management across compliance mechanisms

There are functions that have been imposed on rural councils with requirements for sophisticated enterprise risk management and assurance functions that are common in metro councils, however, represent a significantly larger impost on smaller rural councils. Most recently the *Guidelines for Risk Management and Internal Audit* alongside changes to the regulations created the ARIC in its current form. The structure of shared Internal Audit functions creates a positive contribution to Council, and it is important that management and Council continue to support this function to ensure there is limited duplication of effort (and therefore cost) in assurance functions between the three key areas of:

- Management activity
- Internal and external audit
- Enterprise Risk Management

The ARIC is confident that Council's management is equipped to manage the risk of duplication in these areas and the ARIC has the following key strategies that are being implemented:

1. Attendance of External Audit, Internal Audit Coordinator and Management at ARIC Meetings, with contributions requested into planning
2. Assurance mapping, to check for duplication of functions to be completed in FY26.

Cootamundra-Gundagai Regional Council ARIC Annual Report 2024/25

3. Maintaining out of session communication between key functions to address risk.
4. In accordance with the Guidelines, introducing a 'risk based' approach to the activities of key functions to manage resources effectively.

Improving communication

The ARIC is a recently established committee, and in the alliance structure the members have enjoyed working with Council management and Councillor Ryan in the first year of the alliance structure. To improve our communication with the broader elected body, the minutes of each meeting moving forward will be accompanied by a short covering report addressing key matters from each meeting.

8.2.2 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE ORDINARY MEETING MINUTES, AGM MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	451515
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.2 Active participation and engagement in local decision-making</p>
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	<p>1. MHMC Annual General Meeting (AGM) Minutes - 12 November 2025 ↓</p> <p>2. MHMC Ordinary Meeting Minutes - 12 November 2025 ↓</p>

RECOMMENDATION

1. The Minutes of the Muttama Hall Management s.355 Committee Annual General Meeting (inclusive of the Chairperson's Annual Report and the Treasurers Report), held on 12 November 2025, attached to the report, be received and noted.
2. The Minutes of the Muttama Hall Management s.355 Committee Ordinary Meeting held on 12 November 2025, attached to the report, be received and noted.
3. The office bearers and membership of the Muttama Hall Management s.355 Committee as detailed in the report, be endorsed.

Minutes

The attached Muttama Hall Management s.355 Annual General Meeting (AGM) Meeting Minutes (inclusive of the Chairperson's Annual Report and the Treasurers Report), held 12 November 2025 and Confirmation of Committee Members, are submitted for the information of Council.

Membership

The Muttama Hall Management s.355 Committee conducted their Annual General Meeting (AGM) on 12 November 2025. The details of office bearers and membership is provided for Council's consideration, as follows:

Chairperson:	Robert Flint	Deputy Chairperson:	Sarah Ingold
Secretary:	Cathy Last	Assistant Secretary:	Kate Last
Treasurer:	Lien Puddicombe	Assistant Treasurer:	Sam Puddicombe
Booking Officer:	N/A		

Other Members: Bill Buckley, Eliza Butt, Emily Flint, Trevor Glover, Sarah Ingold, Anne Kate Last, Kaede Ingold & Jane MacCulloch.

Council's endorsement of the Committee's elected office bearers and membership is requested.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



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MINUTES

MUTTAMA HALL MANAGEMENT COMMITTEE SECTION 355 COMMITTEE

ANNUAL GENERAL MEETING

MUTTAMA HALL

6.30PM, WEDNESDAY 12TH NOVEMBER, 2025

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Robert Flint

Secretary: Cathy Last

Treasurer: Lien Puddicombe

Councilor: Ab McAlister

General Members: Bill Buckley, Emily Flint, Trevor Glover, Sarah Ingold, Kate Last, Sam Puddicombe, Kadie Ingold, Eliza Butt.

1.2 Apologies: Trevor Glover, Eliza Butt, Kaede Ingold, Ab McAlister, Darrell Edwards

Non-committee member: CGRC representative Darrell Edwards, Abb McAlister.

1.3 Confirmation of previous Annual General Meeting Minutes

The minutes of the last **Muttama Hall Management Committee** Section 355 Committee meeting dated Wednesday 6th November, 2024 are confirmed as true and correct

1.4 Reading of Annual reports from the Chairperson/Treasurer

CHAIRPERSON'S ANNUAL REPORT FOR THE YEAR 2025.

Good evening all

A big welcome to all Committee members and visitors to the Annual meeting.

The past twelve months has been an extremely busy time.

Thank you to all Committee members who have attended our meetings during the last 12 months. The committee accepted the resignations of Hilary Connors and Anne Last. The hall committee now consists of 11 members.

A huge thank you to all committee members who went beyond and above the call of duty to make the past 12 months an outstanding success.

The Cootamundra-Gundagai Regional Council very generously gave the Muttama Hall Management Committee a donation of \$5,000.00 to help with the 100 Year centenary of the opening of the Muttama Hall. Thank you.

The Community of Muttama celebrated in style with a fantastic weekend on 17th & 18th May to mark 100 years since the Muttama Hall was officially opened.

Before the gala dinner commenced a minute silence for Returned Service men and women and one-minute silence for Allan & Paul Rolles followed by grace before the dinner.

The celebration kicked off with a gala dinner that was held on Saturday night with over 100 guests attending and special guest Danny Whitehead representing the the RSL Sub branch. Many local members of the community and former residents entertained the guests with stories from the past speaking about the good old days.

The dinner was catered for by Embellish caterers from Gundagai with a delicious three course meal served on time and hot. Great effort by Belinda and her staff.

The celebrations continued on Sunday the with official opening, Special guests included Michael McCormack, Federal Member for Riverina, Steph Cooke, Member for Cootamundra, Mayor Cootamundra – Gundagai Regional Council Abb McAlister, the Light horse, Army display vehicles.

The anniversary cake was cut by Marie Willis a former resident of Muttama, 50 market stalls, jumping castle, sand pit for the kids, and other displays took place at the Recreation Ground.

The Committee would like to thank the Cootamundra-Gundagai Regional Council for their support over the last 12 months especially Abb McAlister and Darrell Edwards, in regards to the 100 Year celebration. The help we received from Council especially on Sunday 18th May with traffic control and parking at the Recreation ground was very much appreciated.

A huge thank you all the business in Cootamundra, Gundagai and district that supported the 100 Year celebration.

Time Capsule

On Sunday 29th June a B-B-Q was held followed by the burying of the time capsule. Many members of the Muttama community especially children contributed many items, local history, drawings, paintings etc. The time capsule to be opened in 30 years.

The kitchen is now fully equipped with electrical appliances such as Stove, Microwave, Slow cookers, thanks to the Annual Community Donations provided by Cootamundra-Gundagai Regional Council.

Thank you to Cootamundra-Gundagai Regional Council especially Mayor Abb McAlister and Darrell Edwards for being Council's representatives on the Hall committee.

Thank you to Kerry Edgerton for all the ground work and mowing he has done over the past 12 months.

When the Committee decided to go ahead with the Centenary celebration of the opening of the Muttama Hall, I was very concerned how we were going to make the celebration a great success, the task seemed to be very daunting, but every member of the committee did a fantastic job with the duties assigned to them.

Once, again a big thank you to everyone, and look forward to 2026.

Robert Flint
Chairperson
Muttama Hall Management Committee.

Moved: by Sam Puddicombe and seconded by Lien Puddicombe that the Chairperson's report be accepted.

1.5 Treasurer's Report

Lien Puddicombe reported the balance in the account is \$14,679.00.

Moved: by Bill Buckley and seconded by Emily Flint that the Treasurer's Report be accepted.

1. 6 Office Bearers for 2026/2027

The Chairperson declared all positions vacant and the Returning Officer (which can be a committee member) appointed by the Committee takes the chair and presides over the remaining items:

1.7. Acceptance of nominations from Committee members for the position of: No new nominations were received for office bearers.

- President/Chairperson:
- Secretary:
- Treasurer: Lien
- Booking officer N/A

1.8 Office Bearers and Committee members. The officers bearers remained the same as the previous year.

- Chairperson: Robert Flint
- Secretary: Cathy Last
- Treasurer: Lien Puddicombe
- Bookings officer: N/A
- Committee members: Bill Buckley, Eliza Butt, Emily Flint, Trevor Glover, Sarah Ingold, Anne Kate Last, Kaede Ingold, Sam Puddicombe.

Assistant Office Bearers.

- Deputy Chairperson: Sarah Ingold
- Assistant Secretary: Kate Last
- Assistant Treasurer: Sam Puddicombe

1.9 Hire Fees for the Hall.

Rural Fire Service meetings or natural disaster events – No charge.

Council meetings no charge

Commercial and Government meetings such as Land Care \$25.00 per hour.

Morning Tea or Afternoon Tea \$25.00 per hour.

Activities e.g. Tai Chi, Active Farmers \$25.00 per hour

Playgroup or Mothers group a donation.

Market Day Stalls \$20.00 inside – Outside \$25.00.

Private Party (day) \$100.00 bond \$50.00 (refundable).

Private Party (night) \$200.00 bond (\$150.00 refundable)

Wedding \$400.00 (3days) \$200.00 bond - \$100 refundable).

1.10 New Committee member.

The Hall Committee welcomed a new member Jane MacCulloch.
Thank you Jane and we look forward to seeing you

1.11. Date and time of Next Meeting (to be advised).

1.12. Meeting closed at 7:10pm.



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Minutes

MUTTAMA HALL MANAGEMENT COMMITTEE SECTION 355 COMMITTEE

MUTTAMA HALL

6.30 PM WEDNESDAY, 12TH NOVEMBER, 2025.

1 MINUTES

1.1 Attendance and Confirmation of Quorum

Present: President/Chairperson: Robert Flint.

Secretary: Cathy Last

Treasurer: Lien Puddicombe

Councillor:

General Members: Emily Flint, Kate Last, Sam Puddicombe, Bill Buckley, Sarah Ingold.

Cootamundra-Gundagai Regional Council representatives:

Confirmation of a Quorum: There are **11** Members appointed to this Committee.

Quorum numbers are met **yes**

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

1.2 Apologies

Eliza Butt, Trevor Glover, Kaede Ingold, Abb McAlister, Darrell Edwards.

1.3 Disclosure of Interest

There were **no** Disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last **Muttama Hall Management Committee** Section 355 Committee meeting dated **12th October, 2025** are confirmed as true and correct.
Moved by Bill Buckley seconded by Lien Puddicombe.

Business Arising from previous Minutes:

Correspondence in/out: (as per agenda)

1.5 Report from the Treasurer/President/Secretary

Balance \$14,676.00 Moved by Robert Flint seconded by Cathy Last that the Treasurers report be accepted.

1.6 General Business (List Agenda Items)**Air Conditioning for Kitchen.**

Action: Air conditioning to be installed in the kitchen. Bill Buckley will update the committee at the next meeting.

Railway Celebration.

1. The weekend of 2nd and 3rd May a celebration will be held to mark 140 years since the Cootamundra to Gundagai Railway line was opened.

2. Market stalls will operate on Sunday 3rd of May at the Recreation ground. Kate Last addressed the committee regarding market stalls, if the stall holders are unable to attend on Sunday the market stalls be held on Saturday 2nd May, 2026 instead. A discussion was held on the cost of market stalls, it was suggested early bird stall holders be given a discount, some committee members were not in favour of an increase.

Moved by Sam Puddicombe and seconded by Lien Puddicombe that the fees for market stalls be increased and the price be decided at the next meeting.

There will also a B-B-Q and other family activities on the day.

Details of these activities are yet to be finalised.

Honour Board Display

Sam Puddicombe has purchased material to make the display board. Sam will advise the committee when the display boards are ready to be installed.

History Display in Kitchen.

Action: The history display has come off the walls and needs to be attached in a more permanent way.

Fund raising auction.

Robert Flint has been approached to hold an auction early next year as a fund raiser for the hall. Robert will advise the committee at the next meeting further details.

1.7 Next meeting to be held on Wednesday 13th January.**1.8 Time Meeting Closed at 7.00pm.**

CHAIRPERSON'S REPORT

Good evening all thank you for attending this meeting.

Over the last 12months we have seen an increase in the number of members on the committee which is great to see especially the number of younger members in the community becoming involved.

A number of big improvements have been made to the Hall in the past 12months.

Construction of a new kitchen including lining of the kitchen area.

Construction of paths from the kitchen door to the toilets, path from the front door to side door.

New water tank and refrigerator.

New vacuum cleaner.

Grants from Community War Memorials Funds. Grant application for \$10,000.00 was successful.

Work is being carried out at present - sealing of the kitchen ovens, repairs to chimneys, repairs to back wall.

Grant from Cootamundra Gundagai Regional Council – Annua Community Donations.

The Muttama Hall Committee was successful in obtaining a grant from Council for \$1,1 75.00

This grant is to be used to purchase various items for the kitchen, within 12 months.

Fund raising event – Movie Night - \$1,300.00 was raised.

A very successful B-B-Q and Movie Night was held on Saturday 13th April with approximately 73 people in attendance. Not only a successful fund raiser but a coming together of the Muttama Community.

100 Year Celebration 17th & 18th May, 2025

It was decided to have a Dinner on Saturday 17th May and Fun Day 18th May.

A lot preparation is needed for this event to be a success.

Thank you to the Cootamundra Gundagai Regional Council especially Darrell Edwards and Andrew Bock for their many hours they both spent above and beyond their duties to help advise the Hall Committee on what repairs were needed to bring the building to a heritage status level.

Thank you, Trevor Glover, for being Council representative on the Hall Committee.

Thank you to **all** members of the Committee for their time and effort they have put into making the past year very successful.

Robert Flint
Chairperson
Muttama Hall Management Committee

8.2.3 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE ORDINARY MEETING MINUTES, AGM MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	454094
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.2 Proactive, practical Council leaders who are aligned with community needs and values
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. CSUG Annual General Meeting (AGM) Meeting Minutes - 19 November 2025 ↓ 2. CSUG Ordinary Meeting Minutes - 19 November 2025 ↓

RECOMMENDATION

1. The Minutes of the Showground Users Group s.355 Committee Annual General Meeting (inclusive of the Chairperson's Annual Report and the Treasurers Report), held on 19 November 2025, attached to the report, be received and noted.
2. The Minutes of the Showground Users Group s.355 Committee Ordinary Meeting held on 19 November 2025, attached to the report, be received and noted.
3. The office bearers and membership of the Showground Users Group s.355 Committee as detailed in the report, be endorsed.

Introduction

Minutes

The attached Showground Users Group s.355 Annual General Meeting (AGM) Meeting Minutes, Ordinary Meeting Minutes, held 19 November 2025 and Confirmation of Committee Members, are submitted for the information of Council.

Membership

The Showground Users Group s.355 Committee conducted their Annual General Meeting (AGM) on 19 November 2025. The details of office bearers and membership is provided for Council's consideration, as follows:

Chairperson:	Darren Absolon	Secretary:	Bec Medhurst
Treasurer:	Wayne Eschbank	Booking Officer:	Bec Medhurst

Council's endorsement of the Committee's elected office bearers and membership is requested.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.



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AGM MINUTES

COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

**ALBY SCHULTZ ROOMS, COOTAMUNDRA
5.00PM, WEDNESDAY 19 NOVEMBER 2025**

1 AGENDA ITEMS

Sign On in the Volunteer Attendance Register

Meeting Open 5.05pm

Meeting open

1.1 Attendance and Confirmation of Quorum

Attendance: Chairperson: Darren Absolon

Nominated Members Trish Taylor, Bec Medhurst, Rod Jones,
Wayne Eschbank

Other Attendance: , Steven Lowe, Dave Manwaring, Olwen
Smith

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

Jeff Price, Gil Kelly

1.3 Disclosure of Interests

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

1.4 Confirmation of previous AGM Minutes

The minutes of the Showground Users Group Section 355 Committee Annual General Meeting held 21 August 2024.

The minutes are accepted as circulated..

Moved: Rod Jones Second: Trish Taylor CARRIED

1.5 Business arising from previous Minutes-Action List

No business arising

1.6 Correspondence in/out:

- Incoming correspondence:
NIL
Outgoing Correspondence
NIL
Moved:
Second:

1.7 Report from the Treasurer/Chairperson/Secretary:

Wayne Eschbank provided a balance of the SWS Bank Account of 14/11/25 of \$47662.85
SWS Term Deposit: \$50K

Moved: Wyne Eschbank
Second: Rod Jones

Election of Office Bearers

Darren Absolon vacated the chair for the election of office bearers.

Steven Lowe took the chair to conduct the office bearer election.

Steven called for nominations

Chairperson

Darren Absolon
Nominated by Dave Manwaring
Seconded by Rod Jones
Darren Absolon accepted the nomination.
No further nominations received.
Darren Absolon elected unopposed as Chairperson

Secretary

Bec Medhurst
Nominated by Dave Manwaring
Seconded by Darren Absolon
Bec Medhurst Accepted the nomination
No further nominations received.
Bec Medhurst elected unopposed as Secretary

Treasurer

Wayne Eschbank
 Nominated by Dave Manwaing
 Seconded Rod Jones
 Wayne Eschbank accepted the nomination
 No further nominations received
 Wayne Eshbank elected unopposed as Treasurer

Booking Officer

This position will liaise with CGRC regarding showground bookings
 Bec Medhurst
 Nominated by Trish Taylor
 Seconded by David Manwaring
 Bec Medhurst Accepted the nomination
 No further nominations received.
 Bec Medhurst elected unopposed as Booking Officer

1.8 General Business:

NIL

There being no further business the meeting was declared closed.

Time AGM Meeting Closed 5.20pm



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MINUTES

COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING ROOM

5.00PM, WEDNESDAY 19 NOVEMBER 2025

1 AGENDA ITEMS

Sign On in the Attendance Register

Meeting Open 5.25pm

Meeting open

1.1 Attendance and Confirmation of Quorum

Attendance: Chairperson: Darren Absolon

Nominated Members - Bec Medhurst, Trish Taylor, Rod Jones,

Other Attendance: Steven Lowe, Wayne Eschbank, Olwen Smith

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

Gil Kelly, Jeff Price

Matters with Council

Darren Absolon asked that any matters that needed to be discussed with Steven Lowe be discussed now so that Steve could leave the meeting as soon as possible as he kindly attends the meetings in his own time.

1.3 Disclosure of Interests

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

1.4 Confirmation of previous meeting Minutes

The minutes of the Showground Users Group Section 355 Committee ordinary meeting date 20 August 2025.

The minutes are accepted as circulated..

Moved: Rod Jones Second: Trish Taylor CARRIED

Business arising from previous Minutes-Action List

Item/Discussion	Action	Status
Ned Stieger – Led Lights	Still to be completed New Funding hopefully available later this year	Steven to follow up
Tree/Hedge Plantings Cnr Berthong & Pinkerton Rd to assist with noise suppression from Luncheon Pavilion - Additional Tree Planting in camping area	Steve to arrange with parks & gardens	Ongoing
Measuring bay	-Slab requires council engineers to certify levelness and provide a letter to this.	-To be completed -
Top Dressing Main Arena	Council have delivered several loads of top dressing. Darren to meet with Wayne onsite to decide on the area to work on first	TO BE COMPLETED
Luncheon Pavilion	Quotes still being sourced by Darren & Bec. Steve advised that we have until 30/6/2026 for work to be completed. Works will need to be undertaken around booked events. Electricity requires upgrading for air conditioning	Ongoing
Drain pinkerton Rd end of main arena	has started to collapse. Causing a sink hole.	Ongoing
RDA Paddock weed spraying	Still on councils to do list	Ongoing
Wallendbeen Oval Old Fencing	For fencing around Caretakers Office Wallendbeen Bridge holding up access to site	To Be Completed
Covered Arena Lighting Tripping	Jeff Price to arrange for Brent Loutitt to have a look when he is at grounds completing work in caretakers office. Needs to be completed prior to Annual Show in October	Ongoing
Quote to connect airconditioning and increase capacity in Luncheon Pavilion	Jeff price to get a quote from Brent Louittit	Ongoing
Rotunda Post Dropping	Vertical post sinking from work done to rotunda. Steve Lowe to contact tradesman that undertook work to rectify	Ongoing

Master Key Register	To be Updated	Ongoing
Amenities Blocks Upgrades	\$10k budget approved. Quotes to be sourced and work undertaken	Ongoing

Moved: Trish Taylor Second: Jeff Price

Steve Lowe left the meeting

1.5 Correspondence in/out:

- **Incoming correspondence:**

Cootamundra Strikers BnS booking cancelled.

Booking requests: Wattle Town Canine Carnival (discuss general business)

Outgoing Correspondence

Replies to bookings

Moved: Trish Taylor Second: Rod Jones

1.6 Report from the Treasurer/Chairperson/Secretary:

Withdrawals

25/8/25 \$848.90 MBS Young – Building Repair materials
 25/8/25 \$1000 – Bond Refund – Camilla Brown – Harringtons Circus
 25/8/25 \$672.77 Mad Harrys Young – Building Repair Materials
 18/9/25 \$2000 Jeff Price - Part payment HWS and amenities block parts
 19/9/25 \$1965.58 – Jeff Price Part Payment HWS and amenities block parts
 16/10/25 Ben Tregear – Powerbox Repair
 19/11/25 Ben Tregear = Power Check prior to Annual Show
 19/11/25 Ben Tregear – Electrical repair covered arena rat damage

Deposits

12/11/25 \$1400 – Mathew Cornwell – McGuinness Family Luncheon Pavilion Hire (\$400 hire & \$1000 Bond)
 Camping payments

Motions:

That \$50k term deposit with SWS Bank sue 22/11/25 be rolled over for another 3 months. The interest to be rolled over too.

Moved: Rod Jones Second: David Manwaring CARRIED

That the treasurers report be accepted.

Moved: Wayne Eschbank Second: Trish Taylor CARRIED

1.7 General Business:

Tree Removal

Tree between loading ramp and RDA has died and needs removing, Steve to arrange with council workers

Waste Bins & Lids

A number of Waste bin Lids need to be changed from recycle to General. Several bins are damaged and require replacing Steve to speak to tip to approve change.

Disabled toilet Handle = Berthong St

Handle is not working correctly and requires replacing

Creek Weeds need attention

Council cleaned up creek weeds in other areas but appear to have stopped at the showground

Ned Stieger Pavilion Lights

The meeting discussed that the current lights in the Ned Stieger Pavilion are below par and are not suitable for their job. We have been awaiting a funding opportunity for the replacement of these lights for a fair amount of time. It was decided to get quotes for the replacement of the current lights with led lights which are brighter and make the pavilion more usable. Quotes to be obtained and brought to the next meeting.

Alan Elliott Pavilion

Darren advised that the show society is obtaining quotes to add whirly birds to the roof of the pavilion to assist with air flow. The show Society will fund this project.

It was also brought to the committees attention that the roller doors on this pavilion are no longer effective as they don't seal well and are hard to use. Darren to obtain quotes for the replacement of these. Quotes to come to next meeting.

Luncheon Pavilion

Darren & Bec hope to have quotes and works in place to commence after the glider club vacate the building at the end of January and are aware of the 30 June 2026 deadline for works.

Dog Club Proposed Hire 2026

A discussion took place regarding the request to hold the Wattle town Canine Carnival Kennel Clubs 2026 events in May. The meeting decided that we are happy to approve the request with the conditions for the 2025 event plus the following additional conditions. The cost would be \$3500. Hire period is 4th May to 17 May 2026. This includes the hire of the arena and camping for participants on the pavilion side of the grounds. The additional conditions are:

1. No admittance to any attendees prior to the booking period under the Kennel club booking.
2. Any arrivals prior to 10am 4 may 2026 are to be a regular camping booking and payment for camping is required to be paid to the user group. They are to set up in an area as designated by the user group/caretaker.

Bec to advise the Kennel club of this decision.

1.8 Date and Time of Next Meeting

The next meeting is scheduled for **Wednesday 25 February 2026 5pm**
Alby Schultz Meeting Centre.

Time Meeting Closed 6.10pm

This is a true and correct copy of the minutes.

Chairperson

Current Showground Bookings

Gliders 26/12/25 – 20/1/26 Luncheon Pavilion

Cootamundra Summer Horse Show – User Group Booking 31/1 - –
1/2/26

CDMRS Rally – User Group Booking – 18/4/26

Wattle Town Canine Carnival 4/5 – 17/5/26

Cootamundra Winter Horse Show – User Group Booking 4 – 9/6/26

Junior Heifer Show – 9/7 – 12/7/26

8.2.4 SECTION 355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	451505
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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	To Comply with the s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> 1. TACC Meeting Minutes - 16 October 2025 ↓ 2. TACC Meeting Minutes - 20 November 2025 ↓ 3. CHCMC Meeting Minutes - 1 December 2025 ↓

RECOMMENDATION

The Minutes of the s.355 Committee Meetings, attached to the report, be received and noted.

Discussion

The Meeting Minutes of the following s.355 Committees, attached to the report are submitted for the information of Council and the community.

- The Arts Centre Cootamundra s.355 Committee Meetings Minutes - 16 October 2025.
- The Arts Centre Cootamundra s.355 Committee Meeting Minutes – 20 November 2025.
- The Cootamundra Heritage Centre Management Committee Meeting Minutes – 1 December 2025.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL



Minutes

THE ARTS CENTRE COOTAMUNDRA

SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLEDOON STREET

THURSDAY 16 OCTOBER 2025

Agenda

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1.11 Time Meeting Closed	5

1 AGENDA ITEMS

Sign on in the Volunteer Attendance Register

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson:

Vice Chairperson: Julie Cowell

Secretary: Eric Steinke

Treasurer: Rosie Fowler-Sullivan

Council Representative:

General Members: Hannah Northey, Mackenzie Bird, Dotti La Sage, Lyn Cameron, Denise Price,

Confirmation of a Quorum:

There are **[11]** Members appointed to this Committee.

Quorum numbers are met **yes**

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

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

1.2 Apologies

Natalie Cowled, Hannah Northey, Isabel Scott

1.3 Disclosure of Interests

- None disclosed.

1.4 Confirmation of previous meeting Minutes

- The minutes of the last The Arts Centre Cootamundra Section 355 Committee meeting dated 18th September 2025 to be confirmed as true and correct.

Moved: Eric Steinke; Seconded: Denise price.

1.5 Correspondence in/out

- Don Meloche inquired about exhibiting his work "blue holes" Julie has given him the details of the room dimensions along with costs for room hire.
- Tom Davis from Warehouse Circus is scouting for locations for a 2026 tour, Julie has sent them the details for room hires.

1.6 WHS

- The front door was left ajar on Tuesday 14th of October user error.

1.7 Reports

1.7.1 Financial Report

balance sheet

	30 Sept 2025	30 Sept 2024	30 Sept 2023
Assets			
Bank			
CCACC	43,925.96	48,279.29	55,413.16
Do not use Grant /Donations	-	-	4,000.00
Mastercard	818.00	925.85	-
Old customer deposit account	-	600.00	1,882.00
Total Bank	44,743.96	49,805.14	61,295.16
Current Assets			
Accounts Receivable	6,211.00	9,969.80	4,517.01
Petty Cash and Float	(250.00)	(286.50)	250.00
Total Current Assets	5,961.00	9,683.30	4,767.01
Fixed Assets			
Computer Equipment	3,688.06	955.15	-
Office Equipment	1,062.84	1,062.84	173.75
Security deposit	500.00	500.00	500.00
Total Fixed Assets	5,250.90	2,517.99	673.75
Total Assets	55,955.86	62,006.43	66,735.92
Liabilities			
Current Liabilities			
Accounts Payable	389.50	1,319.00	562.80
Customer Deposits	900.00	1,500.00	1,200.00
Do not use Grant /Donations	-	800.00	-
Donations for specific purposes	(28.59)	(28.59)	19,486.00
GST	(1,268.73)	571.96	960.83
Rounding	(0.06)	(0.06)	(0.01)
Total Current Liabilities	(7.88)	4,162.31	22,209.62
Non-current Liabilities			
Theatre lights	300.00	300.00	-
Total Non-current Liabilities	300.00	300.00	-
Total Liabilities	292.12	4,462.31	22,209.62
Net Assets	55,663.74	57,544.12	44,526.30
Equity			
Current Year Earnings	(4,806.21)	7,555.31	8,154.84
Retained Earnings	60,469.95	49,988.81	36,371.46
Total Equity	55,663.74	57,544.12	44,526.30

profit and loss

	Sept 2025	Sept 2024
Trading Income		
catering income	-	-
Sales	2,500.00	1,520.00
Total Trading Income	2,500.00	1,520.00
Gross Profit	2,500.00	1,520.00
Other Income		
Admin & Tech	250.00	-
Casual hire	2,450.00	1,607.00
Friendship group	278.20	136.38
General fundraising movie	1,205.49	-
PA workshop	2,849.73	1,402.72
Performance	-	90.91
sales bar	-	-
sales kiosk	486.73	-
VA workshops	190.88	184.55
Total Other Income	772.72	90.91
Operating Expenses	8,483.75	3,512.47
Advertising	(0.91)	785.32
alcohol	100.00	-
Bank Fees	32.80	-
Catering	-	-
Cleaning	300.00	250.00
Consulting & Accounting	68.18	63.64
Contract	3,584.77	1,008.00
Donation	(284.37)	(227.27)
Furniture	-	-
kiosk	284.35	-
Movie contract	-	2,022.50
Movie hire	1,622.46	825.00
Natural Gas	292.77	310.61
Printing & Stationery	-	-
Repairs and Maintenance	-	54.55
Security	40.91	40.91
Telephone & Internet	-	57.27
Tutor Fees	900.00	436.36
Total Operating Expenses	6,940.96	5,626.89
Net Profit	4,042.79	(594.42)

1.7.2 Report for Visual Arts

Artist Expressions of Interest – TACC First Annual Art Exhibition

Artists are cordially invited to submit their expression of interest in exhibiting at The Arts Centre Cootamundra: First Annual Art Exhibition, September 2025.

The first exciting launch of this exhibition, which will become an annual event for TACC, opens on the evening of Friday 12th September 2025, and closes Saturday 27th September 2025.

The Art Exhibition is focused on fostering support and forming networking opportunities for creatives and artists. It will be a fantastic showcase of the rich talent within our region.

The Artists are invited to submit up to three pieces of their own original artworks for sale.

Mediums include, but not limited to paintings, mixed media visual arts, photography, woodwork, pottery and fibre crafts.

An entry fee is \$10 per artwork submitted is applicable and no commission is charged on artwork sales. Artists are responsible for the pricing of their own artworks. TACC accepts no liability for the artwork displayed in the exhibition. Artists are strongly encouraged to hold their own insurance for artworks. TACC will collect sales monies during the length of the exhibition. Sales will be paid to the artist via direct debit on conclusion of the exhibition. Please provide your bank details included in the submission form.

Checklist of dates for artists

Entries open: Friday 8th August 2026. Entries close: Friday 29th August 2026.

