

# Business Paper

## ORDINARY COUNCIL MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**6:00PM, Tuesday 24th February, 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 Alby Schultz meeting Centre, Cootamundra on:

**Tuesday, 24th February, 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.**

# AGENDA

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**1 ACKNOWLEDGEMENT OF COUNTRY**

COUNCIL ACKNOWLEDGES THE WIRADJURI PEOPLE, THE TRADITIONAL CUSTODIANS OF THE LAND AT WHICH THE MEETING IS HELD AND PAYS ITS RESPECTS TO ELDERS, BOTH PAST AND PRESENT, OF THE WIRADJURI NATION AND EXTENDS THAT RESPECT TO OTHER ABORIGINAL PEOPLE WHO ARE PRESENT.

**2 APOLOGIES, LEAVE OF ABSENCE AND AUDIO-VISUAL ATTENDANCE REQUESTS**

**3 DISCLOSURES OF INTEREST**

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 27 JANUARY 2026**

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 27 January 2026

**RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on Tuesday 27 January 2026 be confirmed as a true and correct record of the meeting.**

# Minutes

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:04PM, TUESDAY 27th January, 2026**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 27 JANUARY 2026 AT 6:04PM**

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

**IN ATTENDANCE:** Roger Bailey (Interim General Manager), Trevor Dando (Acting Deputy General Manager - Operations), Damian Smith (Acting Manager Finance), Linda Wiles (Manager Business), Lauren Dawes (Acting Manager Sustainable Development), 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.

**2 THE MAYOR WELCOMED COUNCILLORS AND THE COMMUNITY**

**3 APOLOGIES, LEAVE OF ABSENCE, AND AUDIO-VISUAL ATTENDANCE REQUESTS**

**3.1 APOLOGIES**

**RESOLUTION 001/2026**

Moved: Cr Logan Collins

Seconded: Cr Rosalind Wight

**That Council does not accept the apology of Cr Syed.**

**CARRIED**

**3.2 LEAVE OF ABSENCE**

Nil

**3.3 AUDIO-VISUAL ATTENDANCE REQUEST**

Nil

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

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

**RESOLUTION 002/2026**

Moved: Cr Les Cooper

Seconded: Cr David Graham

**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.**

**CARRIED**

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

### **RESOLUTION 003/2026**

Moved: Cr Penny Nicholson

Seconded: Cr Gil Kelly

**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.**

**CARRIED**

### **PROCEDURAL MOTION**

Moved: Cr Logan Collins

**That Council consider agenda items 6.1, 8.1.1, 8.2.1, 8.2.2 8.2.3, 8.3.4, 8.3.5, 8.6.2 and 8.6.3 together on the Agenda.**

**CARRIED**

### **RESOLUTION 004/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

**That Council adopt the recommendations for items 6.1, 8.1.1, 8.2.1, 8.2.2 8.2.3, 8.3.4, 8.3.5, 8.6.2 and 8.6.3 as outlined in the business paper.**

**CARRIED**

## **6 MAYORAL MINUTES**

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

*See RES 004/2026*

### **RESOLUTION 005/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

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

**CARRIED**

**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***See RES 004/2026***RESOLUTION 006/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

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

**CARRIED****8.2 BUSINESS****8.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2024-25***See RES 004/2026***RESOLUTION 007/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

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

**CARRIED****8.2.2 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE ORDINARY MEETING MINUTES, AGM MEETING MINUTES AND MEMBERSHIP***See RES 004/2026***RESOLUTION 008/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

- 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.**

**CARRIED**

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

*See RES 004/2026*

#### **RESOLUTION 009/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

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.**

**CARRIED**

### **8.2.4 SECTION 355 COMMITTEE MEETING MINUTES**

#### **RESOLUTION 010/2026**

Moved: Cr Rosalind Wight

Seconded: Cr Gil Kelly

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

**CARRIED**

## **8.3 FINANCE**

### **8.3.1 FINANCE UPDATE - DECEMBER 2025**

#### **RESOLUTION 011/2026**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

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

**CARRIED**

**8.3.2 RESTRICTED CASH RECONCILIATION - DECEMBER 2025****RESOLUTION 012/2026**

Moved: Cr David Graham

Seconded: Cr Les Cooper

**The Restricted Cash Reconciliation report for the period ending 31 December 2025, be received and noted.****CARRIED****8.3.3 INSTANCE OF EXCESSIVE WATER USAGE - ASSESSMENT 11016870****RESOLUTION 013/2026**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

**That:**

- 1. 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.**
- 2. Council write to the External Auditors expressing concern that a large outstanding water debtor was not identified during the audit process.**

**CARRIED****8.3.4 PROCUREMENT POLICY***See RES 004/2026***RESOLUTION 014/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

**The Procurement Policy, attached to the report, be adopted.****CARRIED****8.3.5 INVESTMENT REPORT - DECEMBER 2025***See RES 004/2026***RESOLUTION 015/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

**The report detailing Council Cash and Investments as at 31<sup>st</sup> December 2025, be noted.****CARRIED**

**8.4 SUSTAINABLE DEVELOPMENT**

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

**RESOLUTION 016/2026**

Moved: Cr Ethan Ryan  
 Seconded: Cr Logan Collins

**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.**

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

**CARRIED**

**8.4.2 DA 2025/130 - PROPOSED CHANGE OF USE - 22 ADAMS STREET, COOTAMUNDRA**

**RESOLUTION 017/2026**

Moved: Cr Logan Collins  
 Seconded: Cr Rosalind Wight

**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, and subject to an additional consent condition:**

- **The doors on the side of the building are to be closed when classes are being conducted. Condition Reason: To protect the amenity of the surrounding properties and occupants.**

<b>VOTING RECORD</b>	
<b>FOR RESOLUTION</b>	<b>AGAINST RESOLUTION</b>
Cr Abb McAlister (Mayor) Cr Rosalind Wight	Nil

Cr Logan Collins Cr Les Cooper Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Ethan Ryan	
<b>ABSENT</b>	<b>DECLARED INTEREST</b>
Cr Danyal Syed	Nil

**CARRIED**

**8.5 ENGINEERING COOTAMUNDRA**

**8.5.1 COOTAMUNDRA ENGINEERING REPORT - DECEMBER 2025**

**RESOLUTION 018/2026**

Moved: Cr Les Cooper

Seconded: Cr Ethan Ryan

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

**CARRIED**

**8.6 ENGINEERING GUNDAGAI**

**8.6.1 GUNDAGAI ENGINEERING REPORT - DECEMBER 2025**

**RESOLUTION 019/2026**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

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

**CARRIED**

**8.6.2 DRAFT RECYCLED WATER MANAGEMENT POLICY**

*See RES 004/2026*

**RESOLUTION 020/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

**The Draft Recycled Water Management Policy attached to the report be adopted.**

**CARRIED**

**8.6.3 DRAFT DRINKING WATER QUALITY POLICY**

*See RES 004/2026*

**RESOLUTION 021/2026**

Moved: Cr Logan Collins

Seconded: Cr Ethan Ryan

**The Draft Drinking Water Quality Policy attached to the report be adopted.**

**CARRIED**

**8.6.4 DRAFT GUNDAGAI WATER RESTRICTIONS POLICY****RESOLUTION 022/2026**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The Draft Gundagai Water Restrictions Policy attached to the report be adopted.**

**CARRIED**

**8.6.5 DRAFT GUNDAGAI WATER RESTRICTIONS PROCEDURE****RESOLUTION 023/2026**

Moved: Cr Penny Nicholson

Seconded: Cr Ethan Ryan

**The Draft Gundagai Water Restrictions Procedure attached to the report be adopted.**

**CARRIED**

**8.7 REGIONAL SERVICES GUNDAGAI****8.7.1 GUNDAGAI REGIONAL SERVICES REPORT - DECEMBER 2025****RESOLUTION 024/2026**

Moved: Cr David Graham

Seconded: Cr Rosalind Wight

**The Gundagai Regional Services report for December 2025 be noted.**

**CARRIED**

**8.8 REGIONAL SERVICES COOTAMUNDRA****8.8.1 COOTAMUNDRA REGIONAL SERVICES REPORT - DECEMBER 2025****RESOLUTION 025/2026**

Moved: Cr Les Cooper

Seconded: Cr Ethan Ryan

**That:**

1. The Cootamundra Regional Services report for December 2025 be received and noted.
2. Council's Regional Services staff be congratulated for the exceptional work that they undertook in preparing for the Australia Day events.
3. Council's Regional Services staff be congratulated for the presentation of the Cootamundra Cemetery over the Christmas period.

**CARRIED**

**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****RESOLUTION 026/2026**

Moved: Cr Rosalind Wight

Seconded: Cr Ethan Ryan

The response to the Question with Notice on Feed Lot on Jugiong Road Cootamundra be noted.

**CARRIED**

**10.2 QUESTION WITH NOTICE - CR WIGHT - THE USE OF EXTERNAL TOWN PLANNER****RESOLUTION 027/2026**

Moved: Cr David Graham

Seconded: Cr Rosalind Wight

The response to the Question with Notice on the use of external Town Planner be noted.

**CARRIED**

**10.3 QUESTION WITH NOTICE - CR WIGHT - VISITOR INFORMATION CENTRE (VIC) AT THE ART CENTRE COOTAMUNDRA****RESOLUTION 028/2026**

Moved: Cr David Graham

Seconded: Cr Les Cooper

**The response to the Question with Notice on the Visitor Information Centre (VIC) at the Art Centre be noted.**

**CARRIED**

#### **10.4 QUESTION WITH NOTICE - CR COOPER - 59-61 HAY STREET**

##### **RESOLUTION 029/2026**

Moved: Cr Logan Collins

Seconded: Cr Les Cooper

**That:**

- 1. The response to the Question with Notice on 59-61 Hay Street Cootamundra, be noted.**
- 2. The Property Owner of 59-61 Hay Street be charged the property's normal quarterly average consumption for the billing period 01 December 2020 – 28 February 2021 and the balance of water charges and interest resulting from the abnormal meter reading, be written off.**

**CARRIED**

#### **11 CONFIDENTIAL ITEMS**

##### **11.1 CLOSED COUNCIL REPORT**

##### **RESOLUTION 030/2026**

Moved: Cr Les Cooper

Seconded: Cr Penny Nicholson

- 1. Council entered Closed Council at 7.28pm.**
- 2. 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.**
- 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, 11.4 and 11.5 be withheld from the press and public.**

**CARRIED**

##### **11.2 QUESTION WITH NOTICE - CR WIGHT - 113 THOMPSON STREET COOTAMUNDRA OCCUPATION CERTIFICATE**

##### **RESOLUTION 031/2026**

Moved: Cr Rosalind Wight

Seconded: Cr Ethan Ryan

**The response to the Question with Notice on 113 Thompon Street Cootamundra Occupation Certificate be noted.**

**CARRIED**

**11.3 QUESTION WITH NOTICE - CR MCALISTER - SLATE WALL AT FLASH JACK GUNDAGAI**

**RESOLUTION 032/2026**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**Council note that compliance action is being pursued by Council in relation to the Slate Wall at Flash Jacks Gundagai.**

**CARRIED**

**11.4 POTENTIAL SALE OF BALD HILL QUARRY LANDFILL - SOUTH WEST REGIONAL WASTE MANAGEMENT GROUP**

**RESOLUTION 033/2026**

Moved: Cr Gil Kelly

Seconded: Cr David Graham

**That Council note the report on the Bald Hill Quarry.**

**CARRIED**

**11.5 HUMAN RESOURCES REPORT**

**RESOLUTION 034/2026**

Moved: Cr David Graham

Seconded: Cr Les Cooper

**That the confidential information in the Human Resources report be noted.**

**CARRIED**

**RESUMPTION OF OPEN COUNCIL MEETING**

**RESOLUTION 035/2026**

Moved: Cr Ethan Ryan

Seconded: Cr Les Cooper

**That the Open Council meeting resume at 7:51pm.**

**CARRIED**

**ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 7:52pm**

**CHAIRPERSON**

**GENERAL MANAGER**

**5 MAYORAL MINUTES**

**5.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENTS - 17 JANUARY 2026 - 13 FEBRUARY 2026**

DOCUMENT NUMBER	457387
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.**

21 January 2026

Cr McAlister (Mayor) attended a Muttama Hall s.355 Committee Meeting.

25 January 2026

Crs McAlister (Mayor), Graham and Nicholson attended the Australia Day ambassador dinner in Gundagai.

Crs Wight (Deputy Mayor), Colins, Cooper and Kelly attended the Australia Day ambassador dinner in Cootamundra.

26 January 2026

Crs McAlister (Mayor) and Nicholson attended the Australia Day celebration event in Gundagai.

Crs Wight (Deputy Mayor), Collins, Cooper and Kelly attended the Australia Day celebration event in Cootamundra.

27 January 2026

Crs McAlister (Mayor), Wight, Cooper, Graham, Kelly, and Nicholson attended a Demerger Transition Committee Meeting in Gundagai.

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

28 January 2026

Cr McAlister (Mayor) attended a RSL Subbranch online meeting.

29 January 2026

Cr McAlister (Mayor) attended an online Rural Health Action Plan Strategy Meeting, hosted by Dr Joe McGirr MP.

29 January 2026

Cr McAlister (Mayor) attended a site visit with Sophie Gairn, Industry Development Manager from Destination Riverina Murray, at the Dog at the Tuckerbox site.

5 February 2026

Cr McAlister (Mayor) attended a meeting with the Executive Director of Sector Performance at the Office of Local Government (OLG).

6 February 2026

Cr McAlister (Mayor) attended the 'Mayoral Summit' hosted by Steph Cooke Local MP in Harden.

9 February 2026

Cr Wight (Deputy Mayor) visited the residents at Southern Cross Care in Cootamundra.

10 February 2026

Crs McAlister (Mayor), Wight (Deputy Mayor), Collins, Graham and Nicholson attended a Council Workshop in Cootamundra.

12 February 2026

Cr McAlister (Mayor) attended an online presentation on 'Little Wings' services hosted by the Country Mayors Association.

13 February 2026

Cr McAlister (Mayor) attended an online Riverina Eastern Regional Organisation of Council (REROC) Executive Meeting.

16 February 2026

Cr McAlister (Mayor) attended a meeting with the Cootamundra Rodeo Association, accompanied by the Interim General Manager and Council staff.

Cr McAlister (Mayor) attended a meeting with the Cootamundra Turf Club, together with the Interim General Manager.

## 6 REPORTS FROM COMMITTEES

**6.1 MINUTES OF THE DEMERGER TRANSITION COMMITTEE MEETING HELD ON TUESDAY 27 JANUARY 2026**

REPORTING OFFICER	Peter Bascomb, Demerger Transition 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 Demerger Transition Committee Meeting held on Tuesday 27 January 2026

### RECOMMENDATION

1. That the Minutes of the Demerger Transition Committee Meeting held on Tuesday 27 January 2026, attached to the report, be received and noted.
2. In consideration of the Demerger Transition Committee recommendations detailed in the minutes, Council endorses the following:
  - 2.1. Pertaining to Item 4.1.1 Consolidating Expectations for the Demerger Transition, Council:
    - 2.1.1. Confirms 1 July 2027 as the target date for the commencement of the two successor councils.
    - 2.1.2. Confirms that the primary objectives of the Demerger Transition Project are:
      - (a) By 31 December 2026, 6-months ahead of the commencement date for the new Councils, the project must have prepared documentation sufficient for the OLG to prepare the required Proclamation
      - (b) To enable the two successor councils to effectively commence operations the project must develop two separate suites of IP&R documents and other governance arrangements, including policies and organisational structure, that clearly demonstrate that the two councils will be operationally and financially sustainable in the long term.
  - 2.2. Pertaining to Item 4.1.2 Demerger Dispute Resolution Process, Council:
    - 2.2.1. Adopts the dispute resolution process as outlined in the report.
    - 2.2.2. Updates the Terms of Reference for the Demerger Transition Committee to include the dispute resolution process.
    - 2.2.3. Confirms that decisions of the Demerger Transition Dispute Resolution Panel (DTRP) will be accepted and implemented by Council.
    - 2.2.4. Undertakes an expression of interest (Eoi) process to recruit suitable nominees for the proposed Demerger Transition Dispute Resolution Panel (DTRP).

**2.2.5. Confirm any costs associated with the DTDRP be met from Council's previously budgeted demerger funding.**

**2.3. Pertaining to Item 4.1.3 Confirmation of Previous Commitments from Council Submissions, Council:**

**2.3.1. Recommits to the Objectives and Interventions used in the preparation of the Draft Demerger Transition Plan and Financial Sustainability Plan.**

**2.3.2. Acknowledges that adherence to the Objectives and Interventions may impact the development of CGRC's FY27 Operational Plan.**

# Minutes

## DEMERGER TRANSITION COMMITTEE MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**2PM, TUESDAY 27th January, 2026**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
DEMERGER TRANSITION COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 27 JANUARY 2026 AT 2PM**

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

**IN ATTENDANCE:** Peter Bascomb (Demerger Transition Manager), Roger Bailey (Interim General Manager)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES, LEAVE OF ABSENCE, AND AUDIO-VISUAL ATTENDANCE REQUESTS**

**2.1 APOLOGIES**

That the apology received from Cr Ryan be accepted.

**2.2 LEAVE OF ABSENCE**

Nil

**2.3 AUDIO-VISUAL ATTENDANCE REQUESTS**

Nil

**3 DISCLOSURES OF INTEREST**

Nil

**4 GENERAL MANAGER'S REPORT**

**4.1 GENERAL MANAGER OFFICE**

**4.1.1 CONSOLIDATING EXPECTATIONS FOR THE DEMERGER TRANSITION**

**COMMITTEE RESOLUTION**

Moved: Cr Penny Nicholson

Seconded: Cr Rosalind Wight

**The Committee recommends that Council:**

- 1. Confirms 1 July 2027 as the target date for the commencement of the two successor councils.**
- 2. Confirms that the primary objectives of the Demerger Transition Project are:**
  - (a) By 31 December 2026, 6-months ahead of the commencement date for the new Councils, the project must have prepared documentation sufficient for the OLG to prepare the required Proclamation**
  - (b) To enable the two successor councils to effectively commence operations the project must develop two separate suites of IP&R documents and other governance arrangements,**

**including policies and organisational structure, that clearly demonstrate that the two councils will be operationally and financially sustainable in the long term.**

**CARRIED**

#### **4.1.2 DEMERGER DISPUTE RESOLUTION PROCESS**

##### **COMMITTEE RESOLUTION**

Moved: Cr David Graham

Seconded: Cr Gil Kelly

**That the Committee recommends that Council:**

- 1. Adopts the dispute resolution process as outlined in the report.**
- 2. Updates the Terms of Reference for the Demerger Transition Committee to include the dispute resolution process.**
- 3. Confirms that decisions of the Demerger Transition Dispute Resolution Panel (DTDRP) will be accepted and implemented by Council.**
- 4. Undertakes an expression of interest (Eoi) process to recruit suitable nominees for the proposed Demerger Transition Dispute Resolution Panel (DTDRP).**
- 5. Confirm any costs associated with the DTDRP be met from Council's previously budgeted demerger funding.**

**CARRIED**

#### **4.1.3 CONFIRMATION OF PREVIOUS COMMITMENTS FROM COUNCIL SUBMISSIONS**

##### **COMMITTEE RESOLUTION**

Moved: Cr Rosalind Wight

Seconded: Cr Gil Kelly

**The Committee Recommends that Council:**

- 1. Recommits to the Objectives and Interventions used in the preparation of the Draft Demerger Transition Plan and Financial Sustainability Plan.**
- 2. Acknowledges that adherence to the Objectives and Interventions may impact the development of CGRC's FY27 Operational Plan.**

**CARRIED**

**The Meeting closed at 2:43pm.**

**CHAIRPERSON**

**GENERAL MANAGER**

**6.2 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRANSPORT FORUM MEETING HELD ON THURSDAY 12 FEBRUARY 2026**

REPORTING OFFICER	Kylie Grybaitis, Road Safety Officer
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Cootamundra-Gundagai Local Transport Forum Meeting held on Thursday 12 February 2026

**RECOMMENDATION**

- 1. That the Minutes of the Cootamundra-Gundagai Local Transport Forum Meeting held on Thursday 12 February 2026, 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 Council install 40 km/h speed pavement decals at the entry point of the Sheridan Street High Pedestrian Activity Area when exiting the Hume Highway.**
  - 2.2 That Transport for NSW (TfNSW) undertake further investigations into the feasibility and appropriateness of appointing a crossing guard at the existing Gundagai Public School pedestrian crossing on West Street.**
  - 2.3 That Council does not endorse the construction of two raised pedestrian crossings on Sheridan Street to replace the previously removed pedestrian crossings associated with the beautification and rejuvenation project of main street.**
  - 2.4 That Council pursue external funding to upgrade the narrow Reef Creek Bridge and to construct a dedicated bus bay at the existing bus stop on Muttama Road, in order to enhance road-user safety within the Muttama township.**
  - 2.5 That Council seek funding to upgrade the Temora Street, Boundary Road and Berthong Road intersection in Cootamundra to improve compliance and road user safety.**
  - 2.6 That Council extend the existing *Police Cars Only* restricted-parking signage further north along Cooper Street, toward the next driveway exit, to improve visibility and ensure unobstructed access for Police vehicles.**
  - 2.7 That Council install a single accessible car park, incorporating a shared zone, directly in front of the disability-friendly public toilets located on Wallendoon Street.**
  - 2.8 That Council install a single accessible parking space, including an adjacent shared zone, to enhance access for patrons of the Bush Chemist on Parker Street, Cootamundra.**
  - 2.9 That the list of upcoming events be noted.**

Discussion

The Minutes of the Cootamundra-Gundagai Local Transport Forum held on the 12 February 2026 are submitted for the information of Council and the community.

Financial

It is the responsibility of Council to fund the procurement, installation, and maintenance of signage, as specified in the preceding recommendations.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.

# Minutes

## COOTAMUNDRA-GUNDAGAI LOCAL TRANSPORT FORUM

**GUNDAGAI COUNCIL CHAMBERS,  
GUNDAGAI**

**10:00AM, THURSDAY 12th February, 2026**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
COOTAMUNDRA-GUNDAGAI LOCAL TRANSPORT FORUM  
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA  
ON THURSDAY, 12 FEBRUARY 2026 AT 10:00AM**

**PRESENT:** Dennis Palmer (Local Electorate Representative), Greg Mineham (Lead Community & Safety Partner), Justin Knewstub (Sergeant Crime Coordinator Riverina Police), Wade Sheales (Community and Safety Support Officer)

**IN ATTENDANCE:** Thomas Hogg (Acting Manager Engineering Gundagai), Kylie Grybaitis (Road Safety Officer)

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES AND LEAVE OF ABSENC**

**2.1 APOLOGIES**

Ben Smith (Sergeant Riverina Highway Patrol)

Maxine Imrie (Bus Service Operators Representative)

Logan Collins (CGRC Councillor)

Les Cooper (CGRC Councillor)

**2.2 LEAVE OF ABSENCE**

Nil

**3 DISCLOSURES OF INTEREST**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRANSPORT FORUM MEETING HELD ON THURSDAY 13 NOVEMBER 2025**

**RECOMMENDATION**

**That the Minutes of the Cootamundra-Gundagai Local Transport Forum Meeting held on Thursday 13 November 2025 be confirmed as a true and correct record of the meeting.**

Discussion:

TfNSW provided an update on several outstanding traffic management matters:

1. Old Gundagai Road / Olympic Highway Intersection

TfNSW reaffirmed its previous position regarding the request to replace the existing *GIVE WAY* controls with *STOP* signs at the intersection of Old Gundagai Road and the Olympic Highway. Following review, TfNSW advised that its decision remains unchanged and no amendments to the current signage will be undertaken.

## 2. Grogan Road – Temporary Speed Restriction Request

TfNSW advised that the proposal to implement a temporary speed restriction on Grogan Road has been referred back to Council. Council is required to formally seek approval from TfNSW under Sections 115 and 116 of the Roads Act to authorise the installation of a temporary speed limit for a defined period and purpose. Implementation cannot proceed without TfNSW consent.

## 3. Adjungbilly and Gobarra Road – Temporary Speed Restriction Request

Similarly, the request for a temporary speed restriction in Adjungbilly has been referred back to Council. TfNSW reiterated that Council must obtain approval under Sections 115 and 116 prior to establishing any temporary speed limit changes

Confirmation of the minutes was agreed to by Dennis and Justin.

# 5 REPORTS

## 5.1 WEST STREET AND SHERIDAN STREET INTERSECTION SAFETY

### RECOMMENDATION

**That Council install 40 km/h speed pavement decals at the entry point of the Sheridan Street High Pedestrian Activity Area when exiting the Hume Highway.**

#### Discussion:

TfNSW confirmed its agreement to the installation of 40 km/h road-surface decals, ensuring consistency with the existing C-size speed limit signage currently in place.

It was further noted that all existing 40 km/h speed limit signs associated with the Heavy Pedestrian Activity Area (HPAA) require the addition of supplementary signage (R9-213N), depicting pedestrians, to be installed directly beneath each speed sign to meet compliance requirements.

A suggestion was raised for consideration regarding the installation of traffic-calming blisters on both sides of the roadway on the approaches to the HPAA. This measure would assist road users in recognising the change in road environment and reinforce the reduced speed environment.

## 5.2 PRIORITISED RAISED PEDESTRIAN CROSSING ON WEST STREET, GUNDAGAI

### RECOMMENDATION

**That Transport for NSW (TfNSW) undertake further investigations into the feasibility and appropriateness of appointing a crossing guard at the existing Gundagai Public School pedestrian crossing on West Street.**

#### Discussion:

The Forum agreed that the proposal to seek funding for the construction of a raised pedestrian crossing on West Street, to support pedestrian movements associated with Gundagai Public School, be laid on the table pending further investigation by TfNSW into the viability of appointing a crossing supervisor at the existing crossing point.

During the discussion, concerns were raised regarding the 250-metre sensitive receiver distance and the potential impacts on neighbouring properties. It was noted that consultation with affected property owners will be required prior to progressing any further with the raised crossing proposal.

### 5.3 PRIORITISED RAISED PEDESTRIAN CROSSINGS ON SHERIDAN STREET, GUNDAGAI

#### RECOMMENDATION

**That Council does not endorse the construction of two raised pedestrian crossings on Sheridan Street to replace the previously removed pedestrian crossings associated with the beautification and rejuvenation project of main street.**

#### Discussion:

The Forum endorsed the recommendation not to proceed with the installation of raised pedestrian crossings within the Heavy Pedestrian Activity Area (HPAA) on Sheridan Street.

It was noted that consultation with affected business owners will be required to ensure the community fully understands the implications of installing a pedestrian crossing, particularly the associated loss of parking—20 metres of *No Stopping* on the approach and 10 metres on the departure side. Additional considerations include drainage requirements and the associated construction costs.

NSW Police advised that they will undertake further investigation into reported pedestrian near-miss incidents on Sheridan Street.

### 5.4 MUTTAMA VILLAGE SAFETY CONCERNS

#### RECOMMENDATION

**That Council pursue external funding to upgrade the narrow Reef Creek Bridge and to construct a dedicated bus bay at the existing bus stop on Muttama Road, in order to enhance road-user safety within the Muttama township.**

#### Discussion:

The Forum agreed with the recommendation to seek funding for the upgrade of Reef Creek Bridge and the bus stop within the Muttama township.

Suggestions were raised regarding the deployment of traffic counters to collect speed data, as well as increasing the size of the existing 80 km/h speed limit signs to C-size to support improved driver compliance.

TfNSW advised Council that a more appropriate sign type is available for the narrow bridge, and further details will be provided.

Concerns were also raised regarding the presence of unnecessary repeater speed signs on the southern side of Reef Creek Bridge. TfNSW confirmed that Council may remove these signs as they are not providing any benefit.

### 5.5 TEMORA X BERTHONG X BOUNDARY ROAD INTERSECTION SAFETY

#### RECOMMENDATION

**That Council seek funding to upgrade the Temora Street, Boundary Road and Berthong Road intersection in Cootamundra to improve compliance and road user safety.**

#### Discussion:

The Forum agreed that Council seek funding for intersection improvements at this intersection to enhance safety. TfNSW advised that a staggered-intersection treatment may offer a more effective solution by reducing the likelihood of vehicles running through the intersection and addressing issues associated with the existing poor alignment. Concerns were raised about traffic cueing on Temora Road with regard to the staggered intersection.

Given the location's frequent use by heavy vehicles, the Forum noted that any proposed design must carefully consider turning movements and associated operational requirements. It was agreed that detailed design development will need to be undertaken with these factors in mind prior to seeking funding.

## 5.6 COOTAMUNDRA POLICE STATION RESTRICTED PARKING

### RECOMMENDATION

**That Council extend the existing *Police Cars Only* restricted-parking signage further north along Cooper Street, toward the next driveway exit, to improve visibility and ensure unobstructed access for Police vehicles.**

#### Discussion:

The Forum considered the visibility concerns raised by NSW Police and agreed that the existing *Police Cars Only* parking restriction should be extended northwards to the driveway immediately adjacent to the police station. This adjustment is intended to improve sight distance and enhance operational safety for police vehicles entering and exiting the site.

## 5.7 ACCESSIBLE PARKING SPACE ON WALLEDOON STREET, COOTAMUNDRA

### RECOMMENDATION

**That Council install a single accessible car park, incorporating a shared zone, directly in front of the disability-friendly public toilets located on Wallendoon Street.**

#### Discussion:

The Forum agreed with the recommendation to install a single accessible parking space in front of the dedicated toilet facilities on Wallendoon Street. It was further suggested that the introduction of time-restricted parking be considered to ensure ongoing availability of the accessible space for community members who require it.

## 5.8 ACCESSIBLE PARKING SPACE FOR THE BUSH CHEMIST ON PARKER STREET

### RECOMMENDATION

**That Council install a single accessible parking space, including an adjacent shared zone, to enhance access for patrons of the Bush Chemist on Parker Street, Cootamundra.**

#### Discussion:

The Forum did not support the installation of an accessible parking space on Parker Street in front of the Bush Chemist, noting the close proximity of existing accessible-friendly parking spaces in the area. It was confirmed that the Cootamundra township already meets legislative requirements for accessible parking provision.

The Forum also acknowledged that accessible parking spaces require additional clearance and manoeuvring space, which would further reduce general parking availability in an area where parking demand is already high.

## 5.9 UPCOMING EVENTS

### RECOMMENDATION

**That the list of upcoming reports be noted by the Forum.**

#### Discussion:

The Forum noted the schedule of upcoming events, including the addition of the Gundagai Show, which is set to take place on 14 February 2026.

## 5.10 GENERAL BUSINESS

#### Discussions:

### 1. Request for allocated customer parking out the front of 53 Mackay Street, Cootamundra.

The forum did not support the request to establish customer parking within a residential area, noting that substantial parking is already available in the surrounding vicinity. The forum agreed that the introduction of dedicated customer parking in this location is not warranted.

### 2. Adjungbilly village temporary speed reduction.

As noted in the confirmation of the previous forum, council will formally request written consent from TfNSW to implement a temporary speed restriction throughout the township of Adjungbilly under sections 115 and 116 of the roads act. This request is being made in response to increased vehicle movements associated with a major infrastructure project.

### 3. Dangerous Driving Concerns on Rinkin Street, Cootamundra

NSW Police advised that they are aware of the concerns regarding dangerous driving on Rinkin Street and are actively monitoring the situation.

### 4. School Bus Zone Compliance

NSW Police advised that they are monitoring the situation closely and will undertake further education and enforcement blitzes at local schools to address the concerns raised.