Delivery of artworks to The Arts Centre Cootamundra: Monday 8th September between 10am-3pm
 Opening night Friday September 12th from 5.30pm to 7.30pm. This will be a ticketed event at \$15 per person, insert link to sticky tickets and includes finger food and grazing platter. TACC bar will be open where guests can purchase alcoholic and non-alcoholic beverages.
 Mid-exhibition free public workshops will be run Saturday 13th September, Sunday 14th September, Saturday 20th September and Sunday 21st September 2025.
 Volunteers during the exhibition are always appreciated.
 The exhibition closes Saturday 27th September 2025. The pack down of the exhibition space will take place between 4.30-5pm. Afterwards artists are warmly invited to come together for a shared meal from 5pm, encouraging interaction and a sense of community allowing for conversation and the sharing of ideas and artistic experiences. The TACC bar will also be open for the purchase of alcoholic and non-alcoholic beverages.
 Submission form via link (hard copies available at TACC)

- proposal of terms of entry for artworks in future annual exhibitions. details to be nitted out by the committee

1.7.3 Report from Performing Arts

-

1.7.4 Report for Administration & Movies

- Tim Roberts from CGRC came to look at the bits that we asked about. Steve is on leave. Tim will get back to us with Steve about the brick work around the door.
- The theatre doors have been repaired to open correctly in an emergency.
- The visual arts door bolt has been reduced so that it will not fall down so easily.
- I am still waiting on the electrician to be here to replace the foyer lights and fix the visual arts door sensor light. The outside toilets now have lights and fire sensors.
- Xero is being a bit of trouble with the bank account for the Community Chest - I will need to get some help on it (and cant even change the name anymore, so I may have to add a new one - although Xero doesn't want to add dummy accounts anymore as the bank has to be real and the account has to be synchronised with the bank.
- CGRC was given the information that TACC is willing to discuss housing the visitors centre with contract to be agreed upon before decisions are made. Linda Wiles is on leave until Monday 13 Oct so nothing can be put forward before then. Leah Sutherland has offered to come to the meeting on Thursday 16 Oct.
- Movies
 - o Some Facebook argy-bargy going on. Our local keyboard warrior requested a horror movie (on a comment for another film...) I answered that horror was not what our regular patrons want and that we could not afford to screen them with less than 30 people. She then went on to post a show of hands for people on Cootamundra Matters who would go to a horror movie. Comments ranged from people suggesting she go to Temora or Young, to watching Netflix at home. Another comment was "could I ask when it would be on?" She also made it look like TACC would not show another genre of movie. So, I posted on Wednesday 8 Oct that TACC would be willing to screen a horror movie (or ongoing schedules of) if someone volunteered to help with the choosing. Wed evening a person by the name of Isolde emailed (OMG she didn't Facebook message, already I was impressed by her reading skills). I replied on Thursday 9 Oct with our distributors' websites for her to peruse movies that we have access to. Fingers Crossed

Date	Movie name	adults	seniors	children	comp & n/c	total income (incl gst)
Wed 3 Sept	The Life of Chuck	0	6	0	1	\$78.00
Fri 5 Sept?	Freakier Friday (CHS fundraiser?)		16			\$192.00
Sun 7 Sept	Freakier Friday (Disney)	1	0	1	0	\$26.00
Wed 10	Freakier Friday	1	12	0	6	\$171.00
Sat 13	The Penguin Lessons (Madman) Red Cross Fundraiser		43			\$516.00
Sun 14	Eddington (Universal)	4	2			\$86.00
Wed 17	Eddington					
Friday 26 Sept	Downton Abbey: The Grand Finale (Universal)	19	63	0	1	\$1,104.00
Sat 27 Sept	Downtown Abbey	5	18	0	3	\$309.00
Sun 28	Kangaroo (StudioCanal)	7	12	7	0	\$338.00
		37	172	8	11	\$2,820.00

- Movie invoices Total= \$1,814
 - o Kangaroo = \$200 (1/3 of cost)
 - o Life of Chuck (Was a part of Aug income too) = \$165
 - o Freakier Friday = \$302.5
 - o The Penguin Lessons = \$110
 - o Eddington = \$330
 - o Downton Abbey TGF = \$706.51
 - o Kangaroo (in October invoices including 2nd screening \$868 income) = \$663.3

(Moved:Rosie Fowler-Sullivan seconded:Mackenzie Bird)

1.8 Business Arising from previous Minutes

- Compliance , Infrastructure and Grants. Next steps
 - o Comprehensive plans from a draftsman, designer or architect in relation to the building repair or maintenance before submitting grant proposals.
 - o priority to make the centre more accessible, with allowances that the studio spaces be available for hire.
- proposal to hire an architect as our to get the grants ball rolling as our volunteer draftsmen have yet to get back to us.
 - o Need to get Mariah Fowley access to the centre so she can measure the space.
- Grants
 - o Table replacements: pursuing grants to facilitate replacing disheveled chairs and trestle tables.
 - o Automatic door installation.
 - o Draft plans
 - o Bar Upgrade - bar design (possibility of movable, definitely lockable)

- Future Planning
 - 1 year plan: compliance (sliding doors, bio box, fireproofing, electrical, egress, etc. as per report), roller door in kitchen, ~~clean-up~~, paint, foyer lighting
- Items on hold
 - Photos of various layouts for website (Nat) – For 2024
 - Refresh/painting – after building/compliance changes.
 - Signage in car park
 - Subcommittee formed to discuss website, style guide, marketing & social media
 - 2 year plan: ceilings, furniture refresh
 - 3 year plan: secure storage, bar area
 - 4 year plan: Men's shed rebuild
 - 10 year plan: theatre rejig
 - Registered volunteer organisation for pensioners (revisit august meeting 2025)
 - Dance with Miss Em space issues.(awaiting written correspondence from DWME)

1.9 New/General Business

- Visitor Information Centre: Council has convened with the heritage centre, both parties are in agreement to move the VIC, TACC committee has agreed in principle to house it.
 - next steps: convening with council representatives to determine the details of VIC operations
 - preparing suitable location for VIC to operate from
- expectations from TACC Committee
 - That the VIC is in a self-contained location that can be isolated from the remainder of the centre. Location to be determined by the TACC committee.
 - That council is responsible for manning the operations/organising volunteers of the VIC.
 - that council is providing the brochure/marketing material for VIC use.
- annual arts exhibitions: Sarah has proposed annual exhibitions in which artists are able to sell their artworks. As we do not have a procedure to accommodate these forms of exhibition the executive committee will meet on 22nd October to determine the best path forward.
 - Festival of turtles: revive the festival of turtles as part of an annual exhibition. to maintain the same feel with an assortment of orbiting events, workshops or shows. potentially location for centre open days.
 - Dotti to chase down information from other regional exhibits/arts societies on how they budget out their public liability insurance responsibilities.
- community chest
 - funds: due to our outgoing financials we haven't produced a profit for this quarter as such the community chest is currently empty. Our other community engagements such as school presentation donations are still being disseminated.
 - alterations to the terms of the community chest to remove the need for an application process. The direction of the fund is determined by the reception position who will recommend potential events that apply to the committee who will vote on whether it applies or no. the recipient of the funds maintains the right of refusal.

- social media: Lucy and Eric to meet Tuesday 21st to discuss members social media groups we can facilitate.
- registered volunteer organisation: the proposal was floated to the committee again, no committee members present wanted to take on the job of finding out, this initiative has been shelved.
- Meeting time to change to 5:30pm on the third Thursday of the month

1.10 Date and Time of Next Meeting

5:30PM 20th November 2025

1.11 Time Meeting Closed

Sign Off in the Volunteer Attendance Register

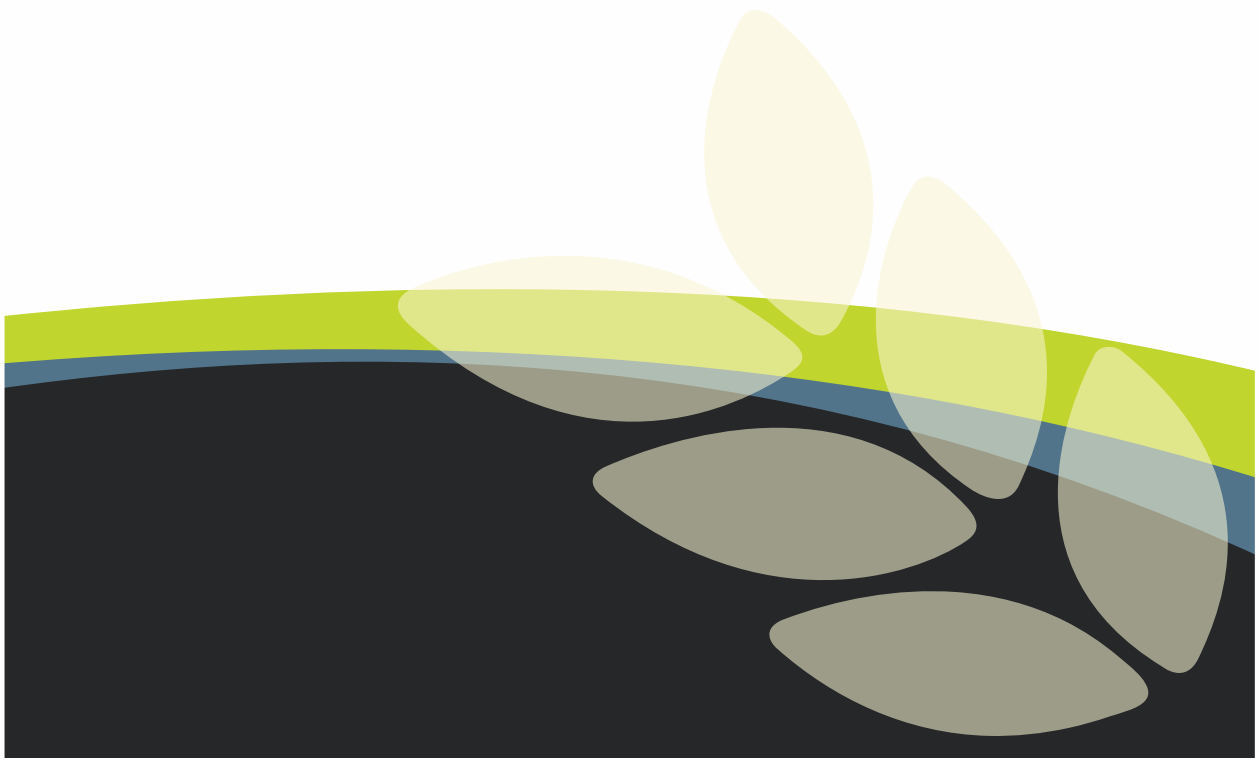


Minutes

THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLEDOON STREET

THURSDAY 20 NOVEMBER 2025



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1.3	Disclosure of Interests	2
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1.7.1	Financial Report	3
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1.7.2	Report for Administration & Movies	4
1.7.3	Reports for Comms and marketing	5
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1.9	New/General Business.....	8
1.10	Date and Time of Next Meeting	9
1.11	Time Meeting Closed	9

1.1 Attendance and Confirmation of Quorum

Attendance: President/Chairperson: Natalie Cowled

Vice Chairperson: Julie Cowell

Secretary: Eric Steinke

Treasurer: Rosie Fowler-Sullivan

Council Representative: Logan Collins

General Members: Hannah Northey, Mackenzie Bird, Dotti La Sage,

Confirmation of a Quorum: There are **[11]** 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.

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

1.2 Apologies

Denise Bradley, Sarah Hughes, Lucy Main

1.3 Disclosure of Interests

None disclosed.

1.4 Confirmation of previous meeting Minutes

The minutes of the last The Arts Centre Cootamundra Section 355 Committee meeting dated 16th October 2025 to be confirmed as true and correct. (Appendix A).

Minutes: Moved Eric Steinke; Seconded: Julie Cowell

1.5 Correspondence in/out

- Stockinbingal public school has invited a member of the committee to attend the Stockinbingal school presentation on the 11th of December.
- Quotes received
 - Sliding doors for centre entryways.
 - Concrete for levelling flooring and compliance issues.
- Grants. Transgrid, has sent out their upcoming grants programs,

1.6 WHS

- Birds getting into the building, requiring a weather strip on the TST entry way.
- Rain has caused leaks in several rooms, namely studio 1 and studio 7. A roofer from council has already inspected the roof and problem areas are on the books for repair.
- Footpath works: council to begin work fixing the footpath on Wallendoon street directly In front of the entry way. Work to commence Wednesday 19th of November, see appendix B for planned disruption.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

- Electricians have updated the lighting around the centre improving visibility. The sensor light outside the visual arts room has been repaired and the fluorescent lights in the office foyer have been replaced with LEDs. More works are to come when electricians are available.
- Mudlarks would like ready access to a hose to make clean up quicker and easier to prevent a build-up of clay dust.

1.7 Reports

1.7.1 Financial Report

Our financial situation is bouncing back well, we've recouped the expenditure on the theatre entry way concreting.

Profit and loss

	Oct 2025	Oct 2024	Oct 2023
Trading Income			
catering income	-	9.09	159.08
Membership	279.18	277.27	172.73
Sales	1,162.50	1,427.50	1,200.00
Total Trading Income	1,441.68	1,713.86	1,531.81
Gross Profit	1,441.68	1,713.86	1,531.81
Other Income			
Admin & Tech	600.00	-	-
Casual hire	3,262.27	160.00	1,942.50
Friendship group	263.73	204.55	204.55
General fundraising	-	-	95.45
Late Payment fee	20.00	-	-
movie	2,865.45	4,115.45	1,111.82
PA workshop	-	272.73	1,086.36
Performance	-	-	1,638.65
sales bar	-	-	50.91
sales kiosk	277.27	517.45	335.72
Total Other Income	7,288.72	5,270.18	6,465.96
Operating Expenses			
Advertising	(56.36)	151.82	150.00
Bank Fees	40.38	-	-
Catering	-	(4.41)	23.37
Cleaning	450.00	400.00	-
Consulting & Accounting	-	63.64	59.09
Contract	3,045.00	1,543.50	472.50
Donation	336.37	(588.95)	(59.09)
Freight & Courier	-	12.95	-
Furniture	635.45	-	-
kiosk	216.77	441.59	32.91
License	77.19	83.23	82.82
Movie contract	-	504.00	189.00
Movie hire	2,240.28	2,245.46	941.09
Printing & Stationery	-	-	70.00
Repairs and Maintenance	-	327.40	-
Security	40.91	40.91	40.91
Sponsorship	-	413.64	-
Telephone & Internet	111.36	213.62	209.20
Tutor Fees	-	-	240.00
Total Operating Expenses	7,137.35	5,848.40	2,451.80
Net Profit	1,593.05	1,135.64	5,545.97

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Balance sheet

	31 Oct 2025	30 June 2025	30 June 2024
Assets			
Bank			
CCACC	45,274.06	52,130.12	41,192.85
Mastercard	754.55	930.30	1,103.50
Old customer deposit account	-	800.00	500.00
Total Bank	46,028.61	53,860.42	42,796.35
Current Assets			
Accounts Receivable	7,526.25	3,491.90	4,374.10
Petty Cash and Float	(250.00)	(286.50)	(286.50)
Total Current Assets	7,276.25	3,205.40	4,087.60
Fixed Assets			
Computer Equipment	3,688.06	3,688.06	955.15
Office Equipment	1,062.84	1,062.84	1,062.84
Security deposit	500.00	500.00	500.00
Total Fixed Assets	5,250.90	5,250.90	2,517.99
Total Assets	58,555.76	62,316.72	49,401.94
Liabilities			
Current Liabilities			
Accounts Payable	-	237.00	695.00
Customer Deposits	1,000.00	800.00	500.00
Do not use Grant /Donations	1,000.00	1,800.00	1,800.00
Donations for specific purposes	(28.59)	(28.59)	(28.59)
GST	(972.38)	(1,261.58)	(3,853.22)
Rounding	(0.06)	(0.06)	(0.06)
Total Current Liabilities	998.97	1,546.77	(886.87)
Non-current Liabilities			
Theatre lights	300.00	300.00	300.00
Total Non-current Liabilities	300.00	300.00	300.00
Total Liabilities	1,298.97	1,846.77	(586.87)
Net Assets	57,256.79	60,469.95	49,988.81
Equity			
Current Year Earnings	(3,213.16)	10,481.14	13,617.35
Retained Earnings	60,469.95	49,988.81	36,371.46
Total Equity	57,256.79	60,469.95	49,988.81

1.7.2 Report for Administration & Movies

- Sun 26 Oct - big storm. New leaks. Report made for council. Roof guy came in on Wed 5 Nov to check the roof. Middle box gutter will be cleaned. Leaks were in the theatre (normal spot), down the wall on the south side of the Vis arts/old pottery studio, front east corner of the office.
- Dale Gilders came in to look at and quote for cement in the meeting room, visual arts room for updates to use the meeting room as visitor centre. Getting quotes for wall in meeting room, vis arts locker area/kitchenette from Brandon Martin. Left email and phone message Tues 5 Nov
- Steven Lowe emailed about the footpath being done sooner rather than later (asked for availability over the next 4 weeks) We don't want to put them off, but have detailed the events coming up and difficulties with entrance.
- Eric has been learning some office stuff and I have been here just 2 hours each open day.
- Anne has been cleaning, sorting, and messing (!) the visual arts room for a number of weeks in order to clear some space in there.
- Natalie, Eric and I met at the end of October to discuss VIC proposal and talked accessibility around the front rooms. Natalie has emailed council (Leah & Linda) with our approximate requirements and we do not yet have a reply (5 Nov)
- Made up \$50 voucher to donate to Coota shop Local Christmas Campaign. Dropped to CGRC
- Movie bookings: due to Julie leaving bookings are changing, Isolde Camerman has expressed interest in doing the movie bookings as a volunteer person.

- Centre manager position, Eric is the only applicant so far.

1.7.3 Reports for Comms and marketing

- TACC Facebook
 - Followers = 1,636 (up by 6 since September 2025 meeting) in the last 28 days we had one post with 5,035 views and 8 likes – It was promotion Alison Patterson’s concert.
 - The post about the Office Coordinator position had 4,988 views and 18 likes.
- TACC Instagram
 - Followers = 480 (up by 1 since the September 2025 meeting) In the last 28 days the post about the 2026 Darren Coggan performance had 102 views and 3 likes.
- TACC Mailchimp
 - Total email subscribers = 611 (same as September 2025 meeting) the new email format is working well I think. An email at the start of the month for the movies and then other emails as needed.
- The recently sent ‘other’ include:
 - Position Vacant. Included a reminder re Alison’s concert and the movies. 322 people opened the email with 27 people clicking on links.
 - Be Entertained at TACC: Alison’s concert, musicals, Halloween movie, John Cleese Movie, ALLY performance and Darren Coggan show. 273 people opened the email with 12 people clicking on links.
- Current Promotional Activities
 - Movies / Musicals: Business as usual except for the late addition of the Halloween movie. The screening ended up with 12 attendees.
 - Alison Patterson’s Concert: All the normal promotion – website, poster, mailchimp, social media posts. I created a social media image to help promote this event – I just change the photo of the performer for each post. They seem to be getting a good amount of views which is good. Online sales are slow, but I am assuming most people will buy tickets at the door.
 - Position Vacant: I added this to the website as it’s on page, posted it on social media with a specially created image, created an ad for Coota Times, sent out a mailchimp and created a poster/flyer to pop up around TACC. I emailed Sureway about using their services but did not get a response.
 - End of Year Concerts: I added all of the concerts to the TACC website as separate ‘What’s On’ events.
 - Stock Newsletter ad: This month’s ad was for December and January. I included images of all the movies for the 2 months and the ALLY and Darren performances.
 - 2026 Events – ALLY (Feb) and Darren Coggan (March): Darren was the first to receive the “Marketing Options for Hirers” document. I explained it was new and asked him for feedback and he didn’t appear to have any so that’s good. I also used the document with ALLY. They have both been added to the website, I have included the details in mailchimp, popped the posters up in the poster boards and scheduled social media posts. They each have 1 social media post a fortnight until 1 month before their event where it becomes 1 a week and 1 in the week of the event.
 - I also set up Darren’s booking link on StickyTickets and linked it to the website.
 - ALLY has set up their own booking link and have also created an event on FB of which TACC is listed as the host.
 - I have also spent time updating the TACC Membership information on the website and on the flyer to include information about members participating in Exhibitions and the requirement for insurance.
 - In addition, I have set up a new page on the website just for newsletter signups – at the moment it is just a form to sign up but I will try to pop something more interesting on the page like samples or links through to recent newsletters.

Any thoughts, comments or suggestions please let me know.

1.7.4 Visual arts report

Update on how other local organisations run their art/ exhibition spaces without calling on artists to purchase their own public liability insurance. Thank you to Dotti for obtaining the information.

To obtain group public liability insurance your organisation needs to be a recognised legal entity such as an

- Incorporated Association
 - Most common for community or art groups. Register through your state or territory's regulator (e.g. NSW Fair Trading for NSW).
 - Provides legal protection for members and makes it easier to get group insurance.
- Company Limited by Guarantee – suitable if you want to operate nationally or apply for larger grants.
- Cooperative – sometimes used for artist-run initiatives with shared responsibilities.

Registering an incorporated body.

1. **Choose a name.**
 - The organisation needs a unique name ending with "Inc." or "Incorporated"
2. **Write an objective of the organisation**
 - You'll need to describe what your organisation exists for. E.g. to facilitate annual art exhibitions and the capacity for art members to sell artworks for their personal enrichment.
3. **Draft a constitution**
 - You must have a constitution (rules of association) that sets out:
 - How the group operates
 - Membership rules
 - Committee structure
 - Meeting procedures
 - You can Use the Model Constitution provided by NSW Fair Trading, which automatically complies with the law
4. **Hold a founding meeting**

Gather your founding members and:

 - Agree to form the association.
 - Approve the constitution.
 - Elect a management committee (President, Secretary, and Treasurer).
 - Approve an application for incorporation.
 - Keep minutes of this meeting — they'll be needed for your records.
5. **Apply to NSW fair trade**

Make a submission to NSW fair trading including:

 - The Application for Incorporation form (online or PDF).
 - Your constitution (or note that you're using the Model Constitution).
 - The \$167 registration fee (as of 2025).

Apply online at: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/incorporated-associations>
6. **Receive certificate of incorporation**

Once approved, your group becomes a legal entity — separate from its members. Which allows for.

 - Opening bank accounts in the association's name.
 - Enter contracts (e.g. with galleries or insurers).
 - Apply for public liability insurance.
7. **Take out the insurance**

Once incorporated, you can apply for public liability insurance in the organisation's name. This insurance can cover:

 - The organisation's events, workshops, exhibitions, or open studios.
 - Activities run by members under the group's banner.
 - Damage or injury to third parties during those activities.

You'll need to:

 - Provide details of typical activities (e.g. exhibitions, classes, open days).
 - Estimate annual attendance or participant numbers.
 - Outline safety procedures and locations

Insurance policies can be structured so that

- All financial members of the organisation are automatically covered while engaged in approved activities.
- Members may need to sign a code of conduct or register before participating in insured activities.
- You maintain a membership register for insurance purposes

8. Keep association active

Each year you'll need to:

- Lodge an Annual Summary of Financial Affairs with NSW Fair Trading.
- Hold an Annual General Meeting (AGM).
- Keep a register of members.

Reports: Moved: Rosie Fowler-Sullivan; Seconded: Mackenzie Bird

1.8 Business Arising from previous Minutes

- Visitor Information Centre: committee meeting is booked for the 21st of November to further discuss the details of the VIC.
- Subcommittee formed to discuss website, style guide, marketing & social media – On Hold
 - Subcommittee formed to discuss website, style guide, marketing & social media
 - Compliance, Infrastructure and Grants subcommittee met. Next steps:
 - Comprehensive plan from a draftsman, designer, architect in relation to building repair/maintenance needed before any grants are applied for.
- COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
 - Priority to make centre accessible
 - Studio will be for hire.
 - Removing the evaporative coolers - \$500 - \$600 each. Possible that the contractor can install a reverse cycle air conditioner and remove the evaporative coolers at the same time.
- Facebook Group for Volunteer Members: Lucy and Eric had a meeting to determine best path forward for social media for members, moving forward with a survey for members to outlay what social media they are likely to use
 - Photo repository: proposal that TAC pursues a photography site repository so patrons can upload photos/selfies that can be vetoed before hitting our social sites. I.e. Live-wall or Dropbox like services.
- Future Planning
 - 1 year plan: compliance (sliding doors, bio box, fireproofing, ~~electrical~~, egress, etc. as per report), roller door in kitchen, ~~clean-up~~, paint, foyer lighting
- Proposal to hire an architect to begin the grant ball rolling as our volunteer draftsmen have yet to get back to us.
- Table and chair replacement.
 - Pursuing grants to cover trestle table replacement cost
 - Men's shed refused meeting room tables due to the laminate surface.
- Automatic door installation (pursuing grants)
- annual arts exhibitions:
 - executive committee has met already to outline three policies to accommodate a variety of sale scenarios
 - Festival of turtles: revive the festival of turtles as part of an annual exhibition. To maintain the same feel with an assortment of orbiting events, workshops or shows. Potentially location for Centre open days.
 - Public liability insurance for sellers: Dotti to chase down information from other regional exhibits/arts societies on how they budget out their public liability insurance responsibilities.

- community chest
 - funds: due to our outgoing financials we haven't produced a profit for this quarter as such the community chest is currently empty
- Centre managers position: adverts have gone out in response to Julies impending exit. Awaiting applications.
- Items on hold
 - Photos of various layouts for website (Nat) – For 2024
 - Refresh/painting – after building/compliance changes.
 - Signage in car park
 - 2-year plan: ceilings, furniture refresh
 - 3-year plan: secure storage, bar area
 - 4-year plan: Men's shed rebuild
 - 10-year plan: theatre rejig
 - Registered volunteer organisation for pensioners (revisit august meeting 2025)
 - Dance with Miss Em space issues. (awaiting written correspondence from DWME)
 - Narrell Vogel demographics survey

1.9 New/General Business

- visitor information centre plan so far
 - Executive committee has met to outline a planned upgrade to studio 2 (the current meeting room) to facilitate the incorporation of the VIC into the centre. The plans are speculative at the moment involves walling off the end of studio 2 to allow for a ramp connecting studio 1 to studio 5 (current entry foyer to visual arts room) the concreting quotes mention 9 in the admin report are in respect to this potential work. The plan also includes a proposed kitchenette to service both the VIC and visual arts room.
- Compliance updates: rolling VIC upgrades into compliance chasing sliding doors and ramps to further our commitment to providing a compliant facility. Tied into the the updated studio two so that we can pursue grants in tandem.
- Drafts person: Mackenzie has sent Mariah Fowley's contact details through so a meeting may be organised during office hours.
- Air cons
 - Reminder for committee that we are pursuing reverse cycle installation for studio 7 and the visual arts room to make them more temperature resilient spaces. Still chasing quotes.
 - Questions on the efficiency of the air cons in the theatre, noting that there are two different temperature zones. Often the bottom rows of seats are quite chilly whereas the top rows are quite war. Two proposals, firstly to move/install a reverse cycle system at the back of the theatre to have a directional unit there. Secondly install new vents in the current unit to bring cool air up to the back rows to equalise the spread. Requires inspection and opinion from an expert.
- Photo repository: Eric proposed that we invest in a digital photo repository that patrons and member can upload images/selfies too as part of our marketing program. Livewall was carrier put forward as a paid option but committee has decided to pursue free options. Eric to chase up.
- Future planning: seeing the list of future planning and noting the items that have been accomplished and what is still on the list the committee has noted that our priorities have changed. Executive committee meeting to audit the future planning itinerary to suite the sensibilities of the committee.
- Table replacement: set up a workers bee to rejig the tables in the meeting room to accomplish the refresh they men's shed dismissed.
- Centre coordinator position: so far have only had one applicant in the allotted time. Committee has agreed to extend the cut-off date for two weeks in case of any late applicants, the sole applicant will be informed; and has been offered an interview appointment.

- Updates to booking: our booking procedure needs to be updated to streamline patron centre interactions. Primarily focusing on contact pathways. Two registered contacts, email and phone number
 - Proposal to purchase a centre mobile phone so patrons aren't contacting staff via personal phone numbers or social media accounts.
- Terms and conditions of bookings need an update as well namely surrounding the policy on emergency requests from patrons. We want to put the onus on the patrons to be prepared for their hire of the space and not put more pressure on staff or volunteers to pick up the slack.
- Keyboard warriors: proposal put forward to make safeguards against events requested by the public so that TAC is not trapped in uneconomical events: proposal in response to lacklustre turn out for the "requested" horror movie.
- Due to the unappealing nature of the tap water, Julie has proposed that we invest in a "big spring" water cooler for the patrons, Natalie suggested that we instead bight the bullet and purchase a water filtration system that hooks onto the taps. Chasing quotes for the two different systems.
- Reminder for volunteer Christmas party, 21st at 4 pm for party 5pm free movie for volunteers, Christmas karma, please bring a plate to share.

1.10 Date and Time of Next Meeting

January 15th 2026 at 5:30PM

1.11 Time Meeting Closed

Meeting closed 6:35pm

Sign Off in the Volunteer Attendance Register

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE
CENTRE ON MONDAY 1 DECEMBER 2025 COMMENCING AT 2.05PM**

Present: Ros Wight Chairperson, Betty Brown, Yvonne Forsyth, Betti Punnett, Frances Redden, Leah Sutherland

Cootamundra Gundagai
Regional Council
Document Received

12 DEC 2025

Apologies: Helen Hamilton, Michele Pigram

Disclosure of Interest: There was no disclosure of interest.

File No.

Minutes from the Previous Meeting: Moved Betti Punnett, seconded Leah Sutherland that the minutes be confirmed. **CARRIED**

Business Arising: * Front door - problem of the door swinging open in the wind. Possibility of stronger hinges holding door. Betti Punnett to investigate.

Gilgal relics - Helen Hamilton has collected the box of glassware and cleaned/washed same. After discussion, it was moved Ros Wight, seconded by Betty Brown that all boxes of material thought applicable to CHC be moved to Helen Hamilton's shed where it could be properly sorted and cleaned -

Nednesday 14 January 2026 10.00am

CARRIED

Baileyana wattles - Simon Hall has kindly taken all plants home to be looked after until such time as the CGC cut down the bushes and roots have been removed.

Local museum group - Leah Sutherland reported that the group will be in Cootamundra 26 February 2026. She will liaise with the group leader.

Financial Report: Frances Redden presented the Financial Report for November: CHC 198, children 30, \$224.95; EFTPOS \$53.00; Lucky Dips \$140.00; VIC 147; Souvenirs \$399.00; **\$521.95 EFTPOS \$295.00 \$816.95 Balance 1/12/25 \$6,791.38** Moved Frances Redden, seconded Betty Brown. **CARRIED**

CORRESPONDENCE: OUT - November Minutes

IN - Mark Annetts Painting \$253.00 completion of front doors

GENERAL BUSINESS: * Michael Pigram - members were very concerned to hear of Michele Pigram's fall and injuries. They wished her well and a speedy recovery. Her days on duty at CHC are being covered by volunteers/emergency volunteers.

Lucky Dips - Frances Redden reported that 301 had been sold - **\$1505.00** (200 sold in 2024) a great result for our ladies, Marg Pavitt and Patsy Smith. Many thanks to them. New stubby holders now in - great photos by Frances Redden.

Grant - Leah Sutherland to report on progress

Volunteers' luncheon - congratulations to Leah Sutherland and Anne Chamberlain + CRC staff for wonderful luncheon provided for volunteers. Much appreciated by all. A letter to be sent to CRC.

Moved Yvonne Forsyth, seconded by Betty Brown.

CARRIED

* There being no further business the meeting closed at 2.56pm

Betti Punnett Secretary **Next meeting: Monday 2 February 2026 4.00pm**

Any item/s you wish to place on February's meeting agenda, please notify me by 31 January 2026 bettipunnett@bigpond.com 69421158 0429421158

8.3 FINANCE

8.3.1 FINANCE UPDATE - DECEMBER 2025

DOCUMENT NUMBER	454452
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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

That the Finance Update report for the month of December 2025, be noted.

Report

The December Finance Update has been reviewed, and no issues have been detected.

Operations

Income

The operational income is at 63% when comparing actual to budget, with the annual rates already being recognised as income but becoming due and payable quarterly throughout the year.

Department	Income Actual	Income Budget	Variance	Result	Comment
Building Department	\$293,540	\$445,000	66%	😊	
Business Department	\$58,596	\$240,000	24%	😐	Budget includes Library Grants, VIC and other Community Services Grants to be received.
Engineering Cootamundra	\$1,667,531	\$3,114,989	54%	😊	
Engineering Gundagai	\$63,827	\$829,988	8%	😐	Still to receive majority of Regional Roads Grants Budgeted for the year.
Executive Department	\$115,464	\$40,000	289%	😊	High due to Workers Comp Insurance bonus received.
Finance Department	\$3,476,741	\$9,390,295	37%	😊	
Rates Cootamundra	\$6,930,098	\$7,287,312	95%	😊	Shortfall relates to pensioner rebate.

Department	Income Actual	Income Budget	Variance	Result	Comment
Rates Gundagai	\$4,789,534	\$4,799,875	100%	😊	
Services Cootamundra	\$3,046,856	\$3,733,588	82%	😊	Includes Waste Charges Received
Services Gundagai	\$1,227,148	\$1,741,700	70%	😊	Includes Waste Charges Received
Sewer Cootamundra	\$1,507,515	\$3,204,437	47%	😊	
Sewer Gundagai	\$402,142	\$895,677	45%	😊	
Water Cootamundra	\$1,992,078	\$3,777,200	53%	😊	
Water Gundagai	\$1,005,699	\$1,913,587	53%	😊	
Plant Hire - Gundagai	\$664,090	\$1,596,000	22%	😊	
Plant Hire - Cootamundra	\$1,119,553	\$2,204,000	65%	😊	
Total	\$28,360,411	\$45,213,647	63%		

Expenditure

Operational Expenditure is at 44% when comparing actual to budget.

Department	Expense Actual	Expense Budget	% Spent	Result	Comment
Building Department	\$690,677	\$1,886,675	37%	😊	
Business Department	\$1,899,668	\$4,577,884	41%	😊	
Engineering Cootamundra	\$4,383,020	\$10,764,708	41%	😊	
Engineering Gundagai	\$2,021,701	\$4,454,380	45%	😊	
Executive Department	\$1,165,800	\$2,600,713	45%	😊	
Finance Department	\$7,243,810	\$11,033,752	66%	😊	
Services Cootamundra	\$2,373,704	\$6,232,936	38%	😊	
Services Gundagai	\$1,351,580	\$2,926,363	46%	😊	
Sewer Cootamundra	\$415,139	\$2,237,237	19%	😐	
Sewer Gundagai	\$304,788	\$1,528,624	20%	😐	Grant Funded Capital projects prioritised over water & sewer for first half of 2026FY.
Water Cootamundra	\$1,503,891	\$3,431,089	44%	😊	
Water Gundagai	\$392,421	\$1,713,593	23%	😐	Grant Funded Capital projects prioritised over water & sewer for first half of 2026FY.
Total	\$23,746,199	\$53,387,954	44%		

CapitalIncome

Capital income is at 40% of budget when comparing actual to budget.

Asset Category	Total YTD.	Budget	% Received	Result	Comments
Plant & Equipment - Cootamundra	\$141,222	\$325,000	43%	😊	
Plant & Equipment - Gundagai	\$117,415	\$325,000	36%	😊	
Property Disposal – Cootamundra	\$0	\$0	0%	😊	
Property Disposal – Gundagai	\$0	\$0	0%	😊	
Dog on the Tuckerbox larger parcel of land	\$0	\$497,500	0%	😊	
TOTAL	\$258,637	\$1,147,500	23%		

Expenditure

Capital expenditure is at 33% of budget when comparing actual to budget.

Asset Category	Total YTD	Budget	% Spent	Result	Comments
Cootamundra Land	\$7,537	\$245,000	3%	😊	Aerodrome Project Planning
Cootamundra Plant	\$1,179,989	\$1,490,000	79%	😊	
Cootamundra Roads	\$904,021	\$2,592,604	35%	😊	Capital Works program started November 2025 expected completion April 26. Program on schedule.
Cootamundra Building	\$50,552	\$791,050	6%	😊	
Cootamundra Recreation	\$51,252	\$107,000	48%	😊	
Cootamundra Waste	\$0	\$0	0%	😊	Nil Budget
Cootamundra Bridges	\$0	\$20,000	0%	😊	Bridge investigation TBC
Cootamundra Water	\$170,028	\$917,427	19%	😊	
Cootamundra Sewer	\$1,945,765	\$4,093,000	48%	😊	
Cootamundra Demerger costs	\$115,357	\$1,500,000	5%	😊	Actual shows current year exp
Cootamundra Property	\$0	\$50,000	0%	😊	Cemetery Masterplan TBC

Gundagai Bridges	\$53,433	\$196,610	27%	😊	
Gundagai Building	\$150,308	\$868,760	17%	😊	
Gundagai Demerger	\$115,357	\$1,500,000	5%	😊	Actual shows current year exp
Gundagai Plant	\$461,662	\$975,000	47%	😊	
Gundagai	\$16,600	\$120,994	0%	😊	Exp on Cemetery Toilet Block
Gundagai Recreation	\$81,166	\$836,680	10%	😊	Gundagai Pool –checking operating expenditure for capital.
Gundagai Roads	\$1,214,956	\$2,314,859	52%	😊	
Gundagai Sewer	\$239,832	\$1,330,000	18%	😊	Sewer Main Rehab, Caravan Park Pump, William St Pump S
Gundagai Waste	\$0	\$720,000	0%	😊	Gundagai waste exp on hold until report completed (Cr Res)
Gundagai Water	\$1,676,736	\$5,633,959	30%	😊	
IT	\$0	\$50,000	0%	😊	No IT purchases to date
Total	\$8,434,552	\$26,352,943	32%		

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

Demerger Costs Update**Demerger Costs 2023**

Description	Actual (\$)
Other	2,186
Travel	144
Wages and Allowances	3,095
Total	5,425

Demerger Costs 2024

Description	Actual (\$)
Consultancy	89,085
Legal Fees	14,517
Marketing	10,400
Other	2,022
Total	116,024

Demerger Costs 2025

Description	Actual (\$)
Consultancy	15,760
Legal Fees	450
Wages and Allowances	2,373
Total	18,583

Demerger Costs to date 2026

Description	Actual (\$)	Committed (\$)
Consultant	6,199	
Legal Fees	2,465	-
Other	540	-
Software Upgrades and Training	139,896	63,544
Wages and Allowances	81,615	
Total	230,715	63,544
Grand Total	370,746	63,544

8.3.2 RESTRICTED CASH RECONCILIATION - DECEMBER 2025

DOCUMENT NUMBER	454370
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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 for the period ending 31 December 2025, be received and noted.

Report

The restricted cash figures have been reconciled to 31 December 2025 as shown in the below table.

Internally Restricted Reserves	Bal 30 Jun 2025	Transfers To	Transfers From	Bal 31 Dec 2025
Aerodrome Bitumen Resurfacing	165,588		-	165,588
Bradman's Birthplace	76,337		-	76,337
Cootamundra Caravan Park	191,419		(3,674)	187,745
Heritage Centre	28,621		(2,739)	25,882
Development - Land & Buildings	1,767,204		(583)	1,766,621
Employee Leave Entitlements	1,536,363		-	1,536,363
Quarries & Pit Restoration	286,225		-	286,225
Plant Replacement	2,749,019	2,027,853	(2,402,872)	2,374,000
Cemetery	37,963	248,478	(187,640)	98,800
Southern Phone	540,143		-	540,143
Waste Management	500,000		-	500,000
Advanced Financial Assistance Grant	-		-	-
Total Internal	7,878,881	2,276,330	(2,597,507)	7,557,704

Externally Restricted Reserves	Bal 30 Jun 2025	Transfers To	Transfers From	Bal 31 Dec 2025
Domestic Waste	1,970,948	1,316,160	(868,934)	2,418,175
Water Supply	7,807,419	2,946,877	(2,741,790)	8,012,507
Sewerage Service	5,928,360	1,891,675	(2,197,705)	5,622,330
Stormwater Infrastructure Renewal	517,986	64,099	(142,740)	439,345
Developer Contributions - General	1,293,961	76,258		1,370,219
Developer Contributions - Sewer	403,000	6,092		409,092
General Fund Unspent Grants & Contributions	1,286,229	54,479	(101,443)	1,239,265
RERRF, SCF Rd1, OLG Flood Unspent Grants	3,564,519		(569,001)	2,995,519
Total External	22,772,423	6,355,640	(6,621,611)	22,506,451
TOTALS	30,651,304	8,631,970	(9,219,119)	30,064,156

Restricted Cash Reconciliation

Cash at Bank 31 December 2025	28,919,383
Less:	
Externally Restricted Reserves	(22,506,451)
Add:	
Grant Debtors and Contract Asset Outstanding	221,715
Unrestricted Cash Balance	6,634,647
Less:	
Internally Restricted Allocations	(7,557,704)
Net Balance	(923,057)

Financial

Please note while CGRC is still compliant with OLG legislation having an Unrestrictive Cash Balance of \$6.6M, council does not have sufficient funds to also cover Internally Restricted Allocations at 31 December 2025 with a shortfall of \$923K. This is despite passing a resolution to un-restrict the Bangus Reserve at the December Council Meeting.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

8.3.3 INSTANCE OF EXCESSIVE WATER USAGE - ASSESSMENT 11016870

DOCUMENT NUMBER	451417
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are potential financial implications dependant on council's chosen course of action. The water consumption charges due to the abnormal reading are \$74,856.12 with interest charges accrued on the account of \$6,269.09.
LEGISLATIVE IMPLICATIONS	Local Government Act 1993 Local Government (General) Regulation 2021
POLICY IMPLICATIONS	Concealed Water Leak Policy
ATTACHMENTS	1. Supporting Documents ↓ (Confidential) Under Separate Cover 2. Concealed Water Leak Policy ↓

RECOMMENDATION

That the Property Owner identified as assessment number 11016870 be charged the property's normal quarterly average consumption for the billing period 5 November 2024 to 6 February 2025 and the balance of water charges, sewer usage charges, liquid trade waste and interest resulting from the abnormal meter reading, be written off.

Introduction

This report is to provide Council with an overview of an instance of excessive water consumption recorded by the Property Owner identified as assessment number 11016870 (the ratepayer) during the December 2024 to February 2025 billing period.

Discussion

The property recorded an unusually high consumption of 9,892Kl for the 3rdnd quarter billing period of the 2025FY. This was significantly above the property's quarterly average use of 267Kl. As a result of the reading the quarterly water and sewer notice for the property issued 27th February 2025 showed an amount payable of \$74,881.59. Based on average previous consumption the property owner expected the notice to have an approximate amount due of \$2,800 for the quarter. The consumption history for this property has been consistent for several years. Due to the magnitude of the consumption recorded and the lack of any visible cause or evidence of water loss on-site, the account was flagged for investigation.

Summary of Investigations Undertaken

The Council Water & Sewer Team:

- Inspected the site and confirmed no signs of leakage or damage.

- Found no evidence of water pooling, burst pipes, or underground failures.
- Found no issues the with meter installation or location.

Private Licensed Plumbers engaged by the owner and lessee:

- Attended the property and conducted leak detection assessments.
- Both Plumbers identified a pressure decrease suggesting a slight leak between the water meter, office and eastern block of the premises. A leaky cistern in one of the rooms was located but the water loss was identified as minimal.
- No plumbing defects or unexplained water loss were detected, and no leaks were repaired.
- The plumbers identified 9,892KL of Water Usage recorded in a single quarter as excessively high, to the extent that if it was caused by a leak, it would be physically impossible for such an amount of water to pass through the meter in this time undetected. It was also identified as unlikely to be the result of theft or general usage.

Meter Testing

- The meter was removed and sent to Prove for independent testing.
- Test results confirmed the meter is functioning within accuracy standards, with no mechanical faults found.
- Meters are designed to slow or stop if there is a fault, meaning over-recording is unlikely.

Account & Reading Verification

- Historical water meter reads in our system prior and after the abnormal read were reviewed and analysed. Water reads prior and after show much lower consumption that appears consistent on average across previous years.
- If a misread did occur, there is no evidence to confirm when or how it occurred. Given the amount of consumption shown by the abnormal meter read, the only way a misread could have occurred here is if distant prior period had been read incorrectly and then again on many subsequent occasions.
- Photo evidence of the high reading was taken on 13 February 2025 attached.
- Previous internal report from Revenue Officer dated 22 July 2025 is included in supporting documents.

Customer History

- The property manager has always paid accounts in full and on time.
- The owner and manager have been fully cooperative during the investigation.
- Both parties have attempted to identify any issue and have acted in good faith.

Arrears and Required Repayments

Water and Sewer Rates arrears total on account is as follows:

<u>Description</u>	<u>Amount</u>
Prior Interest Charged 21-24 January 2025	\$25.47

December – February 2025 Q3 Water and Sewer Notice – 9,892KI - Amount Due 31 March 2025 Water Consumption = \$35,343.74 Sewer Usage = \$26,600.17 Liquid Trade Waste = \$12,912.21	 \$74,856.12
Interest accrued since 31 March 2025	\$6,243.58
Water and Sewer Charges since 31 March 2025	\$33,434.04
Payments Received since 31 March 2025	(\$33,441.62)
Water Charges and Interest Outstanding - 16 January 2026	\$81,117.59

Note – as assessment notice is non-residential, charges for Water, Sewer Usage and Liquid Trade Waste are all based on the water usage recorded.

Legislative Considerations

Local Government (General) Regulation 2021

158 Testing of meters

- (2) The council may, on its own initiative, arrange for such a water meter to be examined and tested.
- (3) If, as a result of such an examination and test, a water meter is found not to correctly measure the quantity of water passing through it, **the council may charge for the supply of water:**
 - (a) on the basis of a daily consumption equal to the **average daily consumption** during the corresponding meter reading period of the previous year, or
 - (b) on such other basis as the council and the consumer may agree.

159 Prevention of waste and misuse of water

- (a) The owner, occupier or manager of premises to which water is supplied by the council must— prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises, and
- (b) take any other action that is reasonable to prevent waste and misuse of water.

160 Misuse of water

- (a) An occupier of premises supplied with water from the council's water supply system must not— take any of the water away from the premises, or
- (b) allow any other person to take any of the water away from the premises, or
- (c) use water contrary to a council notice restricting the use of water, other than in accordance with arrangements instituted by the council.

Options

In considering their options Council may choose to:

1. Advise the ratepayer to pay the charges in full otherwise council will commence recovery action.

- Charge the ratepayer an amount based on the average quarterly consumption of 267KI for the period instead of that based on the abnormal reading. This would result in a write-off of \$71,214.31 in charges and accrued interest of \$6,243.58.

Charges based on Average Water Consumption

Description	KI	\$/KI	Average Usage Charges (\$)	Previous Charges (\$)	Total Consumption Write Off
Water Consumption	39	2.35	91.65	91.65	-
Water Consumption	228	3.53	804.84	34,781.09	33,976.25
Water Access Charge			471.00	471.00	-
Sewer Usage	267	3.13	835.71	26,317.67	25,481.96
Sewer Access Charge			282.50	282.50	-
Liquid Trade Waste	267	4.33	1,156.11	12,912.21	11,756.10
Total			3,641.81	74,856.12	71,214.31

Add: Total Interest Charges Written Off 6,243.58
Total Write Off 77,457.89

- Request that the Property Owner submit a request under Council's Concealed Water Leak Policy, in which case Council would consider writing off 50% of the consumption costs incurred above that of the average consumption determined for the period. (see following table)

Charges based on Council writing off 50% of the consumption costs incurred above that of the average consumption

Description	KI	\$/KI	Average Usage Charges (\$)	Previous Charges (\$)	50% Write off of Consumption above Average	Total due by Property Owner	Total Consumption Write Off
Water Consumption	39	2.35	91.65	91.65	45.83	45.83	45.82
Water Consumption	228	3.53	804.84	34,781.09	16,988.13	18,597.81	16,183.29
Water Access Charge			471.00	471.00		471.00	-
Sewer Usage	267	3.13	835.71	26,317.67	12,740.98	14,412.40	11,905.27
Sewer Access Charge			282.50	282.50		282.50	-
Liquid Trade Waste	267	4.33	1,156.11	12,912.21	5,878.05	8,190.27	4,721.94
Total			3,641.81	74,856.12	35,652.98	41,999.81	32,856.32

Add: Total Interest Charges Written Off 6,243.58
Total Write Off 39,099.90

- Choose another course of action based on guidance from legislation, policy and or the facts presented.

Conclusion

Based on the investigation, supporting documentation, and historical consumption patterns, it is recommended that the account for assessment number 11016870 be adjusted to a charge based on the property's normal quarterly average consumption of approximately 267KI, and the balance of water charges and interest be written off.

This recommendation is based on:

- Strong customer payment history and cooperation.
- Lack of any identifiable cause for the excessive usage.
- Evidence demonstrating the usage was highly abnormal and not plausible.

Attachments

1. Confidential Supporting Documents:
 - a. Meter test results from Prove Standards and Engineering Pty Ltd
 - b. Memo from Revenue Officer 22 July 2025
 - c. Plumber Inspection Report from A Murray and Sons
 - d. Relevant emails between Rates Officer, Rate Payer and Plumbers
 - e. Photo evidence of meter reading 14 February 2025
 - f. Meter read spreadsheet
 - g. Officer notes and site verification from Water & Sewer team
 - h. Water and Sewer Assessment 31 March 2025
 - i. Photo of the premises
2. Concealed Water Leak Policy



Concealed Water Leak Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Finance and Customer Service
Section/Service Unit	Finance
Next Review Date	01-May-2024

Version Control

Ref	Date	Description	Resolution Number
0.1	27-10-2020	Presented to Council.	318/2020
0.2	18-04-2023	Presented to Council.	105/2023

Purpose

To establish clear guidelines and procedures in relation to the write-off of water consumption in the instance of a concealed water leak.

Policy Provision

- For the purposes of this policy, a “concealed water leak” is defined as water escaping from a private water service that is hidden from view (usually below ground or under concrete). The interpretation of the customer being unaware of a leaking service and the leak being concealed from view is to be taken that there is no visible evidence of soaking or dampness. Damp walls, lush grass or damp soil does not constitute being concealed from view. Running toilets, leaking taps or unmonitored automated sprinkler systems (as examples only) are not concealed water leaks.
- Council is not responsible for leaking internal property pipes beyond the water meter. Any repairs to the internal property pipes will need to be arranged and payable by the property owner. This includes (but is not limited to) any damage which may be resultant from tree roots or aging pipework.
- Section 607 of the *Local Government Act 1993* refers to the write-off of rates, charges or interest. Section 131 of the *Local Government (General) Regulation 2005* determines that a write-off of rates or charges may be undertaken if there is an error in the assessment, if the amount is not lawfully recoverable, as a result of a decision of a court, or if the council or general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.
- The write-off of water consumption charges will be a ‘one-off’ provision which will be provided on the grounds that:
 - The customer was unaware of the leak and the leak was concealed from view.

- The leak was not due to the neglect of obvious defects in the private water service. The customer is responsible for the maintenance and repair of their private water service and evidence found of negligence or carelessness will result in the application being denied.
 - The private water service is repaired to Council's satisfaction. The customer must engage the services of a licensed plumber to repair the concealed leak in a timely fashion. Council will not be liable to pay for repairs beyond the water meter.
 - The water supply is turned off as soon as the leak has been identified in order to reduce further wastage.
 - The application for the concealed water leak has been submitted to council no later than the issuance of the next water and sewer account.
5. The amount of the write-off of water consumption charges will be determined by Council. The average water consumption for the preceding year, as well as the consumption during the period immediately prior to the leak will be used to estimate what the consumption would have been for the period in question if the leak had not been present. Council will write-off 50% of the consumption costs incurred above that of the average consumption determined for the period. If the balance of the account payable is determined to be excessive and is likely to be a financial burden on the ratepayer that cannot be reconciled with payment arrangements or other such agreement, the matter will be referred to Council for determination of the write-off amount under the Local Government Act 1993 and Local Government (General) Regulation 2005.
 6. If the property has been charged for sewer usage charges based on the consumption recorded by the water meter (ie. non-residential properties), the consumption that has been granted as the water consumption write-off will also be granted for sewer usage charges.
 7. Under the circumstances of this policy, no write-offs will be granted for water access or sewer access charges, or the consumption associated with other meter(s) at the property.
 8. The amount of the write-off will be determined by the Revenue Officer which shall then be authorised by the finance manager or the general manager in accordance with the delegations register.
 9. Claims for a write-off of water consumption or sewer usage under this policy must be made in writing. The customer is required to advise:
 - How they became aware of the leak
 - The date they became aware of the leak
 - The details of the repair via a Plumber's Statement (as below)
 10. Before any write-off will be considered or granted, the leak must be repaired by a licensed plumber who must supply a written report to advise:
 - The date the leak was detected
 - Where the leak was situated
 - The estimated rate of the leak
 - The date the leak was repaired
 - The meter reading at the time the leak was repaired (if available)
 - Possible cause
 - Copy of the plumber's invoice

It will be the responsibility of the ratepayer to make arrangements for this report to be supplied to the Council office.

- 11.** Ratepayers who are not considered eligible for a concealed leak write-off will be liable for all consumption of water that has passed through the meter.
- 12.** A write-off will only be processed for current water and sewer quarter. The application for the concealed water leak write-off is to be submitted to council no later than the issuance of the next water and sewer account.



8.3.4 PROCUREMENT POLICY

DOCUMENT NUMBER	451020
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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 the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no additional Policy implications associated with this report.
ATTACHMENTS	1. Updated Procurement Policy ↓

RECOMMENDATION

The Procurement Policy, attached to the report, be adopted.

Discussion

This Policy provides the platform for a procurement governance framework which ensures transparent guidelines, procedures and reporting are in place. The Policy sets out the principles and framework to ensure Council is compliant with the Local Government Act 1993, Local Government (General) Regulations 2005, Tendering Guidelines for NSW Local Government and Council's Code of Conduct in relation to the procurement of goods and services.

Updates

The following changes have been made to the policy:

- Updates to Value of Expenditure thresholds and requirements for approval.
- Categories of Expenditure for approval are now included in the policy in addition to the Procurement Procedures for Officers as recommended in the previous internal audit report.
- Other concerns identified in previous audit management letters such as minimising the use of 'Standing Orders' and removal of 'inactive vendors' have been addressed.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

Consideration of the 23a Guidelines has been given when updating this policy.



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Procurement Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Manager Finance
Section/Service Unit	Finance
Next Review Date	27/01/2029

Version Control

Ref	Date	Description	Resolution Number
0.1	28/01/2020	Presented to Council.	011/2020
0.2	18/04/2023	Presented to Council	102/2023
0.3	27/01/2026	Presented to Council	

1. PURPOSE

The purpose of this Policy is to:

- Provide guidelines for Cootamundra-Gundagai Regional Council to facilitate consistency and control over its procurement activities;
- Demonstrate transparency and accountability to the community as well as existing, prospective and potential suppliers;
- Provide guidance to procurement decision-makers on the standards of ethical behaviour expected of them;
- Focus on the application of best practice in procurement; and
- Increase the likelihood of achieving the optimal outcome for the community when purchasing goods, materials and services by obtaining the best Value for Money.

2. SCOPE

This Policy applies to all Cootamundra-Gundagai Regional Council officers involved in procurement activities as well as consultants, contractors and others engaged by Council.

3. RELATED COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL POLICIES AND PROCEDURES

- Assets and Materials Disposal Policy
- Code of Conduct
- Delegations Register
- Fraud and Corruption Prevention Policy
- Fraud and Corruption Control Strategy
- Procurement Procedures for Officers



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- Risk Management Policy (to be developed)
- Risk Management Plan (to be developed)
- Statement of Business Ethics

4. APPLICABLE LAW, POLICIES, GUIDELINES AND REFERENCE DOCUMENTS

This policy has been drafted with due consideration of the provisions of the:

- The Local Government Act 1993 (NSW);
- The Local Government (General) Regulation 2021;
- Tendering Guidelines for NSW Local Government 2009;
- DLG Circular 12-02 Procurement from Disability Employment Organisations;
- DLG Circular 11-37 Council Procurement and Contract Management Practices;
- NSW Procurement Policy Framework for NSW Government Agencies 2015;
- Buyers Guide to Contracts, Standing Offer Agreements and Pre-Qualification Council Schemes;
- Corruption Risks in NSW Public Sector Procurement – Consultation Paper (ICAC) 2010;
- Report on corrupt manipulation of contract procurement procedures (ICAC) 2007;
- Commonwealth Procurement Rules 2014;
- Guide to National Competition Policy;
- Work Health and Safety Act 2011 (NSW);
- Waste Avoidance and Resource Recovery Act 2001 (NSW);
- State Records Act 1988 (NSW)

5. POLICY STATEMENT

Cootamundra-Gundagai Regional Council seeks to procure the best quality goods, materials and services at the best possible price (Value for Money) through a fair, transparent and ethical procurement system comprising consistent and documented processes.

6. AMENDMENT

This Policy will be subject to amendment in accordance with a change to legislative requirements and referred to Cootamundra-Gundagai Regional Council for endorsement at the earliest practicable time. The Policy may also be submitted for Council reconsideration in keeping with best practice requirements.

7. WHAT IS PROCUREMENT?

The whole process of purchasing goods and/or materials and/or services and typically consists of the following steps:

- i. Define the need and specification.
- ii. Determine the procurement method.
- iii. Identify reputable suppliers or approved contractors relevant to the purchase.



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- iv. Invite quotations or use direct purchasing (pursuant to the prescribed category).
- v. Evaluate responses and make a recommendation.
- vi. Obtain approval for the decision or act under delegated authority.
- vii. Monitor the performance of the supplier or provider.
- viii. Check that what was delivered is what was ordered and is fit for purpose.

8. PROCUREMENT PRINCIPLES:

All procurement by Cootamundra-Gundagai Regional Council is undertaken in accordance with the following principles:

Value for Money

Goods or services being procured should represent the best return and performance for the money spent from a “total costs of ownership” or “whole-of-life costs” perspective. This means that the cheapest good, material or service does not necessarily provide the best Value for Money.

Open and Effective Competition

The purpose of this principle is to:

1. Instil confidence in the public about the cost-effectiveness of Local Government Procurements.
2. Maximise the prospect of obtaining the most cost-effective outcome from invitations to suppliers.
3. Ensure suppliers are given a reasonable opportunity to do business with local government.

Probity and Ethical Behaviour

All Cootamundra-Gundagai Regional Council officers involved in procurement activities must comply with the highest standards of probity and ethical behaviour. Specifically, officers will:

- Conduct all procurement activity fairly, impartially, consistently and professionally with all suppliers;
- Declare any real or perceived conflict of interests to their manager immediately after becoming aware of the conflict;
- Maintain the confidentiality of all aspects of offers and information received in response to an Expression of Interest, Request for Quotation or a Request for Tender;
- Maintain adequate and appropriate documentation throughout the procurement activity;
- Ensure their knowledge and understanding of the market is as thorough and up-to-date as practicable prior to commencing a procurement activity.
- Take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the *Modern Slavery Act 2018 (NSW)*.



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Sound Financial Management

Cootamundra-Gundagai Regional Council officers apply the principles of good financial management at all times throughout every procurement activity they are involved in.

9. OTHER CONSIDERATIONS

The following are also considered and applied in all procurement by Cootamundra-Gundagai Regional Council:

- Staff are required to raise purchase orders for all relevant purchases, and this is supported by the Online Requisitioning Procedures.
- Goods, materials and services procured must meet all relevant **Australian Standards** and be fit for the purposes described in the specification.
- Where appropriate and where possible, positive consideration is given to suppliers who demonstrate goods, materials and services that are **environmentally sustainable**.
- Business will not be conducted with suppliers that are **dishonest, unethical or unsafe**. Where Council becomes aware of a supplier engaging in any such behaviour, Council will discontinue conducting business with the supplier.
- Contracts will not be entered into with suppliers where Council becomes aware that such suppliers have had a **judicial decision** made against them (not including decisions under appeal) relating to employee entitlements that have not been paid.
- Where appropriate and to the extent permissible by law, preference is given to **Australian owned suppliers** and/or suppliers who **manufacture in Australia**.
- Where all other factors are equal, Council endeavours to give **preference to local suppliers** of goods, materials and services.
- Use of 'Standing Orders' in the organisation, which creates a purchase order number that is then used for multiple transactions or invoices, should be minimised and only used in place of normal purchase orders where essential. 'Standing Orders' transactions are subject to the same level of approval required based on 'Value of Expenditure' as normal purchase orders.
- Inactive vendors identified should be marked as 'Inactive' in the Masterfile and their description in the Name Register (NAR) should be updated to include the words 'Do not use'. This is to ensure they are not incorrectly selected in the independent verification of creditors prior to weekly pay-runs being completed.

10. FINANCIAL DELEGATIONS FOR PROCUREMENT

Financial delegations define the financial limitations within which specified staff may approve a purchase, quotation and contractual processes. All procurement must be undertaken within these delegations.



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11. PROCUREMENT METHOD APPLICABLE TO PROCUREMENT VALUE

The procurement method to be used in accordance with the value of the purchase. Details are specified in the '**Procurement Procedures and Guidelines for Officers**' document. The table of categories of expenditure from the procedure is included as follows:

Value of Expenditure	Council Requirements
\$0- < \$2,499	Direct purchase
\$2,500 - < \$49,999	Minimum 2 written quotes – Variation from this only on approval from the relevant Deputy General Manager or the General Manager.
\$50,000 - < \$99,999	Minimum 3 written quotes - Variation from this only on approval from the relevant Deputy General Manager or the General Manager.
\$100,000 - <\$249,999	A competitive process must be undertaken via Vendor Panel or public advertising. A detailed specification must be completed prior to advertising and a weighted assessment method must be conducted and documented for <u>all</u> procurements in this range. Variation from this requirement shall be by approval from the General Manager.
\$250,000 and over	<p>Open Tender - General Manager to approve method of Tendering and approval <u>must</u> be sought prior to going out to Tender.</p> <p>Selective Tender – subject to approval by Council Resolution and approval <u>must</u> be sought prior to going out to Tender.</p> <p>All Tenders without approval from Council must be Open Tenders.</p>

12. TENDERS AND CONTRACTS

For purchases of \$250,000 or more, Section 55 of the Local Government Act 1993 and Clause 163 of the Local Government (General) Regulation 2005 specify that such procurement be undertaken by way of tender. The Act and Regulation also facilitate the procurement of goods, materials and services of a value up to and exceeding \$250,000 by way of third party contracts.



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Schedule of Rates and Pre-Qualification of Contractors

Expressions of Interest (EOI) will be publicly advertised calling for fixed rates from contractors for work, plant hire and projects (under the threshold as prescribed by the Local Government (General) Regulation) 2005.

Contractors are to be pre-qualified and appear in council's Approved Contractors Register prior to being engaged for work on a Council worksite. For qualification contractors will supply council copies of all relevant insurances, required licences and other documents as deemed necessary.

Procurement of Goods, Materials and Services through Third Party (Panel) Contracts

Certain alternatives are available through the Local Government Act and Regulation for the procurement of goods, materials and services through third party (Panel) contracts. Such contracts are established following a competitive process undertaken by third parties, thereby ensuring competitive pricing. They also offer Council the potential to save significant costs and time associated with analysing the supply market, developing Specification and Request for Tender documentation, evaluating offers and negotiating contract terms and conditions. Such contracts may be accessed from 'Prescribed Organisations' and entered into collaboratively with ROC's via a Tender Process.

Prescribed Organisations

Section 55(3) of the Local Government Act 1993 permits the procurement of goods, materials and services through contracts that are established and managed by third parties referred to as 'Prescribed Organisations'. These contracts can be for any value, including those exceeding \$250,000 that would otherwise be subject to a tender process. Clause 163 of the Local Government (General) Regulation 2005 specifies two Prescribed Organisations as follows:

- Local Government Procurement Partnership
- Procurement Australia

Section 55(3)(g) of the Local Government Act 1993 also specifies the NSW Procurement Board (ProcurePoint) as a body that establishes and manages contracts through which Council can procure goods, materials and services. It should be noted however that this **does not** extend to the Board's 'pre-qualification' schemes. Utilisation of such schemes require Council to comply with usual procurement procedures including tendering, as applicable.

REROC

REROC is an association of several councils located in the eastern part of the Riverina area of New South Wales. REROC identifies and facilitates group purchasing activities on behalf of its member councils and is another third party through which Council can partner (via a Tender Process) to achieve contractual arrangements to procure goods, materials and services.

13. PROCUREMENT PROCEDURES



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Procurement Procedures for Officers have been developed to support this policy. The procedures should be considered in unison with this policy.

14. RECORD KEEPING

Cootamundra-Gundagai Regional Council keeps records of procurement activities in accordance with the State Records Act 1998. The level of detail recorded for each procurement activity is dependent on the complexity and the dollar value of the procurement activity.

15. SANCTION AND BREACHES OF POLICY

Any issues of staff non-compliance with the procurement policy identified will be raised with the Finance Manager who will address the issue with the relevant department manager and at the next available Manex Meeting. Any repeated non-compliance by staff will be escalated to the Deputy General Manager and General Manager.

Cootamundra-Gundagai Regional Council officers who breach the Policy will be subject to the disciplinary procedures provided under the Local Government (State) Award. Disciplinary action may include termination of employment for serious breaches of this Policy.

16. RESPONSIBLE DIVISION

Finance Section

17. TRAINING AND DEVELOPMENT

Appropriate training will be provided to all staff involved in Cootamundra-Gundagai Regional Council procurement activities to ensure awareness of the requirements and their responsibilities under this Policy.

18. POLICY TERM

This Policy is effective from February 2023. Cootamundra-Gundagai Regional Council intends to review the Policy at 12 monthly intervals, however reserves the right to review this Policy at an earlier date should circumstances require it.

8.3.5 INVESTMENT REPORT - DECEMBER 2025

DOCUMENT NUMBER	454141
REPORTING OFFICER	Damian Smith, Accountant
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Council's cash and investment portfolio decreased \$1,618,123.89 from \$30,537,507.15 at 26th November 2025 to \$28,919,383.26 as at 31st December 2025.
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 31st December 2025, be 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.

Financial

Council's cash and investment portfolio decreased \$1,618,123.89 from \$30,537,507.15 as at 26th November 2025 to \$28,919,383.26 as at 31st December 2025.

OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

Cash and Investment Portfolio

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	A-	A2	BOQ	At Maturity	02-07-25	28-01-26	210	4.25	3.74	\$3,000,000.00
TD	BBB	A3	Heartland	At Maturity	23-07-25	20-01-26	181	4.35	3.74	\$1,000,000.00
TD	A-	A2	Rabobank	At Maturity	06-08-25	03-02-26	181	4.25	3.74	\$3,000,000.00
TD	BBB+	A2	AMP	At Maturity	19-08-25	17-02-26	182	4.25	3.74	\$1,000,000.00
TD	AA-	A1+	NAB	At Maturity	09-09-25	10-02-26	154	4.15	3.74	\$1,000,000.00
TD	BBB	A2	Beyond Bank Australia	At Maturity	10-09-25	10-02-26	153	4.30	3.74	\$4,000,000.00
TD	BBB	A2	JUDO	At Maturity	17-09-25	17-03-26	181	4.30	3.74	\$3,000,000.00
TD	AA-	A1+	NAB	At Maturity	08-10-25	07-04-26	181	4.24	3.74	\$3,000,000.00
TD	BBB	A3	Heartland	At Maturity	19-11-25	19-05-26	181	4.40	3.74	\$3,000,000.00
TD	A-	A2	Rabobank	At Maturity	03-12-25	02-06-26	181	4.42	3.74	\$3,000,000.00
CASH	AA-	A1+	CBA	Monthly				3.15	3.60	\$1,022,888.48
CASH	AA-	A1+	CBA	Monthly				3.15	3.60	\$2,871,271.35
CASH	AA-	A1+	NAB	Monthly				3.10	3.60	\$25,223.43
Total										\$28,919,383.26

Performance

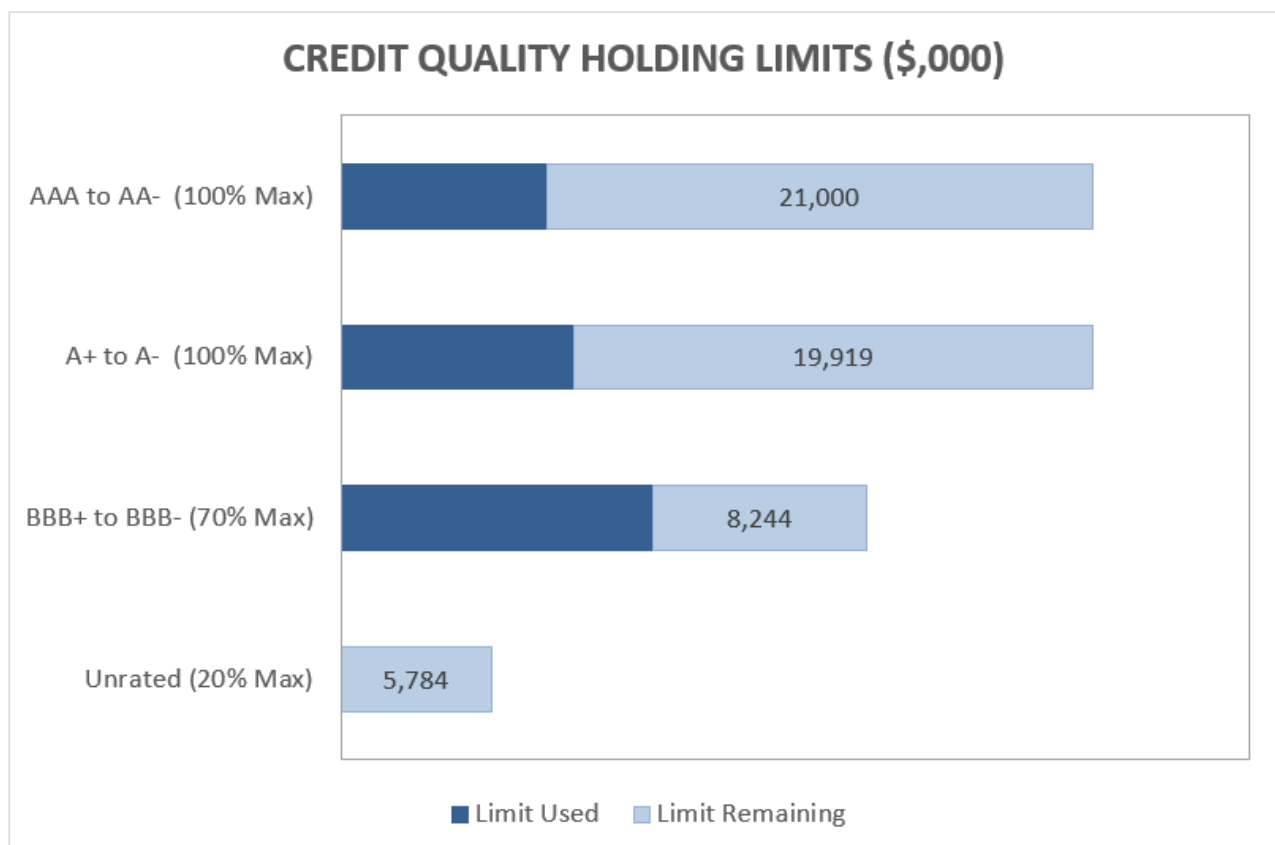
Cootamundra-Gundagai Regional Council's investment portfolio outperformed the relevant BBSW Index benchmark by 11.45%. The average weighted yield for December was 4.17%, over an average weighted term of 64.2 days, with a benchmark of 3.74%.