### 5. E-Device Enforcement on Parker Street

NSW Police advised that they are aware of concerns regarding unlawful e-device activity on Parker Street and are actively monitoring the situation.

#### Late Items:

### 6. Review of Line Marking at the Berthong Road and Temora Street Intersection

A comment was raised that the BB line marking at the intersection of Berthong Road and Temora Street is causing confusion for motorists and requires a review by Council engineers.

### 7. Relocation of 100km/h Speed Sign on Berthong Road.

Council has requested that TfNSW review the placement of the 100 km/h speed limit sign on the southern side of the railway crossing on Berthong Road and consider relocating it to the northern side. This adjustment is intended to improve safety and ensure the speed transition is appropriately positioned in relation to the crossing.

**The Forum closed at 11:22am.**

.....  
CHAIRPERSON

.....  
GENERAL MANAGER

**7 GENERAL MANAGER'S REPORT**

**7.1 GENERAL MANAGER OFFICE**

**7.1.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) NATIONAL GENERAL ASSEMBLY (NGA) 2026 - REGISTRATION**

DOCUMENT NUMBER	458415
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Council approve the attendance of the Mayor and Interim General Manager at the Australian Local Government Association (ALGA) National General Assembly 23-25 June 2026.**

Introduction

The ALGA 2025 National General Assembly (NGA) (incorporating the Regional Cooperation and Development Forum) will again be held at the National Convention Centre in Canberra from 23-25 June 2026.

Discussion

The theme of this year’s event will be “Stronger Together: Resilient. Productive. United.” This theme emphasises the role of councils working in partnership to build resilience, enhance productivity, and present a unified voice on national local government issues.

The [conference program](#) features a dynamic mix of plenary sessions, debates on motions, and break-out sessions.

Council should also be aware that motions must be submitted by 27th February 2026. If you have a motion/s, you would like considered for submission, please provide to the Interim General Manager as soon as possible. Duplicate motions that have been debated in the previous two years cannot be submitted. Any council that submits a motion must be present at the NGA to move and speak to the motion. More information on Motions can be found here: <https://alga.com.au/event/2026-national-general-assembly/>

Financial

Costs associated to attend, are (per attendee):

- Tuesday 23 June - Regional Forum Registration is **\$350.00** with NGA registration (*or \$555.00 to attend forum only*)
- Wednesday and Thursday 24-25 June - Early bird registration is **\$999.00**. (paid 30 April 2026)
- Thursday 25 June - General Assembly Dinner is **\$245.00**.
- Accommodation for each person is between **\$260.00-\$400.00** per night (*cost will depend on availability at time of booking*)

Total estimated cost per attendee, for NGA Registration, GA Dinner and 2 nights' accommodation is between \$1764.00 - \$2044.00 from relevant Mayor/councillors and Executive office conferences/training budgets.

Total estimated cost per attendee, for NGA Registration, Regional Forum Registration, GA Dinner and 3 nights' accommodation is between \$2374.00 - \$2794.00 from relevant Mayor/councillors and Executive office conferences/training budgets.

OLG 23a Guideline consideration

The objective of this report does not conflict with the Guidelines.

**7.1.2 AUSTRALIAN LOCAL GOVERNMENT WOMEN’S ASSOCIATION (ALGWA) MEMBERSHIP 26/27**

DOCUMENT NUMBER	456878
REPORTING OFFICER	Roger Bailey, Interim General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	Financial implications associated with this report is \$275.00.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. ALGWA 26/27 membership invitation <a href="#">↓</a>

**RECOMMENDATION**

**That Council apply for membership of the Australian Local Government Women’s Association (ALGWA) for the 2026/27 financial year.**

Introduction

Council has received an invitation to become a member of The Australian Local Government Women's Association (ALGWA) for 26/27 financial year. The invitation is attached to this report.

Membership of The Australian Local Government Women's Association (ALGWA) is open to anyone interested in supporting women’s participation in Local Government. Membership includes elected Councillors, Employees in Local Government, former Mayors and Councillors, individual Councils and Shires and intending candidates for Local Government elections.

Discussion

Benefits for member councils include taking part in forums relating to women in local government, discounts for the annual conference, and eligibility to host an ALGWA NSW conference.

Our finance system history indicates that council was not a member for the 25/26, 24/25, or 21/22 period. But was a member for 23/24, 22/23 and 20/21.

Given the unknown reason for this inconsistency, we are requesting that Council confirm if it would like to be a member for the 26/27 period, potentially to take advantage of any of the above-mentioned benefits.

Financial

The financial implication will be \$275.00 from the Executive budget.

OLG 23a Guideline consideration

Does not conflict with guidelines.

**From:** [ALGWA ALGWA](#)  
**To:** [Mail](#)  
**Subject:** Australian Local Government Women's Association (NSW Branch)-2026 Council Membership  
**Date:** Monday, 12 January 2026 1:09:52 PM

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You don't often get email from [algwa.treasurer@gmail.com](mailto:algwa.treasurer@gmail.com). [Learn why this is important](#)

To whom it may concern.

This is your invitation for the Council to become a member of the association that represents and advocates for greater participation of women in local government.

Since its inception in 1951, ALGWA NSW has worked tirelessly to advocate for the equal representation of women in local government.

As a member, the Council can enjoy many benefits including taking part in forums relating to women in local government, discounts for the annual conference, eligibility to host an ALGWA NSW conference.

Membership is also Tax Deductible.

If the Council is interested in becoming a member, please advise and I will arrange an invoice for \$275.00.

Kind regards,

Mayor, Cr. Cassandra Coleman

Treasurer | Australian Local Government Women's Association NSW Branch.

E: [algwa.treasurer@gmail.com](mailto:algwa.treasurer@gmail.com)

## 7.2 BUSINESS

**7.2.1 RELOCATION OF THE COOTAMUNDRA VISITOR INFORMATION CENTRE**

DOCUMENT NUMBER	458445
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.1 Recognised as a must-visit tourist destination
FINANCIAL IMPLICATIONS	\$20,000 available within Tourism Economic Development Budget.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra VIC Relocation Business Case <a href="#">↓</a>

### RECOMMENDATION

**That Council approves the relocation of the Cootamundra Visitors Information Centre from its current location to the Cootamundra Arts Centre, as detailed in the business case attached to the report.**

#### Introduction

In response to the 2024 review of the Cootamundra Visitor Information Centre by the Australian Visitor Information Centres Association (AVIC), feedback from the Heritage Centre 355 Committee, interest from the Arts Centre Cootamundra in hosting the VIC, and the continued growth of the visitor economy, Council has undertaken a review of the current operation and location of the Cootamundra Visitor Information Centre. This review was undertaken to ensure visitor services remain fit for purpose, sustainable, and aligned with the changing needs of visitors, the community, and the local economy.

#### Discussion

##### **Cootamundra Visitor Economy**

In 2025, tourism and the visitor economy contributed \$37.21 million in value added to the Cootamundra local economy. During this period, more than 8,000 people were recorded visiting the Heritage Centre, the Visitor Information Centre, or the Bradman Birthplace.

In addition to these recorded visitors, between 24 and 27 bus services arrive and depart Cootamundra each week, bringing a steady flow of passengers into the town. These passenger movements are not currently captured in official visitor economy data; however, they represent hundreds of people each week who are physically present in Cootamundra, often with time to spare and money to spend, yet remain uncounted in existing visitor statistics. A significant number of people who pass through regional towns are not captured in official visitor statistics, despite physically spending time in the community.

## **The role of Visitor Information Centres**

Visitor Information Centres (VIC) play a critical role in supporting the visitor economy, strengthening local business outcomes, and promoting regional identity. However, the current model, based within the Heritage Centre, presents operational, spatial, and sustainability challenges.

## **Why Change Is Required**

The current VIC arrangement faces several limitations:

- Limited space restricts retail, digital tools, and interpretive displays
- Heavy reliance on ageing volunteers with declining capacity
- Inconsistent service quality and training capacity
- Inability to expand merchandise and revenue streams
- No capacity to introduce entry or experience-based income models
- Volunteers have expressed a desire for the Visitor Information Centre to be relocated

## **Proposed Plan**

This plan proposes relocating the VIC to The Arts Centre Cootamundra to create a modern, visible, and sustainable visitor servicing hub.

The relocation will:

- Improve visitor experience and accessibility
- Strengthen tourism and arts integration
- Reduce operational pressure on Heritage Centre volunteers
- Protect NSW AVIC accreditation
- Support long-term growth of the visitor economy

This model aligns with contemporary best practice in visitor servicing, where VICs function as destination hubs rather than brochure outlets.

In addition, alternative models such as embedding the VIC in a private business, including decentralised visitor hubs, digital-only services, and retaining the current model without change, were considered. However, none fully meet the needs of Cootamundra's visitor economy. Each option either results in the loss of personal service and NSW AVIC accreditation, creates accessibility and wayfinding challenges, or limits the ability to modernise and grow visitor servicing. A physical, accredited Visitor Information Centre, supported by strong digital services and strategic improvements, remains essential to protect service quality, visitor experience, and economic impact for the town.

## **Proposed Business Model**

The Visitor Information Centre will be relocated to The Arts Centre Cootamundra and will operate as:

- A co-located tourism and cultural hub
  - A council-managed service supported by CGRC staff and volunteers
  - A space for regional storytelling, merchandise sales, and visitor bookings

The centre will be staffed by a roster of trained volunteers, supported by Tourism and Economic Development staff to ensure service quality, continuity, and compliance. Expressions of interest have been received from both existing and new volunteers who are keen to support the ongoing operation of the VIC. To maintain accreditation and consistent visitor service levels, the centre will be required to be staffed for a minimum of 38 hours per week. Currently, a group of volunteers is committed to providing at least 24 hours of volunteer support, with additional volunteers having expressed interest in participating. A firm timetable and confirmed rostered hours will be finalised once the relocation has been formally approved.

### **Relocation Logistics**

In preparation for the relocation, The Arts Centre Cootamundra has cleared the former meeting room to create a dedicated space for the Visitor Information Centre. The room is light, open, and welcoming, featuring wide arched entry doors that provide strong street presence and easy, accessible entry for visitors. The open floor area allows flexibility for information displays, merchandise, digital touchpoints, and visitor seating, while the clean lines and neutral finishes create a calm and inviting environment.

The space connects naturally with the broader Arts Centre, reinforcing the concept of a shared cultural and tourism hub. With good visibility, generous ceiling height, and an uncluttered layout, the room is well suited to being transformed into a modern, friendly visitor welcome point that can comfortably accommodate both visitors and volunteers while showcasing local stories, products, and experiences.

This model ensures compliance with NSW AVIC standards while positioning the VIC where visitors naturally congregate, increasing incidental visitation and dwell time.

### **Value Proposition**

#### **Benefits to the Heritage Centre**

- Reduced frontline pressure on volunteers
- Return of space for collection storage and exhibitions
- Restoration of kitchen for community use
- Opportunity to refocus on heritage interpretation
- Enhanced visitor focus for guest who are specifically interested in heritage and the museum
- Improved volunteer wellbeing and succession planning
- Improved resource allocation

#### **Benefits to the Visitor Information Centre**

- Improved Visibility & Accessibility
- The Arts Centre enjoys a central location, street presence, and regular community traffic through exhibitions, workshops, and events
- Better physical accessibility and signage opportunities
- Increased Engagement
- Visitors can interact with live culture, performances, and exhibitions — making their introduction to Cootamundra more immersive

- Opportunities to offer guided tours or packages that link arts, heritage, nature, and local food
- Operational Efficiency
- Shared staff model reduces overheads and improves coverage across weekdays and weekends
- Ability to cross-promote visitor experiences

### **Benefits to The Arts Centre Cootamundra**

- Increased foot traffic from visitors accessing the Visitor Information Centre, creating greater exposure for exhibitions, performances, and events
- Stronger connection between arts, culture, and tourism, positioning the Arts Centre as a central hub for community and visitor activity
- Enhanced visibility and profile of the Arts Centre as a key destination within the town for both locals and visitors
- Opportunities for cross-promotion of exhibitions, workshops, movies, and events through visitor servicing and tourism marketing
- Additional support through VIC volunteers and staff assisting with exhibition openings, movie bookings, and general enquiries
- More vibrant and activated front-of-house space, contributing to a welcoming and lively atmosphere
- Stronger partnerships with Council tourism staff, supporting joint programming, storytelling, and promotion of local creative talent

### **Economic Benefits**

A modern VIC influences:

- Length of stay
- Visitor dispersal across the region
- Spend in local businesses
- Event attendance
- Regional brand perception

These outcomes directly support Council economic development and tourism strategies.

### **Strategic Alignment**

This business plan aligns with:

- Community Strategic Plan objectives for future-focused services
- Tourism and Economic Development Strategy priorities
- Visitor Servicing Guidelines
- Regional destination growth goals
- Volunteer sustainability and wellbeing outcomes

### **Conclusion**

Relocating the Cootamundra Visitor Information Centre to The Arts Centre Cootamundra represents a commercially sound, strategically aligned, and community-centred investment in the future of visitor servicing.

This business plan demonstrates that the proposed model:

- Protects accreditation and reputation
- Improves financial sustainability
- Strengthens community and cultural outcomes
- Enhances the visitor experience
- Supports long-term tourism and economic growth

The relocation positions the VIC not simply as an information point, but as a destination hub that reflects the evolving expectations of visitors and the aspirations of the Cootamundra community.

#### Financial

Budget allocation from Tourism Economic Development of \$20,000 is available for relocation, set up and support expenses. Once relocation is complete merchandise and revenue streams can be realised to assist in cost recovery of the centre.

#### OLG 23a Guideline consideration

The report does not conflict with guidelines.



# COOTAMUNDRA VISITOR INFORMATION CENTRE RELOCATION BUSINESS CASE

[visitcootamundra.com.au](http://visitcootamundra.com.au)

[#visitcootamundra](https://www.instagram.com/visitcootamundra)

## Cootamundra Visitor Information Centre Relocation Business Case

### Executive Summary

This business case outlines a proposal to relocate the Cootamundra Visitor Information Centre (VIC) from its current location at the Heritage Centre to The Arts Centre Cootamundra (TACC) as a strategic initiative to modernise visitor servicing, strengthen community assets, and support the continued growth of the local visitor economy.

The Cootamundra Visitor Information Centre was relocated from The Arts Centre Cootamundra to the Cootamundra Heritage Centre in 2016, following the lack of funding required to maintain a full-time staff position at the Arts Centre. Since that time, the Visitor Information Centre has operated from within the Heritage Centre.

The current VIC location, while historically valuable, is constrained by limited space, accessibility challenges, and an operational model that places increasing pressure on Heritage Centre volunteers.

An independent review by the Australian Visitor Information Centres Association (AVIC) in 2024 & 2025 identified the need for expanded VIC space, improved digital delivery, stronger volunteer support, enhanced merchandise opportunities, and greater integration with local experiences and local product promotion.

Relocation to TACC directly responds to these recommendations and aligns with the Community Strategic Plan action to investigate relocation options for the Cootamundra VIC (CSP2.1f).

The Arts Centre Cootamundra provides a highly visible, accessible, and active location with established foot traffic through exhibitions, workshops, events, and performances. Co-locating visitor servicing within this cultural hub positions the VIC where visitors already congregate, reflecting best practice in contemporary visitor information delivery and national research on effective VIC models.

The new location enables the VIC the room to evolve into a modern, digitally enabled hub that integrates face-to-face service with interactive tools, storytelling, booking pathways, and curated local experiences.

The relocation also delivers significant benefits to the Heritage Centre by freeing valuable space for storage, exhibitions, and back-of-house museum functions, restoring the kitchen for community use, and reducing the operational burden on volunteers. This allows the Heritage Centre to refocus on its core role of heritage preservation, interpretation, and community engagement, improving volunteer sustainability and wellbeing while protecting the integrity of the historic railway barracks building.

For The Arts Centre, the co-location will increase foot traffic, enhance its role as a community and visitor hub, support cross-promotion between tourism and the arts, and open new opportunities for collaborative programming and funding.

For Council, the relocation enables stronger alignment between visitor servicing, tourism marketing, events, and economic development, while improving data collection, service consistency, and operational efficiency.

Overall, relocating the VIC to The Arts Centre Cootamundra, a council owned facility, represents a future-focused, sustainable approach to visitor servicing. It strengthens three key community assets simultaneously — tourism, heritage, and the arts — while delivering a more engaging visitor experience, supporting volunteers, and positioning Cootamundra as a vibrant, welcoming, and culturally rich destination

**Purpose of Report**

This report is presented to Council to seek endorsement for the relocation of the Cootamundra Visitor Information Centre (VIC) from the Heritage Centre to The Arts Centre Cootamundra. The report outlines the strategic rationale, operational benefits, and alignment with adopted Council plans and priorities, including improvements to visitor servicing, volunteer sustainability, and activation of key community facilities.

Council approval is requested to enable staff to proceed with the relocation and establishment of the Visitor Information Centre at The Arts Centre Cootamundra, including commencement of the practical arrangements required to set up the new location, coordinate the transition, and ensure visitor services continue to operate effectively during and after the move.

**Strategic Context and Alignment**

The proposed relocation of the Cootamundra Visitor Information Centre aligns directly with the 2025 Community Strategic Plan by supporting a prosperous, resilient, and connected region. Visitor servicing plays a critical role in strengthening the local economy, supporting local businesses, activating community spaces, and enhancing the overall experience for both residents and visitors.

During the 2022 Community Strategic Outcomes (CSO) community consultation, strong community support was identified for increased tourism promotion and the establishment of a stand-alone Visitor Information Centre in Cootamundra. This community feedback was formally reflected in the 2022–2025 Community Strategic Plan under Action 2.1f: Establish a stand-alone Visitor Information Centre in Cootamundra and refurbish the Gundagai Visitor Information Centre.

While budget limitations have prevented the delivery of a new stand-alone facility, the intent of this action has been carried forward into the 2025 Community Strategic Plan. The updated action, 2.1f: Investigate options for relocation of the Visitor Information Centre in Cootamundra and ensure the Gundagai Visitor Information Centre is used to its maximum potential, provides a practical and achievable pathway to respond to community expectations within existing resources.

The proposed relocation directly delivers on this strategic direction by improving visibility, accessibility, and functionality of visitor servicing in Cootamundra, while maximising the use of existing community infrastructure and supporting long-term sustainability of the visitor economy.

<b>2025 Community Strategic Plan alignment</b>	
<b>2. A Region for the Future – Tourism Actions</b>	
<b>Recognised as a must-visit tourist destination</b>	
2.1	Seek funding and investment opportunities for tourism asset development
2.1b	Seek funding and investment opportunities to improve existing visitor amenities and experiences
2.1c	Grow and expand the regional events calendar and tourism products with a focus on agritourism opportunities
2.1d	Increase marketing of the Cootamundra and Gundagai tourism brands
2.1e	Actively promote and develop visitor accommodation, tourism products, and recreational infrastructure

2.1f	Investigate options for relocation of the Cootamundra Visitor Information Centre and ensure the Gundagai Visitor Information Centre is utilised to its maximum potential
2.2h	Improve Council’s focus on the Arts by providing accessible, functional, multi-purpose facilities and spaces suitable for cultural, recreational, learning, and information services and activities

**Visitor Economy in Cootamundra Overview**

In 2025, tourism and the visitor economy contributed an estimated \$37.21 million in value added to the Cootamundra local economy, reinforcing tourism as a significant driver of economic activity, employment, and town centre vitality.

The figures included below are sourced from Spendmapp and refer to Cootamundra only.

**Expenditure Overview for Cootamundra January 2025- December2025**

January 2025 – December 2025



January 2024 – December 2024



**Explanations**

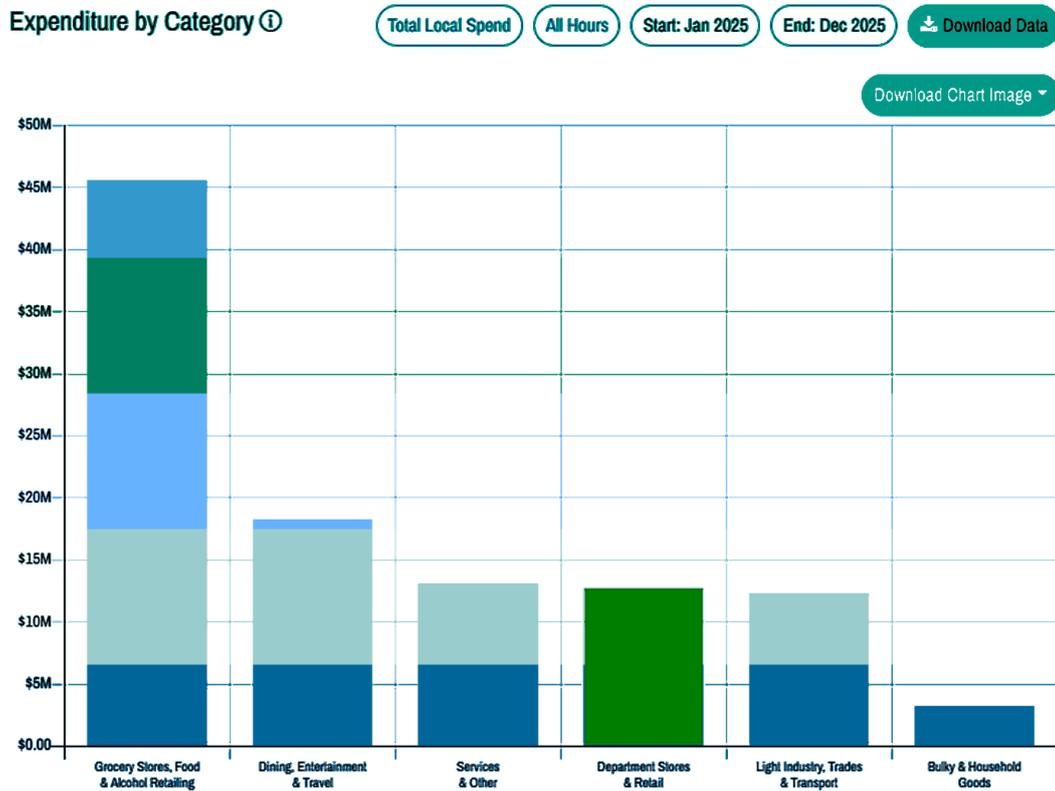
**Internal Visitor Spend**

Expenditure from cardholders who are resident of one suburb or SA2 in the LGA who then visit another suburb or SA2 in the LGA where they make a transaction.

**External Visitor Spend**

Expenditure from cardholders who are residents outside the LGA and visit a suburb or SA2 in the LGA where they make a transaction.

**Expenditure by Category Jan 2025 – December 2025**



**Captured Visitation Numbers**

During the same period, more than 8,000 people were formally recorded visiting the key visitor-facing facilities in Cootamundra (Heritage Centre, Visitor Information Centre, and Bradman Birthplace).

These figures provide a conservative baseline of visitation, as they capture only those visitors who physically entered these sites and do not include the full volume of people passing through or engaging informally with the town.

**Uncaptured visitation and pass-through economy**

Cootamundra’s role as a regional service and transport hub means that a significant portion of visitation is not captured in official tourism statistics.

Each week, between 24 and 27 bus services arrive and depart Cootamundra, delivering a steady flow of passengers into the town. In addition to this, the XPT passenger train services stop at Cootamundra four times every day, with two services arriving from Sydney and two from Melbourne.

Specific weekly patronage figures for the XPT to Cootamundra are not publicly detailed, as reports often aggregate data by region rather than individual, smaller stations. However, these movements equate to hundreds of people each week who are physically present in Cootamundra, often with available time between connections and a strong likelihood of spending on food, coffee, retail, or services.

This pass-through market represents a hidden but valuable segment of the visitor economy. While these visitors may not stay overnight or visit formal attractions, their spending still contributes to local business turnover and employment.

In addition, accommodation usage data is not currently captured through the Visitor Information Centre under its existing operating model, further limiting the visibility of the true scale of visitation. As a result, current tourism data significantly understates both the volume and economic value of visitation to Cootamundra.

2025 CAPTURED VISITATION NUMBERS								
2025	HERITAGE CENTRE	INCOME	2025	VIC	INCOME	2025	BRADMAN BIRTHPLACE	INCOME
Jan-25	192	\$558.15	Jan-25	171	\$262.00	Jan-25	334	\$1,670.00
Feb-25	121	\$228.25	Feb-25	109	\$150.00	Feb-25	334	\$1,670.00
Mar-25	157	\$494.10	Mar-25	119	\$189.00	Mar-25	279	\$1,395.00
Apr-25	280	\$595.60	Apr-25	196	\$583.22	Apr-25	342	\$1,710.00
May-25	252	\$552.25	May-25	186	\$318.00	May-25	245	\$1,225.00
Jun-25	143	\$391.95	Jun-25	123	\$143.50	Jun-25	170	\$850.00
Jul-25	156	\$391.95	Jul-25	123	\$143.50	Jul-25	227	\$1,135.00
Aug-25	249	\$401.55	Aug-25	121	\$299.00	Aug-25	227	\$1,135.00
Sep-25	282	\$450.15	Sep-25	210	\$398.00	Sep-25	370	\$1,850.00
Oct-25	285	\$656.65	Oct-25	197	\$615.00	Oct-25	538	\$2,500.00
Nov-25	198	\$417.95	Nov-25	147	\$399.00	Nov-25	350	\$1,850.00
Dec-25	99	\$344.55	Dec-25	64	\$226.00	Dec-25	335	\$1,675.00
<b>Total</b>	<b>2414</b>	<b>\$5,483.10</b>	<b>Total</b>	<b>1766</b>	<b>\$3,726.22</b>	<b>Total</b>	<b>3751</b>	<b>\$18,665.00</b>

Both recorded and unrecorded visitation demonstrate the need for accessible, visible, and well-located visitor servicing. Strengthening the capacity to capture and engage pass-through visitors presents a clear opportunity to increase local spend and encourage longer stays.

Targeted investment in visitor information, wayfinding, and local product promotion will enable Cootamundra to better capture visitor flow, improve data collection, strengthen tourism returns, and support local businesses, cultural institutions, and future funding opportunities.

**Economic importance to Cootamundra**

Tourism in Cootamundra delivers a range of economic and community benefits, including:

- Direct local spend in hospitality, retail, fuel, and services
- Support for local jobs and small businesses, particularly in the town centre
- Increased vibrancy and activation, which benefits both residents and visitors

- Stronger case for infrastructure investment, including amenities, signage, and public space improvements
- Increased resilience of the local economy by diversifying income sources beyond traditional sectors

Tourism also plays a role in supporting community facilities, cultural venues, events, and heritage assets, which in turn strengthen local identity and pride.

### **Need for Change – Why Change Is Required**

The current Visitor Information Centre arrangement faces several limitations that significantly restrict its ability to operate as a modern, effective, and sustainable visitor servicing facility. These constraints impact daily operations, visitor experience, revenue generation, and long-term viability.

#### **Operational constraints of the current site**

The existing site provides limited operational flexibility and does not support contemporary visitor servicing. The available space restricts the use of digital tools, booking systems, and interactive visitor engagement, limiting the Centre's ability to meet current visitor expectations and industry standards.

#### **Spatial limitations and visitor experience issues**

The Centre currently operates within a highly confined and constrained space that significantly limits its ability to function as a contemporary Visitor Information Centre.

Retail displays, digital tools, and interpretive materials are non-existent, and the layout does not allow for effective regional storytelling or clear visual presence. This reduces the overall visibility of the service and limits its ability to provide a welcoming and accessible experience for individual visitors, families, or group visitors.

At present, the Visitor Information Centre function is largely limited to a single bookshelf located within the centre's kitchen area, with a small amount of merchandise displayed on a standalone unit positioned in the corner of the entrance room.

This arrangement is not fit for purpose, does not present the VIC as a primary visitor welcome point, and constrains opportunities to promote local experiences, products, and stories in a professional and engaging manner.

#### **Staffing and volunteer capacity risks**

The current model relies heavily on an ageing volunteer base. There is a growing reluctance among some senior-aged volunteers to engage in ongoing training, adopt new systems, or participate in servicing local families and younger visitor markets.

Space and operational constraints also limit the ability to recruit, train, and support new volunteers, resulting in inconsistent service quality and limited succession planning. Volunteers have expressed a clear desire for the Visitor Information Centre to be relocated to a more suitable, accessible, and visible location.

#### **Missed revenue and activation opportunities**

Limited space prevents the expansion of merchandise, retail displays, and locally made products. There is no capacity to introduce entry fees, paid experiences, or experience-based income models that could support financial sustainability. Activation opportunities through events, exhibitions, or cross-promotion with other tourism and cultural activities are also restricted by the current location.

#### **Long-term sustainability considerations**

In its current form, the Visitor Information Centre is not sustainable. The combination of spatial limitations, reliance on a shrinking volunteer base, inconsistent service delivery, limited training uptake, and constrained revenue opportunities places the long-term operation at risk. Without change, the Centre will struggle to maintain relevance, accreditation standards, and its role as a key asset supporting the local visitor economy.

**The Current Visitor Information Centre**



**Examples of other regional Visitor Information Centres**



**Narrandera** (Population: 5687)  
Staffing: Full & part time employees.  
No volunteers



**Temora** (Population: 4016)  
Staffing: Paid fulltime Mon – Frid  
Volunteers – Sat & Sun



**Junee** (Population: 6458)  
Paid staff only (located in Library)



**Tumbarumba** (Population: 1915)  
Paid staff during the week  
Volunteers of a weekend



**Gundagai** (Population: 3786)  
Staffing: 1 Full time + 3 Casual



Gundagai

**Summary – Regional Visitor Information Centre Staffing Models**

Across the local and regional network, Visitor Information Centres are primarily operated by **paid** staff during weekdays, with volunteer support commonly used on weekends to extend opening hours and maintain visitor servicing without significantly increasing staffing costs.

## Benefits to the Heritage Centre

### **Reduced Operational Demands**

- With the VIC relocating, the Heritage Centre will have fewer administrative responsibilities and reduced day-to-day pressure on volunteers.
- This change creates the opportunity for volunteers to focus more on heritage preservation, collection care, and storytelling rather than visitor servicing logistics.

### **Flexible Opening Hours**

- Freed from the need to maintain seven-day VIC coverage, the Heritage Centre can adjust to shorter or more flexible opening hours.
- This flexibility may allow for more strategic scheduling, ensuring the Centre is open during peak visitation times without over-stretching resources.

### **Volunteer Support & Wellbeing**

- By reducing the need for constant 'staffing', the Heritage Centre can encourage a "buddy system" with two volunteers rostered together where possible. This approach minimises instances of volunteers working alone and supports safety, social connection, and succession planning.
- Lower overall volunteer hours can also help prevent fatigue, making roles more sustainable and attractive for both existing and new volunteers.

### **Enhanced Visitor Focus**

- While overall visitation may decrease without the VIC on-site, those who do visit are more likely to be specifically interested in heritage and local history, enabling more meaningful engagement with the displays and stories.
- Volunteers can dedicate more time to guided tours, collection interpretation, or special projects rather than routine front-of-house duties.

### **Opportunities for Collaboration**

- The Heritage Centre can strengthen links with the Arts Centre and VIC through cross-promotion, ensuring it remains an integral stop in heritage, arts, and tourism trails.
- Joint marketing, collaborative programming, and shared events can help maintain visitor flow while leveraging each venue's strengths.

### **Improved Resource Allocation**

- With reduced frontline demands, more volunteer and committee energy can be directed towards fundraising, conservation projects, and new exhibition development.
- The Centre may also attract new types of volunteers who prefer research, curation, or event-based roles rather than supplying visitor information roles.

### **Preservation of Historic Integrity**

- Keeping the Heritage Centre focused on its artefact, and exhibition functions helps protect the authenticity of the historic railway barracks.

### **Increased Storage Capacity**

- With the VIC no longer occupying display and storage areas, the Heritage Centre regains valuable floor space for artefact storage, cataloguing, and back-of-house museum functions. This improves long-term collection care.

### **Kitchen Restored for Community Use**

- Currently repurposed for VIC functions, the kitchen can return to being a true kitchen. This reinstates its value for catering at Heritage Centre events, volunteer gatherings, and community functions, enhancing the facility's usability.

### Benefits to the Visitor Information Centre

#### **Improved Visibility & Accessibility**

- The Arts Centre Cootamundra enjoys a central location, street presence, and regular community traffic through exhibitions, workshops, and events.
- Better physical accessibility and signage opportunities compared to the existing VIC at the Heritage Centre.

#### **Increased Engagement**

- Visitors can interact with live culture, performances, and exhibitions — making their introduction to Cootamundra more immersive.
- Opportunities to offer guided tours or packages that link arts, heritage, nature, and local food.

#### **Operational Efficiency**

- Shared staff model when appropriate (CGRC/TACC) reduces overheads and improves coverage across weekdays and weekends.
- Ability to cross-promote visitor experiences.

#### **Professional Staffing and Consistent Service**

- Council-staffed venues provide trained staff with tourism and customer service expertise, ensuring consistent and reliable visitor servicing.
- Staff can provide accurate, up-to-date information, handle complex visitor enquiries, and support digital and face-to-face servicing.

#### **Integration with Broader Council Services**

- Being located and staffed within a council facility allows the VIC to link directly with other council services such as tourism marketing, event promotion, and economic development.
- Staff can provide streamlined referrals to business, community, and tourism services, strengthening the visitor economy.
- It also allows for better data collection, reporting, and alignment with strategic planning.

### Benefits to The Arts Centre Cootamundra

#### **Increased Foot Traffic**

- Tourists and passers-by entering for information will be exposed to local exhibitions and programs, growing awareness and attendance.

#### **Cross-Sector Promotion**

- Tourism and the arts can be promoted side by side, strengthening the identity of Cootamundra as a vibrant, creative destination.

#### **Funding & Partnership Opportunities**

- Co-located services can unlock joint funding opportunities and support future development through strategic partnerships.

#### **Enhanced Role as a Community Hub**

- Establishes The Arts Centre as a central gathering point for both visitors and locals — a place of discovery, learning, and inspiration.

#### **Shared Resources & Increased Opening Times**

- By combining VIC operations with The Arts Centre, resources such as staffing, marketing, and digital infrastructure can be shared, improving efficiency.
- Extended opening hours at The Arts Centre will increase visitor access to both tourism information and cultural experiences, making Cootamundra more welcoming and accessible.

## Alternative Options Considered

### Option 1: Establishing Visitor Information hubs within a local business

#### Opportunities

- **Networked presence:** Positioning smaller information hubs in cafés, retail shops, or accommodation venues can provide multiple visitor touchpoints across the town, potentially capturing travellers who may not visit a central VIC.
- **Business integration:** Encourages local operators to take an active role in promoting the region, fostering a stronger partnership between the tourism sector and the broader business community.

#### Challenges and Risks

- **Risk to CGRC Accreditation:** VICs accredited to CGRC must meet strict standards for service delivery, signage, staff training, data reporting, and impartial regional promotion.
- **Potential loss of status:** Relocating the VIC into a private business may fail to meet these standards, placing the CGRC accreditation at risk. Losing this accreditation would reduce access to Destination NSW marketing programs, funding opportunities, and official tourism networks.
- **Training challenges:** Business owners and staff are not council employees, making it difficult to schedule regular tourism training sessions or enforce mandatory visitor servicing standards.
- **Lack of delivery control:** Council would have minimal oversight of how information is presented, the accuracy of advice, or the tone of visitor interactions.
- **Inconsistent messaging:** Without direct supervision, promotional material and customer engagement may drift from official tourism strategies, risking outdated or incorrect information being provided to travellers.
- **Inaccurate statistics:** It is difficult to track visitor numbers, dwell time, and enquiry types when tourism is not the main focus, making reporting to councils or funding bodies unreliable.
- **Missed marketing opportunities:** Without dedicated staff, visitor feedback, mailing lists, and digital engagement are often neglected.
- **Split attention:** Staff must manage their core business operations (sales, customer service, administration) while also servicing visitor enquiries, leading to inconsistent service quality.
- **Reduced availability:** During busy trading periods, visitors may receive less attention or be left waiting while staff serve paying customers.
- **Lack of dedicated space:** Display areas for brochures, maps, and regional merchandise may be small or poorly located, limiting the VIC's ability to showcase attractions.
- **Insufficient facilities:** Businesses often lack essentials such as seating, public restrooms, charging stations, or free Wi-Fi—key expectations of a modern visitor centre.
- **Loss of official presence:** Visitors may not recognise the business as an official VIC, reducing trust and credibility compared to a clearly branded, standalone location.
- **Inconsistent messaging:** Business décor and signage may not align with regional tourism branding, weakening destination marketing efforts.
- **Perceived bias:** Visitors may feel that information is biased toward the host business's products or services, even if staff try to remain impartial.
- **Commercial priorities:** Staff might naturally prioritise their own sales or services over promoting competitors or the wider region.
- **Business-centric hours & seasonal closures:** A local business may not operate during the peak times visitors need assistance (early mornings, evenings, weekends, or public holidays). In addition, businesses often reduce hours during off-peak seasons and the winter season, leaving gaps in visitor servicing.

- **Reduced neutrality:** Travellers seeking impartial advice may feel uncomfortable asking questions in a private retail environment.
- **Limited interpretation:** A business may not have the knowledge or training to deliver rich storytelling, itinerary planning, or regional context.
- **Loss of official presence:** A VIC hidden inside a shopfront reduces the clear, trusted identity of an accredited centre.
- **Inconsistent signage:** Business branding often overshadows tourism branding, weakening CGRC's regional marketing.
- **Limited or unsuitable parking:** Many local businesses lack dedicated parking for visitors, tour coaches, caravans, or motorhomes.
- **Safety and accessibility issues:** Travellers may need to park on busy streets or in time-restricted zones, creating inconvenience and discouraging visits.

#### Summary

Placing a VIC inside a local business may save costs, but it undermines visitor servicing, data quality, and impartial regional promotion. Most importantly, it puts CGRC's official VIC accreditation at risk, jeopardises the state road signage network, and would require complex approvals and costly updates to directional signs that are currently established around the Arts Centre. These factors would significantly reduce the visibility and accessibility of visitor information, damaging the region's tourism reputation.

#### Option 2: Modernising and expanding digital information services

##### Opportunities

- **24/7 access:** mobile-friendly websites, interactive kiosks, and QR-code-based content allow visitors to access information at any time, including outside business hours.
- **Real-time updates:** digital platforms enable rapid updates on events, road closures, weather impacts, and seasonal activities, ensuring visitors receive current and accurate information.
- **Cost effectiveness over time:** after initial development, ongoing updates and maintenance can be more cost-effective than staffing a fully resourced physical centre.

##### Challenges and Risks

- **Loss of human connection:** digital platforms cannot replicate the welcoming atmosphere, local storytelling, or personalised itinerary planning provided by trained staff or volunteers. These face-to-face interactions often encourage longer stays and create stronger positive impressions of the region.
- **Digital divide:** some visitors, including older travellers, international visitors without roaming data, and those in low-coverage areas, still rely heavily on in-person assistance.
- **Upfront investment:** significant funding is required for professional web development, mobile optimisation, content creation, hardware, and ongoing technical support.
- **Ongoing content management:** digital services require continual updating to remain accurate, relevant, and trusted. Without dedicated resourcing, information can quickly become outdated, undermining visitor confidence and the value of the platform.

#### Summary

A modern digital visitor servicing model is essential regardless of whether the VIC remains in its current location, relocates, or adopts a hybrid model. Digital expansion should complement physical visitor services, not replace them, and must be supported by ongoing content management and maintenance to remain effective

### Option 3: Greater investment in online platforms such as website and apps

#### Opportunities

- **Global reach:** a dynamic website and mobile-optimised platforms allow Cootamundra to engage visitors at the planning stage, long before they arrive, expanding reach well beyond walk-in traffic
- **Stronger use of existing assets:** current Visit Cootamundra digital platforms already provide up-to-date information on attractions, events, accommodation, dining, and experiences. These established channels are proven, valuable resources that can be further enhanced rather than replaced.
- **Data-driven marketing:** website and social media analytics provide detailed insights into visitor behaviour, interests, and demographics, supporting targeted campaigns and evidence-based funding decisions.
- **Revenue opportunities:** online booking engines, ticketing systems, and merchandise sales can generate income while actively promoting local operators, events, and experiences.
- **24/7 accessibility:** visitors can access information at any time, regardless of staff availability, supporting self-guided travel and spontaneous decision-making.

#### Challenges and Risks

- **Digital divide:** some visitors, particularly older travellers, international visitors without roaming data, or those in low-coverage areas, continue to rely on face-to-face assistance and printed material.
- **Content management burden:** websites and social platforms require regular updates, professional imagery, and fresh storytelling to remain competitive. Without consistent resourcing, content can quickly become outdated and reduce credibility.
- **Integration complexity:** platforms must integrate seamlessly with ATDW listings, booking engines, social media channels, and council databases. Poor integration can result in duplication, errors, or inconsistent messaging.
- **Ongoing costs:** hosting, licensing, software subscriptions, security updates, and upgrades represent recurring costs that must be funded long-term.
- **Cybersecurity and data privacy risks:** digital platforms collect user data and require strict compliance with privacy legislation and secure data management, increasing operational risk and responsibility.
- **Dependence on third-party platforms:** reliance on external booking systems, mapping tools, and listing services exposes Council to pricing changes, outages, or policy shifts beyond local control.
- **Competition for attention:** digital content must compete with state and national tourism platforms, Google search results, and social media algorithms, often requiring paid promotion to maintain visibility.
- **Rising visitor expectations:** visitors increasingly expect instant responses, live updates, and real-time communication. Failure to meet these expectations can negatively impact perceptions of the destination.
- **Brand dilution risk:** without strong governance, multiple contributors updating content can result in inconsistent tone, imagery, and messaging, weakening the Visit Cootamundra brand.

#### Summary

Investment in digital platforms is essential under any visitor servicing model. The existing Visit Cootamundra website and social media channels already provide a strong, current, and trusted source of information for visitors and should continue to be strengthened.

However, a physical Visitor Information Centre relocation must be supported by a well-resourced digital strategy that works in parallel, ensuring visitors are engaged before, during, and after their visit, while maintaining accuracy, consistency, and brand integrity across all channels.

Together, digital platforms and a physical presence can provide a balanced, inclusive, and resilient visitor servicing model that supports both modern travel behaviour and community expectations.

#### Option 4: Considering whether a physical VIC is required at all

##### Opportunities

- **Cost savings:** Eliminates staffing and operating costs associated with a physical Visitor Information Centre, freeing funds for digital marketing, content creation, or tourism initiatives.
- **Digital-first tourism approach:** Redirects resources toward advanced online platforms, potentially reaching a larger global audience during the planning phase of travel.

##### Challenges and Risks

- **Complete loss of personal service:** removing the physical VIC eliminates the face-to-face welcome that builds trust, provides tailored recommendations, and fosters community pride. Without these interactions, visitors are less likely to extend their stay, discover lesser-known attractions, or develop a strong emotional connection to Cootamundra.
- **Loss of NSW AVIC accreditation:** CGRC would forfeit its accredited status, along with associated credibility, state-level promotion, and eligibility for certain funding and tourism programs, AVIC resources, mentoring and networking opportunities.
- **Visitor service gap:** travellers seeking in-person assistance, printed materials, accessibility support, or last-minute bookings would be left without a reliable service point.
- **Economic flow-on impacts:** physical VICs generate foot traffic for nearby cafés, retail stores, and attractions. Their removal could reduce visitor dwell time and local spend.
- **Reputational risk:** visitors expect regional centres of Cootamundra's size to have a visible VIC. Its absence may create a perception that tourism is not a priority impacting destination reputation.
- **Equity and accessibility concerns:** a digital-only model disadvantages visitors with low digital literacy, limited internet access, or accessibility needs that require personal assistance.
- **Increased pressure on businesses and Council staff:** without a VIC, visitor enquiries are likely to be redirected to Council offices, libraries, or local businesses, placing additional pressure on services not resourced for tourism delivery.
- **Weakened community engagement:** VIC volunteers often act as local ambassadors and community connectors. Removing the centre reduces opportunities for volunteer involvement and civic pride.

##### Summary

In summary, removing the physical Visitor Information Centre would weaken the foundations of Cootamundra's visitor economy, placing at risk the long-term sustainability and growth of an industry that currently contributes more than \$37 million annually to the local economy. Digital investment must complement, not replace, a physical presence.

#### Option 5: Retaining the current model without change

##### Opportunities

- **Low risk in the short term:** retaining the current model maintains compliance with NSW AVIC accreditation, protecting access to state marketing resources, professional support, and tourism networking programs.
- **Established awareness and wayfinding:** existing road signage, volunteer knowledge, and visitor habits already direct travellers to the current location, reducing confusion and transition requirements.
- **Community trust and familiarity:** visitors and locals are accustomed to the service, its volunteers, and its location, reinforcing confidence in the current arrangement.

### Challenges and Risks

- **Heritage Centre constraints and governance tension:** the Heritage Centre s355 Committee has formally supported the relocation of the Visitor Information Centre and is eager for the move to occur. The Heritage Centre was established as a museum, and the inclusion of the VIC has been a decade-long contentious issue. Retaining the current model would continue this misalignment of purpose, creating ongoing operational tension.
- **Severe space limitations:** the current site restricts growth and modernisation. Information space is limited to a single bookcase located in the centre kitchen, and a small corner of merchandise, with no capacity to expand product ranges, storytelling, or revenue streams.
- **Ageing and constrained facilities:** the physical environment limits the ability to introduce digital tools, interactive displays, or contemporary visitor servicing features expected by modern travellers.
- **Lost growth and competitiveness:** maintaining the status quo risks stagnation as competing destinations invest in modern visitor hubs, integrated digital platforms, and improved visitor experiences.
- **Accreditation risk over time:** retaining an outdated model without improvement will increasingly jeopardise the ability to meet evolving NSW AVIC accreditation standards, placing long-term accreditation at risk.
- **Impact on museum viability:** maintaining the VIC within the Heritage Centre limits the museum's ability to operate independently, innovate, and explore revenue opportunities such as admission models, exhibitions, and improved interpretation.

### Summary

Retaining the current model without change provides short-term stability but poses significant long-term risk. It limits growth, undermines the sustainability of accreditation, constrains both the Visitor Information Centre and the Heritage Centre, and fails to position Cootamundra's visitor servicing model for the future.

### Option 6: Future Consideration – Community Hub at the Old Cootamundra Hospital

While this option is strongly supported by many locals and frequently raised in community conversations, it is not immediately deliverable in its current form. Establishing a multi-purpose community hub within the Old Cootamundra Hospital would require:

- Development of a comprehensive masterplan to confirm building use, staging, access, compliance, and service integration
- Preparation of a detailed business plan to define governance, operating model, staffing, and financial sustainability
- Identification of significant capital and operational funding, including fit-out, accessibility upgrades, and ongoing costs

As a result, while this option represents a high-value long-term opportunity for the town, it is more appropriately considered as a future strategic project rather than a short-term solution for visitor servicing.

In the interim, progressing a more achievable relocation option allows Council to address current visitor servicing risks, protect accreditation, and strengthen the visitor economy, while keeping the Old Cootamundra Hospital community hub concept on the long-term planning horizon for future consideration when planning and funding align.

## Proposed New Location – The Arts Centre Cootamundra

### **Description of the space**

In preparation for the relocation of the Cootamundra Visitor Information Centre, The Arts Centre Cootamundra has cleared and made available the former meeting room to accommodate the new VIC function. This space is now ready for immediate use and provides a practical, welcoming and flexible environment to support modern visitor servicing.

The room offers ample open floor area to establish dedicated workspace for volunteers and staff, along with clearly defined zones for local and regional tourism information. This includes space for brochures, maps, business promotion material, event information, and the display of local and regional produce and merchandise, enabling stronger promotion of local businesses and makers.

The layout also allows for the inclusion of a small tea and coffee making facility and a recharge area, supporting both visitors and volunteers and encouraging longer dwell time within the centre.

Architecturally, the room features appealing arched doors and a strong heritage aesthetic that immediately conveys a sense of place. These elements reinforce a regional identity and provide a warm, authentic first impression for visitors arriving in Cootamundra. The heritage character aligns closely with the storytelling role of a Visitor Information Centre, creating a space that feels both functional and culturally connected to the town.

While the TACC Committee has identified future renovation works that would further enhance the presentation and functionality of the space, these improvements are not essential for the initial relocation. The room is already suitable for VIC operations and can be activated immediately, allowing the service to transition without delay while longer-term enhancements are planned and staged as funding permits.

### **Accessibility and visibility**

Access to the space is even and disability friendly through the arched front doors, improving accessibility outcomes for visitors of all ages and abilities. This represents a significant improvement on the current Heritage Centre access, which requires three steps to the verandah and an additional step through a heavy door, presenting barriers for some visitors.

The Arts Centre also provides access to toilet facilities, supporting comfort and longer visitor stays. The Arts Centre location provides strong street presence and visibility, increasing casual walk-in visitation and aligning the Visitor Information Centre with the town's cultural and community activity hub.

### **Shared use and co-location benefits**

Co-location within The Arts Centre Cootamundra creates a natural synergy between tourism, arts, culture, and community activity. Visitors can seamlessly access exhibitions, events, performances, and visitor information in one location, strengthening the overall experience and encouraging longer stays.

### **Fit-out requirements**

The space will require a modest, functional fit-out to support VIC operations, including:

- Volunteer and staff workstation
- Computer, printer, and EFTPOS facilities
- Brochure racks and information display units
- Gondola or shelving for local produce and merchandise

- Lockable storage for stock and materials
- Comfortable visitor seating
- Room dividers for flexible zoning
- Tea and coffee making equipment and small kitchenette storage
- Signage and branding elements, including AVIC flag relocation

These items can be installed progressively and do not require major building works to commence operations.

**Integration with events and exhibitions**

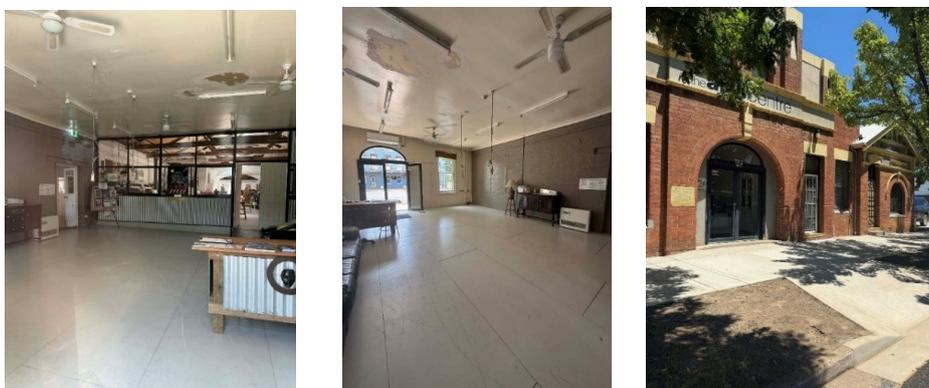
The co-located VIC will support the activation of The Arts Centre by assisting with exhibition openings, event check-ins, ticketing, and visitor enquiries. This integration strengthens the role of the VIC as both a tourism gateway and a cultural concierge.

**Local produce and merchandise showcase**

The Visitor Information Centre will offer visitors the opportunity to purchase and learn about locally produced goods, strengthening the connection between visitors and the region’s makers and growers. This retail component also supports local businesses and provides an additional revenue stream for the VIC.

This curated selection will enable storytelling around local food, farming, creativity, and entrepreneurship, enriching the visitor experience and encouraging visitors to take a tangible piece of Cootamundra home with them.

Overall, this prepared space offers a practical, accessible and welcoming home for the Visitor Information Centre, strengthening visitor experience, volunteer working conditions, and integration with the cultural heart of Cootamundra.



**Picture 1 & 2:** the allocated space within The Arts Centre Cootamundra **Picture 3:** Entrance to the proposed VIC

## Operational and Staffing Model

### **Volunteer and staff-supported model**

The Visitor Information Centre will operate under a blended delivery model that combines trained volunteers with professional staff support. This approach recognises the value of community involvement while ensuring consistency, compliance, and service quality.

Volunteers will form the backbone of front-of-house operations, providing face-to-face visitor servicing, local knowledge, and a welcoming community presence. Their role will focus on greeting visitors, responding to enquiries, promoting local experiences and events, supporting merchandise sales, and assisting with basic booking and information services. This community-led interaction is a key strength of visitor servicing and contributes to authentic, place-based visitor experiences.

Council staff will provide operational oversight and professional support to the service. This will include volunteer recruitment and induction, training delivery, roster coordination, quality assurance, and compliance management in line with Council policies and NSW AVIC accreditation requirements. Staff will also support more complex visitor enquiries, digital systems, reporting, and data collection, ensuring continuity of service and reducing risk associated with volunteer-only models.

A core group of volunteers has already indicated their willingness to support the relocated Visitor Information Centre, with commitments that would cover up to 24 hours per week of operations.

Once formal approval to relocate the VIC is granted, a firm and structured roster will be established to align with agreed opening hours. A broader call for additional volunteers will then be undertaken to build capacity, improve resilience, and ensure full coverage across weekdays and weekends.

To strengthen sustainability and succession planning, lead volunteer roles will be established. These roles will support new volunteer induction, peer mentoring, and day-to-day service consistency, while also acting as a communication link between volunteers and Council staff.

Flexible rostering will be maintained to accommodate changes in availability due to personal circumstances, health, or seasonal commitments. It is acknowledged that reliance on volunteers always carries an inherent level of risk; however, this risk is mitigated through staff back-up, clear procedures, ongoing recruitment, and a supportive volunteer management framework.

Overall, this model balances community engagement with professional oversight, creating a resilient and scalable approach to visitor servicing that supports both operational sustainability and high-quality visitor experiences.

## Financial Implications

The relocation of the (VIC) requires a modest, one-off capital investment to establish a functional, accessible, and accredited visitor servicing facility. The Arts Centre has already prepared the former meeting room for this purpose, significantly reducing fit-out costs and eliminating the need for structural works.

The total estimated capital cost of the relocation is **\$11010**, which includes furniture, technology, merchandise displays, signage, labour, and contingency. This investment enables the VIC to commence operations immediately upon approval and supports compliance with Australian Visitor Information Centre Association standards.

Draft VIC Relocation Budget		
Budget Item	Cost	Running Total
<b>Furniture &amp; Workplace Fit out</b>		
Computer & Monitor	1000	
Printer	300	
Desk	300	
Office Chair	100	
Filing Cabinet	100	
Stationary set up	100	
Bar Fridge	150	
Kettle	60	
Kitchen set up	100	
Room Partitioning	1500	
Visitor Seating	400	4110
<b>Merchandise &amp; Display Units</b>		
Bookcases and consoles	1000	
Gondola	400	
Purchase of initial merchandise	1000	
Set up of EFTPOS facilities	250	
Uniforms for volunteers	350	4000
<b>External Signage</b>		
Relocation of flags	400	
Alterations to wayfaring signage	1000	
Fixture of outdoor display cabinet	500	1900
<b>Labour for Relocation</b>	1000	1000
<b>Contingency</b>	1000	1000
<b>Total</b>		<b>\$11010</b>

The Visitor Information Centre can relocate immediately using existing internal equipment, supplemented by a small number of initial purchases. While the budget outlined above includes a range of desirable items, these can be introduced progressively over time as funding permits.

**Operational Costs and Savings**

At present, there is no designated CGRC operational budget allocated to the Cootamundra Visitor Information Centre. This contrasts with the Gundagai Visitor Information Centre, which operates with an annual budget allocation of **\$205 552**, supported by three casual staff and one full-time Tourism and Economic Development Officer (TEDO).

COOTAMUNDRA GUNDAGAI REGIONAL COUNCIL					
Operating Budget					
2025-2026 to 2028-2029					
<b>03012 - Visitors Information Centres</b>					
Total Revenue	(65,000)	(65,000)	(66,625)	(68,291)	(69,998)
Total Expenses	199,999	270,552	277,316	284,249	291,355
<b>03012 - Visitors Information Centres Net Cost</b>	<b>134,999</b>	<b>205,552</b>	<b>210,691</b>	<b>215,958</b>	<b>221,357</b>

Cootamundra currently operates with:

- No dedicated VIC casual staffing allocation
- One full-time TEDO

**Budget Considerations and Funding Sources**

An allocation of \$20,000 has been budgeted within the Tourism and Economic Development budget to facilitate the relocation of the Cootamundra Visitor Information Centre and support its initial operation.

This allocation will be used to:

- Support the establishment of the relocated VIC
- Improve service consistency and opening hours
- Provide capacity for volunteer training and relief
- Support early-stage operational requirements during transition

This approach ensures the relocation can proceed without requiring a new budget line in the current financial year while providing a foundation for future consideration of a dedicated VIC operational budget.

**Revenue Opportunities**

Relocation to The Arts Centre Cootamundra enables new revenue opportunities that are not achievable within the current Heritage Centre setting, including:

- Retail sales of local and regional merchandise
- Arts Centre ticketing and exhibition-related sales
- Commission-based bookings and referrals
- Branded souvenirs and impulse items
- Future experience-based tourism products

Tourism retail benchmarks indicate achievable average mark-ups of approximately 60 percent, generating a modest but sustainable contribution to operational costs.

**Recommended Retail and Pricing Approach (Best Practice for Regional VICs)**

To ensure financial sustainability while maintaining strong community alignment, it is recommended that the relocated Cootamundra Visitor Information Centre adopts a balanced retail pricing strategy consistent with best practice across accredited regional Visitor Information Centres.

The recommended approach is to achieve a target average mark-up of 100–120 percent across the full merchandise range, recognising that different product categories serve different strategic purposes. This model allows retail activity to contribute to operating costs while continuing to support local businesses and community producers.

The proposed retail strategy will:

**Example Balanced Retail Mix**

Product Type	Indicative Mark-up	Purpose
Postcards magnets	100%	Easy add-on sales and impulse purchases
Branded souvenirs	120–150%	Core revenue generation
Local produce	40–80% or commission-based	Direct support for local business
Books	30–50%	Cultural and educational value
Apparel	150–200%	High-margin anchor product

Adopting this approach at the relocated Cootamundra Visitor Information Centre will support financial sustainability, local business engagement, and long-term service viability while maintaining the integrity of the visitor experience.

### Long-Term Financial Sustainability

The relocation supports long-term financial sustainability by strengthening the Visitor Information Centre's capacity to generate revenue, broaden its role within the community, and reduce operational risk. Specifically, it enables:

- Reduced reliance on an ageing volunteer workforce by supporting a transition to a more sustainable mix of volunteers and paid support
- Introduction of self-generated revenue streams through an expanded and professionally presented merchandise and local produce offer
- Leveraging a high-traffic cultural venue to increase visitation, dwell time, and visitor and resident spend
- Improved eligibility for tourism, placemaking, and activation grants through alignment with contemporary best-practice visitor servicing models
- Establishment of a scalable operating model that can grow in response to demand, seasonal peaks, and new opportunities

At present, there is no access to locally produced goods through the Visitor Information Centre due to space constraints, with only a small selection of merchandise displayed. This restricts both revenue potential and the ability to showcase Cootamundra's makers, producers, and creative businesses. A fit-for-purpose, well-stocked Visitor Information Centre will allow for a broader and more attractive retail offer, supporting local producers while also appealing to visitors seeking authentic, place-based products.

Importantly, an expanded merchandise range will also attract local residents who are looking for unique Cootamundra products, gifts, and souvenirs. This dual visitor-resident market strengthens turnover, improves stock movement, and embeds the Visitor Information Centre more firmly into everyday community life, rather than it operating solely as a visitor-only service.

The proposed capital investment, combined with an allocation of \$20,000 within the Tourism and Economic Development budget to support the Cootamundra Visitor Information Centre, provides a responsible and low-risk pathway to long-term viability. This approach enables a staged and financially prudent transition to a fit-for-purpose Visitor Information Centre, while maintaining strong budget discipline and minimising recurrent cost pressures.

This ongoing allocation would enable the possible engagement of casual staff, significantly enhancing operations by allowing tasks and requirements to be undertaken that cannot reasonably be asked of volunteers.

By strengthening operational capacity and reducing reliance on an ageing volunteer workforce alone, this model improves service quality, supports revenue generation, and ensures greater continuity and accountability. Together, these measures position the Cootamundra Visitor Information Centre as a financially sustainable, professionally operated, and community-aligned asset that supports both the visitor economy and local business growth in Cootamundra.

## Stakeholder Engagement and Consultation

Consultation regarding the proposed relocation of the Cootamundra Visitor Information Centre has been ongoing, open, and respectful, with all key stakeholders engaged throughout the process. Discussions have been undertaken progressively to ensure transparency, allow time for consideration, and provide opportunities for feedback, clarification, and refinement of the proposal.

Engagement has included regular and documented consultation with both the Heritage Centre s355 Committee and The Arts Centre Cootamundra Executive Committee, as well as volunteers. Time was deliberately provided between meetings to allow committee representatives to meet internally, consult with their members, and return with considered responses. At each stage, the benefits, risks, and practical implications of relocation were discussed in detail, and concerns were addressed collaboratively as the proposal evolved.

The possibility of relocating the VIC was formally raised in Heritage Centre meetings and included in Committee Meeting Minutes from September 2025 and subsequently reported through Council Business Papers, ensuring Councillors and the broader organisation were informed. Ongoing discussions with The Arts Centre focused on accessibility, compliance, space suitability, and future enhancement opportunities, while Heritage Centre discussions focused on operational impacts, volunteer wellbeing, storage, and the long-term sustainability of the museum function.

Importantly, both committees were involved throughout all stages of the conversation and were fully aware of the proposal as it progressed. Both the Heritage Centre 355 Committee and The Arts Centre Cootamundra Committee expressed agreement with the relocation in principle, acknowledging the strategic benefits for visitor servicing, volunteer sustainability, heritage preservation, and arts activation.

This staged and consultative approach has ensured that the relocation proposal is informed by local knowledge, supported by volunteers, aligned with committee priorities, and grounded in mutual respect and collaboration.

## Risk Assessment and Mitigation

### **Risk Assessment and Mitigation**

The relocation of the Cootamundra Visitor Information Centre to The Arts Centre Cootamundra has been assessed with consideration given to operational, financial, volunteer, and reputational risks. While change inevitably introduces uncertainty, these risks can be effectively managed through staged implementation, clear communication, and ongoing support.