Please note that Council have tried to invest in longer term investments, but the rate is far below the required benchmark and it isn't a financially viable alternative.

Total Cost \$28,919,383	Monthly Interest Received \$105,309	Weighted Average Term 64.2 Days
Total Value \$28,919,383	Yearly Interest Received \$670,528	Weighted Average Yield 4.17%

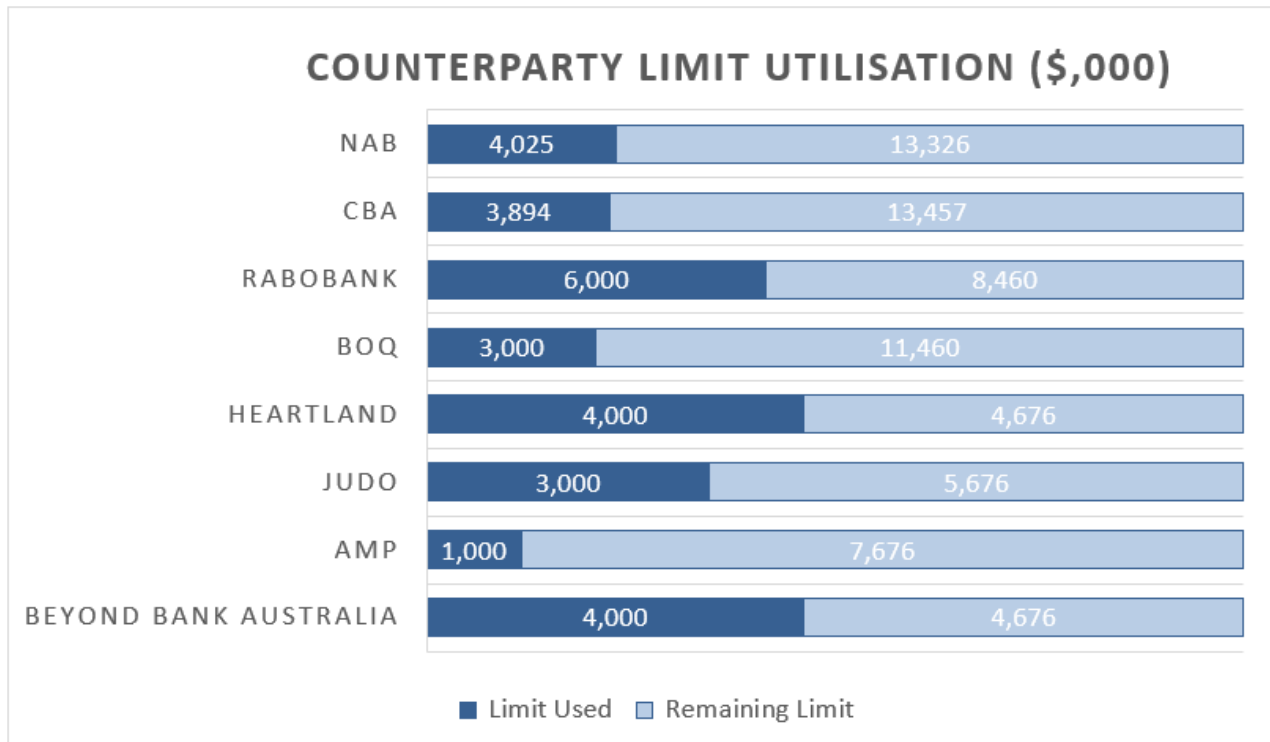
Credit Quality Compliance

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



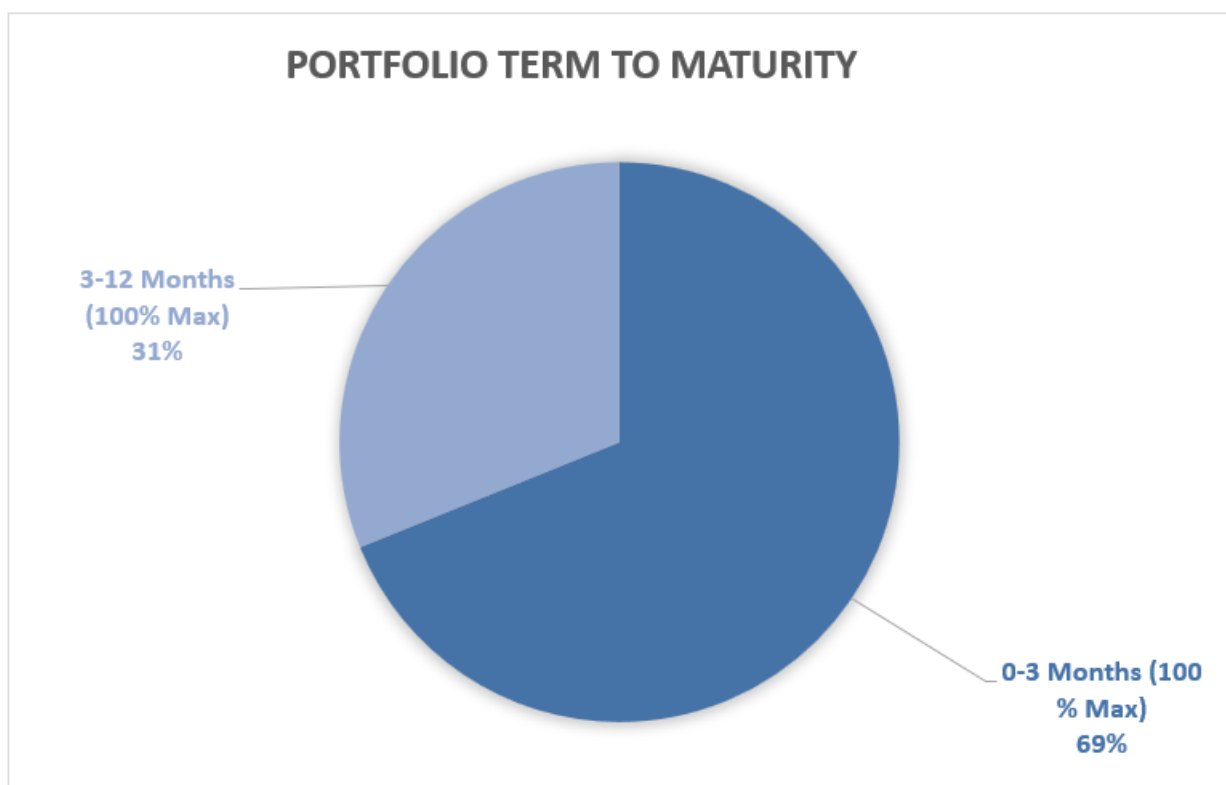
Counter Party Compliance

As at the end of September, Council was compliant with policy. 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. All of the investments are short term to deal with liquidity and to be prepared for the demerger split.



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.

Damian Smith
Responsible Accounting Officer

8.4 SUSTAINABLE DEVELOPMENT

8.4.1 DA 2025/123 - 3 LOT SUBDIVISION WITH UPGRADED DRIVEWAY AND WATER CONNECTIONS - 186 JUGIONG ROAD, COOTAMUNDRA

DOCUMENT NUMBER	454168
REPORTING OFFICER	Craig Perrin, Town Planner
AUTHORISING OFFICER	Lauren Dawes, Acting Manager Sustainable Development
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A region for the future 2.3 A region that can accommodate and support strategic growth
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. Assessment Report - DA2025-123 ↓ 2. Draft Notice of Determination - DA2025/123 ↓

RECOMMENDATION

That Council approves DA 2025/123 subject to conditions of consent as outlined in the accompanying Draft Notice of Determination and authorise minor amendments to correct any errors as required prior to issuing the final determination.

Introduction

Proposed development – One(1) into Three (3) Lot Subdivision of an existing property zoned RU4 – Small Lot Primary Production, located at 186 Jugiong Road, Cootamundra. Existing dwelling house and associated structures on the property are proposed to be located within Proposed Lot 3. The proposal also includes upgrade works to the existing entrance driveway and the provision of water connections to service each proposed allotment.

The site has a total land area size of 14.78 hectares (as identified on Deposited Plan 1020005) and is proposed to be subdivided into three (3) separate allotments of the following sizes, as detailed in the Statement of Environmental Effects and Proposed Plan of Subdivision:

- Proposed Lot 1 = 5.09ha;
- Proposed Lot 2 = 5.23ha;
- Proposed Lot 3 = 4.55ha.

The application seeks a variation to the minimum subdivision lot size requirements set by Clause 4.1 of the Cootamundra Local Environmental Plan (LEP) 2013 and a variation to the Cootamundra Development Control Plan (DCP) 2013. As such, the proposed development exceeds staff delegations and is referred to Council for determination. Consideration of the requested 4.6 variation is critical to the determination of this application noting Council as the consent authority

must be satisfied that the application has demonstrated suitability of the proposed variation as per the requirements of clause 4.6. Assessment of the development in accordance with clause 4.6 is provided in the report discussion below. A detailed assessment of the application including broader planning and environmental considerations and requirements is provided in Attachment 1 – Assessment Report.

Discussion

Clause 4.6 Variation to Clause 4.1 Minimum Lot Size for subdivision:

The subject application seeks a variation pursuant to Clause 4.6 of the Cootamundra LEP 2013 to the minimum lot size development standard of 5 hectares applicable to the subject property (Clause 4.1 of the Cootamundra LEP 2013). The variation is required as proposed Lot 3 will have an area of 4.55 hectares, resulting in a shortfall of 0.45 hectares, approximately 9% departure from the minimum lot size requirement.

The submitted Statement of Environmental Effects details that proposed Lot 1 shall have an area of 5.09 hectares and proposed Lot 2 an area of 5.23 hectares, both of which exceed the minimum lot size requirement. Accordingly, the non-compliance is limited to a single lot and is considered minor in nature. The applicant contends that the objectives of the minimum lot size development standards are maintained, notwithstanding the reduced area of proposed Lot 3.

Proposed Lot 3 will contain an existing dwelling house and associated structures. Proposed Lots 1 and 2 will be vacant allotments created for small scale agriculture and potential future residential purposes consistent with the RU4 zoning.

Clause 4.6 of the LEP allows development consent to be granted to development that contravenes a development standard where the consent authority is satisfied that the matters in Clause 4.6(3) and (6) have been adequately addressed.

The objectives of Clause 4.6(1) are to:

- provide flexibility in applying certain development standards to particular development; and
- achieve better outcomes by allowing flexibility in appropriate circumstances.

The objectives of Clause 4.6(3) requires the consent authority to be satisfied that:

- compliance with the development standard is unreasonable or unnecessary in the circumstances, and
- there are sufficient environmental planning grounds to justify the contravention of the development standard.

Clause 4.6(6) – Additional Considerations:

Clause 4.6(6) of the LEP provides that development consent must not be granted under this clause for the subdivision of land in Zone RU4 Primary Production Small Lots if:

- (a) the subdivision will result in two or more lots that are less than the minimum area specified by a development standard; or
- (b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified by a development standard.

In this instance:

- The proposed three-lot subdivision will result in only one lot (proposed Lot 3) being less than the minimum lot size, with proposed Lots 1 and 2 meeting or exceeding the 5-hectare minimum requirement.
- Proposed Lot 3 has an area of 4.55 hectares, representing approximately 91% of the minimum lot size.

Accordingly, the subdivision will not result in two or more undersized lots, nor will it result in any lot being less than 90% of the minimum lot size. The proposal therefore satisfies the requirements of Clause 4.6(6).

Council's Consideration to request for 4.6 Variation:

The proposed variation relates solely to proposed Lot 3, which would have an area of 4.55 hectares, representing a minor shortfall of 0.45 hectares (approximately 9%) from the minimum lot size of 5 hectares. The remaining two lots comply with the minimum lot size requirement.

The extent of non-compliance is minor, localised and would not result in land fragmentation beyond that contemplated by the zoning and subdivision framework under the LEP. Proposed Lot 3 would remain a rural allotment capable of accommodating rural residential and small-scale primary production uses consistent with the objectives of the RU4 Primary Production Small Lots Zone.

The proposed subdivision pattern would maintain the established rural character of the locality and does not introduce additional development potential beyond that envisaged by the LEP. The proposal is also considered to provide alternative rural lifestyle housing opportunities that address economic, social, and environmental considerations without compromising the long-term agricultural capability or land-use potential of the site.

In these circumstances, strict compliance with the minimum lot size standard is considered unnecessary. The proposed variation is consistent with the objectives of Clause 4.1 and satisfies the requirements of Clause 4.6 of the LEP.

Cootamundra Development Control Plan (DCP) – Access Variation:

In addition to the LEP variation, the application seeks a variation to the Cootamundra DCP provisions relating to access. The proposal relies on an existing driveway to provide access to all three proposed lots, rather than each allotment having a separate driveway with direct frontage to a public road, as required by the DCP. The DCP also discourages the use of battle-axe lots and rights of carriageways arrangements, and the proposal does not strictly comply with the Acceptable Solutions of the DCP, as the proposal incorporates an access handle to Proposed Lot 2 and a shared driveway arrangement servicing proposed Lots 1 and 3.

Notwithstanding the above, the proposal satisfies the objectives and performance criteria of the DCP. Each proposed lot will have legal frontage to a public road and will be provided with legal and practical vehicular access. Given the limited street frontage, the provision of separate driveway crossings for each lot would be impractical and may result in inferior traffic safety and streetscape outcomes.

The proposed shared access arrangement minimises the number of access points to the public road, improves safety, and represents an orderly and efficient subdivision design. The existing access is

capable of being upgraded, subject to separate approval under S138 of the Roads Act, thereby, adequately servicing the future use of each lot.

Strict compliance with the Acceptable Solutions of the DCP is considered unreasonable and unnecessary in this instance. The proposal achieves the intent of the DCP and is acceptable on merit. Accordingly, the variation is considered supportable.

Conclusion and Consideration Summary

The development application has been assessed having regard to the relevant matters for consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979, the provisions of the *Cootamundra Local Environmental Plan 2013*, the Cootamundra Development Control Plan 2013, and all supporting documentation submitted with the application.

The proposal seeks consent for a three-lot subdivision of an existing 14.78-hectare rural allotment, including upgrades to the existing access driveway and the provision of water connections to service the resulting lots. An existing dwelling is to be retained on proposed Lot 3.

A variation to the minimum lot size development standard under Clause 4.1 of the LEP is required, as proposed Lot 3 would have an area of 4.55 hectares, representing approximately 91% of the minimum lot size requirement. The variation has been assessed in accordance with Clause 4.6 of the LEP and is considered minor, localised, and consistent with the objectives of the development standard and the RU4 Primary Production Small Lots Zone. The proposal satisfies the additional requirements of Clause 4.6(6), as only one lot is undersized and no lot is less than 90% of the minimum lot size.

A variation to the access provisions of the Cootamundra DCP 2013 is also proposed, as the subdivision relies on a shared driveway arrangement rather than individual direct access to the public road for each lot. While the proposal does not strictly comply with the DCP Acceptable Solutions, it satisfies the objectives and performance criteria by providing safe, legal, and efficient vehicular access. The shared access arrangement minimises traffic conflict points, improves safety, and represents an orderly subdivision design appropriate to the site constraints.

Biodiversity impacts have been assessed through a Biodiversity Assessment Report, which concludes that the proposal is unlikely to result in significant impacts on threatened species, populations, or ecological communities. The imposition of a Restriction as to User under Section 88E of the Conveyancing Act 1919 is recommended to ensure the long-term protection and management of retained vegetation.

Overall, the proposed subdivision is considered consistent with the applicable planning controls and strategic intent of the LEP and DCP. The variations sought are well founded, supported by sound planning principles, and will not result in adverse environmental, amenity, or land-use impacts. Subject to appropriate conditions of consent, the development is considered acceptable and suitable for approval.

Financial

Nil.

OLG 23a Guideline consideration

Does not conflict with Guidelines.

DEVELOPMENT ASSESSMENT REPORT

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



COOTAMUNDRA-
GUNDAGAI REGIONAL COUNCIL

DATE OF REPORT COMMENCEMENT:

29 October 2025

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

Craig Perrin

DEVELOPMENT REFERENCE:

DA 2025/123

DEVELOPMENT ADDRESS:

186 Jugiong Road COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN (Subject Land):

Lot: 20 DP: 1020005

OWNER(S):

Isabel Grace Scott & Leigh Alec Scott
PO Box 105,
COOTAMUNDRA NSW 2594

APPLICANT:

SRD Land Consulting Pty Ltd
PO Box 338,
YOUNG NSW 2594

PROPOSED DEVELOPMENT:

3 Lot Subdivision with upgraded driveway and water connections.

The subject development application seeks consent for the subdivision of existing Lot 20 DP 102005 (known as 186 Jugiong Road, Cootamundra) comprising a land area size of 14.78 hectares (as identified on Deposited Plan 1020005) into three (3) separate allotments. The proposed subdivision will result in the following lot sizes, as detailed in the Statement of Environmental Effects and Proposed Plan of Subdivision:

- Proposed Lot 1 = 5.09ha;
- Proposed Lot 2 = 5.23ha;
- Proposed Lot 3 = 4.55ha.

Consideration of the applicable minimum lot size requirements will be further discussed under Clause 4.1 of the LEP section of this report.

In addition, the proposed development includes upgrade works to the existing entrance driveway and water connections to service the proposed allotments.

DEVELOPMENT ASSESSMENT REPORT

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



Figure 1 – Existing Lot layout of Lot 20 DP1020005

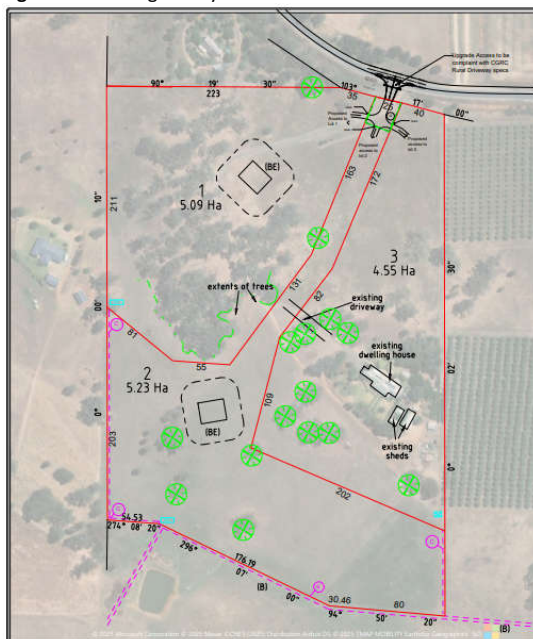


Figure 2 – Proposed Plan of Subdivision

DEVELOPMENT ASSESSMENT REPORT

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



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SITE:

The subject land is situated on Jugiong Rd, Cootamundra, approximately 5km's south-east of the Cootamundra township, and is zoned RU4 Primary Production Small Lots land under the provisions of the *Cootamundra Local Environmental Plan 2013*. The site contains an existing dwelling and associated ancillary structures, which are to be retained within proposed Lot 3.

A ridgeline located through the central portion of the site, as identified in Figures 2 & 3 below.

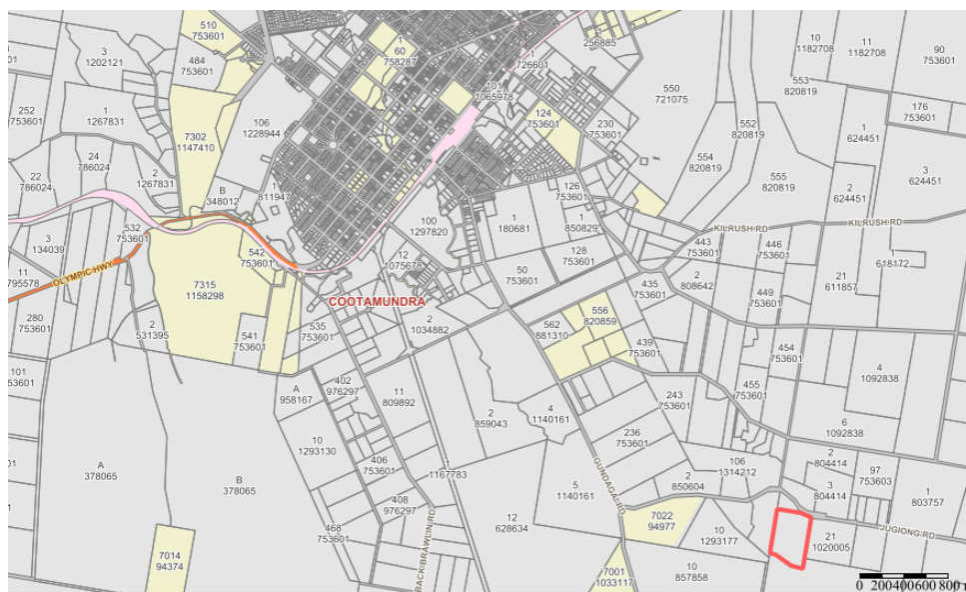


Figure 3 – Context and Locality map of Subject Land as outlined in red – Source: IntraMaps



Figure 4 – Entrance street and contour view map – Source: Google Earth

DEVELOPMENT ASSESSMENT REPORT

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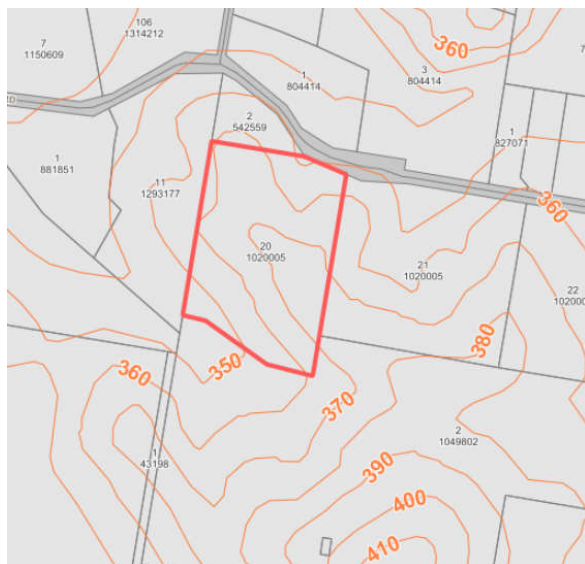


Figure 5 – Contour Map – Souce IntraMaps

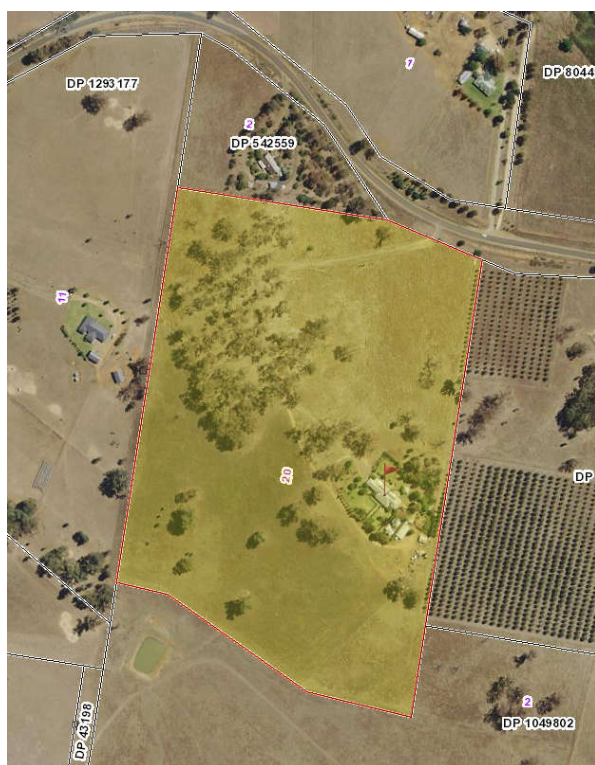


Figure 6 – Aerial image of the subject land

DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979
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BACKGROUND:

The subject application seeks a variation pursuant to Clause 4.6 of the Cootamundra LEP 2013 to the minimum lot size development standard of 5 hectares applicable to subdivision within the RU4 Primary Production Small Lots Zone. The variation is required as proposed Lot 3 will have an area of 4.55 hectares, resulting in a shortfall of .45 hectares (approximately 9%) from the minimum lot size requirement.

The submitted Statement of Environmental Effects outlines that the proposal involves the subdivision of land into three lots, with proposed Lot 1 having an area of 5.09 hectares and proposed Lot 2 having an area of 5.23 hectares, both of which exceed the minimum lot size requirement. Accordingly, the non-compliance is limited to a single lot and is considered minor in nature. The applicant contends that the objectives of the minimum lot size development standards are maintained, notwithstanding the reduced area of proposed Lot 3.

In addition to the LEP variation, the application seeks a variation to the Cootamundra Development Control Plan (DCP) provisions relating to access. Specifically, the proposal relies on an existing driveway to provide access to all three proposed lots, rather than each allotment having direct frontage to a public road, as required by the DCP. The DCP also discourages the use of battle-axe lots and rights of carriageways arrangements, which is inconsistent with the proposed access configuration.

Consideration of the requested variations will be addressed in detail in the relevant sections of this assessment report.

GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

Part 7 of the *Biodiversity Conservation (BC) Act 2016* and Part 7A of the *Fisheries Management Act 1994* require Council to consider whether a development or activity is likely to have a significant impact on threatened species, populations or ecological communities, in accordance with the relevant test of significance under each Act.

The application was supported by a **Biodiversity Assessment Report (BAR)** prepared by Macrozamia Environmental Consulting, dated 25 December 2024. The BAR assessed the flora and fauna values of the subject land and the potential biodiversity impacts associated with the proposed three-lot rural subdivision.

The proposed development has been designed to utilise existing cleared areas in order to avoid and minimise environmental impacts. This is primarily achieved through the establishment of Building Envelopes and associated bush fire protection Asset Protection Zones (APZ). The development footprint is already cleared of native vegetation, and the land is subject to ongoing agricultural use.

The BAR confirms there are no areas of outstanding biodiversity value, as identified under the BC Act, occur within the subject land, assessment area or the surrounding locality. In addition, the BAR and Statement of Environmental Effects (SEE) confirms that no clearing of native trees or shrubs is required to facilitate the proposal.

DEVELOPMENT ASSESSMENT REPORT

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



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BAR Findings and Conclusion

The BAR concluded that the proposed development has been appropriately designed and sited to avoid and minimise impacts on biodiversity values. Any residual impacts were assessed as being low and capable of being effectively managed within the broader landscape context.

A Test of Significance was undertaken in accordance with the NSW DPIE Threatened Species Test of Significance Guidelines for the following ecological community:

- *White Box – Yellow Box – Blakely's Red Gum Grassy Woodland and Derived Native Grassland* within the NSW North Coast, New England Tableland, Nandewar, Brigalow Belt South, Sydney Basin, South Eastern Highlands, NSW South Western Slopes, South East Corner and Riverina Bioregions.

The Test of Significance concluded that the proposal is **not likely to result in a significant impact** on this listed ecological community, or on any threatened species or populations.

The BAR further concluded that, subject to the implementation of the recommended mitigation measures, the proposal would not result in adverse impacts on adjoining land, including through the spread of weeds, and that impacts associated with the NSW Rural Boundary Clearing Code would be appropriately managed. Overall, the net impact of the proposal on flora, fauna and biodiversity values was assessed as negligible.

Impact Mitigation Measures

The BAR recommends the imposition of legal instruments to protect retained vegetation and minimise future biodiversity impacts. In particular, it is recommended that a Restriction as to User under Section 88E of the *Conveyancing Act 1919* be applied to each proposed lot, with Cootamundra–Gundagai Regional Council as the prescribed authority.

The restriction is to provide that:

No vegetation is to be cleared or removed from the boundary areas of the affected lots, other than for weed control, without the written approval of Cootamundra–Gundagai Regional Council.

This measure will ensure the retention and ongoing management of vegetation for conservation purposes and exclude the application of the NSW Rural Boundary Clearing Code on the resulting lots.

Assessment Conclusion

Having regard to the findings of the BAR and the statutory tests under Part 7 of the *Biodiversity Conservation Act 2016* and Part 7A of the *Fisheries Management Act 1994*, it is considered that the proposal is not likely to significantly affect threatened species, populations or ecological communities. A Restriction as to User under Section 88E of the *Conveyancing Act 1919* will be imposed as a condition of consent, consistent with the recommendation of the BAR.

In addition:

- The site is not identified as an area of outstanding biodiversity value.
- The proposal does not exceed the Biodiversity Offsets Scheme thresholds, as the land is not mapped as high biodiversity value on the Biodiversity Values Map and clearing thresholds are not exceeded.

DEVELOPMENT ASSESSMENT REPORT

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Section 4.15 (as amended)*



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- No tree removal is proposed.
- The proposal does not constitute a key threatening process.

Accordingly, no further biodiversity assessment or offset requirements are triggered under the relevant legislation.

Fisheries Management Act 1994

- all threatened species, endangered populations and endangered ecological communities known to occur in the LGA, or thought to be extinct in the LGA, are confined to the Murrumbidgee River or river system, and the development is nowhere near this river system,
- there is no declared critical habitat in the region,
- the development is not a key threatening process.

2.22 Mandatory community participation requirements

As per this section and Schedule 1, of the Act, the development was notified in accordance with the CGRC Community Participation Plan (CPP), for a period of fourteen (14) days (notification letter dated 24/10/2025).

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. Consultation was required in this instance with NSW Rural Fire Service (NSW RFS) as the land is identified as bushfire prone - see integrated development discussion assessment below.

4.14 Consultation and development consent—certain bush fire prone land

The land is identified as bushfire prone and this section of the Act and this section of the Act states that consent cannot be granted for the carrying out of development (other than a subdivision for residential or rural-residential purposes or for a special fire protection purposes), unless it meets the specifications and requirements of Planning for Bushfire Protection (BBFP). If the development is for a subdivision for residential or rural-residential purposes or for a special fire protection purpose, then it becomes integrated development. Accordingly, consultation was carried out with NSW RFS (See Section 4.46 below).

4.22 Concept development applications

The development is not a concept development (development undertaken in stages).

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



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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 proposed development involves the subdivision of land for residential or rural-residential purposes. As such, it constitutes integrated development and was required to be referred to NSW Rural Fire Service (NSW RFS), as it triggered the need to obtain the following approval:

a Bush Fire Safety Authority pursuant to Section 100B authorisation under the *Rural Fires Act 1997*.

The Department has considered the application together with the bush fire assessment report submitted in support of the proposal and has issued a Bush Fire Safety Authority (dated 17/12/2025), subject to general terms of approval and compliance with a series of conditions relating to:

- **General Condition,**
 1. The development shall generally comply with the following plans/documents except where amended by the remaining conditions of these General Terms of Approval:
 - The Bushfire Hazard Assessment Site Plan prepared by Sowdes reference 0080722-01BF revision A dated 18/05/2025.
 - The bush fire assessment prepared by Sowdes dated 18/5/2025.
- **Asset Protection Zones,**

The intent of measure is to provide sufficient space and maintain reduced fuel loads to ensure radiant heat levels at the buildings are below critical limits and prevent direct flame contact.

 2. At the issue of a subdivision certificate and for the life of the development, the site surrounding the existing dwelling for a distance of 25 metres must be managed as an inner protection area in accordance with the requirements of Appendix 4 of Planning for Bush Fire Protection 2019.
 3. At the issue of subdivision certificate, a restriction to the land use pursuant to section 88B of the 'Conveyancing Act 1919' must be placed on proposed lots 1 and 2 identifying the building envelopes and requiring the minimum Asset Protection Zones as depicted on the Bushfire Hazard Assessment Site Plan prepared by Sowdes reference 0080722-01BF revision A dated 18/05/2025.
- **Construction Standards,**

The intent of measure is to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.

 4. At the issue of subdivision certificate, the existing dwelling is required to be upgraded to improve ember protection by enclosing all openings (excluding roof tile

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spaces) or covering openings with a non-corrosive metal screen mesh with a maximum aperture of 2mm. Where applicable, this includes any subfloor areas (except where the underfloor area complies with 5.3.2.2 of AS3959:2018), openable windows, vents, weep holes and eaves. External doors are to be fitted with draft excluders.

- **Access Requirements.**

The intent of measure is to provide safe operational access to structures and water supply for emergency services, while residents are seeking to evacuate from an area.

5. At the issue of subdivision certificate, the shared property access road must comply with the following requirements of Table 5.3b of Planning for Bush Fire Protection 2019:

- property access roads are two-wheel drive, all-weather roads;
- minimum 5.5m carriageway width;
- a minimum vertical clearance of 4m to any overhanging obstructions, including tree branches;
- provide a Type A turning area in accordance with Appendix 3 at the end of the shared access way;
- shall be clearly signposted at the public road intersection as a "dead end road";
- curves have a minimum inner radius of 6m and are minimal in number to allow for rapid access and egress;
- the minimum distance between inner and outer curves is 6m;
- the crossfall is not more than 3 degrees; and
- maximum grades for sealed roads do not exceed 15 degrees and not more than 10 degrees for unsealed roads.

- **Water and Utility Services**

The intent of measure is to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building.

6. At the issue of subdivision certificate, the provision of new water, electricity and gas services must comply with Table 5.3c of Planning for Bush Fire Protection 2019.

- **Landscaping Assessment**

The intent of measure is to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.

7. Landscaping within the required asset protection zone must comply with Appendix 4 of Planning for Bush Fire Protection 2019.

General Advice – Consent Authority to Note

Future development applications lodged on lots created within this subdivision may be subject to further assessment under the Environmental Planning & Assessment Act 1979

DEVELOPMENT ASSESSMENT REPORT

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



Conditions of consent will be imposed in this regard.