### **Service continuity during transition**

#### **Risk**

- Temporary disruption to visitor services during the physical relocation and set-up phase
- Visitor confusion regarding the new location of the VIC
- Reduced service levels if the transition period overlaps with peak visitation or events

#### **Mitigation strategies**

- Implement a staged transition, allowing the Heritage Centre VIC to remain operational while the Arts Centre VIC is established
- Clear signage at both locations directing visitors to the new VIC
- Updated website, Google listing, and printed materials prior to opening
- Staff presence during early weeks to ensure consistent service delivery

### Volunteer capacity risks

#### Risk

- Reliance on volunteers always carries inherent risk due to availability, health, travel, or personal circumstances
- Loss of long-serving volunteers who prefer the current Heritage Centre location
- Insufficient volunteer numbers to cover agreed opening hours
- Training and consistency challenges during the transition period

#### Mitigation strategies

- Implement a blended model of volunteers supported by Council staff to ensure continuity
- Confirm volunteer availability and preferred hours before finalising rosters
- Recruit new volunteers through targeted campaigns linked to the Arts Centre and community networks
- Provide clear role descriptions, induction, and ongoing training
- Maintain flexible rosters to allow for fluctuations in volunteer availability
- Retain Heritage Centre volunteers by offering alternative heritage-focused roles where desired

### Financial and operational risks

#### Risk

- Unanticipated fit-out or compliance costs
- Delays in future enhancement works due to funding availability
- Initial operational inefficiencies during the bedding-in period
- Revenue streams from merchandise and bookings may take time to establish

#### Mitigation strategies

- Use existing furniture and equipment where possible to minimise costs
- Stage fit out and upgrades over time as funding becomes available
- Monitor operational costs and adjust service levels as required
- Introduce local merchandise and booking services progressively
- Seek joint funding and grant opportunities with The Arts Centre for shared upgrades

### Reputational risks

#### Risk

- Community concern regarding change to a long-standing service location
- Perception that the Heritage Centre is being diminished or devalued
- Confusion about roles and responsibilities during the transition
- Public concern if services are perceived as reduced or inconsistent

#### Mitigation strategies

- Clear and consistent messaging that the Heritage Centre remains a valued and active tourism asset
- Proactive communication with volunteers, community groups, and businesses
- Public information campaign highlighting the benefits of the new location
- Ongoing promotion of the Heritage Centre through cross-marketing and trail development
- Regular reporting to Council and committees to ensure transparency and accountability

### Overall risk management approach

While there is always risk in relying on volunteers, the proposed model reduces this risk by embedding Council staff support, improving accessibility, and positioning the VIC within an active, well-utilised facility. With careful planning, staged delivery, and ongoing engagement, the risks associated with relocation are manageable and outweighed by the long-term operational, visitor experience, and community benefits.

## Implementation Plan and Timeframes

### Implementation Plan and Timeframes

The relocation of the Cootamundra Visitor Information Centre will be delivered through a staged and clearly sequenced implementation plan to ensure service continuity, clear communication, and a smooth transition for visitors, volunteers, and stakeholders.

### Key milestones

Milestone	Date	Description
Approval to proceed	24 February	Formal permission granted to relocate the Visitor Information Centre to The Arts Centre Cootamundra
Ordering of fit-out and materials	25-Feb - 12 March	Purchase and delivery of furniture, signage, equipment, and display materials
Promotional campaign commences	Late February	Public communication campaign advising of the upcoming VIC relocation
Transfer of VIC brochures and materials	16 March	All current brochures, maps, and printed materials moved from the Heritage Centre to The Arts Centre
Set-up and fit-out period	16-19 March	Installation of displays, workstation, merchandise, signage, and visitor service infrastructure
Wayfinding and directional signage updated	18 March	Update and install wayfinding signage directing visitors to the new VIC location
Digital and accreditation updates	16 March	Update VIC address across AVIC, ATDW, Destination NSW, Google, and Council websites
Go-live date	18 March	Visitor Information Centre operational from The Arts Centre Cootamundra
Official opening	18 March	Formal opening and public launch of the relocated Visitor Information Centre

### Transition arrangements

A phased transition approach will be used to ensure visitor services remain available at all times. The Heritage Centre VIC will continue to provide information support until the Arts Centre VIC is fully operational. Staff and volunteers will be rostered to support both locations during the transition period as required.

### Communications and signage changes

A coordinated communications plan will support the relocation and minimise confusion. This will include:

- Social media announcements and updates
- Website updates and newsletters
- Temporary signage at the Heritage Centre directing visitors to the new location
- Updated external signage and wayfinding throughout the town
- Direct communication with tourism operators, accommodation providers, and local businesses

### Promotional updates

Promotional and listing updates will be completed to ensure continuity of official recognition and discoverability, including:

- NSW AVIC records
- Australian Tourism Data Warehouse (ATDW) & Destination NSW listings
- Google Business Profile and digital maps
- Council tourism websites and printed materials

### Opening hours and service levels

The new Visitor Information Centre will operate in line with NSW AVIC accreditation requirements, providing consistent and reliable access for visitors throughout the week:

- **Monday to Friday:** 10.00am – 4.00pm (6 hours per day)
- **Saturday and Sunday:** 10.00am – 2.00pm (4 hours per day)

These hours ensure compliance with AVIC accreditation standards while maintaining a sustainable volunteer and staff-supported operating model.

### Opening date:

The relocated Visitor Information Centre will be fully operational from 18 March, with a formal opening scheduled for 19 March to celebrate the transition and promote the new co-located tourism and cultural hub to the community and visitors.

## Governance and Compliance

The relocation of the Cootamundra Visitor Information Centre to The Arts Centre Cootamundra will be managed within established governance, compliance, and accountability frameworks to ensure the service meets Council, State, and industry requirements. This approach strengthens risk management, service quality, and long-term sustainability.

### Council policies and delegations

The Visitor Information Centre will operate under Cootamundra–Gundagai Regional Council policies, delegations, and procedures, including:

- Customer service standards and service delivery policies
- Volunteer management and supervision frameworks
- Financial delegations and EFTPOS procedures
- Procurement and asset management policies
- Work Health and Safety (WHS) requirements
- Records management and data privacy obligations
- Cootamundra Visitor Information Centre Operations Manual

Council oversight ensures that the VIC is consistently managed, audited, and aligned with strategic objectives, rather than operating as an informal or stand-alone function.

### NSW AVIC compliance

The Visitor Information Centre is required to meet the **NSW AVIC accreditation requirements**, which provide the recognised industry standard for visitor servicing in New South Wales. Accreditation requires VICs to demonstrate compliance across governance, service delivery, accessibility, presentation, safety, and reporting.

Relocation to The Arts Centre directly addresses several known compliance risks associated with the current location and strengthens Council's ability to maintain accreditation over the long term.

- **Prime position and visibility**

#### Accreditation criteria

- The VIC must be located in a clear, prominent, and easily identifiable "prime position" that functions as a primary visitor welcome point.
- Entry and wayfinding must clearly present the space as a Visitor Information Centre.

#### Where the current location typically does not meet criteria

- When co-located within a museum, the visitor experience often reads as "museum first, visitor centre second".
- Wayfinding and arrival cues can be unclear, reducing the perception of the VIC as the town's main visitor hub.

- The primary purpose of the facility is heritage display, not visitor servicing, which can dilute the VIC function.

**How relocation to The Arts Centre would meet criteria**

- A dedicated VIC room at The Arts Centre can be designed as a clear and intentional welcome point.
- High foot traffic through a cultural venue reinforces the VIC as an active, visible hub.
- Entry experience, signage, and internal layout can be controlled to meet AVIC “prime position” expectations.

- **Disabled access and facilities**

**Accreditation criteria**

- VICs must provide adequate disabled access and facilities, with new or altered works expected to comply with accessibility standards.

**Where the current location typically does not meet criteria**

- Heritage buildings commonly present constraints, including door widths, thresholds, internal circulation, counter heights, and proximity to accessible toilets.
- Full compliance often requires major and costly building works.

**How relocation to The Arts Centre would meet criteria**

- A modernised and adaptable arts facility can be configured to meet accessibility requirements more readily.
- Counter heights, circulation space, display access, and proximity to accessible amenities can be designed to comply with standards.
- Level access improves inclusivity for visitors of all abilities.

- **Adequate brochure display and safe storage**

**Accreditation criteria**

- VICs must provide adequate brochure display and storage facilities.
- A documented brochure management system must be in place, including display, rotation, and removal of outdated materials.
- WHS standards must be met for manual handling, storage, and public presentation.

**Where the current location typically does not meet criteria**

- Limited floor space and storage restrict brochure range, tidy display, and safe back-of-house storage.
- Workflow constraints make brochure management difficult and increase WHS risk for volunteers.

**How relocation to The Arts Centre would meet criteria**

- A dedicated VIC room allows purpose-built brochure walls, storage cupboards, and back-of-house sorting space.
- Fit-out can be designed to meet WHS standards and improve volunteer safety.
- Improved space supports full regional and state brochure visibility as required under AVIC guidelines.

**Insurance and WHS considerations**

Operating the VIC within a Council-managed facility ensures appropriate insurance coverage for:

- Public liability
- Volunteer insurance
- Staff insurance
- Asset protection

WHS compliance will be supported through:

- Council risk assessments
- Safe workstation and display design

- Manual handling controls
- Clear emergency and evacuation procedures
- Regular inspections and reporting

#### **Reporting and accountability**

The relocated VIC will operate under Council's reporting framework, including:

- Visitor statistics and service metrics
- Volunteer hours and engagement reporting
- Financial reporting on merchandise and bookings
- Compliance reporting for NSW AVIC accreditation
- Regular reviews through Council operational planning and business reporting

#### **Visitor Information Centre Manual and volunteer management**

Operations will be guided by the Visitor Information Centre Operations Manual, ensuring:

- Clear role definitions and responsibilities
- Consistent service standards
- Training, induction, and ongoing support for volunteers
- Succession planning and risk management
- Clear escalation and reporting pathways

#### **Summary**

Relocating the Visitor Information Centre to The Arts Centre Cootamundra significantly strengthens governance, compliance, and accreditation outcomes. It provides Council with greater control over presentation, accessibility, safety, and service quality, while ensuring the VIC remains fully compliant with NSW AVIC requirements and aligned with Council policy, volunteer management standards, and community expectations.

### **Monitoring, Evaluation, and Reporting**

Ongoing monitoring, evaluation, and reporting will ensure the relocated Cootamundra Visitor Information Centre operates effectively, remains compliant with NSW AVIC requirements, and continues to deliver measurable value to the local economy and community. A structured framework will be used to track performance, inform continuous improvement, and provide transparent reporting to Council.

#### **Visitor statistics and performance measures**

Performance will be monitored using a combination of quantitative data and qualitative feedback, including:

- Daily visitor counts (walk-ins, enquiries, and assisted visits)
- Visitor origin data (local, intrastate, interstate, international where available)
- Enquiry types (accommodation, events, attractions, food, transport)
- Length of interaction and dwell time
- Merchandise and booking transactions
- Event-related visitor enquiries
- Feedback captured through short surveys and informal comment logs

Data will be recorded by staff and volunteers using standardised VIC data collection templates aligned with NSW AVIC reporting requirements.

### **Economic indicators**

The VIC will contribute to broader visitor economy monitoring through the use of regional economic indicators, including:

- Spend data (where available) to understand visitor versus resident spend patterns
- Event-driven visitation trends linked to major festivals and activations
- Referrals to local businesses, accommodation providers, and experiences
- Merchandise sales of locally produced goods as a proxy for local economic benefit
- Length of stay indicators captured through visitor conversations and surveys

These measures will help demonstrate the economic value of the VIC and support future funding and investment applications.

### **Annual review process**

An annual review will be undertaken to assess the performance and effectiveness of the relocated VIC. This review will include:

- Analysis of visitor statistics and trends
- Review of opening hours, staffing, and volunteer capacity
- Assessment of compliance with NSW AVIC accreditation standards
- Financial performance of merchandise and booking services
- Review of visitor and stakeholder feedback
- Identification of operational improvements and future opportunities

The annual review will be used to inform operational planning, budget development, and continuous service improvement.

### **Reporting back to Council**

Reporting will occur through existing Council governance and planning processes, ensuring transparency and accountability. This will include:

- Quarterly updates through internal reporting mechanisms
- Inclusion of VIC performance data in tourism and economic development reporting
- Annual summary reports provided to Council outlining performance, outcomes, and recommendations
- Reporting aligned with Council Operational Plan, Delivery Program, and Community Strategic Plan objectives

This structured approach ensures that the Visitor Information Centre remains responsive, accountable, and aligned with Council's strategic priorities, while providing clear evidence of value to the community and the regional visitor economy.

### **Conclusion and Recommendation**

This business case clearly demonstrates that the relocation of the Cootamundra Visitor Information Centre to The Arts Centre Cootamundra represents the most practical, strategic, and sustainable pathway for the future of visitor servicing in Cootamundra.

The current location at the Heritage Centre, while historically significant, is no longer fit for purpose as a contemporary Visitor Information Centre. Spatial constraints, accessibility limitations, increasing pressure on an ageing volunteer base, and limited capacity for digital delivery, retail growth, and revenue generation place the long-term viability of the service at risk. Retaining the current model without change would constrain both the Visitor Information Centre and the Heritage Centre, undermining volunteer sustainability, visitor experience, and the ability to meet evolving NSW AVIC accreditation standards.

Relocating to The Arts Centre Cootamundra directly addresses these challenges. The Arts Centre provides a visible, accessible, and well-utilised location that aligns with best practice in modern visitor servicing by placing visitor information where people already gather. The prepared space allows the Visitor Information Centre to operate as a dedicated, clearly identifiable welcome point, supporting improved accessibility, stronger storytelling, enhanced merchandise and local product promotion, and the integration of digital and face-to-face services.

The relocation delivers shared benefits across multiple community assets. It strengthens visitor experience and economic outcomes, supports local businesses and producers, enhances the role and sustainability of volunteers, reduces operational pressure on the Heritage Centre, and increases activation, visitation, and cross-promotion opportunities for The Arts Centre. Importantly, it achieves these outcomes with modest capital investment, utilising existing infrastructure and a staged, low-risk implementation approach.

The proposal aligns strongly with the Community Strategic Plan, adopted tourism and arts objectives, and NSW AVIC accreditation requirements. It provides a future-focused model that improves service quality, data collection, governance, and financial sustainability, while maintaining a strong community focus and protecting the integrity of Cootamundra's heritage and cultural assets.

Overall, relocating the Visitor Information Centre to The Arts Centre Cootamundra positions Cootamundra to better capture both existing and uncaptured visitation, increase visitor spend and dwell time, and present a welcoming, professional, and contemporary first impression that reflects the town's cultural identity and aspirations for growth.

### Recommendation

It is recommended that Council:

1. **Endorse the relocation of the Cootamundra Visitor Information Centre from the Heritage Centre to The Arts Centre Cootamundra** as the preferred and most viable option for future visitor servicing.
2. **Endorse the proposed capital expenditure of \$11,010 from the existing Tourism Economic Development Budget** to establish the Visitor Information Centre within the prepared space at The Arts Centre Cootamundra.
3. **Note the allocation of \$20,000 within future Tourism and Economic Development budgets** to support the relocated Visitor Information Centre, including improved service consistency and operational capacity.
4. **Authorise staff to proceed with implementation**, including fit-out, signage and wayfinding updates, volunteer and staff rostering, accreditation updates, and a staged transition to ensure continuity of visitor services.
5. **Support ongoing monitoring and reporting** to Council on visitor numbers, service performance, financial outcomes, and NSW AVIC compliance following relocation.

**7.2.2 COMMISSIONING OF A BRONZE STATUE HONOURING BOB HOLDER**

DOCUMENT NUMBER	458454
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 2.1 Recognised as a must-visit tourist destination
FINANCIAL IMPLICATIONS	Grant Funding Required.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

- 1. Receive and note the outcomes of the Bob Holder Statue Community Feedback Survey.**
- 2. Defer the project pending identification of external funding or inclusion in a future Delivery Program and Operational Plan; and**
- 3. Invite the Cootamundra Rodeo Committee to consider leading the project independently, with Council officers to provide in-kind or administrative assistance where appropriate and subject to available resources.**

Introduction

At its Ordinary Meeting of 22 April 2025, Council resolved as follows: (RES 089/2025)

*That Council:*

- 1. Receive a report outlining, scope, preliminary costs, funding strategies and results following community consultation.*
- 2. Investigate the commissioning and installation of a life-sized bronze statue of Bob Holder, a celebrated saddle bronc rider, to be installed in the garden bed outside the Cootamundra Post Office on Wallendoon Street as per the artistic concept attached.*
- 3. Undertake community consultation with:*
  - Mr. Bob Holder and his family;*
  - The Cootamundra Rodeo Committee;*
  - Parker and Wallendoon Street business owners.*
- 4. Explore relevant funding avenues to support the project, including but not limited to:*
  - NSW Government funding programs, e.g. Create NSW’s Arts and Cultural Funding Program, Regional Arts NSW - Regional Arts Fund, and NSW Community Building Partnership Program;*
  - Council’s own heritage and community enhancement budgets;*
  - Community fundraising and sponsorship opportunities.*

### Discussion

The Bob Holder Statue Community Feedback Survey was conducted between 18 and 27 September 2025 to gather community views on the proposal to commission a life-sized statue honouring Bob Holder for his outstanding contribution to rodeo and his significance as a local and national icon. The survey was widely promoted through Council media, social media, newspapers, CGRC newsletters and Snippets, and paper copies were available at the CGRC Front Office and Cootamundra Library, ensuring broad community participation.

A total of 213 responses were received. Although the response number was modest, overall community support for the proposal was strong.

Key concerns identified through the consultation included:

- The cost to ratepayers
- Ongoing maintenance requirements
- The risk of vandalism

Councillors were briefed on the consultation outcomes at a workshop held on 10 February 2026.

Discussion included:

- Current staff priorities and capacity
- Financial implications for Council
- The likelihood and availability of external grant funding
- Long-term maintenance responsibilities

During the workshop, suggestions were put forward to consider transferring responsibility for progressing the project to the Cootamundra Rodeo Committee, with Council providing assistance where appropriate.

### Financial

Council does not have a current budget allocation for the project. Preliminary cost estimates indicate a minimum project cost of approximately \$200,000, excluding ongoing maintenance and potential contingency expenses.

At present, available grant funding opportunities are minimal, reducing the likelihood of external financial support in the short term.

### OLG 23a Guideline consideration

The report does not conflict with guidelines.

**7.2.3 DRAFT PUBLIC INTEREST DISCLOSURE (INTERNAL REPORTING) POLICY**

DOCUMENT NUMBER	456437
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To comply with Public Interest Disclosures Act 2022.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Public Interest Disclosure Policy <a href="#">↓</a>

**RECOMMENDATION**

**The updated Public Interest Disclosure (Internal Reporting) Policy, attached to the report, be adopted.**

Introduction

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the *Public Interest Disclosures Act 2022* (PID Act). Cootamundra-Gundagai Regional Council takes reports of wrongdoing seriously. We are committed to building a ‘speak up’ culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

This Policy was created in 2023, using the Model Public Interest Disclosure Policy provided by the NSW Ombudsman. The Policy was required to be updated due to the change in legislation from the PID Act 1994 to the PID Act 2022. The new Act provides greater protection of persons who make Public Interest Disclosures than that currently afforded under the PID Act 1994.

**Updates to the Policy:**

Appendix A, Nominated Disclosure Officers within the Policy has been updated, with the removal of staff names. This is to reduce the frequency of updates to the policy due to changes in staff.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.



# DRAFT Public Interest Disclosure (Internal Reporting) Policy

### Policy Approval and Distribution

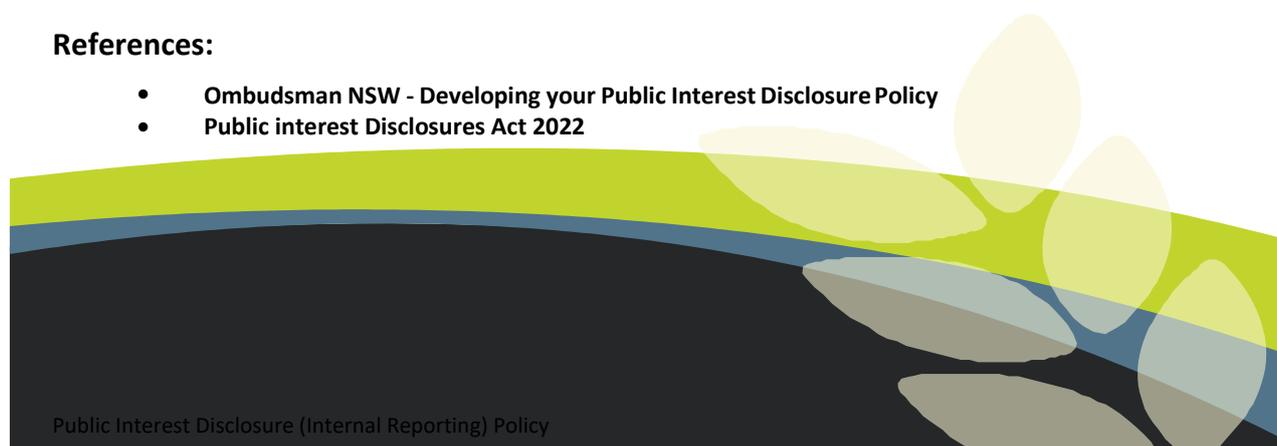
Approved by	Council resolution
Responsible Officer	Manager Business
Council Service Unit	Business
Next Review Date	24 October-2025
CSP reference	4. Collaborative and progressive leadership

### Version Control

Ref	Date	Description	Resolution Number
1.0	6 December 2016	Adopted by Council.	6 December 2016
1.1	30 January 2018	Revision for Adoption	17/2018
1.2	20 August 2019	Revision of Position titles and responsible Officer names due to staff changes and org structure changes	N\A
1.3	24 October 2023	Adopted by Council	Resolution 265/2023
1.4	16 May 2024	Revision of Responsible Officer due to staff changes	N\A
1.5	19 May 2025	Revision of Responsible Officer due to staff changes	N\A
1.6	XX/XX/2026	Revision of Responsible Officer due to staff changes	

### References:

- Ombudsman NSW - Developing your Public Interest Disclosure Policy
- Public interest Disclosures Act 2022



Public Interest Disclosure (Internal Reporting) Policy

## 1 Purpose

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the *Public Interest Disclosures Act 2022* (PID Act).

Cootamundra-Gundagai Regional Council takes reports of wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

Council's integrity relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

1. how Cootamundra-Gundagai Regional Council will support and protect you if you come forward with a report of serious wrongdoing
2. how we will deal with the report and our other responsibilities under the PID Act
3. who to contact if you want to make a report
4. how to make a report
5. the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- a) protecting those who speak up from detrimental action
- b) imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with the:

- [CGRC Code of Conduct, Managing Unreasonable Complainant and Staff Grievance Resolution Policy](#)

## 2 Accessibility of this policy

This policy is available on Cootamundra-Gundagai Regional Council's website.

A copy of the policy is also sent to all Council's staff on their commencement. A hard copy of the policy can be requested from Governance Services.

## 3 Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

1. a person employed in or by Cootamundra-Gundagai Regional Council or otherwise in the service of the Council (e.g. Council employees);
2. a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate (e.g. Councillors)
3. a person providing services or exercising functions on behalf of Cootamundra-Gundagai Regional Council, including a contractor, subcontractor or volunteer;

4. an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions.

The General Manager, other nominated disclosure officers and managers within Cootamundra-Gundagai Regional Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Cootamundra-Gundagai Regional Council may use this policy if they want information on who they can report wrongdoing to within the City.

#### 4 Who does this policy not apply to?

This policy does not apply to:

1. people who have received services from Cootamundra-Gundagai Regional Council and want to make a complaint about those services
2. people, such as contractors, who provide services to Cootamundra-Gundagai Regional Council. For example, employees of a company that sold computer software to Council.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Cootamundra-Gundagai Regional Council. For information on complaints, refer to Cootamundra-Gundagai's Complaints and other Feedback Policy.

#### 5 Compliance with the PID Act

This policy will be reviewed within 12 months of a Local Government General Election. Cootamundra-Gundagai Regional Services Governance Officer is responsible for the review and management of this policy must be adopted by Council resolution. If there is an error within this policy, send an email to [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au), addressed to the Governance Officer.

#### 6 What is contained in this policy?

This policy will provide you with information on the following:

1. ways you can make a voluntary PID to Cootamundra-Gundagai Regional Council under the PID Act;
2. the names and contact details for Cootamundra-Gundagai Regional Council's nominated disclosure officers;
3. the roles and responsibilities of people who hold particular roles under the PID Act and who are Cootamundra-Gundagai Regional Council employees;
4. what information you will receive once you have made a voluntary PID;
5. protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you;
6. Cootamundra-Gundagai Regional Council's processes for dealing with disclosures;
7. Cootamundra-Gundagai Regional Council's processes for managing the risk of detrimental action and reporting detrimental action;
8. Cootamundra-Gundagai Regional Council's record-keeping and reporting requirements;
9. how Cootamundra-Gundagai Regional Council will ensure it complies with the PID Act and this policy;

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- a) confidentially contact a nominated disclosure officer within Cootamundra-Gundagai Regional Council;

- b) contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au), or
- c) access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

## 6.1 How to make a report of serious wrongdoing

### 6.1.1 Reports, complaints and grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Staff Grievance Resolution Policy, Managing Unreasonable Complainant Conduct Policy and Code of Conduct Policy - [Related Policies](#).

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

### 6.1.2 When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

1. *Voluntary PID*: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. *Mandatory PID*: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. *Witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 6.2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines ['Dealing with mandatory PIDs'](#) and ['Dealing with witness PIDs'](#).

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:

1. A report is made by a public official;
2. It is made to a person who can receive voluntary PIDs;
3. The public official honestly and reasonably believes that the information they are providing shows (or tends to show) serious wrongdoing;
4. The report was made orally or in writing;

Public Interest Disclosure (Internal Reporting) Policy

5. The report is voluntary (meaning it is not a mandatory or witness PID)

If the report has all the above five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review, or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 11 of this policy.

### 6.1.3 Who can make a voluntary PID?

Any public official can make a voluntary PID — see ‘Who this policy applies to’. You are a public official if:

1. you are employed by Cootamundra-Gundagai Regional Council
2. you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Cootamundra-Gundagai Regional Council, or
3. you work for an entity who is contracted by Cootamundra-Gundagai Regional Council to provide services or exercise functions on behalf of CGRC — if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside Cootamundra-Gundagai Regional Council. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Appendix B of this policy has a list of integrity agencies.

### 6.1.4 What is serious wrongdoing?

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

1. *corrupt conduct* — such as a public official accepting a bribe;
2. *serious maladministration* — such as systemically failing to comply with proper recruitment processes when hiring staff;
3. *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application;
4. *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship;
5. *a privacy contravention* — such as unlawfully accessing a person’s personal information on within the City’s records systems;
6. *a serious and substantial waste of public money* — such as not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to Cootamundra-Gundagai Regional Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

### 6.1.5 Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain public officials.

#### 6.1.5.1 **Making a report to a public official who works for Cootamundra-Gundagai Regional Council**

You can make a report inside CGRC to:

1. The General Manager;
2. a disclosure officer (including the disclosure coordinator) for CGRC — a list of disclosure officers for CGRC and their contact details can be found at Appendix A of this policy;
3. your manager/leader — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

#### 6.1.5.2 **Making a report to a recipient outside of Cootamundra-Gundagai Regional Council**

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

1. the *head of another agency* — this means the head of any public service agency
2. an *integrity agency* — a list of integrity agencies is located at Appendix B of this policy
3. a *disclosure officer for another agency* — ways to contact disclosure officers for other agencies is in an agency's PID policy which can be found on their public website
4. a *Minister or a member of a Minister's staff* but the report *must be made in writing*.

If you choose to make a disclosure outside of Cootamundra-Gundagai Regional Council, it is possible that your disclosure will be referred to Cootamundra-Gundagai Regional Council so that appropriate action can be taken.

#### 6.1.5.3 **Making a report to a Member of Parliament or journalist**

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

1. You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
2. The previous disclosure must be substantially true.
3. You did not make the previous disclosure anonymously.
4. You did not give a written waiver of your right to receive information relating to your previous disclosure.
5. You did not receive the following from Cootamundra-Gundagai Regional Council:
  - a) notification that CGRC will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - b) the following information at the end of the investigation period:
    - i. notice of CGRC's decision to investigate the serious wrongdoing
    - ii. a description of the results of an investigation into the serious wrongdoing
    - iii. details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or

- after 12 months if you applied for an internal review of CGRCs decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

#### **6.1.6 What form should a voluntary PID take?**

You can make a voluntary PID:

1. *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
2. *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
3. *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for CGRC to investigate the matter(s) you have disclosed if we cannot contact you for further information.

#### **6.1.7 What should I include in my report?**

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

1. date, time and location of key events
2. names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
3. your relationship with the person(s) involved, such as whether you work closely with them
4. your explanation of the matter you are reporting
5. how you became aware of the matter you are reporting
6. possible witnesses
7. other information you have that supports your report.

#### **6.1.8 What if I am not sure if my report is a PID?**

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for CGRC to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of CGRCs policies for dealing with reports, allegations or complaints.

#### **6.1.9 Deeming that a report is a voluntary PID**

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the Ombudsman's guideline '[Deeming that a disclosure is a voluntary PID](#)'.

#### **6.1.10 Who can I talk to if I have questions or concerns?**

If you have questions or concerns, you can contact the Disclosure Coordinator on 1300 459 689 or by email at [linda.wiles@cgrc.nsw.gov.au](mailto:linda.wiles@cgrc.nsw.gov.au).

## **6.2 Protections**

### **6.2.1 How is the maker of a voluntary PID protected?**

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

#### **1. Protection from detrimental action**

- a) A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- b) Once we become aware that a voluntary PID by a person employed or otherwise associated with CGRC that concerns serious wrongdoing relating to CGRC has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
- c) It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- d) A person may seek compensation where unlawful detrimental action has been taken against them.
- e) A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

#### **2. Immunity from civil and criminal liability**

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

**3. Confidentiality**

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

**4. Protection from liability for own past conduct**

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

**6.2.2 Protections for people who make mandatory and witness PIDs**

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

1. *A mandatory PID:* This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
2. *A witness PID:* This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> <li>• breaching a duty of secrecy or confidentiality, or</li> <li>• breaching another restriction on disclosure.</li> </ul>	✓	✓

**7 Reporting detrimental action**

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to CGRC (by contacting the Disclosure coordinator or Disclosure Officers), or to an integrity agency. A list of integrity agencies is located at Appendix B of this policy.

## 8 General support

Cootamundra-Gundagai Regional Council will make sure that people who have made a report, regardless of whether it is treated as a PID, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the disclosure coordinator.

Cootamundra-Gundagai Regional Council's Employee Assistance Program (EAP) is available to all employees and their immediate family members for wellbeing support through CGRCs provider, **Converge international**. To access their services, call 1300 687 327 or visit their website [Converge International](#).

Additionally, you can contact the NSW Ombudsman if you have any questions about the PID Act and reporting generally on (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au). additionally access to the NSW Ombudsman's PID guidelines are available on their website at <https://www.ombo.nsw.gov.au/Find-a-publication/publications/guidelines/public-interest-disclosures-2022>.

If you have any concerns, you can contact the Disclosure co-ordinator.

## 9 Roles and responsibilities of Cootamundra-Gundagai Regional Council employees

Certain people within CGRC have responsibilities under the PID Act.

### 9.1 General Manager

#### 9.1.1 The General Manager is responsible for:

1. fostering a workplace culture where reporting is encouraged;
2. receiving disclosures from public officials;
3. ensuring there is a system in place for assessing disclosures;
4. ensuring CGRC complies with this policy and the PID Act;
5. ensuring that CGRC has appropriate systems for:
  - a) overseeing internal compliance with the PID Act;
  - b) supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action;
  - c) implementing corrective action if serious wrongdoing is found to have occurred;
  - d) complying with reporting obligations regarding allegations or findings of detrimental action;
  - e) complying with yearly reporting obligations to the NSW Ombudsman.

#### 9.1.2 Disclosure Coordinator

The disclosures coordinator has a central role in CGRCs internal reporting system.

The disclosures coordinator can receive and assess reports, and is the primary point of contact in CGRC for the reporter. The disclosures coordinator has a responsibility to:

1. assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager);
2. deal with reports made under CGRCs Code of Conduct Policy in accordance with CGRCs adopted Code of Conduct Procedures;
3. coordinate CGRCs response to a report;
4. acknowledge reports and provide updates and feedback to the reporter;
5. assess whether it is possible and appropriate to keep the reporter's identity confidential;
6. assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified;
7. where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report;
8. ensure CGRC complies with the PID Act;
9. provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

### 9.1.3 Disclosure officers

Disclosure officers are responsible for:

1. receiving reports from public officials;
2. receiving reports when they are passed on to them by managers;
3. ensuring reports are dealt with appropriately, including by referring the matter to the Disclosure Coordinator for action;
4. ensuring that any oral reports that have been received are recorded in writing.

### 9.1.4 Managers

The responsibilities of managers include:

1. receiving reports from persons that report to them or that they supervise;
2. passing on reports they receive to a disclosure officer.

### 9.1.5 All employees

All employees must:

1. report suspected serious wrongdoing or other misconduct;
2. use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of CGRC;
3. treat any person dealing with or investigating reports of serious wrongdoing with respect;
4. All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

## 10 How we will deal with voluntary PIDs

### 10.1 How Cootamundra-Gundagai Regional Council will acknowledge that we have received a report and keep the person who made it informed

When a disclosure officer in CGRC receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

1. You will receive an acknowledgment that the report has been received. This acknowledgement will:
  - a) state that the report will be assessed to identify whether it is a PID;
  - b) state that the PID Act applies to how CGRC deals with the report;
  - c) provide clear information on how you can access this PID policy;
  - d) provide you with details of a contact person and available supports.
2. If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
  - a) that we are investigating the serious wrongdoing;
  - b) that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral;
  - c) If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
3. If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
  - a) If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
    - i. a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place;
    - ii. information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
  - b) Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
4. There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
5. If you have made an anonymous report, in many cases we may not be able to provide this information to you.

## **10.2 How Cootamundra-Gundagai Regional Council will deal with voluntary PIDs**

Once a report that may be a voluntary PID is received, CGRC will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

### **10.2.1 Report not a voluntary PID**

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our Complaints and Other Feedback Policy.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer/coordinator, request an internal review or request that the matter be conciliated. Cootamundra-Gundagai Regional Council can, but does not have to, request the NSW Ombudsman to conciliate the matter.

### **10.2.2 Cease dealing with report as voluntary PID**

Cootamundra-Gundagai Regional Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID). If CGRC stops dealing with a voluntary PID because it is not actually a voluntary PID, we will inform you and provide the reason for the decision.

### **10.2.3 Where the report is a voluntary PID**

If the report is a voluntary PID:

1. In most cases an investigation will be conducted to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
2. There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the Independent Commission Against Corruption Act 1988.
3. Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
4. If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

## **10.3 How Cootamundra-Gundagai Regional Council will protect the confidentiality of the maker of a voluntary PID**

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

1. where the person consents in writing to the disclosure;
2. where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker;
3. when the public official or CGRC reasonably considers it necessary to disclose the information to protect a person from detriment;
4. where it is necessary the information be disclosed to a person whose interests are affected by the disclosure;
5. where the information has previously been lawfully published;
6. when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information;
7. when the information is disclosed for the purposes of proceedings before a court or tribunal;
8. when the disclosure of the information is necessary to deal with the disclosure effectively;
9. if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- a) Limiting the number of people who are aware of the maker's identity or information that could identify them;
- b) If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so;
- c) We will ensure that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential;
- d) We will ensure that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker;
- e) We will undertake an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation;
- f) We will provide information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other staff.

If confidentiality cannot be maintained or is unlikely to be maintained, CGRC will:

- i. advise the person whose identity may become known;
- ii. update the agency's PID risk assessment and risk management plan;
- iii. implement strategies to minimise the risk of detrimental action;
- iv. provide additional supports to the person who has made the PID;
- v. reminding persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

#### **10.4 How Cootamundra-Gundagai Regional Council will assess and minimise the risk of detrimental action**

CGRC will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

CGRC will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

CGRC will take steps to assess and minimise the risk of detrimental action by:

1. Conducting a risk assessment, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter);
2. Communicating with the maker to identify risks;
3. listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may including remote working or approved leave for the duration of the investigation;
4. outlining what supports will be provided.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- a) injury, damage or loss;
- b) property damage;
- c) reputational damage;
- d) intimidation, bullying or harassment;
- e) unfavourable treatment in relation to another person's job;
- f) discrimination, prejudice or adverse treatment;
- g) disciplinary proceedings or disciplinary action, or;
- h) any other type of disadvantage.

Detrimental action does not include:

- i. lawful action taken by a person or body to investigate serious wrongdoing or other misconduct;
- ii. the lawful reporting or publication of a finding of serious wrongdoing or other misconduct;
- iii. the lawful making of adverse comment, resulting from investigative action;
- iv. the prosecution of a person for a criminal offence;
- v. reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

#### **10.5 How Cootamundra-Gundagai Regional Council will deal with allegations of a detrimental action offence**

If CGRC become(s) aware of an allegation that a detrimental action offence has occurred or may occur, CGRC will:

1. take all steps possible to stop the action and protect the person(s);
2. take appropriate disciplinary action against anyone that has taken detrimental action;
3. refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable);
4. Notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

#### **10.6 What Cootamundra-Gundagai Regional Council will do if an investigation finds that serious wrongdoing has occurred**

The findings of investigations will be provided to the Disclosure Coordinator, who will assess the recommendations and set a plan to follow-up/address any recommendations within the findings and communicate with the report maker.

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, the City will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

1. a formal apology;
2. improving internal policies to adequately prevent and respond to similar instances of wrong doing;
3. providing additional education and training to staff where required;
4. taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand);
5. payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

## 11 Review and dispute resolution

### 11.1 Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by CGRC:

1. that CGRC is not required to deal with the report as a voluntary PID;
2. to stop dealing with the report because CGRC decided it was not a voluntary PID;
3. to not investigate the serious wrongdoing and not refer the report to another agency;
4. to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

CGRC will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of CGRCs decision. The application should state the reasons why you consider CGRCs decision should not have been made. You may also submit any other relevant material with your application. A request for an internal review is to be sent to the Group Leader Governance Services.

### 11.2 Voluntary dispute resolution

If a dispute arises between CGRC and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where CGRC and the maker of the report are willing to resolve the dispute.

## 12 Other agency obligations

### 12.1 Record-keeping requirements

CGRC must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that CGRC complies with its obligations under the *State Records Act 1998*.

### 12.2 Reporting of voluntary PIDs and Cootamundra-Gundagai Regional Councils annual return to the Ombudsman

Each year CGRC provides an annual return to the NSW Ombudsman which includes:

1. information about voluntary PIDs received by CGRC during each return period (yearly with the start date being 1 July)
2. action taken by CGRC to deal with voluntary PIDs during the return period
3. how CGRC promoted a culture in the workplace where PIDs are encouraged.

### 12.3 How Cootamundra-Gundagai Regional Council will ensure compliance with the PID Act and this policy

The Disclosure Coordinator is responsible for establishing systems and ensure compliance with the PID Act and this policy. This could include internal audits and reporting of compliance to the Audit, Risk and Improvement Committee.

## 13 Training

CGRC will ensure that staff are provided training and education to support them in implementing this policy. CGRC will provide the Disclosure Coordinator and Disclosure Officers with training for "Identifying and dealing with PIDs" through CGRCs Learning Management System (LMS).

Managers will be provided PID for people leaders training through CGRCs Learning Management system (LMS). All other staff will be provided information through the induction process and regular communications through CGRCs internal news.



**Appendix A — Cootamundra-Gundagai Regional Councils disclosure officers**

NOMINATED DISCLOSURE OFFICERS	
STAFF MEMBER	WORK LOCATION
Interim General Manager	Cootamundra/Gundagai
Manager Business (Disclosure coordinator)	Cootamundra/Gundagai
Coordinator Human Resources	Gundagai/Cootamundra
Manager Regional Services Cootamundra	Cootamundra
Acting Manager Regional Services Gundagai	Gundagai
Acting Manager Engineering Cootamundra	Cootamundra
Acting Manager Engineering Gundagai	Gundagai

Staff holding positions detailed above can be contacted by staff by all internal communication methods.

The above listed officers can be contacted by **calling 1300 459 689** and asking to speak to the relevant officer stating that the matter is confidential.

**Appendix B — List of integrity agencies**

Integrity agency	What they investigate	Contact information
<b>The NSW Ombudsman</b>	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
<b>The Auditor-General</b>	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
<b>Independent Commission Against Corruption</b>	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>The Inspector of the Independent Commission Against Corruption</b>	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
<b>The Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
<b>The Inspector of the Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oilc_executive@oilc.nsw.gov.au">oilc_executive@oilc.nsw.gov.au</a>
<b>Office of the Local Government</b>	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>The Privacy Commissioner</b>	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
<b>The Information Commissioner</b>	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

**7.2.4 DELIVERY PROGRAM - OPERATIONAL PLAN QUARTERLY PROGRESS REPORT**

DOCUMENT NUMBER	456812
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with section 406 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. OP Quarterly Progress Report - Quarter 2 <a href="#">↓</a>

**RECOMMENDATION**

**The Delivery Program incorporating the Operational Plan 2025/2026, quarterly progress report, (2nd Quarter October to December), attached to the report, be received and noted.**

Discussion

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

Accordingly, attached to this report is the quarterly progress report outlining the extent to which performance measures and targets, set out in the Delivery Program and Operational Plan, have been achieved during the second quarter of the reporting year; that is between 1 October to 31 December 2025.

The next progress report will be presented to Council at the Ordinary Meeting of Council to be held 26 May 2025 and will consist of status updates for actions within the 25/26 Operational Plan (3<sup>rd</sup> quarter reporting period of January to March 2026).

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The objective of this report does not conflict with guidelines.

# Delivery Program/Operational Plan

## Quarterly Progress Report

### 2025/2026 Q2

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

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Promote programs which encourage healthy lifestyle choices and activities	1.1a (2)	Council maintains its public open spaces in a safe and acceptable manner and ensures that all associated infrastructure is fit for purpose. The level of service delivery is to be reflected according to the allocated resources.	Acting Manager Regional Services - Cootamundra	Ongoing	Staff consistently maintain these areas to a high standard, ensuring compliance with budgetary constraints and considering external factors such as weather conditions and scheduled events. Routine inspections are undertaken to verify adherence to standards and regulatory requirements.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Maintain and enhance parks, gardens and recreational facilities	1.1b (1)	Continue the upgrade and maintain amenities at Fisher Park to meet the demands of local and regional sporting associations and clubs	Acting Manager Regional Services - Cootamundra	Ongoing	A small allocation of funding remains from the Southern Phones grant for these upgrades. Further expenditure from this source is on hold, pending confirmation of progress on the Fisher Park changeroom project.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1b (1)	Repair flood damage to Nicholson Park canteen and change rooms, fencing, canteen, kitchen, flooring and bar area in Clarke Oval.	Acting Manager Regional Services - Cootamundra	Completed	All Repairs have been completed and evidence recorded for acquittals.
	1.1b (1)	Replacement of the Auto Belay system for the rock-climbing wall at the Cootamundra Sports Stadium	Acting Manager Regional Services - Cootamundra	Completed	The Auto Belays are installed. Action completed.
Promote year-round use of council facilities	1.1b (2)	Continue to manage the existing contract for the Cootamundra Aquatic Centre and Sports Stadium to ensure all areas of service delivery meet Community and Council expectations	Acting Manager Regional Services - Cootamundra	Ongoing	Regular contact is maintained with the Leisure & Recreation Group staff to ensure effective coordination and oversight. Daily water readings are undertaken to accurately monitor consumption. Communication channels remain strong, and contractors are meeting all contractual obligations and performance expectations.
	1.1b (2)	Monitor and maintain Cootamundra Aquatic Centre and Cootamundra Sports Stadium within the allocated resources and funding	Acting Manager Regional Services - Cootamundra	Ongoing	Regular meetings are held with the Leisure & Recreation Group staff. Daily water readings are conducted to monitor and manage water usage accurately.
Prepare and deliver the CGRC Open Space Strategy / Management Plan	1.1a (2)	Council maintains its public open spaces in a safe and acceptable manner and ensures that all associated infrastructure is fit for purpose. The level of service delivery is to be reflected according to the allocated resources.	Acting Manager Regional Services - Gundagai	Ongoing	Council continues to maintain its public open spaces in a safe and acceptable manner and ensures that all associated infrastructure is fit for purpose. The level of service delivery is undertaken according to the allocated resources. Current Level of service review being undertaken. Levels of services to be determined & subsequent Management Plan and maintenance schedules to be compiled following the review.
	1.1b (3)	Conduct review and update the Gundagai Street Tree Masterplan	Acting Manager Regional Services - Gundagai	Ongoing	Landscape architect review and recommendations expected Feb 2026

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	1.1b (3)	Ensure maintenance of council's facilities in the villages of Stockinbingal and Wallendbeen are in a safe and acceptable manner and considered fit for purpose.	Acting Manager Regional Services - Cootamundra	Ongoing	Council continues to ensure facilities at Stockinbingal and Wallendbeen are maintained and fit for purpose.
	1.1b (3)	Ensure that the Cootamundra Street Trees are maintained within the allocated resources and funding available to deliver a safe streetscape to the Community and street users groups	Acting Manager Regional Services - Cootamundra	Ongoing	Staff maintain a structured workflow that records street tree requests, prioritises hazardous trees, and systematically progresses through the list to ensure timely and effective management.
	1.1b (3)	Maintain Communication between council and the Village Communities of Stockinbingal and Wallendbeen via regular site meetings and attendance at Community meetings as and when required	Acting Manager Regional Services - Cootamundra	Ongoing	We have maintained consistent communication via email to address and respond promptly to community enquiries.
Work in partnership with active sporting associations, community groups and health providers to ensure sporting facilities are fit for current and future community need	1.1b (4)	Work in partnership with Sportsground User Groups to ensure strong communication is maintained with Council and good service delivery and timely response to related issues	Acting Manager Regional Services - Cootamundra	Ongoing	Meetings with the Sportsground Users Group are currently suspended in accordance with the Council resolution related to the demerger. Council continues to maintain direct communication with individual clubs to ensure collaboration in providing the necessary facilities for all sporting activities across the LGA.
Service and Maintenance of Cemeteries	1.1b (5)	Cootamundra and surrounding village cemeteries maintenance programs are delivered within the available resources and financial allocation and meet Councils and Community expectations	Acting Manager Regional Services - Cootamundra	Ongoing	Staff continue to maintain these areas to a high standard, ensuring work is completed within budget, while taking into account weather conditions and other relevant factors.
	1.1b (5)	In dealing with Cemetery bookings and enquires, Council staff to maintain strong and professional communication between Council, funeral directors, and members of the public	Acting Manager Regional Services - Cootamundra	Ongoing	Council staff maintain ongoing liaison with funeral directors and members of the public to manage and respond to all cemetery-related enquiries.

**1.1c: Seek funding and investment for the replacement and renewal of the existing sports and recreational facilities across the LGA**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Cootamundra Showground upgrades to the luncheon pavilion	1.1c (2)	Upgrades to the Luncheon Pavilion at the Cootamundra Showgrounds	Acting Manager Regional Services - Cootamundra	Ongoing	A meeting was held with the Showground User Group to review the current status of works. Most activities were deferred until the conclusion of 2025 events. These works will now be prioritised to ensure completion by the required dealing of 30 June 2026.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Built and sustain partnership with cultural and arts bodies, and the local arts community to support activities and to secure funding for cultural and arts development in the local government area	1.2d (1)	Work with partners including Eastern Riverina Arts to develop a diverse annual program of events	Manager Business	Ongoing	Tourism and Economic Development staff continue to liaise regularly with cultural and arts bodies to support local activities and events. Funding opportunities are being pursued to enhance cultural and arts development across the LGA. Staff are currently finalising a business plan recommending relocating the Cootamundra Visitor Information Centre to the Cootamundra Arts Centre for consideration to Council.

**1.2e: Ensure implementation of Disability Inclusion Action Plan elements across the LGA**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Update the Disability Inclusion Plan and ensure elements of the plan are considered during the planning and implementation of events and projects	1.2e (1)	Update Disability Inclusion Action Plan	Manager Business	Completed	Disability Inclusion Action Plan is currently up to date and available on Councils website.

**1.3: Maintaining emergency resilience and low crime levels**

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue maintenance and operations of Emergency Management Centres	1.3a (1)	Continue maintenance and operations of Emergency Management Centres	Acting Manager Engineering - Gundagai	Ongoing	An Emergency Operations Centre (EOC) Exercise was undertaken with Council's emergency partners on 20 November 2025 in preparation for the upcoming fire season. In addition, Council was successful for a grant in upgrading whiteboards and tabards for EOC staff.
Continue to participate in Local Emergency Management Meetings with local emergency services	1.3a (2)	Continue to participate in Local Emergency Management Meetings with local emergency services	Acting Manager Engineering - Gundagai	Ongoing	Local Emergency Management Officer (LEMO) attended the South West RFS Liaison Committee Meeting and the South West Slopes RFS Liaison Committee Meeting on Thursday 16 October. Fire Hazard Reductions of vegetation has commenced through the funding received from the Bush Fire Risk Mitigation and Resilience Support Program.
Maintain and update Council's emergency response plans	1.3a (3)	Continue to maintain and update Council's emergency response plans	Acting Manager Engineering - Gundagai	Ongoing	Council's Local Emergency Management Plan was reviewed and updated in the reporting period.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to work in partnership with local agencies such as Fire and Rescue NSW, Rural Fire Services and State Emergency Service, Health, Ambulance, Police, Local Land Services, to identify and advocate for opportunities to improve overall community safety	1.3a (4)	Work in partnership with Fire and Rescue NSW, Rural Fire Service and State Emergency Service, NSW Health, Ambulance, Police and Local Land Services to implement community safety initiatives	Acting Manager Engineering - Gundagai	Ongoing	An Emergency Operations Centre (EOC) Exercise was undertaken with Council's emergency partners on 20 November 2025 in preparation for the upcoming fire season.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Review security contracts	1.3c (1)	Review security contracts for Closed-Circuit Televisions (CCTV) cameras	Acting Manager Regional Services - Gundagai	Ongoing	No current Security and or CCTV contracts found. Existing CCTV asset and proposed expansion is being compiled in preparation for Service supply tender.
	1.3c (1)	Review security contracts for closed-circuit televisions (CCTV) cameras.	Acting Manager Regional Services - Cootamundra	Ongoing	Contracts continue to be under review. Additional CCTV cameras will be installed at the waste facility in Cootamundra.

## 2: A region for the future

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop project management plan for the Old Mill project and associated funding	2.1a (1)	Development of the Gundagai Old Mill Redevelopment Project Management Plan	Manager Business	Ongoing	Staff are currently in consultation with consultants to develop documents to ensure the project is grant ready. The initial grant funds are fully expended.
Develop and issue an expression of interest for Wallendbeen silo art project	2.1a (3)	Liaise with GrainCorp regarding the Wallendbeen Silo art project	Manager Business	In Progress	A Draft Action Plan for the Wallendbeen Silo Development has been created. GrainCorp has indicated they would permit the silos to be painted; however, they must be visible from outside GrainCorp property. The silos are currently inactive, they are classified as static, meaning they could be reactivated if necessary. Further consultation being undertaken.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Upgrades to the Dog on the Tucker box precinct at Annie Pyers Drive	2.1b (3)	Investigate and delivery a potable water supply to the Dog on the Tucker box precinct at Annie Pyers Drive, Gundagai	Design Coordinator	Ongoing	Council is currently out to Request for Tenders for the Design and Construction of the Dog on the Tuckerbox watermain project. Once tenders are closed and a contract is entered into, final design and construction will commence shortly afterwards.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Work with Cootamundra and Gundagai business and tourism groups to help support and grow new events	2.1c (1)	Continue to Implement actions as identified in the Agri-tourism strategy	Manager Business	Ongoing	Tourism and Economic Development Officers continue to implement actions from the Agritourism strategy. CGRC has successfully held year one of the Open Streets Program 2025-2028 Starry Nights Festival - this includes Wattle Time, Festival of Gundagai, Sparkling Streets, and Christmas on Sheridan. Events for 2026 planning will commence.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Update Economic Development Strategy and tourism marketing plans	2.1d (2)	Update the Tourism and Economic Development Strategy	Manager Business	In Progress	Tourism brands for Gundagai and Cootamundra are promoted through websites, Facebook, Instagram and events, consistent with platforms listed in our Communications Engagement Strategy. Partnerships with surrounding LGA's have been activated. Billboards updated with existing TED Strategic Plan Funding. 'Mini' Tourism Brochures for Cootamundra and Gundagai have been developed for the interim period prior to demerge.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop Masterplan for Old Cootamundra District Hospital	2.1e (1)	Seeking funding for the old District Hospital Cootamundra Masterplan	Acting Manager Regional Services - Cootamundra	Ongoing	No funding source has been identified to date. In consultation with the IGM, consideration is being given to returning the facility to Crown Lands, as ongoing maintenance costs are significant and provide minimal benefit to Council.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Liveability information available on Council website	2.2a (1)	Update region liveability information and upload onto Council website	Manager Business	Ongoing	Cootamundra-Gundagai Regional Council's website updates information regarding liveability periodically. CGRC new website will incorporate up to date liveability information.
Establish monthly communication to industry outlining opportunities and economic activity of the region	2.2a (3)	Continue monthly communication to business and industry outlining opportunities and economic activity of the region	Manager Business	Ongoing	Relevant updates are emailed and distributed to the business contact list via Tourism and Economic Development Officers. Information relevant to individual operators is forwarded directly to them.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Actively market the region targeting current and new residents	2.2b (2)	Actively market the region as a 'must visit' destination	Manager Business	In Progress	TEDO staff work towards the outcomes of the CSP and the TED Strategy. Council website provides centralised information for residents and visitors, promoting liveability, local products, and event development. Staff continue to strengthen regional partnerships with Destination NSW Riverina Murray. Local business visits are undertaken periodically to identify needs and determine what assistance may be required. Council partners with TAFE, schools and service providers to hold a careers expo.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Support Youth Council activities in both towns and assist in promotion and advocacy for Youth Council	2.2d (2)	Continue to support Youth Council activities in both towns and assist in promotion and advocacy for Youth Council	Manager Business	Ongoing	Youth Hubs continue to be supported by staff, partners and youth in both locations. Successful events were held during the summer holidays including bus trips, pool and skate events. These events are developed in conjunction with youth councils to meet the need of young people in the LGA.
Review and update council's Youth Strategy	2.2d (3)	Review and update Councils Youth Strategy	Manager Business	In Progress	The review of Council's Youth Strategy is underway in consultation with key stakeholders, youth and staff.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council Depot Redevelopment	2.2e (2)	Develop strategy and action plan for a single works depot location in Cootamundra to enable pursuit of suitable funding source.	Acting Manager Regional Services - Cootamundra	Ongoing	Currently, no funding has been secured. There is potential for the Cootamundra Saleyards to be repurposed as a depot in the Future.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop maintenance schedule for key sites, and any new sites that activate	2.2g (2)	Develop a region wide maintenance schedule for council assets and facilities	Acting Manager Regional Services - Gundagai	Ongoing	Current Level of service review being undertaken. Levels of service to be determined & subsequent maintenance schedule be compiled following the review.
	2.2g (2)	Develop a region wide maintenance schedule for council assets and facilities	Acting Manager Regional Services - Cootamundra	Ongoing	The draft Asset Management Plan (AMP) has been completed. It provides an overview of asset condition and remaining useful life, which will inform prioritisation, budgeting, and development of a future maintenance schedule.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop planning policies to facilitate options for range of housing	2.3a (2)	Undertake housing investigate and report on housing issues in the region and identify strategies to mitigate	Acting Manager Sustainable Development	Ongoing	Funding not currently available for the subject policies. However, NCIF2 Grant funding has been allocated to undertake a Cootamundra Housing and Employment Land Strategy, background report has been prepared. Gundagai Housing & Employment Land Strategy is complete pending completion of final exhibition. Both strategies will inform amendments to LEP's. Upcoming grant opportunity has been identified and is being explored with potential to pursue funding for a new DCP for both areas.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Access and determine planning and development applications to foster community growth	2.3b (2)	Develop Planning Policies to Facilitate options for a range of housing	Acting Manager Sustainable Development	Ongoing	Funding not currently available for the subject policies. However, NCIF2 Grant funding has been allocated to undertake a Cootamundra Housing and Employment Land Strategy, background report has been prepared. Gundagai Housing & Employment Land Strategy is complete pending completion of final exhibition. Both strategies will inform amendments to LEP's. Upcoming grant opportunity has been identified and is being explored with potential to pursue funding for a new DCP for both areas.

### 3: A protected and enhanced environment

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue delivery of the Noxious Weeds Action Plan	3.1b (1)	Continue to implement the noxious weeds program in accordance with the Riverina Regional Biosecurity (Weeds) Local Land Services and maintain communication with NSW Local Land Services Department	Acting Manager Regional Services - Cootamundra	Ongoing	Council extended an offer for the Biosecurity Officer position prior to Christmas, with the appointment pending completion of pre-employment medical requirements. In the interim, Council has engaged a contractor to assist early in the new year with private property inspection and targeted spraying to ensure compliance with the Weeds Action Plan (WAP) objectives.
	3.1b (1)	Continue to implement the Noxious Weeds program in accordance with the Riverina Regional Biosecurity (Weeds) Local Land Services and maintain communication with NSW Local Land Services Department	Acting Manager Regional Services - Gundagai	Ongoing	Staff have completed the application for and have been successful in securing funding for the Weeds Action Program for 2025-2029 Period. Staff will continue to meet Weed Action Plan commitments as required under Council's participation in the Riverina Regional Weeds Committee, and its advisory role to Local Land Services and Department of Primary Industries.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Plan, construct, maintain and manage the water infrastructure network	3.1c (1)	Plan, construct, maintain and manage the regions water infrastructure network in accordance with land development, and asset management priorities and availability of funding for Cootamundra Area	Operations Engineer	Ongoing	Provide engineering advise to building department as required during DA approval process. Continue town water modelling and investigations ground truthing theoretically model outputs regarding pressures and flows.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	3.1c (1)	Plan, construct, maintain and manage the regions water infrastructure network in accordance with land development, and asset management priorities and availability of funding for Gundagai Area	Acting Manager Engineering Gundagai	Ongoing	Council has completed and adopted an asset management suite of documents, this includes an Asset Management Policy, Asset Management Strategy, Maturity Assessment and Asset Management Plans for each asset management class. Council is currently working through the implementation of these guiding documents.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a Masterplan for the Muttama Creek	3.2c (1)	Seek funding to develop Masterplan for the beautification and preservation of Muttama Creek	Acting Manager Regional Services - Cootamundra	Ongoing	The project is largely complete, with final documentation, including the Review of Environmental Factors (REF) pending.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement the recommendations from the Flood Studies	3.2d (5)	Develop flood studies for Stockinbingal, Wallendbeen and Muttama Villages	Operations Engineer	On Hold	Ongoing efforts are being made to identify and secure external funding opportunities. There may be Potential to utilise Inland Rail Flood Model for Stockinbingal Village (to be confirmed).
	3.2d (5)	Implement Cootamundra Flood Study recommendations	Operations Engineer	Ongoing	Cootamundra Basin and levee Feasibility Study is underway. Preliminary investigation has been completed, and a detailed analysis of proposed works is currently underway at the Aerodrome and McGowan Street.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Undertake flood warning system review for Cootamundra	3.2d (7)	Undertake a flood warning system review for Cootamundra	Acting Manager Engineering Cootamundra	Ongoing	The Draft Cootamundra Flood Warning System Review Report was put out for public exhibition and comment on 25 November 2025. The comments period closed on 9 January 2026.
Undertake a feasibility study for the Cootamundra Turf Club detention basin and McGowen Street levee	3.2d (8)	Undertake a feasibility study for the Cootamundra Turf Club detention basin and McGowen Street Levee	Acting Manager Engineering Cootamundra	Ongoing	Detailed design investigation underway at the Aerodrome Levee and McGowan Street Levee options. Survey and Geotech investigations commenced in December 2025.

**3.2g: Ensure cemeteries across the LGA are upgraded and well maintained**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Install toilet facilities in North Gundagai and South Gundagai Cemeteries	3.2g (1)	Implement Planning for the installation of toilet facilities in North and South Gundagai Cemeteries	Acting Manager Regional Services - Gundagai	Ongoing	Council has received notification from the supplier that construction of the two units has been completed. Delivery is scheduled for late February with installation and hook to be undertaken in March.
Upgrade irrigation from domestic to commercial in the North Gundagai Lawn Cemetery	3.2g (2)	Upgrade irrigation in the North Gundagai Lawn Cemetery	Acting Manager Regional Services - Gundagai	Ongoing	Works scheduled to be done in March 2026 in conjunction with the installation of cemetery new toilet facility
Apply for funding to manage, maintain and monitor the box-gum woodlands remnant areas in Cemeteries at Wallendbeen and Stockinbingal	3.2g (4)	Apply for funding to manage, maintain and monitor box-gum woodlands remnant areas in Wallendbeen and Stockinbingal cemeteries	Acting Manager Regional Services - Cootamundra	Ongoing	Councils Regulatory Compliance Officer and I met with the funding body late last year to discuss our submissions. We are currently awaiting notification regarding the outcome of these applications.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Install solar panels and Light-emitting diode (LED) lighting at all Council owned buildings	3.3a (2)	Continue standard fit out of LED Lighting at all Council owned buildings	Acting Manager Regional Services - Cootamundra	Ongoing	Funding is still being sought to complete the remaining retrofit works. The office and library upgrades have been finalised; however, depots and other facilities still require implementation.
	3.3a (2)	Continue standard fit out of LED lighting at all Council owned buildings	Acting Manager Regional Services - Gundagai	Ongoing	The upgrading to LED lighting within existing Council buildings budget allocations is being prioritised in conjunction with of maintenance and repair works.
Introduction of Food Organics and Garden Organics (FOGO) collection to Cootamundra	3.3a (4)	Introduce Food Organics and Garden Organics (FOGO) collection for Cootamundra, similar to Gundagai	Acting Manager Regional Services - Cootamundra	Ongoing	A FOGO (Food Organics & Garden Organics) presentation was held at a Council workshop in December 2025, incorporating updated EPA guidance that provides greater clarity on exemptions. Council will continue to pursue external funding to support the implementation of FOGO and/or COFO (Commercial Food Organics). Additionally, work is underway to vary the Environment Protection Licence (EPL) at the Cootamundra landfill to enable acceptance of FOGO material.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Prepare business case for operations of transfer stations with CGRC LGA	3.4a (1)	Prepare business case/s for operations of transfer stations within CGRC	Acting Manager Regional Services - Gundagai	Ongoing	Preparation of report and business cases underway. expected to be presented at the March council meeting.
	3.4a (1)	Prepare business case/s for operations of transfer stations within CGRC	Acting Manager Regional Services - Cootamundra	Ongoing	The Stockinbingal and Wallendbeen landfills remain scheduled for conversion to transfer stations; however, implementation is currently on hold pending the identification of external funding.
Undertake promotional campaign to increase community sustainability awareness	3.4a (2)	Monitor full contractor compliance associated with the recycling contract and strive to reduce waste going into landfill wherever possible	Acting Manager Regional Services - Cootamundra	Ongoing	Staff maintain regular communication with Elouera to ensure effective collaboration. This two-way engagement supports both Elouera and Council in achieving waste minimisation and recycling compliance objectives.