No other approvals from any other government agency, as identified in the Act, was required.

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 (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 land uses (cropping and grazing). Accordingly, it is considered that the land is suitable for the subdivision, and no further investigation is warranted.

SEPP (Transport and Infrastructure) 2021

Chapter 2 - Infrastructure

Section 2.48 (*Determination of development applications—other development*) requires referral to the electricity supply authority, for development comprising:

- (1) This section applies to a development application (or an application for modification of a consent) for development comprising or involving any of the following—
 - (a) the penetration of ground within 2m of an underground electricity power line or an electricity distribution pole or within 10m of any part of an electricity tower,
 - (b) development carried out—
 - (i) within or immediately adjacent to an easement for electricity purposes (whether or not the electricity infrastructure exists), or
 - (ii) immediately adjacent to an electricity substation, or
 - (iii) within 5m of an exposed overhead electricity power line,
 - (c) installation of a swimming pool any part of which is—
 - (i) within 30m of a structure supporting an overhead electricity transmission line, measured horizontally from the top of the pool to the bottom of the structure at ground level, or

DEVELOPMENT ASSESSMENT REPORT

*Pursuant to the Environmental Planning & Assessment Act 1979
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- (ii) within 5m of an overhead electricity power line, measured vertically upwards from the top of the pool,
 - (d) development involving or requiring the placement of power lines underground, unless an agreement with respect to the placement underground of power lines is in force between the electricity supply authority and the council for the land concerned.
- (2) Before determining a development application (or an application for modification of a consent) for development to which this section applies, the consent authority must—
 - (a) give written notice to the electricity supply authority for the area in which the development is to be carried out, inviting comments about potential safety risks, and
 - (b) take into consideration any response to the notice that is received within 21 days after the notice is given.
- (3) Subsection (2) does not apply to development specified in subsection (1)(b) if the development involves only one or more of the following—
 - (a) internal alterations to a building,
 - (b) a change of use of an existing building,
 - (c) a change to the hours of operation specified in the development consent,
 - (d) a subdivision that does not involve construction work.

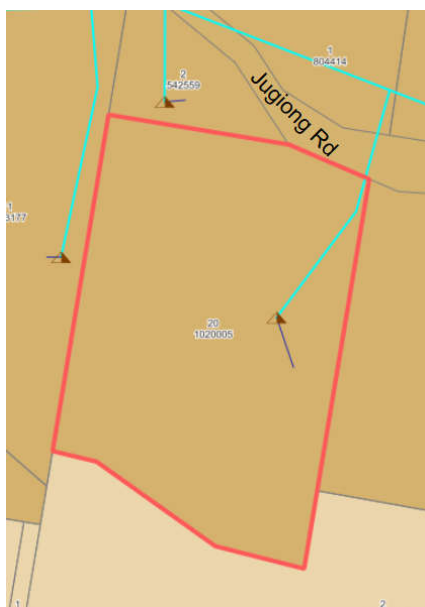


Figure 7 – Electricity infrastructure map - Source: IntraMaps

As shown in Figure 7, electricity infrastructure is located on the subject land and services the existing dwelling. However, the proposed subdivision involves only construction

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works associated with the upgrade of the entrance driveway and the installation of a water supply line, both of which are located well clear of the existing electricity infrastructure. Accordingly, no formal referral to Essential Energy is required in accordance with Clause 2.48(3)(d).

- *Section 2.77 (Development adjacent to gas pipeline corridors)* requires referral to the pipeline operator, for development compromising:
 - within the licence area of a pipeline for gas
 - within 20m of the centreline of a pipeline
 - within 20m of land the subject of an easement for a relevant pipeline.

The development does not meet this criteria, so no formal referral to APA Group, was required.

- *Division 15, Subdivision 2 Development in or adjacent to rail corridors and interim rail corridors—notification and other requirements*, requires referral to the rail authority, for development compromising:
 - *Section 2.97* - access via a level crossing
 - *Section 2.98* development adjacent a rail corridor that is likely to have an adverse effect on rail safety, places a metal finish on a structure and the corridor is used by electric trains, use of a crane in the air space above the corridor, within 5 m of an exposed overhead power line used for railway purposes and infrastructure,
 - *Section 2.99* – penetration of the ground to a depth of 2 m or greater, within a rail corridor or within 25 metres of a rail corridor

The development does not meet this criteria, so no formal referral to the rail authority, was required.

- *Section 2.100 (Impact of rail noise or vibration on non-rail development)*, requires consideration of the impact of noise and vibration on residential accommodation, a place of public worship, hospital, educational establishment or child care facility, where they are located in or adjacent a rail corridor.

The development is not for this form of development and/or is not located adjacent a rail corridor, and therefore consideration of this clause is not required.

- *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, and/or the development is not for residential accommodation, a place of public worship, hospital, educational establishment or child care facility.

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- **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 the Hume Motorway.
- **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

The proposed subdivision is largely consistent with the aims of the LEP, as it maintains local amenity through appropriate lot design and avoids impacts on viable agricultural land by providing suitable setbacks from actively farmed areas. The only land identified as being actively and routinely used for agricultural purposes is the adjoining property to the east, which contains an established olive tree operation. The remaining surrounding lots are predominantly used for rural lifestyle purposes, with limited or intermittent grazing.

Proposed Lot 3 will contain the existing dwelling and is located closest to the adjoining agricultural land. The two additional lots created by the subdivision will be situated further from this active agricultural use than the existing dwelling, thereby reducing the potential for land use conflict. No submissions were received in response to the proposed development.

It is also noted that the registration of building envelopes on the newly created lots will further minimise the potential for future land use conflicts. Accordingly, the proposed development is considered to be consistent with, and not contrary to, the aims of the LEP.

1.4 Definitions

Subdivision of land is not defined in the LEP, rather it relies upon the definition in Part 6 of the *Environmental Planning and Assessment Act, 1979*, being:

subdivision of land means the division of land into 2 or more parts that, after the division, would be obviously adapted for separate occupation, use or disposition.

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

DP1020005 contains registered easements. The only easement burdening the subject lot (Lot 20) is an easement to convey water, 3 wide. This easement has been appropriately addressed and incorporated into the proposed plan of subdivision. No further consideration under this clause is required.

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2.1 Land use zones

The site is zoned RU4 Primary Production Small Lots, and the proposed development is permitted in the zone with consent.

2.3 Zone objectives

In accordance with this clause, Council must have regard to the objectives of the zone when determining the application. The proposed development has been assessed against the zone objectives and is considered to be consistent with the following:

- To enable sustainable primary industry and other compatible land uses – The zone permits extensive agriculture, aquaculture and intensive plant agriculture. While the proposed lot sizes are unlikely to facilitate extensive agricultural activities, they are capable of supporting small-scale intensive agricultural uses, such as plant nurseries or the cultivation of fruit and vegetables, should future owners elect to undertake such activities.
- To minimise conflict between land uses within the zone and land uses within adjoining zones – As discussed above in relation to the aims of the LEP, the newly created lots will be located a sufficient distance from actively farmed land, thereby minimising the potential for land use conflict.

The remaining zone objective is not considered to be directly relevant to the proposed subdivision. Overall, the development is not inconsistent with the objectives of the zone.

2.7 Demolition requires development consent

This development does not involve any demolition works.

COOTAMUNDRA CLAUSES

4.1 Minimum subdivision lot size

Clause 4.1(3) of the Cootamundra LEP 2013 provides that *“the size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the Lot Size Map in relation to that land.”* The minimum lot size applicable to the subject land is 5 hectares.

The application seeks a variation under Clause 4.6 of the LEP to the minimum lot size development standard applying to subdivision within the RU4 Primary Production Small Lots Zone. The variation is required as proposed Lot 3 has an area of 4.55 hectares, resulting in a shortfall of 0.45 hectares (approximately 9%) from the minimum lot size requirement.

The submitted Statement of Environmental Effects (SEE) indicates that the proposal involves subdivision into three lots, with proposed Lot 1 having an area of 5.09 hectares and proposed Lot 2 having an area of 5.23 hectares, both of which exceed the minimum lot size requirement. Accordingly, the non-compliance is limited to a single lot and is considered minor in nature.

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It is noted, however, that the lot areas stated in the SEE do not align with the total land area shown on the Deposited Plan (DP) 1020005, which is 14.78 hectares. The proposed lot sizes in the SEE are as follows:

- Proposed Lot 1: 5.09 ha
- Proposed Lot 2: 5.23 ha
- Proposed Lot 3: 4.55 ha

This results in a combined area of 14.87 hectares, which exceeds the land area identified in the DP.

Notwithstanding this discrepancy, it is possible to reduce the areas of proposed Lots 1 and 2 while maintaining compliance with Clause 4.1, without altering the proposed area of Lot 3. Under this scenario, the lot sizes would be as follows:

- Proposed Lot 1: 5.00 ha
- Proposed Lot 2: 5.00 ha
- Proposed Lot 3: 4.55 ha

This results in a combined area of 14.55 hectares, which is within the total land area available as identified in the DP.

Accordingly, the proposed development would continue to require a Clause 4.6 variation only in respect of one lot (proposed Lot 3), with the remaining lots fully complying with the minimum lot size development standard.

4.2 Rural subdivision

This clause is not applicable to the proposal. The subdivision does not seek to create any lots below the prescribed minimum lot size for the purpose of primary production.

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

This clause is not applicable to the proposal. The development does not seek consent for the erection of a new dwelling house, and therefore the provisions of Clause 4.2A are not triggered.

4.2B Boundary changes between lots in certain rural and environment protection zones

Clause 4.2B is not applicable to the proposal. The development involves a subdivision to create two additional allotments and does not propose any boundary adjustments between existing lots. As no boundary changes are proposed, the provisions of Clause 4.2B are not triggered.

4.6 Exceptions to development standards

Clause 4.6 of the LEP allows development consent to be granted to development that contravenes a development standard where the consent authority is satisfied that the matters in Clause 4.6(3) and (6) have been adequately addressed.

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The objectives of Clause 4.6(1) are to:

- provide flexibility in applying certain development standards to particular development; and
- achieve better outcomes by allowing flexibility in appropriate circumstances.

Clause 4.6(3) requires Council to be satisfied that the applicant has demonstrated:

- compliance with the development standard is unreasonable or unnecessary in the circumstances, and
- there are sufficient environmental planning grounds to justify the contravention of the development standard.

Council's consideration of these matters, as required by Clause 4.6(3), is discussed below:

(a) Objectives of the Development Standard

The objectives of the minimum lot size development standard (Clause 4.1) are to:

- (a) to prevent fragmentation of viable agricultural land,
- (b) to provide a lot size that enables small-scale agricultural, horticultural or viticultural use of land,
- (c) to provide Cootamundra with logical and consistent subdivision patterns that facilitate future urban growth,
- (d) to permit development in the villages of Stockinbingal and Wallendbeen,
- (e) to provide alternative lifestyle housing options that satisfy economic, social and environmental needs.

The proposed variation relates solely to proposed Lot 3, which would have an area of 4.55 hectares, representing a shortfall of 0.45 hectares (approximately 9%) from the prescribed minimum lot size of 5 hectares. The remaining two lots would comply with the minimum lot size requirement.

The extent of non-compliance is minor and localised, and does not result in fragmentation beyond that contemplated by the zoning and subdivision framework established under the LEP. Proposed Lot 3 remains a substantial rural allotment and is capable of accommodating rural residential or small-scale primary production uses consistent with the objectives of the RU4 Primary Production Small Lots Zone. The proposed subdivision pattern maintains the established rural character of the locality and does not introduce additional development potential beyond that envisaged by the LEP. Importantly, it is considered that the proposal will provide alternative lifestyle housing options that satisfy economic, social and environmental needs and does not compromise the long-term agricultural or land-use capability of the site.

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Accordingly, strict compliance with the minimum lot size standard is considered unreasonable in the circumstances, and the proposed variation is consistent with the underlying objectives of Clause 4.1.

(b) Environmental Planning Grounds

There are sufficient environmental planning grounds to justify the proposed contravention of the minimum lot size development standard.

The variation is minor in numerical terms and is confined to a single lot, with the overall subdivision outcome remaining consistent with the strategic intent of the LEP. The subdivision layout can be configured such that two of the three proposed lots fully comply with the minimum lot size requirement, ensuring that the extent of non-compliance is minimised.

The proposal does not result in any adverse environmental impacts, as justified in the submitted Biodiversity Assessment Report, including impacts on biodiversity, agricultural land capability, or rural amenity. The subdivision will not increase development yield or intensity beyond that reasonably contemplated for land within the RU4 zone.

The variation will not set an undesirable precedent, as it is site-specific and arises from the physical characteristics and area of the land, rather than an attempt to circumvent the development standard.

The proposal is considered to represent an orderly and efficient use of land and is consistent with the broader objectives of the LEP, the RU4 zoning, and Section 4.15 of the Environmental Planning and Assessment Act 1979.

On this basis, it is considered that there are adequate environmental planning grounds to justify the proposed variation under Clause 4.6, and that compliance with the development standard is unreasonable and unnecessary in the circumstances of this application.

Clause 4.6(6) – Additional Considerations

Clause 4.6(6) of the LEP provides that development consent must not be granted under this clause for the subdivision of land in Zone RU4 Primary Production Small Lots if:

- (a) the subdivision will result in two or more lots that are less than the minimum area specified by a development standard; or
- (b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified by a development standard.

In this instance:

- The proposed three-lot subdivision will result in only one lot (proposed Lot 3) being less than the minimum lot size, with proposed Lots 1 and 2 meeting or exceeding the 5-hectare minimum requirement.

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- Proposed Lot 3 has an area of 4.55 hectares, representing approximately 91% of the minimum lot size.

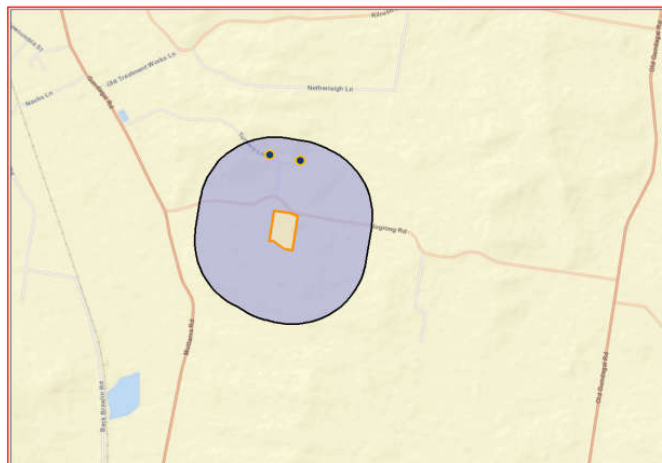
Accordingly, the subdivision will not result in two or more undersized lots, nor will it result in any lot being less than 90% of the minimum lot size.

The proposed subdivision therefore does not contravene the requirements of Clause 4.6(6).

Accordingly, Council is satisfied that the requirements of Clause 4.6(3) and Clause 4.6(6) of the LEP have been met, and that development consent may be granted notwithstanding the minor contravention of the minimum lot size development standard to proposed Lot.

5.10 Heritage conservation

A search of the AHIMS database found that within 1 km of the site, that three (3) Aboriginal sites are recorded, but no Aboriginal places have been declared in the area. These sites are located along/adjacent Turners Lane, approximately 860 metres to the north of the site (see report on file and map extract from report below). When the search was refined to a 200 metres radius of the site, no Aboriginal sites were recorded (copy on file also). Accordingly, given the separation to these sites, Council is satisfied that the proposed development will not have an adverse effect on the heritage significance of the sites.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

3	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

Figure 8 – Extract from AHIMS data base search

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5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation 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 (subcl1). This clause applies to land in the RU4 Primary Production Small Lots zone (subcl2), and therefore consideration of this clause is required on this instance. A consent authority must take into account the matters specified in subclause (4) in determining whether to grant development consent to development on land to which this clause applies for a subdivision of land proposed to be used for the purposes of a dwelling (subcl3), and therefore the following matters have been considered (subcl4):

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

Predominantly, the existing and approved uses in the area, are lifestyle or rural-residential lots, that support dwelling houses and limited agricultural activities. The closest actively farmed land is an olive farm to the east of the subject site. The existing and likely future use of the allotments, are not inconsistent with others in the area.

(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 subdivision will have a significant impact on land uses near the development. Proposed Lot 3 will contain the existing dwelling and will be the closest proposed lot located closest to the adjoining active agricultural use. The two additional lots created by the subdivision will be situated further from this active agricultural use than the existing dwelling, thereby reducing the potential for land use conflict. No submissions were received in response to the proposed development.

It is also noted that the registration of building envelopes on the newly created lots will further minimise the potential for future land use conflicts. Accordingly, the proposed development is considered to be consistent with, and not contrary to, the aims of the LEP.

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

As discussed above, it is not considered that the development will be incompatible with the existing land uses, but will allow them to be continued unaffected.

(d) *any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).*

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No measures are proposed, or considered required, in order to mitigate any incompatibility.

5.21 Flood planning

The subject site is not identified as being within a flood affected area and is not mapped as being at risk of flooding. Accordingly, the provisions of Clause 5.21 are not applicable to the proposed development and further assessment is required.

6.1 Earthworks

Only minimal earthworks are proposed in association with the subdivision. These works will be limited to the upgrade of the existing access, construction of the right-of-way (ROW), and minor works associated with the extension of electricity and water services. The extension of services is not expected to involve significant earthworks, as the required infrastructure is located in close proximity to the site.

The proposed earthworks are not anticipated to result in any adverse impacts on existing drainage patterns, soil stability, or landform within the locality. Given their minor nature, the works will not compromise the future use of the land and will not adversely affect the amenity of adjoining or nearby properties.

No importation or exportation of fill is proposed, as all earthworks will be minimal and confined to the immediate areas of works. Appropriate erosion and sedimentation control measures will be implemented and maintained during construction to ensure that there are no off-site impacts.

6.3 Terrestrial biodiversity

This clause applies to land identified as biodiversity land on the Terrestrial Biodiversity Map. Portions of the subject site are mapped as biodiversity land and comprise areas of remnant vegetation located through the central portion of the site (refer to the green shaded areas in Figure 9 – Terrestrial Biodiversity Map).

The application is supported by a Biodiversity Assessment Report (BAR), which concludes that the proposed subdivision will not result in adverse impacts on terrestrial flora or fauna, and will not adversely affect habitat values or ecological connectivity within or beyond the site.

The BAR further concludes that, subject to the implementation of the recommended mitigation measures, the proposal will not result in adverse impacts on adjoining land, including impacts associated with the spread of weeds. To manage any potential vegetation clearing undertaken in accordance with the NSW Rural Boundary Clearing Code, a Restriction as to User pursuant to Section 88E of the *Conveyancing Act 1919* will be imposed as a condition of consent, consistent with the recommendations of the BAR.

Overall, the BAR assesses the net impact of the proposal on flora, fauna and biodiversity values as negligible. Having regard to the findings of the BAR and the

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statutory tests under Part 7 of the *Biodiversity Conservation Act 2016* and Part 7A of the *Fisheries Management Act 1994*, it is considered that the proposal is not likely to have a significant impact on threatened species, populations or ecological communities.



Figure 9 – Terrestrial Biodiversity Map Source: IntraMaps

6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the *Groundwater Vulnerability Map*, but the overall majority of the site is not mapped as being affected, and accordingly this clause is not applicable

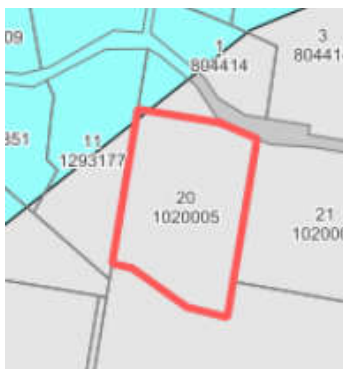


Figure 10 – Groundwater Vulnerability Map Source: IntraMaps

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.

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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. Works carried out on the site will not project into the Airport airspace.

6.9 Essential Services

This clause applies to land that is zoned RU4 Primary Production Small Lots, and therefore the consent authority must be satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required—

- (a) the supply of water,
- (b) the supply of electricity,
- (c) the disposal and management of sewage,
- (d) stormwater drainage or on-site conservation,
- (e) suitable vehicular access.

However, this clause does not apply to development for the subdivision of land that is more than 800 metres from any public sewer main (Clause 6.9(3)(b)).

So whilst this clause is technically not applicable as the land is approximately 2.5 km's from the sewer, an assessment of the required services has been undertaken as follows:

Water

Goldenfields Water infrastructure is located along the eastern boundary of the site and currently services the existing dwelling via a connection to the southern portion of the subject land. The southern boundary is burdened by a 3-metre-wide water conveyance easement created by DP 646692 and carried forward onto DP 1020005.

The proposed subdivision includes the extension of the existing water service to provide a compliant, reticulated water connection to each proposed lot. All water infrastructure is proposed to be protected by appropriate easements to ensure ongoing access for operation, maintenance and future servicing.

While reticulated water is not mandated under Clause 6.9(3)(b) of the LEP, the subject land is located more than 800 metres from any public sewer main. Accordingly, Clause 6.9 does not apply to this development. Notwithstanding this, the provision of reticulated

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water is proposed in the subject application and is considered to represent a higher standard of servicing consistent with orderly and sustainable development outcomes.

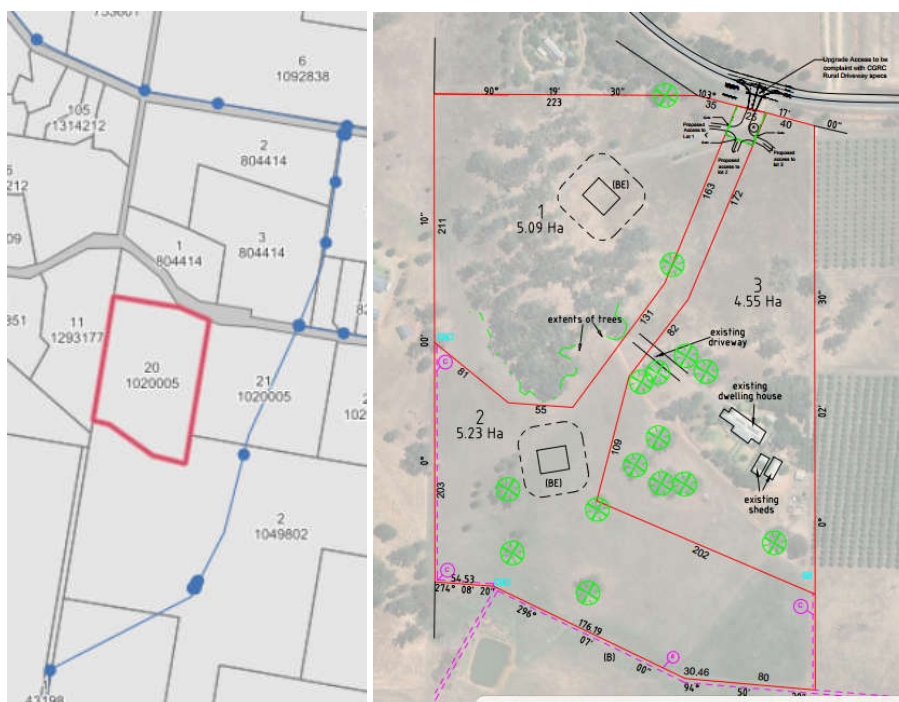


Figure 11 – (left) Water Infrastructure Map (as indicated by blue line) Source: IntraMaps and **(right)** proposed easement for water supply 2m wide as indicated by (c) on the Plan View map submitted.

Power

The Statement of Environmental Effects (SEE) confirms that electricity will be provided to the development as required. The existing dwelling on the site is currently serviced by mains electricity, as illustrated in Figure 12.

Again, while the supply of electricity is not mandated under Clause 6.9(3)(b) of the LEP, as the subject land is located more than 800 metres from any public sewer main. Accordingly, Clause 6.9 does not apply to this development. Notwithstanding this, the provision of the supply of electricity is proposed in the subject application and is considered appropriate.

A condition of consent will be imposed requiring the provision of electricity to service all proposed lots in accordance with Essential Energy's requirements. Written confirmation of compliance, in the form of a Notice of Arrangement, will be required prior to the release of the subdivision certificate.

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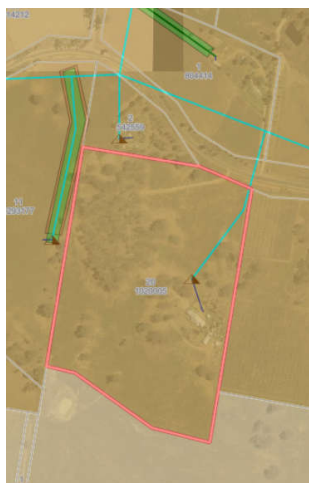


Figure 12 – Electricity Infrastructure Map Source: IntraMaps

Sewage

Sewerage is located approximately a minimum of 2.5 km away, and it is not reasonably or feasibility able to be extended. Each lot is of a sufficient size to accommodate on-site effluent disposal, and the existing on-site system for the existing dwelling on proposed Lot 3, is located a suitable distance from any new boundaries.

Stormwater

Stormwater from the existing structures are well clear of the new boundaries and there is ample room on-site for the disposal stormwater without causing a nuisance.

Access

The subject site is currently serviced by an existing vehicular access. The proposal seeks to formalise this access as a shared access point, incorporating a Right of Way to service proposed Lots 1 and 3. As detailed in the Statement of Environmental Effects (SEE) and the accompanying plans, the existing access will be upgraded to a bitumen-sealed driveway for the full extent of the area utilised by each proposed lots, identified as area "A" on the proposed plan.

A condition of consent will be imposed requiring that the driveway upgrade works be designed and carried out to Council's satisfaction and be approved under Section 138 of the *Roads Act 1993* prior to the commencement of construction.

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.

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4.15(1)(a)(iii) The provisions of any development control plan:

The Cootamundra Development Control Plan (DCP) applies to the land, and the relevant provisions are discussed as follows:

Chapter 1 – General information

Section 1.7 - Notification of Development Applications

The provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22)

Chapter 2 - Residential Development - Does not apply to this type of development.

Chapter 3 - Business & Industrial Development - Does not apply to this type of development.

Chapter 4 – Subdivision – the following performance criteria and acceptable solution provisions apply to a subdivision in the RU4 zone.

- 4.1 Rural Subdivision
- 4.3 Subdivision in the RU4 Primary Production Small Lots, RU5 Village and R5 Large Lot Residential Zones

An assessment against Section 4.3 of the DCP has been carried out (below), as whilst it is unclear which sections apply or take precedence over the other, they are both very similar in terms of the provision, and 4.3 appears to be more targeted at a lot created for residential purposes.

4.3 Subdivision in the RU4 Primary Production Small Lots, RU5 Village and R5 Large Lot Residential Zones.

- **DCP Performance Criteria** All new lots have legal and practical access to a public road;
- **DCP Acceptable solutions**
 - Each allotment created has legal access to a public road either through direct frontage, or by consolidation with an existing allotment that has such access;
 - Battle axe allotments are not acceptable access to lots;
 - Rights of carriage way are not acceptable access to lots;
 - For lots created with the right to apply for a dwelling;
 - Access is provided to a non-classified road where possible, and in accordance with Council's Engineering Subdivision and Development guidelines;

The DCP seeks to ensure all new lots have safe, legal and practical access to a public road and discourages the use of access handles and shared driveway arrangements.

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The proposal does not strictly comply with the Acceptable Solutions, as it incorporates an access handle to proposed Lot 2 and a shared driveway arrangement servicing proposed Lots 1 and 3.

Notwithstanding the above, the proposal satisfies the objectives and performance criteria of the DCP. Each proposed lot will have legal frontage to a public road and will be provided with legal and practical vehicular access. Due to the limited street frontage, the provision of separate driveway crossings for each lot would be impractical and may result in inferior traffic safety and streetscape outcomes.

The proposed shared access arrangement minimises the number of access points to the public road, improves safety, and represents an orderly and efficient subdivision design. The existing access is capable of being upgraded, subject to separate approval under S138 of the Roads Act, thereby, adequately servicing the future use of each lot.

Strict compliance with the Acceptable Solutions of the DCP is considered unreasonable and unnecessary in this instance. The proposal achieves the intent of the DCP and is acceptable on merit. Accordingly, the variation is considered supportable.

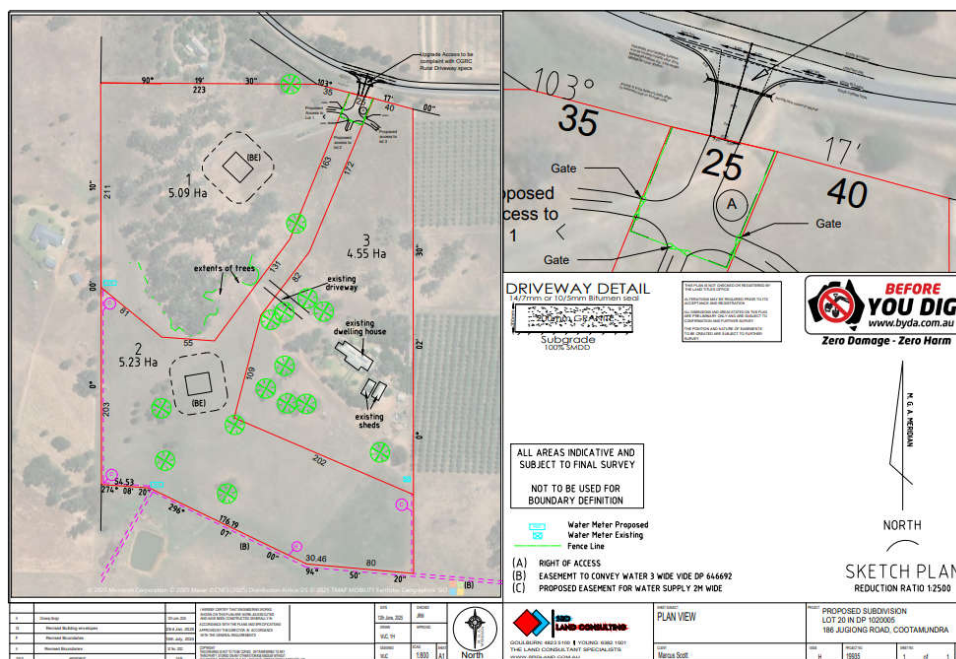


Figure 13 – Proposed Plan View of the shared vehicle access point

Servicing requirements

Performance Criteria (PC) - All new lots with a dwelling entitlement are provided with appropriate services.

Acceptable solutions (AS)

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- AS** *Electricity, water and telecommunications are available and provided to the new lots.*

Electricity – SEE states that Electricity and telecommunications will be provided as required. As previously discussed in above section 6.9 Essential Services, written confirmation from Essential Energy is required stating that adequate backbone power is available to all proposed lots and will be condition of consent.

Water – see comments below

Telecommunications – see comments below

Gas – not available

- AS** *Written confirmation is provided by a telecommunications carrier stating that facilities are available to each allotment or that suitable arrangements have been made.*

To be conditioned.

- AS** *Where reticulated water is available, all allotments created are provided with a connection point to Council's water mains, the connection to which is designed and constructed in accordance with Council's standard.*

Not applicable – whilst reticulated water is in the area, the water supply scheme does not belong to Council. Goldenfields Water do not require additional connections to be provided or headworks charges to be paid as part of the subdivision.

However, water infrastructure is already connected to the existing dwelling (to be located on proposed Lot 3), and the submitted SEE intends to extend the water service to the newly created lots, including the creation of appropriate easements. As section 5.8 Services, P22 of the Statement of Environmental Effects state that “Each lot will have a connection to Goldenfields water. Proposed Locations are shown on plans”, a condition of consent will require that all proposed lots be connected to Goldenfields water supply.

- AS** *Water storage with a minimum capacity of 20, 000 L is provided for fire fighting purposes with a 40mm Storz water coupling suitable for connection to the local fire brigade water tanker.*

Satisfied – existing tanks on house lot satisfy this requirement, however, on page 12 of the bushfire assessment report, the report recommends “that there be a 65mm face diameter storz connection installed adjacent to the shed at the rear of the dwelling for the NSW RFS to access the water supply.” This recommendation will be conditioned.

Otherwise, tanks are not required on vacant lot until such time as house is built.

- AS** *Where sewer is available, allotments are connected to the sewer.*

The applicant has sought an exemption to the provision of reticulated sewer, on the basis that sewer is not available (approx. 2.5 km away), and there is sufficient room on each lot for effluent disposal. Council agrees with this and will not require reticulated sewer to be provided in this instance.

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AS Where sewer is not available, adequate provision is made to enable allotments to provide an appropriate effluent treatment system for dwellings
Satisfied – sewer not available and there is ample room on each site for the disposal of effluent.

PC *The subdivision of land for dwelling entitlements provides building envelopes that are constraint-free.*

AS *Bushfire prone land, flood prone land, slope are identified and considered and appropriate building envelopes are identified on the development application plans*
Satisfied – The land is identified as bushfire prone, and the application includes nominated building envelopes that have been assessed by NSW Rural Fire Service (RFS). The RFS has required these building envelopes and the application of minimum Asset Protection Zones (APZs), which are to be imposed as a restriction on the use of the land pursuant to Section 88B of the *Conveyancing Act 1919*.

PC *The development provides a means of funding local infrastructure and services required as a result of the subdivision*

AS *Payment of any Section 94 or Section 94A contributions applicable to the development*
There are no 7.11 or 7.12 contribution plans in force that apply to the subdivision of rural land.

PC *The subdivision provides roads that are constructed to a standard that is durable and suitable for the proposed development, and which are capable of being upgraded to serve standard residential allotments.*

AS *All roads created as a part of the subdivision are sealed and are designed and constructed in accordance with Council's Engineering Guidelines for Subdivision and Development.*
Not applicable – no new roads are being created as part of this application.

Chapter 5 – Car parking and vehicle access – Not applicable as no impact on parking

Chapter 6 – Environmental Management – The subject land is identified as bushfire prone, but not flood prone, potentially contaminated or located adjacent a quarry, extractive industry, forestry, infrastructure assets or renewable energy generating facilities. The application was referred to the NSW RFS and issued their general terms of approval conditions.

Chapter 7 – Heritage – Not applicable as the site does not contain a heritage item and is not in the HCA.

4.15(1)(a)(iia) Any planning agreement or draft planning agreement:

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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:

The issue of context and setting deals with a number of aspects, including the scenic qualities and features of the landscape, the character and amenity of the area, the scale and density of the development, the relationship and compatibility of adjacent land uses, visual and acoustic privacy, overshadowing, views and vistas and boundary treatments and fencing.

Given the nature of the existing area and the proposed development, there will be little impact on the scenic qualities and features of the landscape in either a regional or local context. The character of the area is predominantly rural-residential in nature, with a low settlement density, comprising a variety of different lot and holding sizes, generally supporting either none, or small scale agricultural activities (cropping and grazing), with most holdings supporting dwellings. On this basis, it is considered that the density, design and scale of the development is in keeping with the existing character of the area.

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Access, Transport and Traffic:

Access to the proposed lots, will be via an existing access to be upgraded and creation of a ROW. There is no additional access to Council road network as a result of the proposed subdivision.

Public Domain:

It is not envisaged that this development will impact adversely on public recreational activities in the locality, or on the amount, location, design or use of public spaces.

Utilities:

Discussed above in clause 6.9 of the LEP.

Heritage:

There are no heritage items listed in Council's LEP, on the site, or in the immediate area. It is not considered that the development would have any impact in terms of historic, scientific, social, aesthetic, anthropological, cultural, spiritual or archaeological significance, and the site is not known to be a site of Aboriginal significance.

Other Land Resources:

The development will not have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments.

Water:

These issues of water supply have been addressed in the report elsewhere. There will be no effect by the proposed development on groundwater, drainage flows or water quality.

Soil:

The upgrading works to the internal driveway/proposed ROW, has the potential to create sediment runoff, due to the slope of the land. A condition will be imposed regarding the need for sedimentation and erosion control measures to prevent the movement of sediment off the property or into any watercourse.

Air and Microclimate:

The final development will not affect air quality and microclimatic conditions in terms of existing air quality or pollution, as there will be no long-term emissions of dust, particulates, odours, fumes, gases or pollutants. There is little or no potential for dust causing a nuisance during the construction phase, due to the minimal works required and setbacks to adjacent properties.

Flora and Fauna:

The subdivision does not result in the removal of any trees or shrubs, and it is concluded that 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:

There will be little or no waste generated by the development.

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Energy:

In terms of energy efficiency and conservation of energy, the size and orientation of the additional lots 1 and 2, will allow a house to be positioned to take advantage of passive energy design principles, in terms of solar light and heating, and natural ventilation.

Noise and Vibration

It is not considered that the subdivision either during minor construction works (driveway upgrade) or when the lots are created, will generate offensive noise pollution, nor will the noise generated be different in nature to what is currently experienced. It is not considered that the development will have a detrimental effect on surrounding properties.

Natural Hazards:

There are no known risks to people, property or the biophysical environment from – geologic or soil instability, flooding. Bushfire considerations have previously been discussed in this report.

Technological hazards

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk.

Safety, security and crime prevention

It is not considered that the proposed development will impact on the security and safety of adjoining properties nor will the design of the subdivision encourage criminal activity.

Social Impacts in the Locality:

It is not considered that the proposed development would impact negatively on 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:

It is considered that the proposed subdivision is sensitive to the environmental conditions and site attributes, with minimal works required or trees requiring removal.

Construction Matters:

Impacts associated with construction will be minimal, and disruption to neighbours is unlikely.

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 ?

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The proposed development is compatible with the existing character and land use pattern of the locality, having regard to the RU4 Primary Production Small Lots zoning. The surrounding area comprises development of a similar rural-residential and agricultural nature, and there are no constraints arising from adjoining land uses that would preclude the proposal.

The site is suitably located and serviced, with adequate access to essential utilities and services appropriate to the scale and nature of the development. Environmental conditions have been assessed and are considered suitable, with acceptable air quality and microclimatic conditions, no nearby hazardous land uses or activities, and ambient noise levels consistent with the intended use.

Overall, the proposal is considered to fit well within the locality and to be consistent with the existing and desired future character of the area.

Are the site attributes conducive to development ?

The site is considered well-suited to the proposed development, being free from natural hazards such as flooding, subsidence, landslip, or other forms of mass movement. A bushfire safety authority has been issued by NSWRFs for the development including their General Terms of Approval.

Soil conditions are appropriate for the intended development, subject to standard construction-phase controls. The site does not support any identified critical habitats, nor is it home to threatened species, populations, ecological communities, or sensitive habitats as stated in the submitted Biodiversity Assessment Report (BAR). The proposed development will not compromise future agricultural productivity, and there are no known mineral or extractive resources present on the site.

Overall, the site attributes are highly conducive to the proposed development.

4.15(1)(d) - Any submissions made:

Nil submissions received.

4.15(1)(e) - The public interest:

Staff are not aware of any policy statements from either Federal or State Government that are relevant to this proposal. There is no management plan, planning guideline or advisory document that is applicable to a development of this nature. Also, there are no covenants, easements, or agreements that affect the proposal, and the health and safety of the public will not be affected. 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*

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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 is therefore not relevant to this development.

Section 7.12 Contributions Plans

The Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018, could apply to this development, however, it is a generally held view that if imposed at the subdivision stage that this would then preclude it being charged on subsequent development on each lot. Accordingly, it is not to be imposed.

Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

FINANCIAL IMPACTS:

Nil impacts for Council

POLICY IMPACTS:

Nil

ORGANISATIONAL IMPACT:

Nil

RISK MANAGEMENT IMPACTS:

Nil

LEGAL ISSUES:

Nil

CONCLUSION:

Council has considered the all matters under the relevant legislation, and it considers that the proposed development is appropriate having regard to those matters, and that there will be little or no impacts associated with the development.

RECOMMENDATION:

Determination:

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

- Application No.: DA 2025/123 – PAN-583249
- Property: Lot: 20 DP: 1020005
186 Jugiong Road COOTAMUNDRA
- Development: 3 Lot Subdivision with upgraded driveway and water connections

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REASONS FOR CONDITIONS:

- To confirm the details of the application as submitted by the applicant and as approved by Council;
- To manage any inconsistencies between the approved plan/documents and conditions of consent;
- 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 necessary approvals are applied for and are in force, before the proposal operates;
- To protect the amenity of the local environment, residents and adjoining landowners; and
- To ensure the development complies with all relevant legislation, Regulations, standards and approvals.

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:

Reasons for approval

- the proposed development is not inconsistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- the proposed development does not compromise the relevant Environmental Planning Instruments,
- the proposal will be compatible with the built form and character, established by existing developments in the area,
- any potential concerns have been ameliorated by appropriate conditions, with those conditions ensuring compliance with relevant legislation, Regulations and standards;
- the proposal is not inconsistent with the key planning provisions contained within the applicable environmental planning instruments,
- the proposal will have an acceptable environmental impact, and
- the proposal is consistent with the zone and desired future character of the area.

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

Development Assessment Internal Report
Cootamundra-Gundagai Regional Council

DA 2025 / 123

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PO Box 420 Cootamundra NSW 2590

mail@cgrc.nsw.gov.au

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COOTAMUNDRA-
GUNDAGAI REGIONAL COUNCIL

Craig Perrin

19 January 2026



**COOTAMUNDRA-
GUNDAGAI** REGIONAL
COUNCIL

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NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

Application number	DA 2025/123 PAN-583249
Applicant	SRD Land Consulting Pty Ltd PO Box 338 YOUNG NSW 2594
Description of development	3 Lot Subdivision with upgraded driveway and water connections
Property	186 JUGIONG ROAD COOTAMUNDRA 2590 20/-/DP1020005
Determination	Approved Consent Authority - Council
Date of determination	27/01/2026
Date from which the consent operates	27/01/2026
Date on which the consent lapses	27/01/2031

Under section 4.18(1) of the EP&A Act, notice is given that the above development application has been determined by the granting of consent using the power in section 4.16(1)(a) of the EP&A Act, subject to the conditions specified in this notice.

Reasons for approval

- the proposed development is not inconsistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- the proposed development does not compromise the relevant Environmental Planning Instruments,
- the proposal will be compatible with the built form and character, established by existing developments in the area,
- any potential concerns have been ameliorated by appropriate conditions, with those conditions ensuring compliance with relevant legislation, Regulations and standards;
- the proposal is not inconsistent with the key planning provisions contained within the applicable environmental planning instruments,
- the proposal will have an acceptable environmental impact, and
- the proposal is consistent with the zone and desired future character of the area.

Right of appeal / review of determination

If you are dissatisfied with this determination:

Request a review

You may request a review of the consent authority's decision under section 8.3(1) of the EP&A Act. The application must be made to the consent authority within 6 months from the date that you received the original determination notice provided that an appeal under section 8.7 of the EP&A Act has not been disposed of by the Court.

Rights to appeal

You have a right under section 8.7 of the EP&A Act to appeal to the Court within 6 months after the date on which the determination appealed against is notified or registered on the NSW planning portal.

The Dictionary at the end of this consent defines words and expressions for the purposes of this determination.

Craig Perrin
Town Planner
Person on behalf of the consent authority

Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

General Conditions

1.	Approved plans and supporting documentation			
	Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.			
	Approved plans			
	Plan number	Revision number	Plan title	Drawn by
	1 of 1	Issue H	Plan View – Proposed Subdivision of Lot 20 DP1020005 186 Jugiong Road, Cootamundra	SRD Land Consulting
	1 of 1	A	Bush fire Hazard Assessment site Plan	SOWDES
	Approved documents			
	Document title		Version number	Prepared by
	Statement of Environmental Effects		1	SRD Land Consulting
	Bush Fire Hazard Assessment Report		-	SOWDES
	Biodiversity Assessment Report		-	Macrozamia Environmental Consulting
	In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.			

	Condition reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.
2.	Cost of works
	All works associated with the proposal, or required by this consent, will be at no cost to Council
	Condition reason: To ensure the cost of development is not borne by Council
3.	Creation of Lots
	Proposed Lots 1 and 2 are created in accordance with Clause 4.1 of the Cootamundra LEP 2013 and intended to accommodate primary production (small lot) and future residential use.
	Proposed Lot 3 is generally created in accordance with Clause 4.1 with Clause 4.6 variation of the Cootamundra LEP 2013 and intended to accommodate primary production (small lot) and existing residential use.
	Condition reason: To ensure the subdivision complies with the LEP and facilitates orderly and appropriate development of the land.
4.	Access Driveway Upgrade
	The existing access driveway from Jugiong Road to the property shall be upgraded to a bitumen-sealed standard for the full length of the driveway serving each proposed lot, within the approved Right of Access/ fenced area identified as Area "A" on the approved subdivision plan.
	The driveway upgrade works shall be designed and constructed to Council's satisfaction. Prior to the commencement of any works within the road reserve, approval under Section 138 of the <i>Roads Act 1993</i> shall be obtained from Council.
	The driveway upgrade works shall be completed prior to the issue of a Subdivision Certificate, unless otherwise approved by Council.
	Condition reason: To ensure safe, all-weather access to each lot and compliance with Council standards, and for the ongoing safety of road users and occupants/users of the development.
5.	Section 138 Application
	A Section 138 Approval is required to be obtained under the Roads Act 1993 for any new works within the road reserve relating to formalised access works.
	Condition reason: To ensure that any road access upgrades are approved by Council.

6.	Water Supply
	The applicant is required to liaise with Goldenfields Water to establish new water service connections (tappings) and water meters to service each lot created by the proposed subdivision. All water supply works, including the installation of meters, must be carried out in accordance with the requirements and specifications of Goldenfields Water and at full cost to the developer, following the submission and approval of an application for the required connections.
	Condition reason: To ensure that satisfactory arrangements are made for the provision of a reticulated water supply to each lot within the subdivision, in accordance with the requirements of the relevant water authority.
7.	Power supply
	The applicant shall make satisfactory arrangements with the relevant electricity supply authority for the provision of electricity to each allotment created by the subdivision, including any necessary high-voltage and low-voltage infrastructure. Documentary evidence (Notice of Arrangement issued by Essential Energy) of such arrangements must be provided to Council prior to the issue of a Subdivision Certificate.
	Condition reason: To ensure that the developer has made satisfactory arrangements for the provision of power infrastructure, to service the subdivision.
8.	Water Storage for Firefighting
	A 65mm Storz coupling (face diameter) suitable for connection to NSW Rural Fire Service appliances shall be installed on the existing water tank and located adjacent to the shed at the rear of the dwelling, in accordance with the recommendation on p12 of the Bushfire Hazard Assessment Report and as required by Planning for Bushfire Protection 2019 guidelines. The coupling shall be maintained in a fully operable condition and kept accessible at all times.
	Condition reason: To ensure that an accessible water supply is available for firefighting purposes for the existing dwelling within a bushfire-prone area, in accordance with the recommendations in the submitted bushfire assessment report and the requirements of the NSW Rural Fire Service.
9.	Registration of easements and restrictions as to users
	Easements shall be created over all services as required to the satisfaction of the relevant authority, and/or wherever deems necessary to allow unrestricted access to the service, under Section 88B of the Conveyancing Act 1919.
	Condition reason: To ensure all services are legally protected by registered easements

10.	Biodiversity Protection – Restriction as to User
	<p>The applicant shall implement legal mechanisms to protect retained vegetation and minimise potential biodiversity impacts by creating a Restriction as to User pursuant to Section 88E of the <i>Conveyancing Act 1919</i> burdening each proposed lot, with Cootamundra–Gundagai Regional Council nominated as the prescribed authority.</p> <p>The Restriction as to User shall provide that:</p> <p style="padding-left: 40px;">No vegetation is to be cleared/removed within the boundary areas of the affected lots, other than for approved weed control, without the prior written consent of Cootamundra–Gundagai Regional Council.</p> <p>This Restriction shall ensure the ongoing retention and management of vegetation for conservation purposes and shall exclude the application of the <i>NSW Rural Boundary Clearing Code</i> to the resulting allotments.</p> <p>Condition reason: To ensure the recommendations of the approved Biodiversity Assessment Report (BAR) are implemented and that biodiversity values are protected in the long term.</p>
11.	NSW Rural Fire Service – General Terms of Approval
	<p>General Condition</p> <p>11.1 The development shall generally comply with the following plans/documents except where amended by the remaining conditions of these General Terms of Approval:</p> <ul style="list-style-type: none"> • The Bushfire Hazard Assessment Site Plan prepared by Sowdes reference 0080722-01BF revision A dated 18/05/2025. • The bush fire assessment prepared by Sowdes dated 18/5/2025.
	<p>Asset Protection Zones,</p> <p>11.2 At the issue of a subdivision certificate and for the life of the development, the site surrounding the existing dwelling for a distance of 25 metres must be managed as an inner protection area in accordance with the requirements of Appendix 4 of Planning for Bush Fire Protection 2019.</p> <p>11.3 At the issue of subdivision certificate, a restriction to the land use pursuant to section 88B of the 'Conveyancing Act 1919' must be placed on proposed lots 1 and 2 identifying the building envelopes and requiring the minimum Asset Protection Zones as depicted on the Bushfire Hazard Assessment Site Plan prepared by Sowdes reference 0080722-01BF revision A dated 18/05/2025.</p> <p>Condition reason: The intent of measure is to provide sufficient space and maintain reduced fuel loads to ensure radiant heat levels at the buildings are below critical limits and prevent direct flame contact.</p>

	Construction Standards,
	11.4 At the issue of subdivision certificate, the existing dwelling is required to be upgraded to improve ember protection by enclosing all openings (excluding roof tile spaces) or covering openings with a non-corrosive metal screen mesh with a maximum aperture of 2mm. Where applicable, this includes any subfloor areas (except where the underfloor area complies with 5.3.2.2 of AS3959:2018), openable windows, vents, weep holes and eaves. External doors are to be fitted with draft excluders.
	Condition reason: The intent of measure is to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.
	Access Requirements.
	11.5 At the issue of subdivision certificate, the shared property access road must comply with the following requirements of Table 5.3b of Planning for Bush Fire Protection 2019: <ul style="list-style-type: none"> • property access roads are two-wheel drive, all-weather roads; • minimum 5.5m carriageway width; • a minimum vertical clearance of 4m to any overhanging obstructions, including tree branches; • provide a Type A turning area in accordance with Appendix 3 at the end of the shared access way; • shall be clearly signposted at the public road intersection as a "dead end road"; • curves have a minimum inner radius of 6m and are minimal in number to allow for rapid access and egress; • the minimum distance between inner and outer curves is 6m; • the crossfall is not more than 3 degrees; and • maximum grades for sealed roads do not exceed 15 degrees and not more than 10 degrees for unsealed roads.
	Condition reason: The intent of measure is to provide safe operational access to structures and water supply for emergency services, while residents are seeking to evacuate from an area.
	Water and Utility Services
	11.6 At the issue of subdivision certificate, the provision of new water, electricity and gas services must comply with Table 5.3c of Planning for Bush Fire Protection 2019.

	Condition reason: The intent of measure is to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building.
	Landscaping Assessment
	11.7 Landscaping within the required asset protection zone must comply with Appendix 4 of Planning for Bush Fire Protection 2019.
	Condition reason: The intent of measure is to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.
	General Advice – Consent Authority to Note Future development applications lodged on lots created within this subdivision may be subject to further assessment under the Environmental Planning & Assessment Act 1979

Before issue of a subdivision certificate

12. Application for subdivision certificate	
	An application for a subdivision certificate shall be submitted to Council (on the prescribed form and accompanied by payment of the applicable fee in accordance with Council's adopted Fees and Charges. The application must be accompanied by a written statement or letter demonstrating that all conditions of the development consent have been complied with, in accordance with Section 6.15(1)(c) of the <i>Environmental Planning and Assessment Act 1979</i> .
	Condition reason: To ensure compliance with the statutory requirements of the Environmental Planning and Assessment Act 1979 and to enable the lawful issue of a subdivision certificate.
13. Final subdivision plan and administration sheet	
	The final plan of subdivision along with the Administration Sheet (original only), suitable for registration with NSW Land Registry Services, shall be submitted to Council.
	Condition reason: To meet the legal obligations of Council in administering the Environmental Planning and Assessment Act 1979 and Conveyancing Act 1919.
14. 88B Instrument	
	The 88B Instrument, incorporating all relevant easements associated with this development, shall be submitted to the Principal Certifying Authority (PCA) together with

	<p>the final plan of subdivision as a prerequisite to the endorsement of the subdivision certificate.</p> <p>The 88B Instrument must include:</p> <ul style="list-style-type: none"> • New easements over all services as required, to the satisfaction of the relevant authority; • Any existing easements to be carried over to the new deposited plan; • A Right of Access over the fenced area identified as Area “A” on the approved subdivision plan; • A restriction on land use pursuant to Section 88B of the <i>Conveyancing Act 1919</i> on proposed Lots 1 and 2, identifying the building envelopes and requiring the minimum Asset Protection Zones as depicted on the Bushfire Hazard Assessment Site Plan prepared by Sowdes (reference 0080722-01BF, revision A, dated 18/05/2025); • A Restriction as to User pursuant to Section 88E of the <i>Conveyancing Act 1919</i> burdening each proposed lot, with Cootamundra–Gundagai Regional Council nominated as the prescribed authority. The Restriction as to User shall provide that no vegetation is to be cleared/removed within the boundary areas of the affected lots, other than for approved weed control, without the prior written consent of Cootamundra–Gundagai Regional Council.
	<p>Condition reason: To ensure the all required easements and land use restrictions are appropriately established to satisfy Council’s requirements.</p>
15.	<p>Water Connection Approval</p> <p>Evidence shall be submitted to Council (by way of a Certificate of Compliance from Goldenfields Water), confirming that the developer has satisfied Goldenfields Water’s requirements in relation to providing a water supply to each lot created as part of this subdivision.</p> <p>Condition reason: To ensure appropriate connection to Goldenfield’s water infrastructure as proposed in the development.</p>
16.	<p>Power Supply</p> <p>Written evidence shall be submitted to Council (by way of a Notice of Arrangement issued by Essential Energy), stating that satisfactory arrangements have been made throughout the proposed subdivision, and to each allotment, with respect to the provision of backbone high voltage power mains and low voltage power mains (including multiple distribution substations as required), in accordance with the requirements of Essential Energy.</p> <p>Condition reason: To ensure that the developer has made satisfactory arrangements for the provision of power infrastructure, to service the subdivision.</p>

17. Telecommunication services	
	Written evidence shall be submitted to Council, from the relevant supply authority, stating that satisfactory arrangements have been made throughout the proposed subdivision, and to each allotment, with respect to the provision of telecommunication facilities.
	Condition reason: To ensure that the developer has made satisfactory arrangements for the provision of telecommunications, to service the subdivision.
18. Works as Executed Plans	
	A set of final works as executed plans showing all works carried out on the site and the location of all services, shall be submitted to Council, prior to the issue of a subdivision certificate.
	Condition reason: To ensure accurate documentation of all works and services completed on the site are retained.
19. Damage to infrastructure or services	
	The cost of repairing any damage caused to Council or other Public Authority's assets in the vicinity of the subject site as a result of construction works associated with the approved development, is to be met in full by the developer prior to the release of any subdivision certificate.
	Condition reason: To ensure the developer covers the full cost of repairing any damage to Council or public assets caused by construction works.
20. Street addressing	
	Street numbers shall in accordance with the <i>NSW Address Policy and User Manual</i> prepared by the Geographical Names Board of NSW, as follows: <ul style="list-style-type: none"> ▪ Proposed Lot 1 – 182 Jugiong Road, Cootamundra; ▪ Proposed Lot 2 – 184 Jugiong road, Cootamundra; ▪ Proposed Lot 3 – 186 Jugiong Road, Cootamundra.
	Condition reason: To ensure each lot has a unique address, for safety and delivery of services.

General advisory notes

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation. Some of these additional obligations

are set out in the [Conditions of development consent: advisory notes](#). The consent should be read together with the *Conditions of development consent: advisory notes* to ensure the development is carried out lawfully.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent.

Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.

Dictionary

The following terms have the following meanings for the purpose of this determination (except where the context clearly indicates otherwise):

Approved plans and documents means the plans and documents endorsed by the consent authority, a copy of which is included in this notice of determination.

AS means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the consent is issued.

Building work means any physical activity involved in the erection of a building.

Certifier means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018*.

Construction certificate means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation and *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

Council means COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL.

Court means the Land and Environment Court of NSW.

EPA means the NSW Environment Protection Authority.

EP&A Act means the *Environmental Planning and Assessment Act 1979*.

EP&A Regulation means the *Environmental Planning and Assessment Regulation 2021*.

Independent Planning Commission means Independent Planning Commission of New South Wales constituted by section 2.7 of the EP&A Act.

Occupation certificate means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

Principal certifier means the certifier appointed as the principal certifier for building work or subdivision work under section 6.6(1) or 6.12(1) of the EP&A Act respectively.

Site work means any work that is physically carried out on the land to which the development the subject of this development consent is to be carried out, including but not limited to building work, subdivision work, demolition work, clearing of vegetation or remediation work.

Stormwater drainage system means all works and facilities relating to:

- the collection of stormwater,
- the reuse of stormwater,
- the detention of stormwater,
- the controlled release of stormwater, and
- connections to easements and public stormwater systems.

Strata certificate means a certificate in the approved form issued under Part 4 of the *Strata Schemes Development Act 2015* that authorises the registration of a strata plan, strata plan of subdivision or notice of conversion.

Sydney district or regional planning panel means Southern Regional Planning Panel.

8.4.2 DA 2025/130 - PROPOSED CHANGE OF USE - 22 ADAMS STREET, COOTAMUNDRA

DOCUMENT NUMBER	454373
REPORTING OFFICER	Alex Marshall, Town Planner
AUTHORISING OFFICER	Lauren Dawes, Acting Manager Sustainable Development
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant, safe, and inclusive community 1.1 Our health and wellbeing needs are met
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. Assessment Report ↓ 2. Draft Notice of Determination ↓

RECOMMENDATION

That Council approve DA 2025/53 subject to conditions of consent as outlined in the accompanying Draft Notice of Determination and authorise minor amendments to correct any errors prior to issuing the final notice.

Introduction

The proposed development involves the change of use of the existing building at 22 Adams Street, Cootamundra. It is currently approved as an office premises and approval is being sought to change the use to a gym facility, defined as a recreational facility (indoor) in the *Cootamundra Local Environmental Plan 2013*.

This application was neighbour notified in accordance with the *Cootamundra Gundagai Regional Council Community Participation Plan*. During notification period for the proposed development a submission was received from the owner/occupier of an adjoining property, raising concerns with the proposed development. Staff delegations do not provide for determination of applications where objections have been received, the application is therefore referred to Council for determination. Consideration of the submission is detailed in the discussion below, full detailed assessment of the application is Attachment 1 – Assessment Report.

DiscussionDescription of Development

22 Adams Street is located in the E2 – Commercial Centre zone. The objectives of this zone are to promote local businesses and encourage employment opportunities and economic growth. The proposed change of use will be to accommodate a gym that offers exercise classes. There are no building works proposed to the existing building as part of this application.

The business proposes to offer classes Monday through to Saturday from 05:30am – 6:00 pm and 08:00am – 12:00pm on Saturday. Classes will start at 06:00am during weekdays and 08:00am on Saturday. There will be up to 12 people occupying the building at one time.

The subject site is located next to a residential premises which was approved before the zone changed to E2. Although the proposed development aligns with the zone and zone objectives, it is important to consider the potential impact to the neighbouring residential dwelling.

Assessment of Matters Raised by Submission

A submission received during the neighbour notification period raised concerns regarding potential noise impacts associated with the proposed development. The submission detailed concerns that, gyms are commonly associated with elevated noise levels due to amplified music, instructors using microphones, and general noise generated by patrons entering and exiting the premises.

In response to these concerns, additional information was supplied by the applicant, advising that the following measures would be implemented:

- Installation of thick rubber flooring throughout the premises to reduce noise associated with the dropping or movement of gym equipment.
- Programming of classes to minimise noise generated by equipment use.
- All doors will remain closed during early morning classes.
- Music volume will be kept to a minimum during the first class of the day.
- Microphones will not be used.

These measures would mitigate potential noise impacts on the adjoining residential property.

It is noted that while only 1 submission was received, noise generated by the proposed development has potential to adversely impact the amenity of other nearby existing or future businesses, and potential future development located opposite the development site on Adams Street if not appropriately managed. Accordingly, the proposed measures alone may not be sufficient to limit impacts on the area and it is recommended that conditions detailing allowable noise levels and limits and providing means of checking/verifying noise produced by the development be applied to the consent. Accordingly, proposed conditions of consent have been outlined in the Draft Notice of Determination provided in Attachment 2 to this report. The conditions are intended to manage noise and potential impacts on nearby premises while allowing the business to operate.

It is common in other local government areas for recreation facilities (indoor) to be restricted to operating only with industrial/light industrial zones by adopted Local Environmental Plans on account of noise generated, the Cootamundra Local Environmental Plan 2013 does not impose such a restriction. In this instance, given the small scale of the proposed development it is considered suitable for the development to be approved to operate subject to noise mitigation measures being implemented during operation in accordance with the draft conditions.

Financial

Nil.

OLG 23a Guideline consideration

Does not conflict with guidelines.

DEVELOPMENT ASSESSMENT REPORT

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



COOTAMUNDRA-
GUNDAGAI
REGIONAL COUNCIL

DATE OF REPORT COMMENCEMENT:

18 December 2025

COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:

Alexandra Marshall

DEVELOPMENT REFERENCE:

DA 2025/130

DEVELOPMENT ADDRESS:

22 Adams Street COOTAMUNDRA

DEVELOPMENT LOT / SEC / PLAN:

Lot: 10 DP: 1170718

OWNER(S):

Martin Naphegyi
PO Box 151
COOTAMUNDRA NSW 2590

APPLICANT:

Anna McClintock
PO Box 154
COOTAMUNDRA NSW 2590

PROPOSED DEVELOPMENT:

Change of use to recreation facility (indoor)

SITE:

The subject site is located in the E2 – Commercial Centre zone. The site is located in the Cootamundra CBD. The subject site is rectangular in shape and is approximately 248.3 m² in size. The site has an existing building on it which is used for commercial purpose. The last known use known to council is an office purpose. The building is located next to another commercial business and a residential building.

The site is not mapped as anything concerning. It is mapped in the flood prone area, and a further assessment will be provided below.

DEVELOPMENT ASSESSMENT REPORT

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



Figure 1 - Image of site from Adams Street

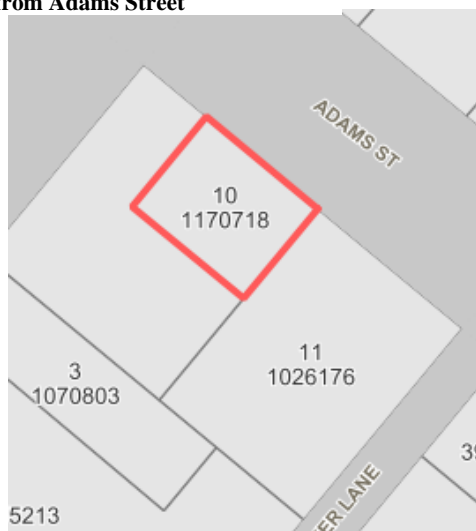


Figure 2 - Subject site

DEVELOPMENT ASSESSMENT REPORT

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



BACKGROUND:

This application is seeking approval for a change of building use at 22 Adams Street, Cootamundra. The most recent building use known to Council is an office premises. The applicant is wanting to change the use of the building to a recreational facility (indoor) for the purpose of a personal training/ small gym classes facility.

The application history is as follows:-

- Application lodged 24/11/2025
- Neighbour Notification 2/12/2025 to 16/12/2025
- Site inspection 2/12/2025
- Submission received 17/12/2025
- Request for additional information 19/12/2025
- Additional information received 19/12/2025
- Fire safety inspection 07/01/2026
- Report to Council 15/01/2026 for January Business Paper

GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

The development is not a key threatening process under either Act, and the site contains no known threatened species or EECs, has not been declared critical habitat or an area of outstanding biodiversity value, and is not mapped on the Biodiversity Values Map. 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, including terrestrial biodiversity and river systems.

2.22 Mandatory community participation requirements

As per this section and Schedule 1, of the Act, the development was notified in accordance with the CGRC Community Participation Plan (CPP), for a period of fourteen (14) days from 02/12/2025 to 16/02/2025.

Notification was required in accordance with the CCP on account of potential that the application may detrimentally impact adjoining neighbours.

1 submission was received, raising the following objections/concerns:

- Concerns were raised with potential noise impacts. Further concerns were raised regarding the noise impacts with the early opening hours and later closing hours. With classes being run during these hours, the expectation of louder music and potential use of microphones is a concern.

DEVELOPMENT ASSESSMENT REPORT

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



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.

Consultation was not required for this development.

4.14 Consultation and development consent—certain bush fire prone land

The land is not bushfire prone and therefore consideration of *Planning for Bush Fire Protection*, is not required.

4.22 Concept development applications

The development is not a concept development (development undertaken in stages).

4.33 Determination of Crown development applications

The development is not a Crown development.

4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

4.55 Modification of consents - generally

Not applicable

SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

4.15(1)(a)(i) The provisions of any environmental planning instrument:

State Environmental Planning Policies (SEPPs) and deemed SEPP's

The following SEPPs are relevant to the development.

DEVELOPMENT ASSESSMENT REPORT

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



SEPP (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 property is not mapped as potentially contaminated land. There is no known historical use likely to have resulted in contamination. No further investigation or assessment is required.

SEPP (Transport and Infrastructure) 2021

Chapter 2 - Infrastructure

- *Section 2.48 (Determination of development applications—other development)* requires referral to the electricity supply authority, for development comprising:
 - penetration of ground within 2m of an underground electricity power line or an electricity distribution pole or within 10m of any part of an electricity tower,
 - development within or immediately adjacent to an easement for electricity purposes
 - development immediately adjacent to an electricity substation
 - development within 5m of an exposed overhead electricity power line
 - installation of a swimming pool any part of which is within 30m of a structure supporting an overhead electricity transmission line, measured horizontally from the top of the pool to the bottom of the structure at ground level,
 - installation of a swimming pool any part of which is within 5m of an overhead electricity power line, measured vertically upwards from the top of the pool
 - involving or requiring the placement of power lines underground.

The development does not meet this criteria, so no formal referral to Essential Energy/ Transgrid, was required.

- *Section 2.77 (Development adjacent to gas pipeline corridors)* requires referral to the pipeline operator, for development comprising:
 - within the licence area of a pipeline for gas
 - within 20m of the centreline of a pipeline
 - within 20m of land the subject of an easement for a relevant pipeline.

The development does not meet this criteria, so no formal referral to APA Group, was required.

DEVELOPMENT ASSESSMENT REPORT

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



- *Division 15, Subdivision 2 Development in or adjacent to rail corridors and interim rail corridors—notification and other requirements*, requires referral to the rail authority, for development compromising:
 - *Section 2.97* - access via a level crossing
 - *Section 2.98* development adjacent a rail corridor that is likely to have an adverse effect on rail safety, places a metal finish on a structure and the corridor is used by electric trains, use of a crane in the air space above the corridor, within 5 m of an exposed overhead power line used for railway purposes and infrastructure,
 - *Section 2.99* – penetration of the ground to a depth of 2 m or greater, within a rail corridor or within 25 metres of a rail corridor

The development does not meet this criteria, so no formal referral to the rail authority, was required.

- *Section 2.100 (Impact of rail noise or vibration on non-rail development)*, requires consideration of the impact of noise and vibration on residential accommodation, a place of public worship, hospital, educational establishment or child care facility, where they are located in or adjacent a rail corridor.

The development is not for this form of development and/or is not located adjacent a rail corridor, and therefore consideration of this clause is not required.

- *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.

Local Environmental Plan (LEP)

The applicable LEP is the Cootamundra LEP 2013 (CLEP) and the relevant provisions of the LEP are discussed as follows.