**3.4c: Revise asset management strategy**

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Watermain Replacement and Reservoir Disinfection Projects	3.4c (1)	Deliver planned watermain replacement and reservoir disinfection projects	Acting Manager Engineering Cootamundra	In Progress	Council have completed 1 contract for watermains replacement within Gundagai. This completes replacement along Punch Street, Otway Street and First Avenue. Council is about to embark on a second Request for Tender to replace additional water mains within Gundagai. Reservoir disinfection and cleaning is expected to occur in Q3 of the 2025/26 financial year.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
	3.4c (1)	Deliver planned watermain replacement and reservoir disinfection projects	Acting Manager Engineering Cootamundra	Ongoing	The Review of Environmental Factors (REF) is currently underway for FY25-26 replacement works at Victoria Parade. Tender documents were issues December 25 with submissions closed January 26, Contract award is scheduled for February 2026, with the project completion anticipated between March - April 2026.

## 4: Collaborative and progressive leadership

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop and implement service review schedule and determine the number of reviews to conduct per Council term	4.1a (4)	Develop a service review schedule to determine the number of reviews per Council term	Manager Business	In Progress	CGRC has established a service and asset profile for CGRC, to which levels of service, performance and resourcing can be assigned. This register of services will be utilised for each individual Council during the demerge process. Customer Service Review is being completed currently.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide quality customer service during all "front line" interactions between Council and the community and in all other interactions between staff, agencies, Council and the community	4.1b (1)	Provide quality customer service during all front line interactions	Manager Business	In Progress	Continual improvement process in place within customer service to ensure quality customer experience is maintained. Revised Customer Service Charter has been endorsed. Customer Service review underway in consultation with key staff. Draft review expected to be circulated in February.
Council will track the progress towards the achievement of the	4.1b (2)	Ensure all Regulatory policies and reporting are managed in a professional and timely manner	Acting Manager Regional Services - Cootamundra	Ongoing	Policies and procedures within the Regional Services area are subject to ongoing review to ensure relevance, compliance, and continuous improvements.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
corporate plan objectives against measurable outcomes	4.1b (2)	Implement tracking and reporting of progress against strategic plans against objectives	Manager Business	Ongoing	Continual improvement solutions implemented periodically to ensure continued quality Customer Service in line with Strategic Plan objectives. A Customer Service review is currently being undertaken in consultation with key staff. Cootamundra-Gundagai Regional Council reports quarterly on outcomes of the Delivery Program.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Provide a safe and healthy environment for staff and contractors through compliance with all Work, Health and Safety legislative requirements and minimising risk	4.1c (3)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements	Acting Manager Engineering Cootamundra	Ongoing	Monthly and ad hoc workplace inspections being conducted by Cootamundra WH&S Officer with recent focus on site inspections. Recent safety messages to staff including correct PPE for activities, fatigue management and complacency in the workplace and the importance on staying focused on the jobs specifically leading into Christmas break.
	4.1c (3)	Provide a safe and healthy environment for staff and contractors through compliance with all WH&S legislative requirements	Acting Manager Engineering Gundagai	Ongoing	Council is actively looking at WH&S throughout all works which are being undertaken. Both pro-active and reactive programs are in place to ensure that risk from a WH&S perspective is minimised as much as possible.
Develop and implement a Staff Wellbeing Program	4.1c (4)	Continue implementation of staff wellbeing program	Coordinator Human Resources	Ongoing	A further update will be provided in quarter 3 when a Coordinator Human Resources is appointed to continue the implementation of the program.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Conduct Long Term Financial Plan review and update	4.1e (1)	Conduct a Long-Term Financial Plan review and update Council's Long-Term Financial Plan accordingly	Acting Manager Finance	Ongoing	Preparations for the LTFP for 2027 in addition to the Operating Plan are in progress. The September 25 QBR showed an increase in the budgeted loss for the year of \$1.6m which was a disappointing result. In addition, total cash at 31 December 2025 less external restrictions and internal allocation had a negative balance for unrestricted funds. There will need to be a focus on adjustments in the December 25 QBR that hopefully reduces the predicted losses for the year.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Audit, Risk and Improvement Committee updates and compliance completed	4.2a (1)	Implement Audit, Risk and Improvement Committee updates and compliance requirements	Manager Business	In Progress	In accordance with the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 Council is strengthening its Internal Audit and Audit, Risk and Improvement Committee ('ARIC') Structure to meet the prescribed standards. The regulation is supported by a new Risk Management and Internal Audit Guidelines for Local Government in NSW. CGRC, as part of the Audit Alliance, has engaged an Independent Chair and Independent Members to our ARIC Committees.
Support Council's elected representatives in undertaking their role in the community	4.2a (2)	Develop ongoing Councillor training and Professional Development Programs as legislatively required	Manager Business	In Progress	Councillors provided with induction training. Further training options will be provided throughout their term.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Migration of Council operating systems to cloud based technology	4.2c (2)	Migrate Council's operating system to cloud based technology	Manager Business	In Progress	Migration to the Cloud of Councils Operating Systems continues. Altitude project is underway on schedule and expected to be completed early 2026.

**4.3: Actively engaged and supportive community**

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop marketing campaigns for major Council projects to highlight project benefits and outcomes for the community	4.3b (1)	Develop marketing and communication plans for major Council projects to keep community informed, highlight successes and community benefits	Manager Business	Ongoing	Council's Media Office continues to communicate milestones and benefits of major CGRC's project development. Tourism and Economic Development Officers (TEDO) develop and implement marketing strategies and campaigns to encourage visitation, and relocation to our region.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
As the opportunity arises, Council will seek to facilitate face-to-face engagement activities for each of its engagement exercises	4.3c (1)	Facilitate face-to-face community engagement activities, as the opportunity arises for Council projects	Manager Business	In Progress	Cootamundra-Gundagai Regional Council is implementing the actions outlined in the adopted Community Engagement Strategy, including pop-up activities and face-to-face engagement. Regular consultation sessions are planned across villages and main centres to support ongoing community participation. Pop up consultation sessions held during Christmas street celebrations in both locations.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop a communications strategy for CGRC that will guide the Council's communication with the community and other key stakeholders	4.3d (1)	Update Council's Communication Strategy to guide Council's communication and engagement with the community	Manager Business	In Progress	A review of Council's existing Communications Engagement Strategy has been drafted to ensure it remains current and aligned with current priorities. The updated strategy will guide Council's communication and engagement with the community and key stakeholders.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Continue to support Section 355 Committees and encourage the development of Services and facilities in our communities	4.3f (1)	Support Section 355 Committees to deliver their services to communities	Manager Business	In Progress	S.355 Guidelines updated to incorporate roles, financial responsibilities, and governance.

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

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Council will ensure statutory compliance is achieved and demonstrate good governance practices	4.4a (2)	Continue to progress with Demerge proposal as per the Detailed Implementation Plan adopted by Council	General Manager	Ongoing	Council has appointed a Demerger Transition Manager to guide and oversee the organisations transition process towards the proposed demerger.

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Develop Asset Management plans which deliver Long Term financial sustainability and asset renewal	4.4a (4)	After demerge decision is finalised, develop Long-Term Asset Management Plans to deliver Long-Term Financial Sustainability and asset renewal	Acting Manager Engineering Gundagai	Completed	Council has completed and adopted an asset management suite of documents, This includes an Asset Management Policy, Asset Management Strategy, Maturity Assessment and Asset Management Plans for each asset management class. Council are currently working through the implementation of these guiding documents.
	4.4a (4)	After demerge decision is finalised, develop Long-Term Asset Management Plans to deliver Long-Term Financial Sustainability and asset renewal	Acting Manager Regional Services - Gundagai	Completed	Asset Management Strategy and Asset Management Plans for Cootamundra-Gundagai Regional Council adopted 28/10/2025
	4.4a (4)	After demerge decision is finalised, develop Long-Term Asset Management Plans to deliver Long-Term Financial Sustainability and asset renewal	Acting Manager Regional Services - Cootamundra	Completed	Completed and presented to Council 28 October 2025.
	4.4a (4)	After demerge decision is finalised, develop Long-Term Asset Management Plans to deliver Long-Term Financial Sustainability and asset renewal	Acting Manager Engineering Cootamundra	Completed	Asset Management Strategy and Asset Management Plans presented to Council 28 October 2025.

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

Principal Activity	Action Code	Action Name	Responsible Officer Position	Status	Comments
Implement Council's Governance and Risk Management Framework and Action Plan	4.4b (1)	Implement Council's Governance and Risk Management Framework and Action Plan	Manager Business	In Progress	As a member of the Audit Alliance, Council participated in an audit of our Enterprise Risk Management Framework. Recommendations of the Audit are being implemented including updates to CGRC documents and implementation of ERM Action Plan. Council has also participated in ERM Audit Program with our insurers and is implementing recommendations from this Audit. Council has implemented ERM Module through Pulse. Managers continue to update risks, risk ratings and controls.
Implementation of Council's Corporate Business Continuity Plan including coordination of the IT Disaster Recovery Plan and Divisional Sub Plans	4.4b (2)	Continue Developing and maintain risk management and business continuity plans	Manager Business	Ongoing	Business Continuity Plan final stage is staff training and testing. This stage is planned for February/March 2026. In conjunction with this stage a formal Disaster Recovery Test Plan, including conducting tests on critical systems will be developed.
Create plan to relocate historical records and update retention schedule	4.4b (4)	Create plan to relocate historical records and update retention schedule	Manager Business	In Progress	Scope of Works being sought from consultants to assist with the development of this Transfer Plan.
Implement Enterprise Risk Management module in Pulse	4.4b (5)	Implement Enterprise Risk Management module in Pulse	Manager Business	In Progress	The Enterprise Risk Management module has been implemented in Pulse, with existing risk registers successfully uploaded. A review of current risks, risk rating and controls is underway to ensure all information is accurate within the system.

## 5: Integrated and Accessible Region

### 5.1: Known for our good road network

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

##### 5.1a (1): Align Council's Assets and Civil Works Departments works programs

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.1a (1)	Align Council's Assets and Civil Works Departments works programs	Develop an Asset Management Plan	Acting Manager Engineering Gundagai	Completed	Council has completed and adopted an asset management suite of documents, This includes an Asset Management Policy, Asset Management Strategy, Maturity Assessment and Asset Management Plans for each asset management class. Council are currently working through the implementation of these guiding documents.
5.1a (1)		Develop an Asset Management Plan	Acting Manager Regional Services - Gundagai	Ongoing	Asset Management Strategy and Asset Management Plans for Cootamundra-Gundagai Regional Council adopted 28/11/2025
5.1a (1)		Development an Asset Management Plan	Acting Manager Engineering Cootamundra	Completed	Discussions are underway regarding the implementation of new Asset Management Plans (AMPs).
5.1a (1)		Development an Asset Management Plan	Acting Manager Regional Services - Cootamundra	Completed	The draft Asset Register and Asset Management Plan were completed and reviewed in 2025.

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

**5.1b (2): Deliver annual resealing program**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.1b (2)	Deliver annual resealing program	Deliver the annual road resealing program as budgeted	Acting Manager Engineering Cootamundra	Ongoing	Reseal program delayed to February 2026, due to contractor overcommitment. Reseals will be completed in conjunction to Heavy patching Program for efficiencies.
5.1b (2)		Deliver the annual road resealing program as budgeted	Acting Manager Engineering Gundagai	Ongoing	Council has developed a plan to complete the annual road resealing program as budgeted. This was commenced in Q2 of this financial year and is expected to be completed in Q3 of the financial year. Resealing is best done during the warmer months of the year to ensure a better quality seal.

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

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

**5.2b (1): Continue implementing the fixing local roads program**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2b (1)	Continue implementing the fixing local roads program	Continue to implement the approved and funded Fixing Local Roads program	Acting Manager Engineering Cootamundra	Completed	Fixing Local Roads program has been completed, with Round 4 being the final round. This grant program has closed.
5.2b (1)		Continue to implement the approved and funded Fixing Local Roads Program	Acting Manager Engineering Gundagai	Completed	Council have completed Fixing Local Road funded projects for this financial year.

**5.2b (2): Seek funding for upgrades to Stockinbingal and Muttama Roads**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2b (2)	Seek funding for upgrades to Stockinbingal and Muttama Roads	Seek funding to deliver upgrades to Stockinbingal and Muttama Roads	Acting Manager Engineering Cootamundra	Ongoing	Roads to Recovery funding allocated to Muttama Road for FY25-26. Approximately 30,000m2 of pavement rehabilitation expected to be completed in February 2026. Currently no additional funding sources identified.

**5.2b (4): Seek funding to build a bridge over low level causeway at Muttama**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2b (4)	Seek funding to build a bridge over low level causeway at Muttama	Seek funding to build a bridge over the low-level causeway at Muttama Road at Cullinga Creek	Acting Manager Engineering Gundagai	Ongoing	Council is currently exploring funding opportunities for the construction of a bridge over Cullinga Creek. These works include preparing a scope of works, preparing a high level cost estimate and concept designs to support any funding opportunities which arise. To date Council has not found suitable funding opportunities.

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

**5.2c (2): Develop cycleway and pedestrian access plan for the region**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2c (2)	Develop cycleway and pedestrian access plan for the region	Continue to seek funding for the Pedestrian and Mobility Plans (PAMPS) to develop cycleway and pedestrian access for the region	Acting Manager Engineering Gundagai	Ongoing	Council has applied for Get NSW Active funding in October 2025. Council is expected to have an outcome in April 2026 on whether we are successful. Council is continuing to identify funding opportunities as they arise.
5.2c (2)		Continue to seek funding for the Pedestrian and Mobility Plans (PAMPS) to develop cycleways and pedestrian access for the region	Acting Manager Engineering Cootamundra	Ongoing	A grant application has been submitted under the "Get NSW Active" program to support the completion of detailed design for a proposed footpath linkage. The project seeks to connect the Hospital, Adina Care, Medical Centre, NSW TAFE, and Public School on MacKay St with the Cootamundra CBD via Olney, Bourke and Parker St. The proposed project includes approximately 2 km of new footpath infrastructure, the construction of a pedestrian footbridge, and the enhancement of two open space areas.

**5.2d: Seek funding to enable electric charging infrastructure**

**5.2d (1): Investigate funding opportunities for installation of electric car charging facilities in Gundagai**

Action Code	Principal Activity	Action Name	Responsible Officer Position	Status	Comments
5.2d (1)	Investigate funding opportunities for installation of electric car charging facilities in Gundagai	Apply for grant funding to install Electronic Vehicle charging stations in Gundagai	Acting Manager Regional Services - Gundagai	Ongoing	Discussions with NRMA on the possibility of NRMA EV chargers being installed in suitable location in central Gundagai were held in December. Proposal being prepared with suitable locations with existing power availability for return to NRMA. REROC and Council's staff continue to look for suitable funding sources.

**7.2.5 SECTION 355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	456996
REPORTING OFFICER	Anne Chamberlain, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To Comply with the s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. MCRG Minutes - 1 December 2025 <a href="#">↓</a></li> <li>2. TACC Minutes - 15 January 2026 <a href="#">↓</a></li> <li>3. MHMC Minutes - 21 January 2026 <a href="#">↓</a></li> </ol>

**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 Muttama Creek Regeneration Group s.355 Committee Meeting Minutes – 1 December 2025.
- The Arts Centre Cootamundra (TACC) s.355 Committee Meeting Minutes – 15 January 2026
- The Muttama Hall Management Committee s.355 Committee Meeting Minutes – 21 January 2026.

Financial

There are no financial implications associated with this report.

OLG 23a Guideline consideration

The report purpose does not conflict with guidelines

**Working Bees**          Saturday 6<sup>th</sup> December 8.00 am, - Mackay Street Bird Walk and Casuarina Walk.

**Meeting closed at 6 pm.**

**Next Meeting: 5 pm Monday, 02 February 2026, Stephen Ward Rooms**



# Minutes

**THE ARTS CENTRE COOTAMUNDRA  
SECTION 355 COMMITTEE**

**THE ARTS CENTRE COOTAMUNDRA, 18 WALLEDOON STREET**

**THURSDAY 15 JANUARY 2026**



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1.11 Time Meeting Closed ..... 8

## 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:

**General Members:** Denise Price, Mackenzie Bird, Sarah Hughes, Lyn Cameron

**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

Hannah Northey, Dotti Le Sage,

## 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 16<sup>th</sup> October 2025 to be confirmed as true and correct. (Appendix A).

*Minutes: Moved Eric Steinke; Seconded: Rosie Fowler-Sullivan*

## 1.5 Correspondence in/out

- Request from soroptimists international, community event movie
- Request from John Holland. Wellbeing activities.
- Jullianne Collingridge has made an application for the centre manager position.
- Dance with Miss Em has enquired about some building issues.
- Apologies for the Christmas party: Isabel Scott, Graeme Johnson, Hannah Northey, Lilian

## 1.6 WHS

- Birds getting into the building
- Door hinge breakages in the green room, has been resolved

## 1.7 Reports

### 1.7.1 Financial Report

<b>Profit and loss</b>			
<b>Account</b>	<b>Dec 2025</b>	<b>Nov 2025</b>	<b>Oct 2025</b>
<b>Trading Income</b>			
Membership	0.00	172.73	279.18
Sales	1,232.50	955.00	1,162.50
<b>Total Trading Income</b>	<b>1,232.50</b>	<b>1,127.73</b>	<b>1,441.68</b>
<b>Gross Profit</b>	<b>1,232.50</b>	<b>1,127.73</b>	<b>1,441.68</b>
<b>Other Income</b>			
Admin & Tech	209.00	0.00	600.00
Casual hire	1,215.00	520.00	3,262.27
Friendship group	81.82	274.54	263.73
General fundraising	50.00	690.91	0.00
Late Payment fee	0.00	40.00	20.00
movie	68.18	2,587.27	2,865.45
sales kiosk	54.54	30.90	277.27
<b>Total Other Income</b>	<b>1,678.54</b>	<b>4,143.62</b>	<b>7,288.72</b>
<b>Operating Expenses</b>			
Advertising	10.91	307.63	(56.36)
Bank Fees	30.13	42.15	40.38
Cleaning	150.00	300.00	450.00
Consulting & Accounting	68.18	68.18	0.00
Contract	1,399.50	693.00	3,045.00
Donation	0.00	0.00	336.37
Furniture	0.00	0.00	635.45
kiosk	87.20	0.00	216.77
License	0.00	0.00	77.19
Movie contract	675.00	0.00	0.00
Movie hire	249	841.64	2,240.28
Natural Gas	141.56	0.00	0.00
Repairs and Maintenance	24.55	0.00	0.00
Security	40.91	40.91	40.91
Telephone & Internet	192.23	5.86	111.36
<b>Total Operating Expenses</b>	<b>2,916.70</b>	<b>2,299.37</b>	<b>7,137.35</b>
<b>Net Profit</b>	<b>(799.40)</b>	<b>2,971.98</b>	<b>1,593.05</b>
<b>Balance sheet</b>			
	<b>31 Dec 2025</b>	<b>30 Nov 2025</b>	<b>31 Oct 2025</b>
<b>Bank</b>			
CCACC	50,348.08	49,266.86	45,274.00
MasterCard	727.55	754.55	754.00
<b>Total Bank</b>	<b>51,075.63</b>	<b>50,021.41</b>	<b>46,028.00</b>
<b>Current Assets</b>			
Accounts Receivable	6,043.15	7,067.25	7,526.00
Petty Cash and Float	(250.00)	(250.00)	(250.00)

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

<b>Total Current Assets</b>	<b>5,793.15</b>	<b>6,817.25</b>	<b>7,276.</b>
<b>Fixed Assets</b>			
Computer Equipment	3,688.06	3,688.06	3,688.
Office Equipment	1,062.84	1,062.84	1,062.
Security deposit	500.00	500.00	500.
<b>Total Fixed Assets</b>	<b>5,250.90</b>	<b>5,250.90</b>	<b>5,250.</b>
	<b>62,119.68</b>	<b>62,089.56</b>	<b>58,555.</b>
<b>Current Liabilities</b>			
Accounts Payable	895.62	113.99	0.
Customer Deposits	1,100.00	1,100.00	1,000.
Do not use Grant /Donations	1,000.00	1,000.00	1,000.
Donations for specific purposes	(28.59)	(28.59)	(28.5
GST	(576.66)	(624.55)	(972.3
Rounding	(0.06)	(0.06)	(0.0
<b>Total Current Liabilities</b>	<b>2,390.31</b>	<b>1,560.79</b>	<b>998.</b>
<b>Non-current Liabilities</b>			
Theatre lights	300.00	300.00	300.
<b>Total Non-current Liabilities</b>	<b>300.00</b>	<b>300.00</b>	<b>300.</b>
	<b>2,690.31</b>	<b>1,860.79</b>	<b>1,298.</b>
<b>Net Assets</b>	<b>59,429.37</b>	<b>60,228.77</b>	<b>57,256.</b>
Current Year Earnings	(1,040.58)	(241.18)	(3,213.1
Retained Earnings	60,469.95	60,469.95	60,469.
<b>Total equity</b>	<b>60,233.11</b>	<b>60,228.77</b>	<b>57,256.</b>

**1.7.2 Report for Administration & Movies**

- Called Jeff Price to look at theatre a/c - he will come Fri 28 Nov 10am (Eric)
  - Called Mardo's and Jay (carpenters) about quoting on meeting room wall and kitchenette. Jay will contact us after 27 Nov. No Mardo's reply yet.
  - Broken pink door in change rooms. Emailed Dance 2590 & Prestige Classical coaching (PCC) about it.
  - Emailed Jorja (PCC) regarding bond refund. Exhibition lights left on. Broken door in change room, plus key not yet returned (she left it with Leila Isma who texted me on Monday to say she couldn't bring it back until Thursday after 4pm) The key pick up email said very clearly that key must be returned after hire by leaving it in the letterbox (or on the office desk if the letterbox was inaccessible by comment works) So Frustrating.
  - CPS has a movie booked for two screenings on Wed 17 Dec (at \$10pp) Disney has agreed.
  - Emailed Dale to accept Visual arts top up quote.
  - Don Came to scope out the plumbing for the kitchenette, in regards to the VIC and visual arts room. To maintain the fall of the water he's including a sump pump in the system. Will also require cutting into the existing concrete. Don is speaking with Dale Gilders on the concrete aspect and will get back to us with a quote. Included is an under sink water filter and an under sink zippy for boiling water.
  - Gwen Norman from John Holland called inquiring about facilitating a John Holland sponsored wellbeing activity. They tend to deal with outdoor activities but would like to branch into an artistic space. She has requested an artsy workshop E.G paint and sip, photography workshop or some such event. She was not forthcoming with a budget I informed her I would take it to the committee for discussion before getting back to her.
  - Received a request from Sonia of the soroptimists international south west slopes. they are requesting a community movie night in celebration of International Women's Day preferably 13<sup>th</sup> of March with secondary date 6<sup>th</sup> of March. They have they have asked that TACC offer the venue free of charge.
  - Dance with Miss Em space issues: outdoor lighting, indoor lighting and storage space alterations
- Movies**

- Some terribly attended movies - and quite a few of them very good. Kid's movies in Jan are making up for it! We also screened for CPS on 12 Dec for 147 students at \$10 each, adding \$1470 to the total.
- We are going to change Thursday movies to 10:30am so that Elouera can come
- So far, no luck with anyone helping out with movie bookings. I will continue to do it as a charge until we know about Eric's fate and to see if we can find a volunteer for it.

Sun 9 Nov	The Travellers (Sony)	2	22	0	1	\$390.00
Thurs 13 Nov	The Travellers	2	39	0	0	\$537.00
Sun 16	Bat out of Hell ( CinemaLive)	4	0	0	1	\$100.00
Thurs 20	Bat out of Hell	1	0	0	0	\$25.00
Sun 23	Relay (Roadshow)	2	0	0	0	\$30.00
Thurs 27	Relay	0	1	0	0	\$13.00
Sun 7 Dec	John Cleese Packs it in (CinemaLive)	2	0	0	0	\$50.00
Thurs 11 Dec	John Cleese Packs it in (CinemaLive)	1	0	0	0	\$25.00
Sun 14 Dec	Kiss of he spider Woman (Roadshow)	0	0	0	0	\$0.00
Thurs 18	Kiss of the Spider Woman	0	0	0	0	\$0.00
Sun 21	Christmas Karma (Kismet)	3	5	0	2	\$84.00
Wed 24 Dec	Christmas Karma	0	3	2	0	\$61.00
Fri 26 Dec	Wicked: for good (Universal)	11	1	9	2	\$277.00
Sun 28 Dec	Wicked: for good	14	2	12	1	\$368.00
Tues 30 Dec	Wicked: For good	8	4	16	0	\$346.00

Inside Out 2 for CPS = \$1470

Total = \$2360 gst

inclusive

Total for Nov & Dec = \$3830

**1.7.3 Reports for Comms and marketing**

**TACC Facebook**

- Followers = 1,645 (up by 9 since November 2025 meeting) in the last 28 days we had one post with 5,031 views – It was promotion of the School holiday movies.

**TACC Instagram**

- Followers = 480 (same as the November 2025 meeting) In the last 28 days the post about Wicked showing on Boxing Day with multiple photos from the movie had 1,064 views.

**TACC Mailchimp**

- Total email subscribers = 609 (down 2 from the November 2025 meeting) The last email sent was just before Christmas and was promoting the holiday movies. 161 people opened the email with 13 people clicking on links.

**Current Promotional Activities**

- Movies / Musicals: Business as usual.
- Stock Newsletter ad: The last ad was for Dec / Jan. The latest ad is for Feb 2026.
- Event – ALLY (Feb): We are 4 weeks away from this event. As part of the “Promo options for Venue Hirers” doc, I need to do one SM post a week for the next 3 weeks and 3 on the week of the event. I will also be doing a dedicated mailchimp.
- Event - Darren Coggan (March): Currently doing one SM post a week.
- Events coming up this year so far are “10 Years To Home” a play which is currently scheduled for October but they have enquired about possibly bringing it forward.
- Elvis tribute show also scheduled for October for which I need to get the information on the website and stickytickets.

Any thoughts, comments or suggestions please let me know.

**1.7.4 Visual arts report**

*Reports: Moved;; Seconded:*

**1.8 Business Arising from previous Minutes**

- Visitor Information Centre
    - Tentatively moving forward with the VIC, call out to volunteers has been sent out for muscles to move the office gear into studio 2 and to move the tables from the meeting room into the foyer.
    - Rolling VIC upgrades into compliance chasing sliding doors and ramps to further our commitment to providing a compliant facility. Tied into the updated studio so that we can pursue grants in tandem. Building compliance work is currently on hold.
    - Leah would like to move the VIC ASAP, we are currently awaiting confirmation.
  - 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 drafts person, 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: Eric and Lucy to discuss.
    - 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
- Future planning amendments: executive committee to amend the future planning items to reflect the committees' current priorities: meeting set for the 12<sup>th</sup> of February at 4:00pm
- Proposal to hire an architect to begin the grant ball rolling as our volunteer draftsmen have yet to get back to us
  - Eric has spoken to Mariah Fowley who is busy through January, she is happy to help and has said that she would be open to delayed payment i.e. after we allot funding to the works or potentially payment in kind (advertising) requires a 3D scan of the centre (Eric)
- Table and chair replacement.
  - Pursuing grants to cover trestle table replacement cost
- 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: we've made enough profit to add \$188 to the community chest from last quarter,
  - Question: is the committee willing to position funds into the community chest to kick start it?
- Centre managers position: role filled, currently in a probation period to see if they are the right fit for the role.
- Reminders
  - Updates to bookings: streamline centre-hires pathways two registered contacts phone and email address. Updated terms and conditions on out of hours contact between patrons and centre coordinator.
- 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
  - Dance with Miss Em space issues. (awaiting written correspondence from DWME)
  - Narrell Vogel demographics survey

## 1.9 New/General Business

- Cootamundra youth council: speaking to Denise the facilitator of the youth council has expressed interest in running workshops or youth orientated events at TACC this may be a good spring board to develop our volunteer base for workshops.
  - Eric to contact Bianca
- In relation to the above point contact member/volunteer to inquire on the viability of running workshops/activities (Eric)
- DWME space issues
  - Inform Emilee they have the go ahead to remove the shelving from the storage room (Eric).
  - Contact Stephen Lowe in regards to outdoor lighting (Eric)

- Contact electrician to look at the breakers for the dance studio (Eric).
- Contact ERA namely Britney in regards to grants, inquire if we may request a workshop on grant writing for the committee (Eric).
- Grant writing: with quotes for the sliding doors moving onto grant applications, delegated to Denise.

### **1.10 Date and Time of Next Meeting**

19/02/26 5:30pm

### **1.11 Time Meeting Closed**

Meeting closed 6:48pm

**Sign Off in the Volunteer Attendance Register**



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

# Minutes

## MUTTAMA HALL MANAGEMENT COMMITTEE SECTION 355 COMMITTEE

### MUTTAMA HALL

6.30 PM WEDNESDAY, 21<sup>ST</sup> JANUARY 2026.

#### 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.

Jane MacCulloch, Trevor Glover.

**Cootamundra-Gundagai Regional Council representatives:**

**Confirmation of a Quorum:** There are **12** 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, Kaede Ingold, Sarah 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 **12<sup>th</sup> November, 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 \$14,503.20 Moved** by Bill Buckley seconded by Emily Flint that the Treasurers report be accepted.

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

Air conditioning will be installed this coming week 25th January.

**Railway Celebration.**

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

The following matters were discussed in regards to the Railway celebration.

**2. Market Stalls.** Prices for market stalls – Early bird \$15.00 bookings taken until the end of February., other sites \$20.00. Powered sites \$35.00.

**3. Jumping Castle.**

**Action:** An email to the Lions Club asking to hire the jumping castle and the train.

**4. Hire of toilets.**

**Action:** Trevor to contact Elouera regarding hire of toilets.

**5. B-B-Q.** B-B-Q will be held on Saturday and Sunday 12-2pm.

**Action:** Bread to be ordered and cake from Outback Bakery.

**6. Skip Bin Hire.**

**Action:** Cathy Last to arrange hire of skip bin.

**7. Advertising:**

**Action:** ABC radio, local radio stations be contacted regarding the celebration. Social media. Flyers advertising the Railway celebration.

**8.** Contact Inland Rail, ARTC, John Holland, Junee Roundhouse Museum, Wagga Wagga Miniature Railway Cootamundra Railway, Gundagai Rail Museum advising these organisations that we have plans to hold a model Railway display on 2<sup>nd</sup> & 3<sup>rd</sup> May, 2026.

**9. Colouring in competition.**

**Action:** Kate Last will organise colouring in competition.

**10. Traffic Control.**

**Action:** Cootamundra-Gundagai Regional Council to be contacted regarding traffic control.

**11. Water.** The committee to purchase water if necessary closer to the 2<sup>nd</sup> & 3<sup>rd</sup> May.

**12. Voucher for Railway Display**

**Action:** The Committee to speak with Peter Beyer asking when the Railway display will be setup and what time the display will close.

**Honour Board Display**

Sam Puddicombe will advise the Committee when the Honour boards are completed 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.

**Action:** Need to investigate a more permanent solution.

**Fund raising auction.**

Robert Flint advised the Committee that the auction be held later in the year.