1.2 Aims of Plan

The development is not inconsistent the aims of the LEP.

1.4 Definitions

Recreation facility (indoor) means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club.

1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

DEVELOPMENT ASSESSMENT REPORT

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



1.9A Suspension of covenants, agreements and instruments

There are covenants that apply to the site. They are below:

PART 2 (Terms)

2. Terms of Restrictions on the Use of Land firstly referred to in the Plan

The owner of the lot burdened will not transfer the lot or use it other than as a warehouse or workshop unless:-

- (a) It has obtained the consent in writing of the Cootamundra Shire Council;
- (b) It has upgraded the fire rating of the shed currently on the property to FRL of 90/90/90 where that shed stands along the boundary of Lot 10.

This development application is seeking consent to change the use of the existing building. A fire safety inspection has been completed by Ralph Tambasco and does not need to be upgraded.

2.1 Land use zones

The site is zoned E2 – Commercial Centre, and the proposed development is permitted in the zone with consent.

2.3 Zone objectives

The proposed development is not inconsistent with the objectives of the zone.

1 Objectives of zone

- To strengthen the role of the commercial centre as the centre of business, retail, community and cultural activity.
- To encourage investment in commercial development that generates employment opportunities and economic growth.
- To encourage development that has a high level of accessibility and amenity, particularly for pedestrians.
- To enable residential development only if it is consistent with the Council's strategic planning for residential development in the area.
- To ensure that new development provides diverse and active street frontages to attract pedestrian traffic and to contribute to vibrant, diverse and functional streets and public spaces.

The proposed development is expected to be consistent with the objectives of the zone.

2.7 Demolition requires development consent

No demolition works are proposed.

COOTAMUNDRA CLAUSES

5.10 Heritage conservation

DEVELOPMENT ASSESSMENT REPORT

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



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.

5.21 Flood planning

5.21 Flood planning

(1) The objectives of this clause are as follows—

- (a) to minimise the flood risk to life and property associated with the use of land,*
- (b) to allow development on land that is compatible with the flood function and behaviour on the land, taking into account projected changes as a result of climate change,*
- (c) to avoid adverse or cumulative impacts on flood behaviour and the environment,*
- (d) to enable the safe occupation and efficient evacuation of people in the event of a flood.*

(2) Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development—

- (a) is compatible with the flood function and behaviour on the land, and*
- (b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and*
- (c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and*
- (d) incorporates appropriate measures to manage risk to life in the event of a flood, and*
- (e) 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.*

(3) In deciding whether to grant development consent on land to which this clause applies, the consent authority must consider the following matters—

- (a) the impact of the development on projected changes to flood behaviour as a result of climate change,*
- (b) the intended design and scale of buildings resulting from the development,*
- (c) whether the development incorporates measures to minimise the risk to life and ensure the safe evacuation of people in the event of a flood,*
- (d) the potential to modify, relocate or remove buildings resulting from development if the surrounding area is impacted by flooding or coastal erosion.*

(4) A word or expression used in this clause has the same meaning as it has in the Considering Flooding in Land Use Planning Guideline unless it is otherwise defined in this clause.

(5) In this clause—

DEVELOPMENT ASSESSMENT REPORT

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



Considering Flooding in Land Use Planning Guideline means the Considering Flooding in Land Use Planning Guideline published on the Department's website on 14 July 2021.

flood planning area has the same meaning as it has in the Flood Risk Management Manual.

Flood Risk Management Manual means the Flood Risk Management Manual, ISBN 978-1-923076-17-4, published by the NSW Government in June 2023.

The subject site is located in the flood prone area. The building is existing with no proposed changes. The existing building is set above ground level, but it is not confirmed if it meets the flood planning level. Proposed change of use from an office to recreation facility (indoor) would not result in any increased risk to life or adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood. Accordingly, no changes to the building or further measures are considered necessary to address the flood risk as part of this development.

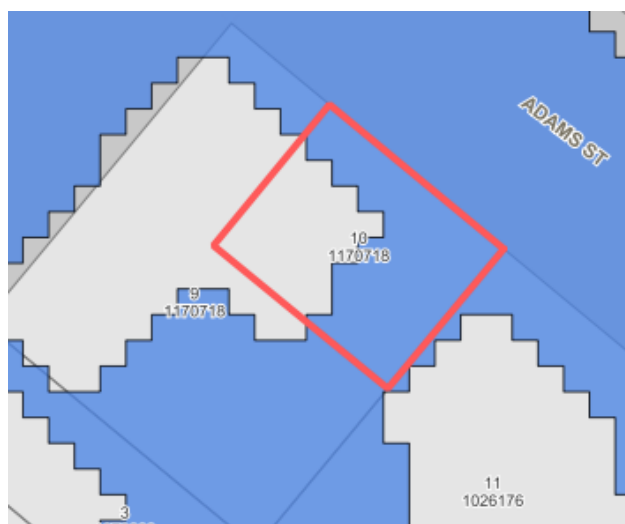


Figure 3 - Flood Planning Area Mapping

- 6.1 Earthworks
No earthworks are proposed
- 6.3 Terrestrial biodiversity
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

DEVELOPMENT ASSESSMENT REPORT

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



6.4 Groundwater vulnerability

- (1) The objectives of this clause are as follows—
- (a) to maintain the hydrological functions of key groundwater systems,
 - (b) to protect vulnerable groundwater resources from depletion and contamination as a result of development.
- (2) This clause applies to land identified as “Groundwater Vulnerable” on the [Groundwater Vulnerability Map](#).
- (3) Before determining a development application for development on land to which this clause applies, the consent authority must consider the following—
- (a) the likelihood of groundwater contamination from the development (including from any on-site storage or disposal of solid or liquid waste and chemicals),
 - (b) any adverse impacts the development may have on groundwater dependent ecosystems
 - (c) the cumulative impact the development may have on groundwater (including impacts on nearby groundwater extraction for a potable water supply or stock water supply),
 - (d) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.
- (4) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that—
- (a) the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or
 - (b) if that impact cannot be reasonably avoided—the development is designed, sited and will be managed to minimise that impact, or
 - (c) if that impact cannot be minimised—the development will be managed to mitigate that impact.

The subject site is mapped as groundwater vulnerable. The building is existing. The building nor proposed use would result in the discharge of pollutants likely to impact groundwater. No water groundwater is proposed to be drawn by the proposed development.



Figure 4 - Groundwater Vulnerability Mapping

6.5 Riparian land and watercourses

DEVELOPMENT ASSESSMENT REPORT

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



This clause applies to land that is identified as a watercourse on the *Watercourses Map*, or is within 40 metres of a mapped watercourse, 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. Works carried out on the site will not project into the Airport airspace.

6.9 Essential Services

This clause only applies to land that is zoned RU4 Primary Production Small Lots, and 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 relevant provisions are discussed as follows:

The subject site is zoned E2 which used to be B3.

Chapter 3 – Business and Industrial Development

3.1 Business, industrial and Village Zones

DEVELOPMENT ASSESSMENT REPORT

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



Clause 5.4 of the LEP has specific floor area requirements for industrial retail outlets. Under the LEP, the floor area of a retail floor an industrial retail outlet must not exceed:
(a) 40 % of the gross floor area of the industry or rural industry located on the same land as the retail outlet, or
(b) 400 square metres, whichever is the lesser.

Comment: N/A – Subject site is not located in an industrial retail outlet

Chapter 5 – Car Parking and Vehicle Access

Parking requirements/demand generated by the proposed use as indoor recreation facility compared to existing use as a office is considered in accordance with the DCP.

- Gymnasiums 4.5 spaces per 100sqm gross floor area
- Office (commercial premises 1 space per 40sqm gross floor area.

Floor area of building is approximately 116sqm. Parking requirement under DCP is 5.3 parking spaces for gym.
Office requirement is 2.95 parking spaces.

There is existing on-site parking at the premises that allows two cars to park side by side, potential for 4 is double stacked. No change to the number of on-site car parking spaces is proposed as part of the development.

With regard to applications for change of use the DCP details:

“ In the case of a change in the use of an existing building, Council will apply the provisions of this DCP if it considers that the proposed new use will produce a substantially different parking requirement than those attributable to the existing use.”

While an increase in parking demand is expected to result from the development, there is existing on-street parking available to the area. Further the increase in demand is not considered to be “substantial”, noting that not more than 12 people are proposed to occupy the building at any one time. Other permissible uses such as restaurants or food and drink premises would generate a higher demand than the proposed. Further, given the building is existing with no proposed changes there is no capacity to require or enforce a requirement for increased parking, nor does council have an adopted contributions plan for developments that have a parking shortfall.

Existing on-site and off-site street parking available on both sides of Adams Street is considered suitable.

Chapter 6 – Environmental Management

6.2 – Flood Prone Land

DEVELOPMENT ASSESSMENT REPORT

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



The subject site is mapped in the flood prone area. The building is existing with no proposed changes. The existing building is set above ground level, but it is not confirmed if it meets the flood planning level. Proposed change of use from an office to recreation facility (indoor) would not result in any increased risk to life or adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood. Accordingly, no changes to the building or further measures are considered necessary to address the flood risk as part of this development.

Flood prone land	
Performance criteria	Acceptable Solutions
That flood risk to life and property associated with the use of land is minimised	An assessment of the impact of a 1:100 ARI flood event and of flood protection measures is to be carried out and submitted with all applications to develop land that is mapped as a flood planning area in the <i>Cootamundra LEP 2013</i>
New development on flood prone land is compatible with the flood hazard of the land	Building envelopes that are located above the flood planning level are shown on subdivision plans
New development does not affect flood behaviour that causes an increase in the potential flood affectation of other development or properties, or the natural environment	A Certificate is provided by a registered Surveyor certifying that all habitable floor areas are constructed 500mm above the known 1: 100 ARI flood height AHD and certifying the actual finished level of the total site
New development incorporates measures that manage risk to life from flood and does not result in unsustainable social and economic costs to the community as a consequence of flooding	

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): -

- discuss if demolition is proposed or not and AS 2601 – No demolition is required.
- 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),

DEVELOPMENT ASSESSMENT REPORT

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



- 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 for a change of building use for an existing building.

Ralph Tambasco completed an inspection on 08/01/2026 to assess the fire safety measures. His comments are below:

"I refer to our inspection of the above premises today with David Moore from Ron Loiterton Real Estate in relation to the above matter. The inspection revealed the following:

- The Real Estate Agent confirmed that the Applicant was happy with the current floor plan of the building for the "change of use" which, prior to closing, was being used as a Class 5 Office premises with Development Consent. There is no proposal for any internal alteration building works that would trigger the requirement for a Construction Certificate.*
- The submitted floor plan for the proposed use (recreation facility- indoor) is for a Class 9b Assembly building under the BCA Volume One 2022 (Amendment 2). The total floor area of the building is **116sq.m**.*
- The external walls of the building are all brickwork, which is rendered internally. The ceiling is lined with "Gyprock". The internal walls of the Kitchen and Bathroom are lined with "Gyprock" as well.*
- As the owner does not propose to do any building works, then no CC will be required. However, Section 62 of the EP&A Regulation 2021 will be triggered as the DA will be for a change of building use of a building where the Applicant does not seek the rebuilding or alteration of the building.*
- Section 62(2)(a) requires Council to "consider whether the **fire protection** and **structural capacity** of the building will be appropriate to the building's proposed use".*

Comment: In relation to "**fire protection**", the existing building has portable fire extinguishers and exit signs (one above the front exit door, and one above the side exit door) installed. As the total floor area of the building is approximately **116sq.m**, only portable fire extinguishers will be required in the building and would be "appropriate to the building's proposed use".

There are no existing windows in the side and rear external walls. There is a locked door in the rear external wall and the door is a solid core door in two leaves. Even though the rear external wall is located on or very close to the rear boundary between 22 and 24 Adams Street, it is considered that the existing solid core door can remain and does not need to be replaced with a fire/life safety door. The existing door located in the North Eastern wall of the

DEVELOPMENT ASSESSMENT REPORT

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



building is located at least 9 metres from the side boundary and therefore does not require an FRL.

In relation to “**structural capacity**”, the inspection revealed that the existing building is structurally sound and would be “appropriate to the building’s proposed use”.

6. Section 62(2)(b) requires Council to be satisfied that the building complies, or will, when the development is completed, comply with applicable Category 1 fire safety provisions for its proposed use. In this case, the only applicable Category 1 fire safety provision is **E2P2 Safe evacuation routes**.

Comment: E2P2 (1) requires that in the event of a fire in the building, the conditions in any evacuation route (defined as ‘the continuous path of travel (including exits, public corridors and the like) from any part of a building to a safe place’) must be maintained for the **period of time occupants take to evacuate** the part of the building so that-

- a) the temperature will not endanger human life
- b) the level of visibility will enable the evacuation route to be determined
- c) the level of toxicity will not endanger human life.

It is considered that owing:

- to the small floor area of the existing building and,
- to the fact all occupants would be easily able to exit the building in an emergency during its operation times, and
- that there are two exit doors from the premises and the length of the building is only 12.8 metres, a person exiting the building would not have a long distance to travel from the furthest point on the floor of any room to either the front or side exit door. Also, the evacuation route to both exit doors would not be adversely impacted by the temperature of a fire, the visibility level caused by smoke generation and the level of toxicity of gases given off by burning materials such as gyprock ceiling and internal wall linings and timber strip flooring,

a person or persons would be very familiar with the location of both exits and combined with the relatively short travel distances to the exits, would be able to exit to a safe place in a short time, such that the continuous path of travel would be maintained and the conditions would be tenable, enabling the quick and safe egress from the building.

E2P2 (2) states that the **period of time occupants take to evacuate** the part of the building must be appropriate to the consideration of various matters, such as fire load, fire intensity, occupant characteristics, use of the building, travel distance, fire hazard, any fire safety systems installed and fire brigade intervention. In consideration of the above, it is still considered that the evacuation route in the building to both exit doors would not adversely impact life safety in the event of a fire and that any clients in the premises would easily be able to safely exit the premises to a safe place with or without the assistance of staff.

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Therefore, in my opinion, the Development Application for a proposed change of use of the premises from a Class 5 Office building to a Class 9b Assembly building can be favourably determined with appropriate conditions.

A Fire Safety Schedule listing portable fire extinguishers (to the current BCA Volume One 2022 Australian Standard) as the only fire safety measure required to be installed in a building of this size will also be required to be attached to a future DA consent pursuant to Section 78 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021."

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:

The subject site is located on the outskirts of the Cootamundra CBD. The site is located in the E2 zone. The site has an existing building on it. No changes to the building are proposed.

Access, Transport and Traffic:

The subject site has existing suitable access to the building. It has space out the front for parking on both sides of Adam Street. An increase in on-street carparking is expected from the proposed development, however, the extent of the increase is not likely to result in significant adverse impacts to the area.

Public Domain:

The public domain is not expected to be negatively impacted as a result of the development. The development was neighbour notified due to the close proximity to a residential building. Concerns were raised regarding potential noise impacts. Conditions are recommended to be imposed on any consent to mitigate the potential impact.

Utilities:

The building has existing access to the relevant utilities.

Heritage:

The building is not located in the Heritage Conservation Area and is not a heritage item.

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Pursuant to the Environmental Planning & Assessment Act 1979
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Other Land Resources:

Other land resources are not expected to be impacted.

Water:

The property is not located near any water courses. It is mapped as groundwater vulnerable. A further assessment has been completed above. The subject site is not expected to be impacted.

Soil:

No building work is proposed, and the soil is not expected to be impacted.

Air and Microclimate:

The air and microclimate are not expected to be impacted as a result of this development. There is no building work proposed.

Flora and Fauna:

The flora and fauna are not expected to be impacted as a result of this development.

Waste:

Waste is already collected by Council. There will be no waste generated from the development as no construction is proposed.

Energy:

The proposed development is not expected to draw unusual amounts of energy.

Noise and Vibration

During the neighbour notification period, concerns were raised about potential noise impacts. Concerns were raised with the potential loud music during gym classes or the potential use of microphones. Conditions are recommended to be imposed on any consent to mitigate the potential impact on nearby businesses and residences.

Natural Hazards:

The subject site is mapped in the flood prone area. A further assessment has been completed above. The proposed development is not expected to be impacted.

Technological hazards

There are not expected to be any technological hazards as a result of this development.

Safety, security and crime prevention

The proposed development is not expected to create safety or security hazards.

Social Impacts in the Locality:

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The proposed change of use to a gym is expected to have a positive social impact in the locality through the provision of additional services. There is potential for land use conflict to occur between the premises and adjoining landuses such as existing adjoining dwelling and potential future dwellings/residential premises which may be erected across the road. Other businesses may also be adversely impacted by noise generated by the proposed development if not appropriately managed.

Economic Impact in the Locality:

The proposed business is expected to generate a small amount of increased economic activity in the community.

Site Design and Internal Design:

The site design and internal design is not changing from the existing design. The existing building is rectangular in shape. The inside is one big room with the exception of a small room in the back left corner that has a bathroom with a shower and toilet and kitchen in the back corner.

Construction Matters:

No construction is proposed.

Cumulative impacts

There is not expected to be any negative cumulative impacts as a result of this development.

4.15(1)(c) - The suitability of the site for the development:

Does the proposal fit 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 noise levels are suitable for the development providing they are appropriately managed.

Are the site attributes conducive to development ?

The site attributes are conducive to the development. The site is not mapped as bushfire prone or anything else concerning. The site is mapped in the flood prone area, however, this is not expected to impact the proposed development as the building is existing and there is no construction work proposed.

4.15(1)(d) - Any submissions made:

A submission received during the neighbour notification period raised concerns regarding potential noise impacts associated with the proposed development. The submission detailed concerns that, gyms are commonly associated with elevated noise levels due to amplified

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Pursuant to the Environmental Planning & Assessment Act 1979
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music, instructors using microphones, and general noise generated by patrons entering and exiting the premises.

Following receipt of the submission additional information was sought from the applicant seeking details of noise mitigation measures.

additional information was supplied by the applicant, advising that the following measures would be implemented:

- Installation of thick rubber flooring throughout the premises to reduce noise associated with the dropping or movement of gym equipment.
- Programming of classes to minimise noise generated by equipment use.
- All doors will remain closed during early morning classes.
- Music volume will be kept to a minimum during the first class of the day.
- Microphones will not be used.

These measures would mitigate potential noise impacts on the adjoining residential properties. Any consent shall be conditioned to require compliance with the above.

It is noted that while only 1 submission was received, noise generated by the proposed development has potential to adversely impact the amenity of other nearby existing or future businesses, and potential future development located opposite the development site on Adams Street if not appropriately managed. Accordingly, mitigating music only during the first class of the day may not be sufficient to limit impacts on the area a condition should be applied limiting noise levels generated by the development during all operations.

It is common for indoor recreation facilities to be restricted to operating in industrial areas by adopted Local Environmental Plans on account of noise generated. In this instance, given the small scale of the proposed development it is considered suitable subject to noise mitigation measures being implemented during operation.

4.15(1)(e) - The public interest:

The public interest has been considered as part of this development. Submissions received have been considered, and the development is not unlike other developments in the locality. The development is in line with the relevant legislation. There is not expected to be a significant adverse impact on the community as a result of this development. Conditions shall be applied to mitigate and minimise impacts of noise on surrounding development.

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*

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section 7.11". Accordingly, Council can only require payment of either a 7.11 or 7.12 contributions.

Section 7.11 Contributions Plans

There is no section 7.11 plan in force in the former Cootamundra LGA.

Section 7.12 Contributions Plans

The Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018, applies to the land and this development, based on the following costings:

Proposed Cost of the Development	Maximum Percentage of the Levy	Contribution payable
Up to \$100,000	Nil	Applicable, not fee payable (\$55,000.00 estimated development cost)
\$100,001-\$200,000	0.5 %	N/A
\$200,001 +	1 %	N/A

Section 64 water and sewer contributions policies:

Neither the Goldenfields Water s64 water contributions plan or the Cootamundra s64 sewer contributions plan, applies to this development.

Disclosure of political donations and gifts:

The application and notification process did not result in any disclosure of Political Donations and Gifts.

FINANCIAL IMPACTS:

Nil impacts for Council

POLICY IMPACTS:

Nil

ORGANISATIONAL IMPACT:

Nil

RISK MANAGEMENT IMPACTS:

Nil

LEGAL ISSUES:

Nil

CONCLUSION:

Council has considered all relevant matters under the applicable legislation and finds the proposed development to be an appropriate development. The development is not anticipated to have a negative impact on the surrounding area, land and uses.

RECOMMENDATION:

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Pursuant to the *Environmental Planning & Assessment Act 1979*
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Determination:

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

- Application No.: DA 2025/130
- Property: Lot: 10 DP: 1170718
22 Adams Street COOTAMUNDRA
- Development: Change of use to recreation facility (indoor)

REASONS FOR CONDITIONS:

- To confirm the details of the application as submitted by the applicant and as approved by Council;
- To manage any inconsistencies between the approved plan/documents and conditions of consent;
- 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 necessary approvals are applied for and are in force, before the facility operates;
- To protect the amenity of the local environment, residents and adjoining landowners; and
- To ensure the development complies with all relevant legislation, Regulations, standards and approvals.

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 proposed development is not inconsistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- the proposed development does not compromise the relevant Environmental Planning Instruments,

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- any potential concerns have been ameliorated by appropriate conditions, with those conditions ensuring compliance with relevant legislation, Regulations and standards;
- the proposal is not inconsistent with the key planning provisions contained within the applicable environmental planning instruments,
- the proposal will have an acceptable environmental impact, and
- the proposal is consistent with the zone and desired future character of the area

DEVELOPMENT ASSESSMENT SIGNING OFFICER:

Alexandra Marshall

15 January 2026



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

Application number	DA2025/130 PAN-589381
Applicant	Anna Jane McClintock PO Box 154, Cootamundra, NSW 2590
Description of development	Change of building use to Recreational facility (Indoor)
Building Classification under Building Code of Australia	Class 5 - Office building to a Class 9b Assembly building
Property	22 ADAMS STREET COOTAMUNDRA 2590 10/-/DP1170718
Determination	Approved Consent Authority - Council
Date of determination	27/01/26
Date from which the consent operates	27/01/26
Date on which the consent lapses	27/01/31

Under section 4.18(1) of the EP&A Act, notice is given that the above development

application has been determined by the granting of consent using the power in section 4.16(1)(a) of the EP&A Act, subject to the conditions specified in this notice.

Reasons for approval

- the proposed development is not inconsistent with the objectives of the zone,
- the proposed development is permitted in the zone,
- the proposed development does not compromise the relevant Environmental Planning Instruments,
- any potential concerns have been ameliorated by appropriate conditions, with those conditions ensuring compliance with relevant legislation, Regulations and standards;
- the proposal is not inconsistent with the key planning provisions contained within the applicable environmental planning instruments,
- the proposal will have an acceptable environmental impact, and
- the proposal is consistent with the zone and desired future character of the area

Right of appeal / review of determination

If you are dissatisfied with this determination:

Request a review

You may request a review of the consent authority's decision under section 8.3(1) of the EP&A Act. The application must be made to the consent authority within 6 months from the date that you received the original determination notice provided that an appeal under section 8.7 of the EP&A Act has not been disposed of by the Court.

Rights to appeal

You have a right under section 8.7 of the EP&A Act to appeal to the Court within 6 months after the date on which the determination appealed against is notified or registered on the NSW planning portal.

The Dictionary at the end of this consent defines words and expressions for the purposes of this determination.

Alex Marshall
Town Planner
Person on behalf of the consent authority

Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

General Conditions

1	Approved plans and supporting documentation			
	Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.			
	Approved plans			
	Plan number	Revision number	Plan title	Drawn by
	-	-	Floor Plan	-
	Date of plan			
	11/11/2025 (As uploaded on the NSW Planning Portal)			
	Approved documents			
	Document title	Version number	Prepared by	Date of document
	Statement of Environmental Effects	-	-	11/11/2025 (As uploaded on the NSW Planning Portal)
2	DA Management Plan Requirements	-	-	11/11/2025 (As uploaded on the NSW Planning Portal)
	Response Doc (Noise mitigation measures)		A. McClintock	19/12/2026
	Fire Safety Schedule (Attachment A)		R. Tambasco	20/01/2026
	Condition reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.			

On Going Use

2	No Signage Approved
	No signage has been approved by this consent. Any proposed signage must meet the exempt development requirements of <i>State Environmental Planning Policy (Exempt and</i>

	<p><i>Complying Development Codes) 2008 or obtain separate development consent prior to erection/installation.</i></p> <p>Condition reason: To clarify the inclusions/extent of this consent.</p>
3	<p>Signage during ongoing use</p> <p>During ongoing use of the premises:</p> <ol style="list-style-type: none"> 1. signage of the building street number and building name must be clearly displayed 2. advertising signs must not be placed or displayed on any public space (including the public footpath or street) 3. no upward facing light sources can be displayed on signs on the premises. 4. signs must only be illuminated when the premises is in operation and only during the operating hours approved under this consent <p>Condition reason: To protect the amenity of the local area</p>
4	<p>Storage of goods during ongoing use</p> <p>During ongoing use of the premises, all goods must be stored wholly within the premises and must not be stored or displayed outside the premises, including any public place, without council's approval.</p> <p>Condition reason: To ensure goods are stored wholly within the premises and protect the amenity of the local area</p>
5	<p>Occupant capacity</p> <p>During ongoing use of the premises, there must be no more than 12 occupants at the premises at any one time, as detailed in the DA Management Plan.</p> <p>Condition reason: To limit impacts on the local environment and protect the amenity of neighbouring properties.</p>
6	<p>Hours of operation</p> <p>The business is not to operate outside of the following hours:</p> <p>Monday-Friday: 05:30am – 6:00pm</p> <p>Saturday – 08:00am-12:00pm</p> <p>Sunday – Closed</p> <p>Condition Reason: To ensure the business does not operate outside of the approved hours</p>
7	<p>Amenity General.</p>

	<p>The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.</p> <p>Condition Reason: So that the development does not reduce the amenity of the area.</p>
8	<p>Noise Restrictions</p> <p>The ongoing use of the premises including any plant or equipment on the premises must not cause:</p> <ul style="list-style-type: none"> a) The emission of noise <ul style="list-style-type: none"> a. Before 7 am if the use makes an audible noise; or b. From 7 am to 10 pm if the use makes a noise of more than 5dB(A) above the background level; or c. From 10 pm if the use makes an audible noise. b) An internal noise level in any nearby commercial occupancy that exceeds the recommended design sound levels specified in Australian/New Zealand Standard AS/NZS 2107:2000 Acoustics – Recommended design sound levels and reverberation times for building interiors. <p>Noise referenced in 8(a) is to be measured at, r computed for the most sensitive receptor within a habitable room.</p> <p>Condition Reason: To ensure noise generated from the development is not negatively impacting the surrounding locality.</p>
9	<p>Annual Fire Safety Statement</p> <p>A Fire Safety Statement must be submitted to Council and to Fire and Rescue NSW each year, certifying that the fire safety measures contained within the building have been inspected and continue to perform to the required standard. The statement must be supplied annually or at the frequency specified by the Fire Safety Schedule, if required at more frequent intervals.</p> <p>Condition reason: To ensure the building complies with essential fire safety requirements and to maintain ongoing fire protection for occupants and property</p>
10	<p>Acoustic Report</p> <p>If substantiated noise complaints are received by council as a result of the operation of the premises, council may require an acoustic report to be prepared and supplied to council. Any such request will be made in writing and must be prepared at the cost of the operator.</p> <p>Condition reason: To protect the amenity of surrounding properties and occupants.</p>

11	Supply of Food or Drink
	Consent is not provided for the preparation of food or drink on the premises for sale. Any sale of food or drink ancillary to the use must be in the form of pre-packaged goods and must complete a notification form to Council prior to the commencement of the sale of food.
	Condition reason:

General advisory notes

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation. Some of these additional obligations are set out in the [Conditions of development consent: advisory notes](#). The consent should be read together with the *Conditions of development consent: advisory notes* to ensure the development is carried out lawfully.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent.

Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.

Dictionary

The following terms have the following meanings for the purpose of this determination (except where the context clearly indicates otherwise):

Approved plans and documents means the plans and documents endorsed by the consent authority, a copy of which is included in this notice of determination.

AS means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the consent is issued.

Building work means any physical activity involved in the erection of a building.

Certifier means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018*.

Construction certificate means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation and *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

Council means .

Court means the Land and Environment Court of NSW.

EPA means the NSW Environment Protection Authority.

EP&A Act means the *Environmental Planning and Assessment Act 1979*.

EP&A Regulation means the *Environmental Planning and Assessment Regulation 2021*.

Independent Planning Commission means Independent Planning Commission of New South Wales constituted by section 2.7 of the EP&A Act.

Occupation certificate means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

Principal certifier means the certifier appointed as the principal certifier for building work or subdivision work under section 6.6(1) or 6.12(1) of the EP&A Act respectively.

Site work means any work that is physically carried out on the land to which the development the subject of this development consent is to be carried out, including but not limited to building work, subdivision work, demolition work, clearing of vegetation or remediation work.

Stormwater drainage system means all works and facilities relating to:

- the collection of stormwater,
- the reuse of stormwater,
- the detention of stormwater,
- the controlled release of stormwater, and
- connections to easements and public stormwater systems.

Strata certificate means a certificate in the approved form issued under Part 4 of the *Strata Schemes Development Act 2015* that authorises the registration of a strata plan, strata plan of subdivision or notice of conversion.

Sydney district or regional planning panel means Southern Regional Planning Panel.

8.5 ENGINEERING COOTAMUNDRA

8.5.1 COOTAMUNDRA ENGINEERING REPORT - DECEMBER 2025

DOCUMENT NUMBER	452599
REPORTING OFFICER	David Brodie, Acting Manager Engineering Cootamundra
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	5. Integrated and accessible region 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 Cootamundra Engineering Report for the month of December 2025 be noted.

Introduction

The Cootamundra Engineering Report for the month of December 2025 is submitted for the information of Council and the community.

Discussion

State Roads

Burley Griffin Way & Olympic Highway

Minor patching works have been carried out on the Burley Griffin Way.

General Works

Heavy Patching Program

Heavy patching has been carried out on Rosehill Road completing approximately 21,000m² pavement rehabilitation. Works were funded from the Regional Emergency Road Repair Fund (RERRF) and Natural Disaster 1034 Event.

Patching Works

The Jetpatcher has carried out works on West Jindalee, Old Wallendbeen and Rosehill Roads.

Maintenance Grading

Crews have undertaken grading on Rawilla Road, Sheep Station Creek Road, Fontenoy Lane and Colorado Road.

Cootamundra Standpipe Income December 2025

2025/2026		Income	Number of Transactions
2025	July	\$254.19	38
2025	August	\$1,066.02	62
2025	September	\$1,538.89	102
2025	October	\$3,733.97	154
2025	November	\$2,945.37	93
2025	December	\$3,257.99	120
2025/2026	Totals	\$12,796.43	569

Road SafetyTransport for NSW Projects

Win a Swag draws were completed successfully on the 16 & 17 December with the assistance of NSW Police. A final Swag was drawn at the Cootamundra Christmas Party by Santa. The Casual Speeding: Every K Counts campaign continued over the Christmas period with 5 VMS boards and traffic counters strategically placed around the LGA to remind drivers to slow down.

National Heavy Vehicle Regulator

Council have received and reviewed a total of 38 Access Permit Applications during December 2025.

Approvals	Pre-Approvals	Approved with Conditions	Refusals	Awaiting Assessment
1	0	30	3	4

Refusals were issued for Access Permit Applications where vehicles were at a weight, width or length deemed unsafe for requested roads, and vehicle movements would be incompatible with existing infrastructure (bridges etc).

Financial

Projects funded from various funding sources, as noted above.

Maintenance works funded from the General Fund and aligns with the adopted 2025/2026 budget.

OLG 23a Guideline consideration

The work outlined in this report does not conflict with the guidelines.

8.6 ENGINEERING GUNDAGAI

8.6.1 GUNDAGAI ENGINEERING REPORT - DECEMBER 2025

DOCUMENT NUMBER	453743
REPORTING OFFICER	Thomas Hogg, Acting Manager Engineering Gundagai
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	5. Integrated and accessible region 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

The Gundagai Engineering Report for the month of December 2025 be noted.

Introduction

The Gundagai Engineering Report for the month of December 2025 is submitted for the information of Council and the community.

Maintenance Works

Following the completion of shoulder widening on Old Hume Highway, Council staff have continued boxing out and filling the shoulders with gravel. This work will allow the shoulders to be built up and sealed, assisting with road widening in selected areas.

Preparation for stabilisation works which are scheduled to commence on West Street between William Street and O'Hagan Street, in mid-January. Once works have been completed this will allow the sealing to be completed.

Maintenance grading is currently underway in the Muttama area, with works being completed on Finlays Lane and Armours Lane.

General Works

Tree pruning along Nangus Road has been completed, with overhanging branches removed to ensure clear access for all vehicles. Tree pruning on Threeways Road is scheduled to commence next, followed by culvert maintenance and replacement works in the area.

Local Roads and Community Infrastructure Program (LRCI)**First Avenue Upgrades**

Pavement stabilisation and foundation works on First Avenue were completed, followed by road sealing undertaken by contractors in early December. These works complete the First Avenue upgrades between Otway Street and Byron Street.

Emergency Management

On 11 December Council's LEMO was contacted by NSWPOL to assist with traffic management on Nangus Road as a result of a grass fire at Kimo East. Council provided three staff to setup and man two road blocks to prevent road users going into the active fire ground. A total of 12 hours of support was provided to NSWPOL and NSWRFs.

Water and Sewer

Throughout December, Council staff carried out routine operations and maintenance at the Water and Sewer Treatment Plants, as well as across the reticulation network. Staff also responded to repairs as required, with no major breaks experienced over the Christmas and New Year period.

Financial

Projects funded from various funding sources are as noted above and align with the adopted 2025/26 budget.

Maintenance works are funded from the General Fund and align with the adopted 2025/26 budget.

OLG 23a Guideline consideration

OLG 23a Guidelines have been reviewed and the work outlined in this report does not conflict with the guidelines.

8.6.2 DRAFT RECYCLED WATER MANAGEMENT POLICY

DOCUMENT NUMBER	454255
REPORTING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. DRAFT Recycled Water Management Policy ↓

RECOMMENDATION

The Draft Recycled Water Management Policy attached to the report be adopted.

Introduction

The current Recycled Water Management Policy adopted by Council 156/2021 has been reviewed and revised to outline how Council effectively manages the risks to the supply and use of recycled water for irrigation of green spaces.

Discussion

The Draft Recycled Water Management Policy supports Council's commitment to public health, environmental protection, and the sustainable reuse of water resources. The policy aligns with relevant legislative and regulatory requirements as outlined in *Local Government Act 1993*, the *Water Management Act 2000*, and the *Public Health Act 2010*.

The policy ensures that potential risks associated with the treatment, distribution and use of recycled water are identified, monitored and appropriately controlled, and clearly outlines the responsibilities of Council staff, contractors and recycled water users.

Adoption of the policy supports the operation and development of recycled water schemes, provides reassurance to the community and regulators and ensures Council's ability to manage health, safety and environmental risks associated with recycled water use.



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Gundagai Office:
 255 Sheridan Street,
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Draft Recycled Water Management Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Deputy General Manager Operations
Council Service Unit	Engineering
Next Review Date	01 July 2030

Version Control

Ref	Date	Description	Resolution Number
1.0	25 June 2021	Adopted by Council	156/2021
2.0	13 January 2026	Executive for endorsement	

Purpose

The purpose of this policy is to support the provision of Cootamundra-Gundagai Regional Council's recycled water supply by outlining how Council will effectively manage the risks to the supply and use of recycled water for irrigation of green spaces.

Scope

All managers, supervisors, employees, and end users involved in the supply and use of recycled water are responsible for understanding, implementing, maintaining and continuously improving the Recycled Water Management Systems.

Definitions

Term	Definition
Recycled water	Treated wastewater that is to be used for irrigation of municipal open spaces. It cannot be used for drinking or personal use.

Legislative Framework

The Policy ensures Council is compliant with Section 60 of the Local Government Act, 1993 (the Act) and Water Management Act, 2000 and Public Health Act, 2010.

Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.

Policy Statement

Council is committed to responsible management of recycled water supply to provide a safe and quality product that meets the requirements of the appropriate recycled water management system guidelines developed in accordance with the Australian Guidelines on Water Recycling and other regulatory requirements.

To achieve this, Council will implement and maintain a Recycled Water Management System to effectively manage the risks in treating and supplying recycled water. Those being:

- To ensure that the protection of public and environmental health is integrated in into the management of recycled water system from Sewage Treatment Plant to the irrigation sites.
- To engage appropriate scientific expertise in developing efficient recycled water schemes.
- By using a risk-based approach in which potential threats to recycled water quality or public exposure are identified and controlled.
- To ensure that employees and any contractors involved in the supply and use of recycled water understand their responsibility and are appropriately trained to implement the Recycled Water Management System.
- To establish regular monitoring of control measures and recycled water quality and establish effective reporting mechanisms to provide relevant timely information and promote confidence in the recycled water supply and its management.
- To develop appropriate contingency planning and incident response capability.
- To consider the needs and expectations of recycled water users, communities and stakeholders, regulators and employees in the planning process.
- To attain continuous improvement of systems and procedures by assessing performance against criteria stated in the Recycled Water Management System.

8.6.3 DRAFT DRINKING WATER QUALITY POLICY

DOCUMENT NUMBER	454173
REPORTING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. DRAFT Drinking Water Quality Policy ↓

RECOMMENDATION

The Draft Drinking Water Quality Policy attached to the report be adopted.

Introduction

The current Drinking Water Quality Policy adopted by Council 169/2018 has been reviewed and revised to outline how Council is responsible for the provision of safe and reliable drinking water to our communities. The quality of drinking water is critical to public health, community confidence, and Council's compliance with legislative and regulatory obligations.

Discussion

The Draft Drinking Water Quality Policy replaces the previous adopted policy and reflects current legislative requirements, best practice standards and Council's operational arrangements.

The policy identifies the key responsibilities of Council staff and contractors in the provision of drinking water and ensures potential risks and hazards to water quality are identified, assessed and managed through the Drinking Water Management System.

Adoption of the Draft Drinking Water Quality Policy will ensure Council continues to meet its statutory obligations while demonstrating a strong commitment to continuous improvement in drinking water quality management. The policy will be reviewed every four years to ensure it remains current, effective, and aligned with legislative and industry requirements.



DRAFT Drinking Water Quality Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Deputy General Manager Operations
Council Service Unit	Engineering
Next Review Date	01- July 2030

Version Control

Ref	Date	Description	Resolution Number
0.1	31-07-2018	Presented to Council for Adoption	169/2018
0.2	13-01-2026	Presented to Executive for endorsement	

Purpose

The purpose of this policy is to support the provision of Cootamundra-Gundagai Regional Council's water supply service by outlining how Council will effectively manage the risks to drinking water quality.

Scope

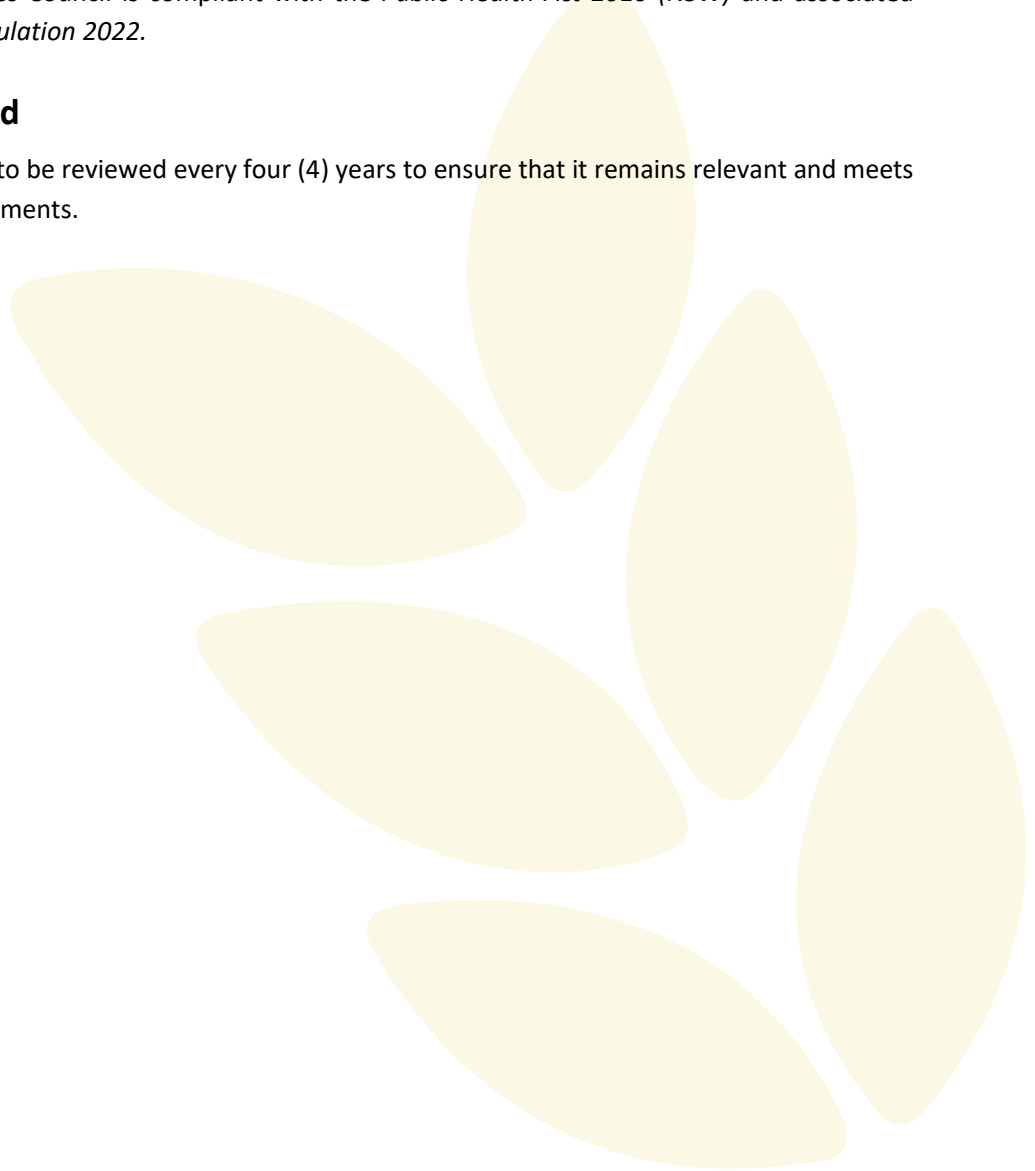
All managers, supervisors and employees involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the *Drinking Water Management System*.

Legislative Framework

This policy ensures Council is compliant with the *Public Health Act 2010 (NSW)* and associated *Public Health Regulation 2022*.

Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.



8.6.4 DRAFT GUNDAGAI WATER RESTRICTIONS POLICY

DOCUMENT NUMBER	454181
REPORTING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. DRAFT Gundagai Water Restrictions Policy ↓

RECOMMENDATION

The Draft Gundagai Water Restrictions Policy attached to the report be adopted.

Introduction

The current Gundagai Water Restrictions Policy adopted by Council 164/2019 has been reviewed and revised to outline Council's requirements and the framework for the introduction, variation and removal of water restrictions within the Gundagai Local Water Utility area.

Discussion

The Draft Gundagai Water Restrictions Policy supports Council's responsibility to sustainably manage water resources, particularly during periods of drought or constrained water availability from the Murrumbidgee River.

The revised policy aligns with current legislative requirements under the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the *Water Management Act 2000*. It also reinforces Council's commitment to water conservation, demand management, and the equitable use of water across all user groups.

Adoption of the policy will ensure Council has a clear and consistent framework to efficiently respond to changing water supply conditions and to effectively communicate water restrictions to the community when required.



DRAFT Gundagai Water Restrictions Policy

Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Deputy General Manager Operations
Council Service Unit	Engineering
Next Review Date	01 July 2030

Version Control

Ref	Date	Description	Resolution Number
1.0	28-05-2019	Presented to Council for Adoption	164/2019
2.0	13-01-2026	Presented to Executive for Endorsement	

Purpose

This policy outlines Cootamundra-Gundagai Regional Council's requirements for the introduction maintenance and removal of water restrictions on the Gundagai Local Water Utility (Gundagai LWU).

Legislative Framework

Water Management Act 2000
Local Government Act 1993
Local Government (General) Regulation 2021
Water Licence allocation

Review Period

This document is to be reviewed every four (4) years to ensure that it remains relevant and meets legislative requirements.

Policy Statement

Restrictions are a necessary management tool for a well managed water supply. The Gundagai Water Supply shall be designed to minimise the need for water restrictions due to operational

constraints. In times of prolonged drought, water restrictions may be necessary due to the limited supply of water available in the Murrumbidgee River.

To make sure that the residents of Gundagai do not use more than our fair share of the available water, the Gundagai LWU will encourage water conservation and demand management. One of the methods will be the selective imposition of water restrictions. Through the efficient use of water and provision of adequate infrastructure the impact of restrictions will be minimised.

Cootamundra-Gundagai Regional Council delegates authority to the Mayor and the General Manager to jointly introduce, upgrade or revoke water restrictions as required. Changes to water restrictions will be reported to the following Council meeting.

Gundagai LWU will carefully consider the needs of all consumers before imposing or upgrading water restrictions, especially the needs of those who rely on water for commercial operations and for matters of health and safety.

Gundagai LWU will continue to work with other regional Water Utilities to take advantage of any marketing and promotions on water restrictions. Gundagai LWU will also work towards standardising water restriction levels throughout the Region.

A variety of communication strategies will be implemented to ensure that all consumers of water are made aware of any restrictions imposed from time to time and to implement water efficiency strategies.

Consumers who breach water restrictions, either on a regular or a gross or flagrant basis will have penalties imposed that may include a fine and/or the restriction of water flow to their property. (Sect 637 Local Government Act 1993, Reg.144 Local Government (General) Regulation 2021).

Actions required because of the introduction, or variation to water restrictions will be appropriately resourced by the General Manager to ensure that the appropriate level of restriction can be implemented.

8.6.5 DRAFT GUNDAGAI WATER RESTRICTIONS PROCEDURE

DOCUMENT NUMBER	454182
REPORTING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. DRAFT Gundagai Water Restrictions Procedures ↓

RECOMMENDATION

The Draft Gundagai Water Restrictions Procedure attached to the report be adopted.

Introduction

The current Gundagai Water Restriction Procedure adopted by Council 164/2019 has been reviewed and revised to outline how Council and the Gundagai Local Water Utility (Gundagai LWU) implements water restrictions when required for the purpose of water conservation, demand management and drought management.

Discussion

The draft procedures define how water restriction levels are introduced, varied, revoked, communicated, enforced, and resourced within the Gundagai Local Water Utility area. They clearly identify the applicable restriction levels and the trigger points associated with each level.

The procedures outline communication strategies to ensure the community is informed of water restrictions and understands compliance requirements. They also establish appropriate measures for managing breaches of water restrictions, in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

In addition, the procedures address resourcing requirements, exemptions, and the management of public spaces and essential facilities, balancing water conservation objectives with community health, safety, and operational needs.

Adoption of the procedures will support the consistent implementation of water restrictions, improve community understanding and compliance, and ensure Council is well positioned to manage water supply risks during periods of drought or low river flows.

Draft Gundagai Water Restrictions Procedures

Procedure Approval and Distribution

Approved by	Council Resolution
Responsible Officer	Deputy General Manager Operations
Council Service Unit	Engineering
Next Review Date	01 July 2030

Version Control

Ref	Date	Description	Resolution Number
1.0	28-05-2019	Presented to Council for Adoption.	164/2019
2.0	13-01-2026	Presented to Executive for endorsement	

Introduction

This Procedure details how the Gundagai Local Water Utility (Gundagai LWU) implements Water Restrictions for the purpose of water conservation, demand management and drought management. The Mayor and General Manager have been delegated authority to implement and vary water restriction levels in accordance with the Council's Policy.

Introducing a Level of Water Restriction

The following table indicates when a level of water restriction may be introduced

Trigger	Restriction Level introduced
This is the current minimum level (i.e. Business as usual for Council)	1
The storage in Blowering Dam or Burrinjuck Dam falls below 30%	2
The storage in Blowering and Burrinjuck Dams fall below 20% or Water allocation reduced to 50%	3
The storage in Blowering and Burrinjuck Dams fall below 10 % or Water allocation reduced to 30%	4
The Murrumbidgee River flow falls below 200 Mgl/day for a period 7 days or more or Water Allocation reduced to 25%	5
The Murrumbidgee River Flow falls below 100 Mg/day for 7 days or more or Water allocation reduced to <20%	6

The Mayor and General Manager have delegated authority to impose a Restriction Level different to the above Trigger levels if it is considered necessary.

Revoking a Level of Water Restriction

Revoking the water restriction levels shall be the reverse of the above provided the dam levels or flows are likely to be sustained in the immediate future.

Variation of Water Restriction Level

The Mayor and General Manager shall determine which water restriction level will be implemented. This will be reported to the next Council meeting.

Communication Strategies

Whenever a level of water restriction is introduced or varied, the General Manager will arrange for appropriate advertising to be placed. During the period of the restrictions the advertising will be repeated monthly.

The current level of water restrictions will be displayed on Council's website and on signs displayed at the approaches to town.

For level 3 and above radio and television ads will be placed as determined by the General Manager. For level 4 and above a letter box drop of every house and business in the Gundagai LWU area will be undertaken. The General Manager may elect to undertake a letterbox drop for lower level restrictions if he considers that it would be desirable and could enhance compliance.

Whenever water restrictions are revoked or downgraded, similar advertising will be undertaken as deemed appropriate by the General Manager.

Dealing with Breaches of Water Restrictions

Consumers who are detected breaching water restrictions which are in place at that time will be dealt with as follows:

- a) For the first observed breach, a warning notice from the General Manager
- b) For a second observed breach, a Penalty Infringement Notice will be issued under S.637 of the Local Government Act 1993.
- c) For breaches in excess of two – both the appropriate fine as in b) above and a restriction of water flow to the property, in accordance with Regulation 144(f) of the Local Government (General) Regulation 2021, will be the penalty.

Gundagai LWU will utilise the services of the Infringement Processing Bureau for the purpose of processing all fines issued.

Resourcing Activities associated with Water Restrictions

The General Manager will allocate sufficient skilled personnel and other resources to ensure that all procedures are carried out in a timely and professional manner.

Restriction Philosophy

The current restriction triggers are based on minimising our impact on the Murrumbidgee River system during times of drought and ensuring that in the event that the river drops to minimal flow, supply for essential use will be available and last as long as possible.

Restriction Levels

Details of Restriction Levels are shown in APPENDIX 1

The Mayor and General Manager may vary Restriction Level descriptions if considered necessary.

Exemptions

Exemptions may be available for the various domestic, commercial or industrial purposes. The General Manager will determine if the application has merit and if adequate supply is available prior to issuing an exemption. Consumers must have a valid exemption or they shall be liable to a penalty. An Exemption Permit form is attached in APPENDIX 2

Public Parks, Sporting Grounds, Public Swimming Pool and School Grounds

Irrigation water shall be limited as shown below. Sprinklers shall be controlled to ensure that water is not wasted on paved areas or roads.

Level	Permissible use
Level 1	No restriction on fixed irrigation sprinklers provided that they are on a timer and controlled so that there is no pooling or runoff
Level 2	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff
Level 3	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff, no more than 3 times per week.
Level 4	Fixed irrigation sprinklers, night time use on a timer, controlled so that there is no pooling or runoff, no more than once per week.
Level 5	No irrigation permitted
Level 6	No irrigation permitted. No topping up of Public Swimming Pool. (May need to close for operational or health reasons.)

APPENDIX 1

WATER RESTRICTION LEVELS

The following restrictions are for all domestic, commercial and industrial consumers in the Gundagai LWU.

Level 1	<p>Voluntary</p> <ul style="list-style-type: none"> • no watering with fixed hoses or sprinklers between restriction times* • Washing of vehicles on lawns with a hose provided the use of a hose with a trigger cut off nozzle • Water runoff onto roads or gutters banned • Council Ranger will advise and warn anyone not co-operating.
Level 2	<p>Mandatory</p> <ul style="list-style-type: none"> • Fixed hoses and sprinklers banned between restriction times* • Fixed hoses and sprinklers to be on a timer • Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle • Hosing of paths and driveways banned • Water runoff onto roads or gutters banned
Level 3	<p>Mandatory</p> <ul style="list-style-type: none"> • Fixed Hoses and sprinklers banned • Odds and evens relating to street number and date. No watering on 31st. • One hand held hose per property before or after restriction times* • Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times* • Washing of vehicles on lawns with a hose permitted provided the use a trigger cut off nozzle before or after restriction times*. Washing with bucket at other times. • Hosing of paths and driveways banned • Water runoff onto roads or gutters banned • Filling or topping up of Swimming Pools only permitted if cover is fitted
Level 4	<p>Mandatory</p> <ul style="list-style-type: none"> • Fixed Hoses and sprinklers banned • Odds and evens relating to street number and date. No watering on 31st. • One hand held hose per property before or after restriction times* for a maximum of ½ hour • Fixed micro sprays and dripping systems maximum of 15 minutes before or after restriction times* • Washing of vehicles on lawns with buckets. • Hosing of paths and driveways banned • Water runoff onto roads or gutters banned • Filling or topping up of Swimming Pools banned.
Level 5	<p>Mandatory</p> <ul style="list-style-type: none"> • Outside use of hoses banned • Bucket watering only • Washing vehicles banned • Limitations placed on commercial and industrial usage
Level 6	<p>Mandatory</p> <ul style="list-style-type: none"> • No outside use of town water • Use of recycled grey water, rainwater tank water or bore water only for outside use • Limitations placed on internal domestic use • Limitations placed on commercial and industrial use.

***Restriction Times** **1 October to 31 March 9am to 6pm**
1 April to 30 September 9am to 4pm



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 Email: mail@cgrc.nsw.gov.au
 www.cgrc.nsw.gov.au

APPENDIX 2

WATER RESTRICTION EXEMPTION PERMIT

Name of Applicant _____

Address _____

Address that the exemption applies to _____

Commercial/Industrial _____ Residential _____

Signature of Applicant _____

Details of Exemption _____

Limitations _____

Approved _____ General Manager

Date exemption in force from: _____ to: _____

8.7 REGIONAL SERVICES GUNDAGAI

8.7.1 GUNDAGAI REGIONAL SERVICES REPORT - DECEMBER 2025

DOCUMENT NUMBER	453558
REPORTING OFFICER	Greg Ewings, Acting Manager Regional Services Gundagai
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Gundagai Regional Services report for December 2025 be noted.

Introduction

This report is a record of the diverse works Gundagai Regional Services have performed over the previous month along with the status of the ongoing works being conducted.

Discussion

This report covers the Regional Services projects and works over the month, detailing the operational activities, information on the progress of projects and the routine duties of this division.

Regional Services: Parks, Reserves, Sporting Fields, Playgrounds & Projects - Achievements for the month include:

- General maintenance of all recreational areas
- Turf laid at rear of VIC.
- Fire Mitigation works
- Completed plant installation at top of Sheridan Street
- Maintenance of transfer stations

Gundagai Memorial Swimming Pool:

- Maintenance works have continued with further work to tiled areas being conducted.
- Patronage has increased with the warmer weather and all pool activities are being well supported by the community.

Cemeteries – North Gundagai Lawn & Monumental, South Gundagai, Tumblong, Coolac, Mount Adrah, Muttama, Adjungbilly, Nangus, Wagragobilly (Darbalara).

Cemetery work activities this month include:

- There have been three interments in the previous period across the Gundagai Cemeteries.
- Four monumental permits have been approved with six installations of headstones being completed.
- Maintenance across all cemeteries is routinely conducted.

Biosecurity:

- The NSW Weed Action Program 2025 – 2029 grant application has been successful with the letter of confirmation for the next four years being received and returned to DPIRD. The value of the grant is \$279,124 which equates to (\$69,781 per annum) across Council.

Gundagai Public & Council Facilities income:Gundagai RV Park Income December 2025

- 01/12/25 – 31/12/25 - Total Income \$294.35

Gundagai Landfill Income December 2025

- 01/12/25 – 31/12/25 - General Income \$2251.81

Gundagai Standpipe Income December 2025

2025/2026		Income GST Incl.	Number of Transactions	Previous Year Income
2025	July	\$3,013.61	13	\$2,454.08
2025	August	\$1,202.81	11	\$1,424.58
2025	September	\$2,543.68	12	\$2,245.89
2025	October	\$1,827.94	11	\$3,235.13
2025	November	\$5,232.65	16	\$2,352.76
2025	December	\$6,384.75	17	\$3,083.95
25/26	Totals	\$20,205.44	80	

Gundagai Saleyards Truck Wash December 2025

2025/2026		Income GST Incl.	Number of Transactions	Previous Year Income
2025	July	\$3,518.05	34	\$3,945.32
2025	August	\$3,254.40	32	\$2,968.02
2025	September	\$4,022.16	24	\$2,943.21
2025	October	\$5,094.67	32	\$2,731.61
2025	November	\$3,976.71	32	\$3,710.83
2025	December	\$3,170.29	26	\$3,645.21
25/26	Totals	\$23,036.28	180	

Compliance:

Compliance with the Companion Animals Act 1998 and the Local Government (General) Regulation 2021 – Reg 217(1)(f)

Companion Animal:

Council had one dog surrendered in Gundagai and staff were able to rehome this animal.

During the storm on the 19th of December Council staff were called out to a frightened dog that had made its way onto the Sheahan Bridge, this caused the bridge to be closed north bound by police whilst the dog was safely apprehended. The owners were located and the animal returned.

Financial

There are no further financial implications as all work has been carried out as per the approved 25/26 budget allocations.

OLG 23a Guideline consideration

There are no implications to the guidelines.

8.8 REGIONAL SERVICES COOTAMUNDRA

8.8.1 COOTAMUNDRA REGIONAL SERVICES REPORT - DECEMBER 2025

DOCUMENT NUMBER	453706
REPORTING OFFICER	Steven Lowe, Acting Manager Regional Services Cootamundra
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A region for the future 2.2 A thriving region that attracts people to live, work and visit
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 Cootamundra Regional Services report for December 2025 be received and noted.

Introduction

This report has been prepared to inform Council of the activities undertaken by the Regional Services – Cootamundra department over the month of December 2025.

Discussion

Parks & Gardens

Parks and Gardens staff have been undertaking general seasonal duties to start summer with a high volume of mowing, whipper snipping/edging, spraying and pruning of all parks and gardens areas, and keeping plants and turf alive through irrigation.

General customer requests continue to be attended to in addition to the huge task of keeping green spaces maintained during the busy growing season. Small tree requests are being completed as the workflow allows. Staff have also assisted other Council departments with tree requests on local roads and state highways due to the specialist nature of works required.

Parks and Gardens staff are continuing to line mark and maintain sports surfaces for the summer sport that has begun along with general turf care, troubleshooting and fixing irrigation as required.

Regulatory Services staff have assisted with various duties across the Regional Services division throughout December to assist with the set up and pack up of the Town Hall for event hire.

The community Christmas tree was erected by Regional Services staff on 1 December after decorating had been carried out by volunteers.

The truck wash has had a high usage rate resulting in more maintenance required than normal to keep up with the demand of the increasingly high usage above the expected volume the facility was originally designed for.

The CBD hosted the annual Sparkling Streets Christmas Party on 9 December 2025. Parks and Gardens staff ensured the CBD was weeded, pruned, sprayed and removed weeds within the footpath pavers.

Parks and Gardens staff had the opportunity to fill in major ruts at Albert Park running track and cricket boundaries over the break prior to summer sport resuming mid to late January.

Saleyards / Truck Wash

Ongoing weed maintenance has been carried out to ensure the saleyards remain at a manageable and safe standard. Agistment for 18 cattle is continuing to assist with minimising fire hazards.

The truck wash recorded 148 transactions for the month, generating a total of \$9,533.25 in income.

Cemeteries

There were three burials, and two interments of ashes conducted at the Cootamundra Lawn Cemetery during December. One burial at the Wallendbeen Cemetery. An exhumation was also performed at the Cootamundra Cemetery during December.

The headstones that were damaged by a falling tree during a storm event in Cootamundra which damaged several headstones in Lawn E have now been repaired by contractors.

A meeting was held with the Biodiversity Conservation Trust to discuss the Conservation grant applications for Stockinbingal and Wallendbeen Cemeteries that were submitted in October 2024. The grant guidelines have been changed, and new applications are to be submitted.

Regulatory Services

Total Companion Animal registration fees collected for December 2025 totalled \$333.00.

Animal Statistics	Dogs	Cats
Seized	4	0
Released to Owner	0	0
Surrendered	0	0
Rehomed	2	0
Euthanised	0	0
Waiting for Impound Period	3	0
Waiting for Rehoming	0	0
Dog Incidents	0	-

One vehicle was impounded under the Public Spaces (Unattended Property) Act during December.

Waste

The secondhand tip shop processed 69 transactions for December with a total of \$641.03 in income. During this time staff have diverted 700kg of waste from the landfill into the shop to be repurposed.

A total of 18 tonnes of recycled crushed concrete was sold this month and a total of 48 tonnes of compost soil.

Facilities







Plumbing repairs were carried out at the Cootamundra caravan park toilet block due to a major leak.

The Cootamundra Office, Library and depots had the routine test and tag carried out for all electrical appliances to ensure compliance.

Roofing repairs were carried out at Depot 1 after one of the clear roofing sheets had broken, leaving a large, exposed hole in the roof.

A new baby change table has been installed in the men's bathroom at the Cootamundra pool. Council received multiple requests from the public asking for a change table specifically for fathers as they do not always have access to the family bathroom at the pool.

The Civic Hall was set up for the volunteers Christmas party and the local pacific islands church Christmas gathering. The town hall was set up for 300 students and parents for the Cootamundra Public School end of year presentation.

	Chargers installed		Charging sessions
	0		38
	kWh charged		Revenue
	713.614		\$222.64
	Petrol offset (L)		Carbon offset (kg)
	382.04		168.89

The Cootamundra EV charging stations' data for December is shown below:-

Financial

All areas of expenditure relating to operations within the Regional Services – Cootamundra department are within budget allocations.

OLG 23a Guideline consideration

No impacts associated with this report.

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

10.1 QUESTION WITH NOTICE - CR WIGHT - FEED LOT ON JUGIONG ROAD COOTAMUNDRA

DOCUMENT NUMBER	454708
REPORTING OFFICER	Roger Bailey, Interim General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager

RECOMMENDATION

The response to the Question with Notice on Feed Lot on Jugiong Road Cootamundra be noted.

QUESTIONS WITH NOTICE

The following 'question with notice' from Councillor Wight has been received with the response from a Council officer provided respectively:

Cr Ros Wight – Could I have a full report on what action has been taken, regarding the feed lot in Jugiong Road. Have they met any of the DA requirements?

Response from Council Officer – There have been conditions of consent satisfied. However, there are some consent conditions that appear not to have been met. Discussions and investigations are ongoing at this stage, as such provision for a full report is not able to be provided at this time. The owner/operator is cooperating with council officers.

10.2 QUESTION WITH NOTICE - CR WIGHT - THE USE OF EXTERNAL TOWN PLANNER

DOCUMENT NUMBER	454736
REPORTING OFFICER	Roger Bailey, Interim General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager

RECOMMENDATION

The response to the Question with Notice on the use of external Town Planner be noted.

QUESTIONS WITH NOTICE

The following 'question with notice' from Councillor Wight has been received with the response from Council officer provided respectively:

Cr Ros Wight – A residents development application mentions a Consultant Town Planner, Port Macquarie. This Town Planner was used in a team meeting with Resident and others, relating to the DA. We have our own town planner here why weren't they consulted and how much did this consultation and written advice cost the council?

Response from Council Officer – In July 2025, the Council engaged the consultant as a contract Town Planner. Although the Council's structure includes three qualified town planners and two building surveyors who also address planning-related matters, the need for a contract town planner arose for several reasons:

- Two of council's planners have had extended leave. One planner for seven months and has not yet returned, while another has returned after a nine-week absence. Both leave periods coincided, creating a gap in planning expertise.
- To ensure that complex development applications are assessed by a suitably experienced town planner, and to provide necessary guidance to the remaining planner during these extended leave periods.
- The Senior Building Surveyor (SBS) has been seconded to the role of Acting Manager of Sustainable Development. This secondment has limited the SBS's capacity to assess planning and building certification matters.
- The departure of the Council's Trainee Building Surveyor in July 2025 has further strained resources. With the SBS secondment and the trainee's exit, the remaining building surveyor is now focused solely on building and plumbing certification matters.
- The receipt of development applications that require independent assessment due to conflicts of interest or because they pertain to Council-related developments.

Regarding the costs associated with this engagement, the rates charged by the contractor are considered commercial in confidence and cannot be publicly disclosed.

10.3 QUESTION WITH NOTICE - CR WIGHT - VISITOR INFORMATION CENTRE (VIC) AT THE ART CENTRE COOTAMUNDRA

DOCUMENT NUMBER	454716
REPORTING OFFICER	Roger Bailey, Interim General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager

RECOMMENDATION

The response to the Question with Notice on the Visitor Information Centre (VIC) at the Art Centre be noted.

QUESTIONS WITH NOTICE

The following 'question with notice' from Councillor Wight has been received with the response from Council officer provided respectively:

Cr Ros Wight – When will the VIC in the Art Centre open, what is the delay, the Art Centre has cleared a space for this project.

Response from Council Officer – A detailed Business Plan is to be presented to Council to allow it to make an informed decision. Furthermore, a Workshop will be held with Councillors to consider options.

10.4 QUESTION WITH NOTICE - CR COOPER - 59-61 HAY STREET

DOCUMENT NUMBER	455125
REPORTING OFFICER	Roger Bailey, Interim General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager

RECOMMENDATION

That the response to the Question with Notice on 59-61 Hay Street Cootamundra, be noted.

QUESTIONS WITH NOTICE

The following 'questions with notice' from Councillor Cooper has been received with the response from Council officer provided respectively:

Cr Les Cooper – Could we please have an update on the status of the outstanding water bill for 59-61 Hay Street. This has been an ongoing issue since March 2021 with very little assistance given by Council.

The water metre in question services 3 units occupied by 3 single, elderly ladies. The excess water reading was for 2288 Kilolitres of water. Using the standard 9 litres a minute for household taps and showers that would mean that a tap was left running 24/7 for 1.5 months without detection (highly unlikely) and, as no leaks were found when investigated by a licenced plumber is it not feasible that a random fault occurred within the metre.

Was the metre replacement in 2024 merely a part of ongoing maintenance or because of this complaint?

As the original bill of \$6,966 has now increased to \$10,319.74, including interest, I feel that a resolution is long overdue.

Response from Council Officer – There are several aspects of this matter that may not be immediately apparent:

- The property is serviced by two separate water meters, and both meters have recorded high water usage at different times (in 2021 and also in 2023).
- One of the meters was replaced in June 2024 after it ceased operating. This meter was the one involved in the 2021 high-usage event. The meter associated with the 2023 high usage remains in place.
- Council staff have had multiple discussions and correspondence with the managing agents regarding this matter, consistently advising that the account is payable.

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	454514
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Collaborative and progressive leadership 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, 11.3, 11.4 and 11.5 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.
2. In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2, 11.3, 11.4 and 11.5 be withheld from the press and public.

11.2 QUESTION WITH NOTICE - CR WIGHT - 113 THOMPSON STREET COOTAMUNDRA OCCUPATION CERTIFICATE

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

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11.3 QUESTION WITH NOTICE - CR MCALISTER - SLATE WALL AT FLASH JACK GUNDAGAI

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

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11.4 POTENTIAL SALE OF BALD HILL QUARRY LANDFILL - SOUTH WEST REGIONAL WASTE MANAGEMENT GROUP

Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

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11.5 HUMAN RESOURCES REPORT

Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors).

Public Interest

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