**Muttama Tennis Club.**

**Moved:** by Robert Flint and seconded by Cathy Last that a letter be written to the Muttama Tennis Club asking when their next meeting will be held and if the Hall Committee can be of assistance.

**1.7 Next meeting to be held on Wednesday 18<sup>th</sup> February.**

**1.8 Time Meeting Closed at 7.30pm.**

**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 – Annual Community Donations.

The Muttama Hall Committee was successful in obtaining a grant from Council for \$1,175.00

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 13<sup>th</sup> April with approximately 73 people in attendance. Not only a successful fund raiser but a coming together of the Muttama Community.

100 Year Celebration 17<sup>th</sup> & 18<sup>th</sup> May, 2025

It was decided to have a Dinner on Saturday 17<sup>th</sup> May and Fun Day 18<sup>th</sup> 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

### 7.3 FINANCE

**7.3.1 FINANCE UPDATE - JANUARY 2026**

DOCUMENT NUMBER	458169
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	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 January 2026, be noted.**

#### Report

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

#### **Operations**

#### Income

The operational income is at 64% 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	\$343,677	\$445,000	77%	😊	
Business Department	\$80,979	\$240,000	34%	😐	Budget includes Library Grants, VIC and other Community Services Grants to be received.
Engineering Cootamundra	\$1,712,959	\$3,114,989	55%	😊	Estimated \$1.6m expected from State Roads in coming weeks. Regional Roads Block Grant of \$235,750 received 16/02/2026
Engineering Gundagai	\$304,636	\$829,988	37%	😐	Regional Roads Block Grant of \$235,750 received 16/02/2026
Executive Department	\$129,670	\$40,000	324%	😊	High due to Workers Comp Insurance bonus received.
Finance Department	\$3,257,489	\$9,390,295	35%	😊	Dec 25 QBR to move interest income budget of \$1.3m to

Department	Income Actual	Income Budget	Variance	Result	Comment
					accounts where interest is received.
Rates Cootamundra	\$6,930,098	\$7,287,312	95%	😊	This includes budget for Pension Rebate Subsidy for 2026. To be corrected in Dec 25 QBR.
Rates Gundagai	\$4,789,534	\$4,799,875	100%	😊	This includes budget for Pension Rebate Subsidy for 2026. To be corrected in Dec 25 QBR
Services Cootamundra	\$3,107,128	\$3,733,588	83%	😊	Includes Waste Charges Received
Services Gundagai	\$1,311,850	\$1,741,700	75%	😊	Includes Waste Charges Received
Sewer Cootamundra	\$1,489,958	\$3,204,437	46%	😊	
Sewer Gundagai	\$395,855	\$895,677	44%	😊	
Water Cootamundra	\$1,968,567	\$3,777,200	52%	😊	
Water Gundagai	\$996,847	\$1,913,587	52%	😊	
Plant Hire - Gundagai	\$770,542	\$1,596,000	48%	😐	
Plant Hire - Cootamundra	\$1,278,178	\$2,204,000	58%	😐	
<b>Total</b>	<b>\$28,867,968</b>	<b>\$45,213,647</b>	<b>64%</b>		

Expenditure

Operational Expenditure is at 52% when comparing actual to budget.

Department	Expense Actual	Expense Budget	% Spent	Result	Comment
Building Department	\$825,360	\$1,886,675	44%	😊	
Business Department	\$2,156,489	\$4,577,884	47%	😊	
Engineering Cootamundra	\$5,166,791	\$10,764,708	48%	😊	
Engineering Gundagai	\$2,285,808	\$4,454,380	51%	😊	
Executive Department	\$1,088,542	\$2,600,713	42%	😊	
Finance Department	\$8,698,199	\$11,033,752	79%	😊	Dec 25 QBR to move depreciation budget to correct accounts.
Services Cootamundra	\$2,709,262	\$6,232,936	43%	😊	
Services Gundagai	\$1,535,580	\$2,926,363	52%	😊	
Sewer Cootamundra	\$502,230	\$2,237,237	22%	😐	Capital projects prioritised over water & sewer for first half of 2026FY.

Sewer Gundagai	\$539,802	\$1,528,624	35%	☹️	Capital projects prioritised over water & sewer for first half of 2026FY.
Water Cootamundra	\$1,770,239	\$3,431,089	52%	😊	
Water Gundagai	\$438,537	\$1,713,593	26%	☹️	Grant Funded Capital projects prioritised over water & sewer for first half of 2026FY.
<b>Total</b>	<b>\$27,716,840</b>	<b>\$53,387,954</b>	<b>52%</b>		

**Capital**

Income

Capital income is at 58% of budget when comparing actual to budget.

Asset Category	Total YTD.	Budget	% Received	Result	Comments
Plant & Equipment - Cootamundra	\$147,976	\$325,000	46%	😊	
Plant & Equipment - Gundagai	\$117,415	\$325,000	36%	😊	
Property Disposal – Cootamundra	\$0		0%	😊	
Property Disposal – Gundagai	\$0	\$0	0%	😊	
Dog on the Tuckerbox larger parcel of land	\$400,000	\$497,500	0%	😊	Need to adjust budget for GST. Annie Pyers Drive still being subdivided.
<b>TOTAL</b>	<b>\$665,391</b>	<b>\$1,147,500</b>	<b>58%</b>		

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	\$1,179,492	\$1,490,000	79%	😊	
Cootamundra Roads	\$886,091	\$2,592,605	34%	☹️	Capital Works program started November 2025 expected completion April 26. Program on schedule.
Cootamundra Building	\$50,552	\$805,805	6%	☹️	Fisher Park Amenities and Showground Evac Centre Commencing. Mitchell Park Canteen has received quotes.
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	\$177,028	\$867,427	20%	😊	
Cootamundra Sewer	\$2,053,760	\$4,093,000	50%	😊	
Cootamundra Demerger	\$115,619	\$1,500,000	8%	😐	Actual shows current year exp
Cootamundra PROPERTY	\$1,500	\$50,000	0%	😐	Cemetery Masterplan TBC
Gundagai Bridges	\$53,433	\$203,433	26%	😊	
Gundagai Building	\$155,679	\$868,760	18%	😐	
Gundagai Demerger	\$115,619	\$1,500,000	8%	😊	Actual shows current year exp
Gundagai Plant	\$724,548	\$1,300,000	56%	😊	
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	\$1,447,592	\$2,367,569	61%	😊	
Gundagai Sewer	\$253,400	\$1,330,000	19%	😐	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	\$1,770,074	\$6,338,959	28%	😊	
IT	\$0	\$75,000	0%	😐	No IT purchases to date
<b>Total</b>	<b>\$9,140,940</b>	<b>\$27,432,232</b>	<b>33%</b>		

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
<b>Total</b>	<b>5,425</b>

**Demerger Costs 2024**

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

**Demerger Costs 2025**

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

**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	
<b>Total</b>	<b>230,715</b>	<b>63,544</b>
<b>Grand Total</b>	<b>370,746</b>	<b>63,544</b>

**7.3.2 RESTRICTED CASH RECONCILIATION - JANUARY 2026**

DOCUMENT NUMBER	458103
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	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 January 2026, be received and noted.**

Report

The restricted cash figures have been reconciled to 31 January 2026 as shown in the below table.

<b>Internally Restricted Reserves</b>	<b>Bal 30 Jun 2025</b>	<b>Transfers To</b>	<b>Transfers From</b>	<b>Bal 31 Jan 2026</b>
Aerodrome Bitumen Resurfacing	165,588	-	(4,800)	160,788
Bradman's Birthplace	76,337	-	-	76,337
Cootamundra Caravan Park	191,419	-	(4,112)	187,307
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	-	(809)	285,416
Plant Replacement	2,749,019	2,299,419	(2,875,434)	2,173,003
Cemetery	37,963	279,182	(217,044)	100,101
Southern Phone	540,143	-	-	540,143
Waste Management	500,000	-	-	500,000
Dog on Tuckerbox Land	-	400,000	-	400,000
<b>Total Internal</b>	<b>7,878,881</b>	<b>2,978,601</b>	<b>(3,105,522)</b>	<b>7,751,961</b>

Externally Restricted Reserves	Bal 30 Jun 2025	Transfers To	Transfers From	Bal 31 Jan 2026
Domestic Waste	1,970,948	1,316,160	(971,732)	2,315,377
Water Supply	7,807,419	2,910,473	(3,071,302)	7,646,590
Sewerage Service	5,928,360	1,861,739	(2,476,407)	5,313,693
Stormwater Infrastructure Renewal	517,986	64,099	(142,740)	439,345
Developer Contributions - General	1,293,961	73,332	-	1,367,293
Developer Contributions - Sewer	403,000	12,184	-	415,184
General Fund Unspent Grants & Contributions	1,286,229	586,059	(217,051)	1,655,237
RERRF, SCF Rd1, OLG Flood Unspent Grants	3,564,519	-	(814,859)	2,749,661
<b>Total External</b>	<b>22,772,423</b>	<b>6,824,047</b>	<b>(7,694,090)</b>	<b>21,902,380</b>
<b>TOTALS</b>	<b>30,651,304</b>	<b>9,802,648</b>	<b>(10,799,612)</b>	<b>29,654,341</b>

Restricted Cash Reconciliation

Cash at 31 January 2026	28,027,496
Less:	
Externally Restricted Reserves	(21,902,380)
Add:	
Grant Debtors and Contract Asset Outstanding	373,428
<b>Unrestricted Cash</b>	<b>6,498,545</b>

Less:	
Internally Restricted Allocations	(7,751,961)
<b>Net Balance</b>	<b>(1,243,416)</b>

Financial

Please note while CGRC is still compliant with OLG legislation having an Unrestrictive Cash Balance of \$6.5M, council does not have sufficient funds to also cover Internally Restricted Allocations at 31 January 2026 with a shortfall of \$1.2M. 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.

**7.3.3 QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2025**

DOCUMENT NUMBER	458368
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Reduction of net operating result from continuing operations of \$251k, predicting a \$12.6m deficit at 30 June 2025 before capital items. Decrease in Capital expenditure of \$724k, sourced from grants and reserves except for \$2k from general funds to reflect cost to complete Cootamundra Showground Evac Centre.
LEGISLATIVE IMPLICATIONS	Compliance with Clause 203(1) of the Local Government (General) Regulation, 2005 requires that, not later than 2 months after the end of each quarter, excluding the June quarter, the responsible accounting officer must submit a budget review statement to Council. The format of the review must be consistent with the minimum requirements contained in the Quarterly Budget Review Statement Guidelines provided by the Office of Local Government.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Quarterly Budget Review Statement December 2025 <a href="#">↓</a>

**RECOMMENDATION****That Council:**

- 1. Note the completion of the December 2025 Quarterly Budget Review**
- 2. Adopt operating budget variations as outlined in the attachment totalling a net \$251,009**
- 3. Adopt capital budget variations as outlined in the attachment totalling a net -\$724,010**

Introduction

The purpose of this report is to present a summary of Council's financial position at the end of the quarter, and to report on progress made against the original budget adopted by Council in its 2025-26 Operational Plan. A summary of operating budget variances, together with details of capital projects expenditure, are included in the December 2025 Quarterly Budget Review documents attached to the report.

Discussion

Details of the budget variations are included in the attached report below. There have been adjustments made to the capital and operational budget to accurately reflect the expected actual result as at 30 June 2025. Council is projecting an operating deficit of \$12.6m based on current figures.

The increase in the net operating profit before depreciation for the quarter is primarily because of the LRCI Program Capital Grant Funding of \$251k which is now receivable after the program and all remaining projects were finalised on 31 December 2025. The income was not included in the original budget for 2026 due to the original closing date for the project being 30 June 2025. In addition, previously this funding would only be received if all the expenditure was incurred by the due date. However, CGRC requested and received an extension to the program due to a number having of projects having extenuating circumstances which led to delays.

Another adjustment of note in the QBR is the project for the 'Sewer rising main and Betts Steet sewer pump station - Cootamundra', predicted to come in \$750K under budget, with the fund returned to the restricted fund for sewers.

In addition, there have been many other adjustments for reallocations in the budget which, while not having a material effect on the budget, will provide departmental managers with more accurate data to make better, more well-informed decisions.

#### Financial

Increase of net operating result of \$251k predicting a \$12.6m deficit at 30 June 2026. Decrease in Capital expenditure of \$724k, noting the majority of this is offset by grant and reserve funding.

#### OLG 23a Guideline consideration

Report purpose does not conflict with guidelines.

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**  
For the year ended 31/12/2025

**Table of contents**

1. Responsible accounting officer's statement
2. Income & expenses budget review statement's
3. Capital budget review statement
4. Cash & investments budget review statement
5. Key performance indicator (KPI) budget review statement
6. Contracts & other expenses budget review statement
7. Additional statements

Cootamundra-Gundagai Regional Council

Quarterly Budget Review Statement  
For the year ended 31/12/2025**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Cootamundra-Gundagai Regional Council 31/12/2025 satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:**

---

Damian Smith  
Acting Manager Finance**Date:**

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**  
For the year ended 31/12/2025

**Income & Expenses**

For the year ended 30/09/2025

**Income & expenses - Council Consolidated**

(\$000's)	Previous Year Actual 2024/25	Original budget 2025/26	Sep QBRS	Revised budget 2025/26	Variations for this Dec Qtr	Notes	Projected year end result	Actual YTD figures
<b>Income</b>								
Rates and annual charges	19,807	20,926		20,926		2.1	20,926	17,907
User charges and fees	14,182	8,452		8,452		2.2	8,452	4,399
Other revenues	885	1,145		1,145		2.3	1,145	301
Grants and contributions - operating	9,263	8,511	377	8,888	-	2.4	8,888	3,382
Grants and contributions - capital	6,300	1,985	655	2,640	251	2.5	2,891	82
Interest and investment revenue	1,683	1,334		1,334		2.6	1,334	512
Other income	994			-			-	181
<b>Total income from continuing operations</b>	<b>53,114</b>	<b>42,353</b>	<b>1,032</b>	<b>43,385</b>	<b>251</b>		<b>43,636</b>	<b>26,764</b>
<b>Expenses</b>								
Employee benefits and on-costs	14,994	18,129		18,129			18,129	7,335
Materials and contracts	298	18,594	2,671	21,265		2.6	21,265	14,584
Borrowing costs	23,089	138		138			138	28
Other expenses	1,435	832		832		2.6	832	401
Net Loss from disposal of assets	2,242	-		-			-	-
<b>Total Expenses from continuing operations</b>	<b>42,058</b>	<b>37,693</b>	<b>2,671</b>	<b>40,364</b>	<b>-</b>		<b>40,364</b>	<b>22,348</b>
<b>Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets</b>	<b>11,056</b>	<b>4,660</b>	<b>(1,639)</b>	<b>3,021</b>	<b>251</b>		<b>3,272</b>	<b>4,416</b>
Depreciation, amortisation and impairment of non financial assets	13,274	13,010		13,010		2.7	13,010	6,505
<b>Net operating result from all operations</b>	<b>(2,218)</b>	<b>(8,350)</b>	<b>(1,639)</b>	<b>(9,989)</b>	<b>251</b>		<b>(9,738)</b>	<b>(2,089)</b>
<b>Net Operating Result before Capital Items</b>	<b>(8,518)</b>	<b>(10,335)</b>	<b>(2,294)</b>	<b>(12,629)</b>	<b>-</b>		<b>(12,629)</b>	<b>(2,171)</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**  
For the year ended 31/12/2025

**Income & expenses budget review statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details	
<b>INCOME</b>		
<b>2.1</b>	<b><u>Rates and annual charges</u></b>	
03026.0150.0203	General Purpose - Pensioner rate subsidy 2026	-\$350,000
23118.0150.0203	Water - Pensioner rate subsidy 2026	-\$100,000
33101.0150.0203	Sewer - Pensioner rate subsidy 2026	-\$100,000
03026.0101.0203	Rates	\$345,000
03026.0102.0203	Rates	\$205,000
	(Move budget for pension rate subsidies from rates to correct account)	
	<b>TOTAL</b>	<b>\$0</b>
<b>2.2</b>	<b><u>User charges and fees</u></b>	
W4330	Local Rural Roads Cootamundra Budget WO	\$1,058,926
W4331	Local Rural Roads Gundagai Budget WO	\$1,058,926
W4256	Operating Grants	-\$2,117,852
	(Move Budget for local roads component of FAG Grant from Operations Income to correct account)	
W4332	Regional Roads Gundi - Block Grant	\$471,500
W4329	Regional Roads Coota - Block Grant	\$471,500
W4256	Operating Grants	-\$943,000
	(Move budget for Block Grants to correct WO)	
	<b>TOTAL</b>	<b>\$0</b>
<b>2.3</b>	<b><u>Other revenues</u></b>	
W3935	Work Health & Safety - Cootamundra	\$50,000
W3936	Work Health & Safety - Gundagai	\$50,000
W3856	Employee Overheads	-\$100,000
	(Reallocate income budget for WHS against S&W Incentive and Rebates received)	
W4450	Workers Comp Recovery - Income	-\$150,000
W4450	Workers Comp - Expense	\$250,000
W3856	Employee Overheads	-\$100,000
	(Reallocate Budget for WCOMP from Employee Overheads)	
W4441	Bangus Quarry	-\$400,000
W3926	Gundagai Landfill	\$400,000
	(Move Bangus Quarry Income Budget to correct WO)	
	<b>TOTAL</b>	<b>\$0</b>
<b>2.4</b>	<b><u>Grants and contributions - operating</u></b>	
	<b>TOTAL</b>	<b>\$0</b>
<b>2.5</b>	<b><u>Grants and contributions - capital</u></b>	
	Local Roads and Community Infrastructure	-\$251,009
	(Final payment for LRCI Round 4)	
	<b>TOTAL</b>	<b>-\$251,009</b>

<b>2.6</b>	<b><u>Interest and investment revenue</u></b>	
03026.0120.0051	General Purpose Income	-\$712,035
23117.0120.0051	Water Management	-\$275,000
33100.0120.0051	Sewerage Management	-\$182,000
03026.0120.0034	General Purpose Income	-\$67,000
23118.0120.0034	Cootamundra Water Network	-\$49,000
03047.0120.0034	Waste Collection Services	-\$21,000
33101.0120.0034	Cootamundra Sewer Network	-\$24,000
33102.0120.0034	Gundagai Water Network	-\$2,280
03001.0120.0034	Gundagai Sewer Network	-\$1,520
03025.0149.0051	Development and Building	-\$630
W4243	Financial Management	<b>\$1,334,465</b>
	(Reallocated Interest Income Budget to correct accounts)	
<b>TOTAL</b>		<b>\$0</b>
<b>TOTAL INCOME VARIANCE</b>		<b>-\$251,009</b>
<b>EXPENSE</b>		
<b>2.6</b>	<b><u>Materials and contracts</u></b>	
W3903	Saleyard - Cootamundra	\$30,000
W3905	Truck Wash Saleyard - Cootamundra (Adjust budgets between Saleyard and Truck Wash)	-\$30,000
W4412	Regional Services - Cootamundra (Expense)	-\$290,382
W3923	Waste Collection - Cootamundra (Income) (Reallocate excess budget for Regional Services Coota to Waste Collection)	\$290,382
W3933	Risk Management - Gundagai	-\$50,000
W3936	Work Health & Safety - Gundagai	-\$30,000
W3940	Quarry Operations - Gundagai	-\$40,000
W3944	Asset Management - Gundagai	-\$20,000
W3938	Operations Management - Gundagai (Reallocate excess budget from relevant areas to increase for Operations Management Gundi)	\$140,000
W3908	Building & Property Management - Gundagai	\$167,816
W3912	Noxious Weeds – Gundagai + WAP	\$63,701
W3917	Parks & Gardens - Gundagai	\$94,826
W4413	Regional Services - Gundagai (Reallocate Regional Service Budget Gundi to relevant areas)	-\$326,343
W4812	Pool Changeroom Flooring (Replace) Cost Est: \$20K	\$20,000
W4811	Pool Pump Infrastructure Upgrade Cost est: \$150k	\$150,000
W4810	Villages Water Filling Stations (Investigation) Cost Est \$20k	\$20,000
W4761	Pool Changeroom Flooring (Replace) Cost Est: \$20K	-\$20,000
W4745	Pool Pump Infrastructure Upgrade Cost est: \$150k	-\$150,000
W4744	Villages Water Filling Stations (Investigation) Cost Est \$20k (Reallocate budget to New WO with corrected classification)	-\$20,000
<b>TOTAL</b>		<b>\$0</b>
<b>2.7</b>	<b><u>Other Expenses</u></b>	
03029.0680.0700	Plant and Equipment Depreciation	\$1,717,481
03029.0680.0720	Buildings Depreciation	\$1,022,889
03029.0680.0750	Stormwater Drainage Depreciation	\$372,166
03029.0680.0751	Depreciation - General	\$8,109,745
03029.0680.0755	Water Network Depreciation	\$20,241
23118.0680.0755	Water Network/Depreciation/Water Network Depreciation	\$575,057
33101.0680.0760	Sewerage Network Depreciation	\$1,192,498
W4243	Finance (Reallocate Depreciation out of Finnace Budget to correct accounts)	-\$13,010,078
<b>TOTAL</b>		<b>\$0</b>
<b>TOTAL EXPENSE VARIANCE</b>		<b>\$0</b>
<b>NET VARIATION</b>		<b>-\$251,009</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Income & Expenses**

**Income & expenses - General Fund**

(\$000's)	Previous Year Actual 2024/25	Original budget 2025/26	Sep 2025/26	Revised budget 2025/26	Variations for this Dec Qtr	Notes	Projected year end result	Actual YTD figures
<b>Income</b>								
Rates and annual charges	14,484	15,559		15,559	(200)	2.1	15,359	15,077
User charges and fees	9,725	4,534		4,534			4,534	2,452
Other revenues	885	1,144		1,144			1,144	300
Grants and contributions - operating	9,263	8,511	377	8,888	-	2.4	8,888	3,382
Grants and contributions - capital	6,300	1,985		2,640			2,640	76
Interest and investment revenue	1,683	828		828	(27)	2.6	801	286
Other income	319	-		-			-	181
Net gain from disposal of assets	-	-		-			-	
<b>Total income from continuing operations</b>	<b>42,659</b>	<b>33,593</b>	<b>377</b>	<b>33,593</b>	<b>(227)</b>		<b>33,366</b>	<b>21,754</b>
<b>Expenses</b>								
Employee benefits and on-costs	13,648	16,699		16,699			16,699	6,760
Materials and contracts	-1,748	15,664	2,671	15,664	-		15,664	9,852
Borrowing costs	22,987	-		-			-	-
Other expenses	1,386	832		832			832	402
Net Loss from disposal of assets	584						-	
<b>Total expenses from continuing operations</b>	<b>36,857</b>	<b>33,195</b>	<b>2,671</b>	<b>33,195</b>	<b>-</b>		<b>33,195</b>	<b>17,014</b>
<b>Operating Result from continuing operations</b>	<b>5,802</b>	<b>398</b>	<b>(2,294)</b>	<b>398</b>	<b>(227)</b>		<b>171</b>	<b>4,740</b>
Depreciation, amortisation and impairment of non financial assets	13,274	11,268		11,268	(45)		11,223	5,634
<b>Net operating result from all operations</b>	<b>(7,472)</b>	<b>(10,870)</b>	<b>(2,294)</b>	<b>(10,870)</b>	<b>(182)</b>		<b>(11,052)</b>	<b>(894)</b>
<b>Net Operating Result before Capital Items</b>	<b>(13,772)</b>	<b>(13,510)</b>	<b>(2,294)</b>	<b>(13,510)</b>	<b>(182)</b>		<b>(13,692)</b>	<b>(970)</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Income & Expenses**

**Income & expenses - Water Fund**

(\$000's)	Previous Year Actual 2025/26	Original budget 2025/26	Sep QBRs	Revised budget 2025/26	Variations for this Dec Qtr	Notes	Projected year end result	Actual YTD figures
<b>Income</b>								
Rates and annual charges	2,371	2,186		2,186	100	2.1	2,286	1,286
User charges and fees	3,755	3,197		3,197			3,197	1,628
Other revenues	-	-		-			-	1
Grants and contributions - operating	-	-		-			-	-
Grants and contributions - capital	-	-	655	655			655	-
Interest and investment revenue	412	307		307	19	2.6	326	140
<b>Total income from continuing operations</b>	<b>6,538</b>	<b>5,690</b>	<b>655</b>	<b>6,345</b>	<b>119</b>		<b>6,464</b>	<b>3,055</b>
<b>Expenses</b>								
Employee benefits and on-costs	759	785		785	-		785	340
Materials and contracts	377	3,656		3,656			3,656	2,577
Borrowing costs	58	105		105			105	21
Net Loss from disposal of assets	48	-		-			-	
<b>Total expenses from continuing operations</b>	<b>1,242</b>	<b>4,546</b>	<b>-</b>	<b>4,546</b>	<b>-</b>		<b>4,546</b>	<b>2,938</b>
<b>Net operating result from continuing operations</b>	<b>5,296</b>	<b>1,144</b>	<b>655</b>	<b>1,799</b>	<b>119</b>		<b>1,918</b>	<b>117</b>
Depreciation, amortisation and impairment of non financial assets	562	599		599	(4)		595	300
<b>Net operating result from all operations</b>	<b>4,734</b>	<b>545</b>	<b>655</b>	<b>1,200</b>	<b>115</b>		<b>1,323</b>	<b>(183)</b>
<b>Net Operating Result before Capital Items</b>	<b>4,734</b>	<b>545</b>	<b>-</b>	<b>545</b>	<b>115</b>		<b>668</b>	<b>(183)</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Income & Expenses**

**Income & expenses - Sewer Fund**

(\$000's)	Previous Year Actual 2024/25	Original budget 2025/26	Sep QBRS	Original budget 2024/25	Variations for this Dec Qtr	Notes	Projected year end result	Actual YTD figures
<b>Income</b>								
Rates and annual charges	2,952	3,181		3,181	100	2.1	3,281	1,543
User charges and fees	702	719		719			719	320
Other revenues	-	-		-			-	-
Grants and contributions - operating	-	-		-			-	-
Grants and contributions - capital	-	-		-			-	6
Interest and investment revenue	263	200		200	7	2.6	207	88
<b>Total income from continuing operations</b>	<b>3,917</b>	<b>4,100</b>	-	<b>4,100</b>	<b>107</b>		<b>4,207</b>	<b>1,957</b>
<b>Expenses</b>								
Employee benefits and on-costs	587	645		645	-		645	235
Materials and contracts	1,669	1,945		1,945			1,945	2,154
Borrowing costs	44	33		33			33	8
Other expenses	1	-		-			-	-
Net Loss from Disposal of Assets	416	-		-			-	-
<b>Total expenses from continuing operations</b>	<b>2,717</b>	<b>2,623</b>	-	<b>2,623</b>	-		<b>2,623</b>	<b>2,397</b>
<b>Net operating result from continuing operation</b>	<b>1,200</b>	<b>1,477</b>	-	<b>1,477</b>	<b>107</b>		<b>1,584</b>	<b>(440)</b>
Depreciation, amortisation and impairment of non financial assets	1,165	1,143		1,143	49		1,192	572
<b>Net operating result from all operations</b>	<b>35</b>	<b>334</b>	-	<b>334</b>	<b>58</b>		<b>392</b>	<b>(1,012)</b>
<b>Net Operating Result before Capital Items</b>	<b>35</b>	<b>334</b>	-	<b>334</b>	<b>58</b>		<b>392</b>	<b>(1,018)</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Capital Budget Review Statement**

**Capital budget - Council Consolidated**

(\$000's)	Original budget			Revised budget	Variations for this		Notes	Projected year end	Actual YTD
	2025/26	Carry forwards	Sep QBRS	2025/26	Dec	Qtr		result	figures
<b>Capital funding</b>									
Rates & other untied funding	6,043	1,697	(404)	7,336	(1)	3.1	7,335	1,684	
DOTT Loan	2,000			2,000			2,000		
Capital grants & contributions	2,145	2,068	655	4,868	(78)	3.2	4,790	471	
Reserves:								-	
- External restrictions/reserves	4,738	4,295		9,033	(605)	3.3	8,428	2,516	
- Internal restrictions/reserves	3,050	195		3,245	-	3.4	3,245	1,144	
Receipts from sale of assets								-	
- Plant & equipment	650			650			650	265	
- Land & buildings			498	498	(40)	3.5	458	-	
<b>Total capital funding</b>	<b>18,626</b>	<b>8,255</b>	<b>749</b>	<b>27,630</b>	<b>(724)</b>		<b>26,906</b>	<b>6,080</b>	
<b>Capital expenditure</b>									
- Plant & equipment	2,650			2,650			2,650	1,409	
- Land & buildings	325	1,580		1,905	(40)	3.6	1,865	169	
- Roads, bridges, footpaths	4,232	806	7	5,045	316	3.7	5,361	1,057	
- Waste Network	-	720		720			720	-	
- Stormwater Drainage	85		78	163			163	137	
- Open Space and Recreational	720	585	9	1,314	(395)	3.8	919	149	
- Water Network Infrastructure	4,090	1,806	655	6,551	85	3.9	6,636	1,046	
- Sewer Network Infrastructure	2,665	2,758		5,423	(690)	4.1	4,733	1,470	
- Loan Repayments Principal	859			859			859	429	
- Demerger Costs	3,000			3,000			3,000	214	
<b>Total capital expenditure</b>	<b>18,626</b>	<b>8,255</b>	<b>749</b>	<b>27,630</b>	<b>(724)</b>		<b>26,906</b>	<b>6,080</b>	
<b>Net capital funding - surplus/(deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>		<b>0</b>	<b>-</b>	

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Capital budget review statement**

**Recommended changes to revised budget**

Budget variations being recommended include the following material items:

Notes	Details	
<b>CAPITAL FUNDING</b>		
3.1	<b>Rates &amp; other untied funding</b>	
	2023/07 Cootamundra Showground Evacuation Centre (NSW Severe Weather & Flood Grant) (Partially funded from General Revenue due to previous CF write off)	-\$2,118
	<b>TOTAL</b>	<b>-\$2,118</b>
3.2	<b>Capital grants &amp; contributions</b>	
W4255	Local Roads and Community Infrastructure (Final payment for LRCI Round 4)	\$360,173
W4255	Capital Grant Income (Reduce Carry Forward Budget for VIC from 2025)	-\$396,083
	FMP/0058 - Cootamundra Turf Club Detention Basin and McGowan Street Levee Feasibility Study (Increase in scope partially funded by grant)	-\$41,888
	<b>TOTAL</b>	<b>-\$77,798</b>
3.3	<b>External restrictions/reserves</b>	
	Gundagai Water Treatment Plant Refurbishment (Increase Budget from \$150k to \$170k)	\$20,000
	Sewer rising main and Betts Steet sewer pump station cootamundra (Correct Budget carry forward from 2025 - project in final stages)	-\$750,000
	Water Telemetry/SCADA Upgrades Cootamundra (Funded from Water Reserve)	\$65,000
	Sewer Telemetry/Scada Upgrades Cootamundra (Funded from Water Reserve)	\$60,000
	<b>TOTAL</b>	<b>-\$605,000</b>
3.4	<b>Internal restrictions/reserves</b>	
	LRCI Program - Unspent Grant Funds Utilised (Extension Local Roads and Community Infrastructure Program (LRCI Rd 4) to 31 December 2025)	\$0
3.5	<b>Land and Buildings</b>	
	DOTT land sold (GST adjustment on land sold for building development)	-\$40,000
	<b>TOTAL</b>	<b>-\$40,000</b>
<b>TOTAL CAPITAL FUNDING VARIANCE</b>		<b>-\$724,916</b>
3.6	<b>Land and Buildings</b>	
	DOTT land sold (GST adjustment on land sold for building development)	-\$40,000
	<b>TOTAL</b>	<b>-\$40,000</b>
3.7	<b>Roads, bridges, footpaths</b>	
W4819	Wallendbeen Hall Ramp Est Cost: \$25k	\$25,000
W4817	The Arts Center Footpath Wallendbeen St, Laneway to Sutton St Est Cost: \$20k	\$20,000
W4816	Hospital - Adina Care Shared Path Est Cost: \$25k	\$25,000
W2683	Cootamundra Roads - Capital Works Budget (Allocate budget to new projects)	-\$70,000
W2683	Cootamundra Roads - Capital Works Budget (Reallocate to Cootamundra Turf Club - Variation due to change in Scope - partially grant funded)	\$11,361
W4674	2025 - 2026 Hopewood Road - Gravel Resheeting	\$100,340
W4678	2025-2026 Reseal - Dalkeith Road	-\$15,000
W4679	2025-2026 Reseal - School Road	-\$15,000
W4680	2025-2026 Reseal - Middle Street	-\$10,000
W4681	2025-2026 Reseal - Jessops Laggon Rd	-\$15,000
W4682	2025-2026 Reseal - Mount St	-\$25,000
W4683	2025-2026 Reseal - Tenandra Rd	-\$15,000
W4684	2025-2026 Reseal - Kimo Street (Nangus Road)	-\$50,000
W4685	2025-2026 Reseal - Adelong Creek Road	-\$10,000
W4686	2025-2026 Reseal - Bourke St	-\$20,000
W4687	2025-2026 Reseal - Phillip St	-\$10,000
W4688	2025-2026 Reseal - Tarrabandra Road (From Seal Change to Brungle Rd)	\$35,000
W4689	2025-2026 Reseal - Darbalara Road Reseal (From Bridge to 4.79 Kangaroo Vale Rd)	\$70,000

W4690	2025-2026 Reseal - Bridge Street (From Seal Change to Burra Rd)	-\$20,000
W4691	2025-2026 Reseal - West Street S/R Reseal (From Jack Moses St West - West St 1 to End)	-\$14,000
W4692	2025-2026 Reseal - Punch St (From West St to Bourke St)	-\$30,000
W4693	2025-2026 Reseal - Punch St (From Bourke St to Jones Ck Br)	-\$50,000
W4695	2025-2026 Reseal - West Street (From O'Hagan Street to Williams Street)	\$120,000
W4697	2025-2026 Reseal - Annie Pyers Drive	-\$50,000
W4698	2025-2026 Reseal - Burra Rd (From Seal to Seal)	\$160,000
W4699	2025-2026 Reseal - Burra Rd From 29.92 Bannisters La to Bridge St	-\$70,000
W4700	2025-2026 Reseal - Coolac Rd (From Hume Hwy to Seal Change)	-\$140,000
W4703	2025-2026 Reseal - Nanangroe Road Reseal	-\$80,000
W4704	2025-2026 Reseal - Short St Reseal (From William St to End of seal)	-\$10,000
W4705	2025-2026 Reseal - Eagle St	-\$25,000
W4706	2025-2026 Reseal - Hopewood Road Reseal (From Start of Seal to Seal Change)	-\$15,000
W4707	2025-2026 Reseal - Crowes Road Reseal (From Seal Change to Cattle Grid)	\$65,000
W4708	2025-2026 Reseal - Reno Road Reseal (From Seal Change to Seal Change)	\$90,000
W4709	2025-2026 Reseal - Burra Road Reseal (From 19.15 Yammatree Rd to Pavement Change)	-\$80,000
W4710	2025-2026 Reseal - Adjungbilly Road Reseal (From Seal Change to Seal Change)	-\$35,000
W4711	2025-2026 Reseal - Nanangroe Road Reseal (From Adjungbilly Rd to Seal Change)	-\$130,000
W4712	2025-2026 Reseal - Lucerndale Road Reseal (From End of seal to Start of Seal)	-\$25,000
W4713	2025-2026 Reseal - Williams Street	-\$35,000
W4714	2025-2026 Reseal - Nangus Road (From Bridge to Nangus Tip Rd)	\$10,000
W4813	2025-2026 Reseal - Rileys Flat Rd Reseal	\$40,000
W4814	2025-2026 Reseal - Threeways Rd Reseal	\$5,000
W4815	2025-2026 Reseal - Long Tunnel Rd Reseal	\$15,000
W2684	Gundagai Roads - Capital works budget (Allocating budget to current projects)	\$283,660
W4345	First Avenue Footpath & Gutter Rehabilitation (LRCI Rd 4)	\$113,970
W4378	First Avenue, Gundagai Stormwater Drainage Upgrade - LRCI Rd 4b	\$121,238
W4387	Cootamundra, Bourke Street (Cooper Street - Thompson Street), Footpath Replacement	\$46,451
W4388	Cootamundra, Cooper Street (Wallendoon St - Mackay Street), Footpath Replacement	\$19,402
W4390	Cootamundra, Poole Street, Kerb and Gutter	\$12,769
W4594	Cootamundra, Ursula Street to Southee Circle, Kerb Replacement LRCI Program - Unspent Grant Funds Utilised (Extension Local Roads and Community Infrastructure Program (LRCI Rd 4) to 31 December 2025)	-\$109,163
W4600	FMP/0058 - Cootamundra Turf Club Detention Basin and McGowan Street Levee Feasibility Study (Cootamundra Turf Club - Variation due to change in Scope - partially grant funded)	\$53,204
<b>TOTAL</b>		<b>\$315,575</b>
<b>3.8</b>	<b><u>Open Space and Recreation</u></b>	
W4633	Muttama Creek Master Plan and pre approved physical works	-\$11,835
W4653	3 x Back up Generators for evacuations centres - NSW OLG Flood Funding	-\$1,014
W4495	2023/07 Cootamundra Showground Evacuation Centre (NSW Severe Weather & Flood Grant) (Reallocated unused budget from related projects to Cootamundra Showground Evac Centre)	\$14,966
W1525	Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet (Reduce Carry Forward Budget from 2025)	-\$396,803
W3286	Carberry Park adult lift and changing facility for better disabled access to toilets	\$1,222
W3800	Access upgrades to Gundagai Visitor Information Centre - SCCF5-0562 Project 2	\$26,031
W1525	Gundagai Visitors Information Centre redevelopment - disabled ramp and disabled toilet (Reallocate budget to WO's related to VIC)	-\$27,253
W3800	Gundagai Swimming Pool Refurb (SCF1 Funded and contribution from GunSwim)	\$28,000
W3285	Sherwood Forest - Landon St Tree removal along walking track(LRCI Rd 2))	-\$73,680
W4366	Owen Vincent - Cricket Nets (Local Roads and Community Infrastructure (LRCI Rd 4a)	-\$25,000
W4255	Capital Grant Income (Reallocate)	\$70,680
<b>TOTAL</b>		<b>-\$394,685</b>
<b>3.9</b>	<b><u>Water Network Infrastructure</u></b>	
W4759	Raw Water Pump (Renewal) Cost Est: \$150k	\$150,000
W3755	Gundagai Water Treatment Plant Refurbishment (Reallocated budget for Pump to correct WO - Request additional \$20k from Water Reserve)	-\$130,000
W3751	Water Telemetry/SCADA Upgrades Cootamundra (Request from Water Reserve)	\$65,000
<b>TOTAL</b>		<b>\$85,000</b>
<b>3.8</b>	<b><u>Sewer Network Infrastructure</u></b>	
W4430	Sewer Main Rehabilitation	-\$2,808
W4454	Gundagai Sewer Mains - Modelling (Adjust for Sewer modelling which is slightly over budget)	\$2,808
W3758	Sewer Telemetry/Scada Upgrades Cootamundra (Request from Sewer Reserve)	\$60,000
W3759	Sewer rising main and Betts Steet sewer pump station cootamundra (Reduce Budget carry forward from 2025 - project in final stages)	-\$750,000
<b>TOTAL</b>		<b>-\$690,000</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Cash & investments budget review statement**

**Cash & investments - Council Consolidated**

(\$000's)	Previous Year budget 2024/5	Original budget 2025/26	Approved changes		Revised budget 2025/26	Variations for this Dec Qtr	Notes	Projected year end result	Actual YTD figures
			Carry forwards	Sep QBRS					
<b>Externally restricted <sup>(1)</sup></b>									
- Domestic Waste Management	1,971	5,423	(720)		4,703		4,703	2,418	
- Water Fund	7,807	13,277	(1,806)		11,471	(85)	11,386	8,013	
- Sewer Fund	5,928	10,162	(2,758)		7,404	690	8,094	5,622	
- Stormwater Management	518	518	-	(77)	441		441	439	
- Developer Contributions - General	1,478	1,638			1,638		1,638	1,370	
- Developer Contributions - Sewer	219	219			219		219	409	
- General Fund Unspent Grants & Contributions	1,286	1,286			1,286	(109)	1,177	1,239	
- RERRF, SCF Rd1, OLG Flood Unspent Grants	3,564	3,564		(2,248)	1,316		1,316	2,996	
<b>Total externally restricted</b>	<b>22,771</b>	<b>36,087</b>	<b>(5,284)</b>	<b>(2,325)</b>	<b>28,478</b>	<b>496</b>	<b>28,974</b>	<b>22,506</b>	
<small>(1) Funds that must be spent for a specific purpose</small>									
<b>Internally restricted <sup>(2)</sup></b>									
- Cootamundra Aerodrome	166	166	(195)		(29)		(29)	165	
- Bradmans Birthplace	76	76			76		76	76	
- Cootamundra Caravan Park	191	191	(40)		151		151	187	
- Heritage Centre	29	29			29		29	26	
- Development - Land & Buildings	1,767	1,767			1,767		1,767	1,767	
- Employee Leave Entitlements	1,536	1,536			1,536		1,536	1,536	
- Quarries & Pit Restoration	286	286			286		286	286	
- Bangus	632	632	(310)	(322)	-		-	-	
- Plant Replacement	2,749	3,399			3,399		3,399	2,374	
- Cemetery	38	38	(121)		(83)		(83)	99	
- Southern Phone	540	540			540		540	540	
- Waste Management	500	500	(720)		(220)		(220)	500	
<b>Total internally restricted</b>	<b>8,510</b>	<b>9,160</b>	<b>(1,386)</b>	<b>(322)</b>	<b>7,452</b>	<b>-</b>	<b>7,452</b>	<b>7,556</b>	
<small>(2) Funds that Council has earmarked for a specific purpose</small>									
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>(19)</b>	<b>(45,247)</b>	<b>6,670</b>	<b>2,647</b>	<b>(35,930)</b>	<b>(496)</b>	<b>(5,164)</b>	<b>(1,190)</b>	
<b>Total Cash &amp; investments</b>	<b>31,262</b>				<b>31,262</b>		<b>31,262</b>	<b>28,872</b>	

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**  
For the year ended 31/12/2025

**Cash & Investments Budget Review Statement**

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/25

The YTD cash & investment figure reconciles to the actual balances held as follows:

	<b>\$ 000's</b>
Cash at Bank (as per bank statements)	3,918
Investments on Hand	25,000
less: unpresented cheques (Timing Difference)	(138)
add: undeposited funds (Timing Difference)	92
less: receipts not yet updated (Timing Difference)	
<b>Reconciled cash at bank &amp; investments</b>	<b>28,872</b>
<b>Balance as per Review Statement:</b>	<b>28,872</b>
Difference:	-

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**  
For the year ended 31/12/2025

**Key performance indicators budget review statement - Industry KPI's (OLG)**

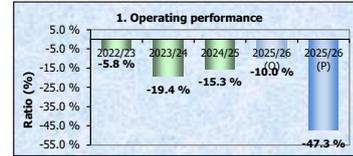
(\$000's)	Current projection		Original budget 25/26	Actuals prior periods	
	Amounts	Indicator		24/25	23/24
	25/26	25/26			

NSW local government industry key performance indicators (OLG):

**1. Operating performance**

Operating revenue (excl. capital) - operating expenses	-12629	-47.3 %	-10.0 %	-15.3 %	-19.4 %
Operating revenue (excl. capital grants & contributions)	26682				

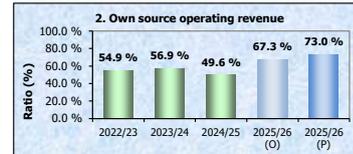
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



**2. Own source operating revenue**

Operating revenue (excl. ALL grants & contributions)	31857	73.0 %	67.3 %	49.6 %	56.9 %
Total Operating revenue (incl. capital grants & cont)	43636				

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



**3. Unrestricted current ratio**

Current assets less all external restrictions	6366	1.39	11.12	5.10	2.90
Current liabilities less specific purpose liabilities	4596				

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.



NSW local government industry key performance indicators (OLG):

**4. Debt service cover ratio**

Operating result before interest & dep. exp (EBITDA)	3932	4.58	6.63	1.00	5.26
Principal repayments + borrowing interest costs	859				

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



**6. Cash expense cover ratio**

Current year's cash & cash equivalents (incl. term deposits)	28872	11.46	9.10	6.66	10.59
Operating & financing activities cash flow payments	2520				

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**  
For the year ended 31/12/2025

**Consultancy & legal expenses budget review statement**

Consultancy & legal expenses overview

<b>Expense</b>	<b>YTD expenditure (actual dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancy	58,131	Y
Legal Fees	28,808	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

**Consultancy**

Valuation of easement for sewer in South Gundagai	1,000
ABB Australia Pty Limited	2,400
Ahern Construction Dispute Consultants	10,133
Landmark Planning Pty Ltd	27,080
Ingle and Associates Pty Ltd	138
Noel Thomson Architecture Pty Ltd	3,880
OranaSoft	8,500
Priority LG Pty Ltd	5,000
	<b>58,131</b>

**Legal Costs**

Caravan Park - Cootamundra - Asset Management	510
Development & Building - Administration expenses	7,597
Lindsey Taylor Lawyers - Unauthorised works by Australian Meat Properties Pty	14,371
JMA Legal Pty Ltd - Redevelopment DOTT	4,580
Marsdens Law Group - DA2025/013	1,750
<b>Total</b>	<b>28,808</b>

Cootamundra-Gundagai Regional Council

**Quarterly Budget Review Statement**

For the year ended 31/12/2025

**Contracts budget review statement**

**Part A - Contracts listing** - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract value	Start date	Completion date	Budgeted (Y/N)	Notes
Trazilbat Pty. Ltd	Betts Street Sewerage Pumping Station (SPS) Rising Main Replacement	1,747,671	14/07/25	N/A	Y	
Martens & Associates Pty Ltd	Supply of Master Plan for Muttama Creek - Cootamundra	134,300	14/07/25	4/04/2026	Y	

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

**7.3.4 STRONGER COMMUNITIES FUND (SCF1) - UPDATE**

DOCUMENT NUMBER	458367
REPORTING OFFICER	Damian Smith, Acting Manager Finance
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 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	1. SCF1 Major Project Summary <a href="#">↓</a> 2. SCF1 Community Grants Breakdown <a href="#">↓</a>

**RECOMMENDATION**

**The Stronger Communities Fund (SCF1) update report, be noted.**

Introduction

The Stronger Communities Fund (SCF1) was established by the NSW Government following the 2016 council amalgamations. The purpose of the fund was to support newly merged councils in delivering community infrastructure, asset renewal, and local priority projects that would benefit residents and strengthen community cohesion.

SCF1 provided funding for a range of capital and community projects identified as priorities for the former council areas. The overarching aim was to deliver visible, community-focused improvements during the transition period.

Grant funding sought and received - \$10,000,000.00

Timeline

- Funding agreement executed 10<sup>th</sup> June 2016
- Initial project list endorsed by Council in 2017
- First projects commenced 2017
- Final project completed 5<sup>th</sup> December 2025
- Final reports submitted to OLG 3<sup>rd</sup> February 2026
- Acquittal Certificate submitted to OLG - Pending

### Project Delivery

A total of 66 projects were funded under SCF1 (including community grants). Of these 63 projects were completed with 3 being discontinued, having funds reallocated to other projects.

Delivered outcomes included:

- A broad program of community infrastructure upgrades, asset renewals and public domain improvements across the former council areas, supporting community wellbeing and local amenity.
- Completed most funded projects, with outcomes including facility refurbishments, park and recreation enhancements, equipment replacements, and improvements to community services.
- Strengthened local community assets by addressing long standing maintenance backlogs and delivering visible improvements that aligned with community priorities identified during the merger transition period.
- Supported local economic activity through engagement of local contractors, suppliers and service providers across multiple project categories.
- Enhanced safety, accessibility and usability of public spaces through targeted upgrades to buildings, open spaces, pathways, and community facilities.
- Delivered a diverse mix of small scale and larger capital works projects that collectively improved the quality, functionality and resilience of Council owned assets.

### Projects not completed with funds reallocated

- Investment into Department of Education – The project did not proceed, and no works were undertaken. Following a review of priorities within the SCF1 program, a portion of the original allocation was redirected to support upgrades to Gundagai Pool Buildings. The remaining funds were reallocated in accordance with program requirements.
- Extension of Gundagai Water Supply to the Dog on the Tuckerbox - The project did not proceed as feasibility investigations confirmed that all viable options for extending treated water supply to the site exceeded the available SCF1 budget and could not be delivered within the program timeframe.
- Nangus Water Supply Works - The project did not proceed as investigations confirmed that delivering treated water to Nangus would significantly exceed the available SCF1 budget and could not be achieved within program constraints. A variation request was declined by OLG, and the funds were subsequently reallocated with OLG's approval.

### Projects with Major Scope Changes

Several projects required changes in scope due to cost increases, design changes, or feasibility issues, included:

- Stephen Ward Rooms Outdoor Area Construction – The scope was revised after further assessment showed the proposed outdoor area was not practical. The project was redirected to refurbish the indoor space instead, ensuring the facility remained functional and aligned with community needs while still meeting the intended objectives.

- Gundagai Visitors Information Centre – The scope was expanded to include a concrete pathway connecting the ramp access, demolition of the former toilet block, and installation of two security cameras to improve safety and visibility around the path and amenities.
- Some scope changes occurred earlier in the program under previous project/grant officers. These have been reviewed during final reconciliation to ensure compliance with SCF1 requirements.

### Council Contributions

Some projects required additional Council funding to complete delivery due to:

- cost escalations
- market conditions
- expanded scope
- unforeseen site conditions

Council contributions were applied to ensure projects could be finalised within the SCF1 timeframe and to avoid returning unspent funds.

### Interest Calculations

Interest accrued on unspent SCF1 funds held in Council's account over the life of the program. In accordance with OLG requirements:

- Total Interest of \$710,087 on SCF1 funds was calculated based on actual balances held over the duration of the program
- interest earned was added to the total available SCF1 budget for reconciliation purposes
- interest has been applied to eligible projects costs and to offset Council's internal fund contributions, consistent with program guidelines
- The final distribution of interest between Council's General Fund and Water Fund will be confirmed as part of the SCF1 acquittal process, following clarification from OLG.

### Acquittal Process

With the final project reports now submitted, the remaining steps for acquittal are:

1. OLG completes review of final reports and SCF Round 1 Project Funding Summary.
2. OLG may request further clarification or supporting documentation. This however should be minimal.
3. Once accepted, OLG will issue formal confirmation that SCF1 is fully acquitted.
4. Council signs off on the acquittal certificate and closes the program.

SCF Round 1 - Untied Funding											
Project Name	Project Objectives	Grant Funding Stream	Original Grant Funding Amount	Reallocation of Grant Funding Amount	Status	Interest from Investment	Interest Amount	Council Contribution	Council Contribution Amount	Total project income	Project Expenditure
Gundagai pool tiling and disabled ramp	Re-tile the Gundagai Pool and install a disabled ramp	SCF R1 Major Projects	\$ 300,000.00	\$ 508,110.72	Pending Final Report					\$ 508,110.72	\$ 508,110.72
Gundagai Pool refurb	Funds transferred from Investment into Dept of Ed - upgrades to pool kiosk, toilets and accessibility	SCF R1 Major Projects	\$ 439,915.00	\$ 439,915.00	Pending Final Report					\$ 439,915.00	\$ 439,915.00
Gundagai Visitors Information Centre redevelopment - disabled Gundagai Netball Courts	Installation of disabled ramp and toilets at the Gundagai VIC	SCF R1 Major Projects	\$ 300,000.00	\$ 343,955.23	Pending Final Report	\$ 40,000.00	\$ 40,000.00			\$ 383,955.23	\$ 383,955.23
Masterplan - construction of lighting, storage & shelter	Construction of lighting, storage and shelter in line with the Gundagai Netball Courts Masterplan	SCF R1 Major Projects	\$ 200,000.00	\$ 200,000.00	Pending Final Report					\$ 200,000.00	\$ 200,000.00
Stephen Ward Rooms Outdoor Area construction	Construction of an outdoor area next to the Stephen Ward rooms	SCF R1 Major Projects	\$ 200,000.00	\$ 197,384.00	Pending Final Report					\$ 197,384.00	\$ 197,384.00
Rathmelts Lane - Bitumin seal from Temora St to end	Upgrade of Rathmelts Lane to bitumin seal	SCF R1 Major Projects	\$ 200,000.00	\$ 200,000.00	Pending Final Report			Other	\$ 47,115.45	\$ 247,115.45	\$ 247,115.45
Footpath renewal	Renewal of footpaths across the shire in accordance with asset management plans	SCF R1 Major Projects	\$ 500,000.00	\$ 531,776.04	Pending Final Report					\$ 531,776.04	\$ 531,776.04
Cootamundra pool - water park	Installation of a water park at Cootamundra pool	SCF R1 Major Projects	\$ 400,000.00	\$ 398,430.72	Pending Final Report					\$ 398,430.72	\$ 398,430.72
Fisher Park Cootamundra sports ground lighting installation	Installation of lighting at Fisher Park	SCF R1 Major Projects	\$ 250,000.00	\$ 255,451.19	Pending Final Report					\$ 255,451.19	\$ 255,451.19
Pool shade Cloth - Cootamundra	Installation of shade cloth at Cootamundra pool	SCF R1 Major Projects	\$ 100,000.00	\$ 97,626.00	Pending Final Report					\$ 97,626.00	\$ 97,626.00
Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	Extension of Gundagai Water Supply to the Dog on the Tuckerbox site	SCF R1 Major Projects	\$ 600,000.00	\$ 288,759.87	Project Cancelled / funds re-directed					\$ 288,759.87	\$ 288,759.87
Nangus water supply works	Contribution to on ground works to connect the village to a mains water supply. (Contingent on outcomes of feasibility study)	SCF R1 Major Projects	\$ 647,500.00	\$ 182,868.76	Project Cancelled / funds re-directed					\$ 182,868.76	\$ 182,868.76
Stormwater mitigation works	Upgrade of storm water infrastructure in line with asset management plans across Cootamundra and Gundagai	SCF R1 Major Projects	\$ 1,000,000.00	\$ 959,068.51	Pending Final Report					\$ 959,068.51	\$ 959,068.51
Cootamundra saleyards lighting and electrical upgrade	Upgrade to Cootamundra saleyards electrical systems and lighting	SCF R1 Major Projects	\$ 300,000.00	\$ 259,020.73	Pending Final Report					\$ 259,020.73	\$ 259,020.73
Adjungbilly Road reconstruction for B'Doubles	Upgrade of Adjungbilly Road to better cope with B double trucks	SCF R1 Major Projects	\$ 200,000.00	\$ 701,288.16	Pending Final Report			Other	\$ 1,900,000.00	\$ 2,601,288.16	\$ 2,601,288.16
Cootamundra water mains replacement project	Upgrade of Cootamundra water mains replacing old mains	SCF R1 Major Projects	\$ 2,000,000.00	\$ 2,318,198.67	Pending Final Report	\$ 670,087.46	\$ 670,087.46	Other	\$ 4,434,429.02	\$ 7,422,715.15	\$ 7,422,715.15
Investment into Department of Education	Original funding amount \$672,759.00 - \$439,915.00 moved to Gundagai Pool Buildings Upgrade. \$203,394.00 remaining.	SCF R1 Major Projects	\$ 203,394.00		Project Cancelled / funds re-directed					\$ -	\$ -
Construct public toilets - Sheridan St Gundagai	Construction of new public toilets in Sheridan Street Gundagai	SCF R1 Major Projects	\$ 150,000.00	\$ 152,910.63	Pending Final Report					\$ 152,910.63	\$ 152,910.63
Gundagai large scale adventure playground	Construction of large scale adventure playground in Carberry Park Gundagai	SCF R1 Major Projects	\$ 700,000.00	\$ 656,044.77	Pending Final Report			Other	\$ 300,000.00	\$ 956,044.77	\$ 956,044.77
Cootamundra Rugby Club	Construction of new dressing room facilities and club room	SCF R1 Major Projects	\$ 200,000.00	\$ 200,000.00	Pending Final Report			Other	\$ 80,000.00	\$ 280,000.00	\$ 280,000.00
Community Grants	Community grants administered by CGRC.	SCF R1 Community Grants	\$ 1,109,191.00	\$ 1,109,191.00	Pending Final Report					\$ 1,109,191.00	\$ 1,109,191.00
<b>Total Grant Funding</b>			<b>\$ 10,000,000.00</b>	<b>\$ 10,000,000.00</b>					<b>\$ 6,761,544.47</b>	<b>\$ 17,471,631.93</b>	<b>\$ 17,471,631.93</b>

**SCF Round 1 - Community Grants Break Down**

<b>Project Name</b>	<b>Original Grant Funding Amount</b>	<b>Project Expenditure</b>
Cootamundra Swimming & Lifesaving Club	\$ 50,000	\$ 50,000
Bongongo Public School Parents and	\$ 29,637	\$ 29,637
Wallendbeen Combined Ladies Church Guild	\$ 5,200	\$ 5,200
The Wired Lab Ltd - Muttama Hall Supper Rejuvenation	\$ 21,550	\$ 21,550
The Wired Lab Ltd - Hall Rejuvenation	\$ 21,809	\$ 21,809
Gundagai Racecourse and Showground Trust	\$ 17,511	\$ 17,511
Gundagai Rodeo Club Inc.	\$ 25,000	\$ 25,000
Gundagai Amateur Swimming Lifesaving	\$ 14,583	\$ 14,583
1st Gundagai Scout Group	\$ 49,251	\$ 49,251
Cootamundra Lions Club	\$ 50,000	\$ 50,000
Riding For The Disabled (NSW) - Centre	\$ 27,451	\$ 27,451
Riding For The Disabled (NSW) - Horse Rugs	\$ 1,450	\$ 1,450
Cootamundra Junior Cricket	\$ 9,661	\$ 9,661
Cootamundra Rodeo Association	\$ 3,300	\$ 3,300
Stockinbingal Cricket Club	\$ 28,000	\$ 28,000
Cootamundra Preschool Inc.	\$ 12,000	\$ 12,000
Rotary Club Of Cootamundra	\$ 5,713	\$ 5,713
Cootamundra Men's Shed Inc.	\$ 10,000	\$ 10,000
Cootamundra Turf Club	\$ 50,000	\$ 50,000
Gundagai Amateur Swimming Lifesaving	\$ 20,000	\$ 20,000
Gundagai Historic Bridges Committee Inc.	\$ 35,000	\$ 35,000
Cootamundra Netball Association	\$ 4,880	\$ 4,880
Tumblong War Memorial Hall and Citizens	\$ 15,321	\$ 15,321
Gundagai Neighbourhood Centre Inc.	\$ 50,000	\$ 50,000
Nangus Recreation Reserve and Public	\$ 36,527	\$ 36,527
Anglican Parish of Gundagai	\$ 18,600	\$ 18,600
Cootamundra Scout Group	\$ 42,175	\$ 42,175
Cootamundra Cycle Club	\$ 50,000	\$ 50,000
Coota Junior Rugby League Club	\$ 32,000	\$ 32,000
Cootamundra Pony Club Inc	\$ 35,114	\$ 35,114
Gundagai Pre-School Kindergarten	\$ 15,000	\$ 15,000
Uralba Hostel	\$ 8,000	\$ 8,000
Lions Club of Gundagai Incorporated	\$ 14,630	\$ 14,630
Cootamundra Strikers Soccer Club	\$ 27,348	\$ 27,348
Cootamundra Creative Arts Incorporated	\$ 33,830	\$ 33,830
Elouera Association Incorporated	\$ 50,000	\$ 50,000
Cootamundra Cycle Club - Mtn Bike & Walking Tr	\$ (50,000)	\$ (50,000)
Cootamundra Cycle Club - Mtn Bike & Walking Tr	\$ 50,000	\$ 50,000
Stockinbingal Bowling Club	\$ 8,000	\$ 8,000
Cootamundra All-Breeds Kennel Club Inc	\$ 2,400	\$ 2,400
Cootamundra Rugby League Club	\$ 10,500	\$ 10,500
Gundagai Historic Bridges Committee Inc.	\$ 18,000	\$ 18,000
Cootamundra District Cricket	\$ 2,905	\$ 2,905
Cootamundra Swimming & Lifesaving Club	\$ 6,000	\$ 6,000
Cootamundra Garden Club	\$ 45,045	\$ 45,045
Gundagai Men's Golf Club	\$ 30,350	\$ 30,350
Gundagai Ladies Golf Club	\$ 42,000	\$ 42,000
Coolac Recreation Reserve & Public Hall	\$ 23,450	\$ 23,450
<b>Total</b>	<b>\$ 1,109,191</b>	<b>\$ 1,109,191</b>

**7.3.5 INVESTMENT REPORT - JANUARY 2026**

DOCUMENT NUMBER	458099
REPORTING OFFICER	Damian Smith, Accountant
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	Council’s cash and investment portfolio decreased \$891,887.23 from \$28,919,383.26 as at 31st December 2025 to \$28,027,496.03 as at 31st January 2026.
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 31<sup>st</sup> January 2026, 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 \$891,887.23 from \$28,919,383.26 as at 31st December 2025 to \$28,027,496.03 as at 31st January 2026.

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	Rabobank	At Maturity	06-08-25	03-02-26	181	4.25	3.94	\$3,000,000.00
TD	BBB+	A2	AMP	At Maturity	19-08-25	17-02-26	182	4.25	3.94	\$1,000,000.00
TD	AA-	A1+	NAB	At Maturity	09-09-25	10-02-26	154	4.15	3.94	\$1,000,000.00
TD	BBB	A2	Beyond Bank Australia	At Maturity	10-09-25	10-02-26	153	4.30	3.94	\$4,000,000.00
TD	BBB	A2	JUDO	At Maturity	17-09-25	17-03-26	181	4.30	3.94	\$3,000,000.00
TD	AA-	A1+	NAB	At Maturity	08-10-25	07-04-26	181	4.24	3.94	\$3,000,000.00
TD	BBB	A3	Heartland	At Maturity	19-11-25	19-05-26	181	4.40	3.94	\$3,000,000.00
TD	A-	A2	Rabobank	At Maturity	03-12-25	02-06-26	181	4.42	3.94	\$3,000,000.00
TD	BBB	A3	Heartland	At Maturity	20-01-26	21-07-26	182	4.65	3.94	\$1,000,000.00
TD	BBB	A3	Heartland	At Maturity	28-01-26	27-10-26	272	4.75	3.94	\$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	\$1,980,559.74
CASH	AA-	A1+	NAB	Monthly				3.10	3.60	\$24,047.81
<b>Total</b>										<b>\$28,027,496.03</b>

**Performance**

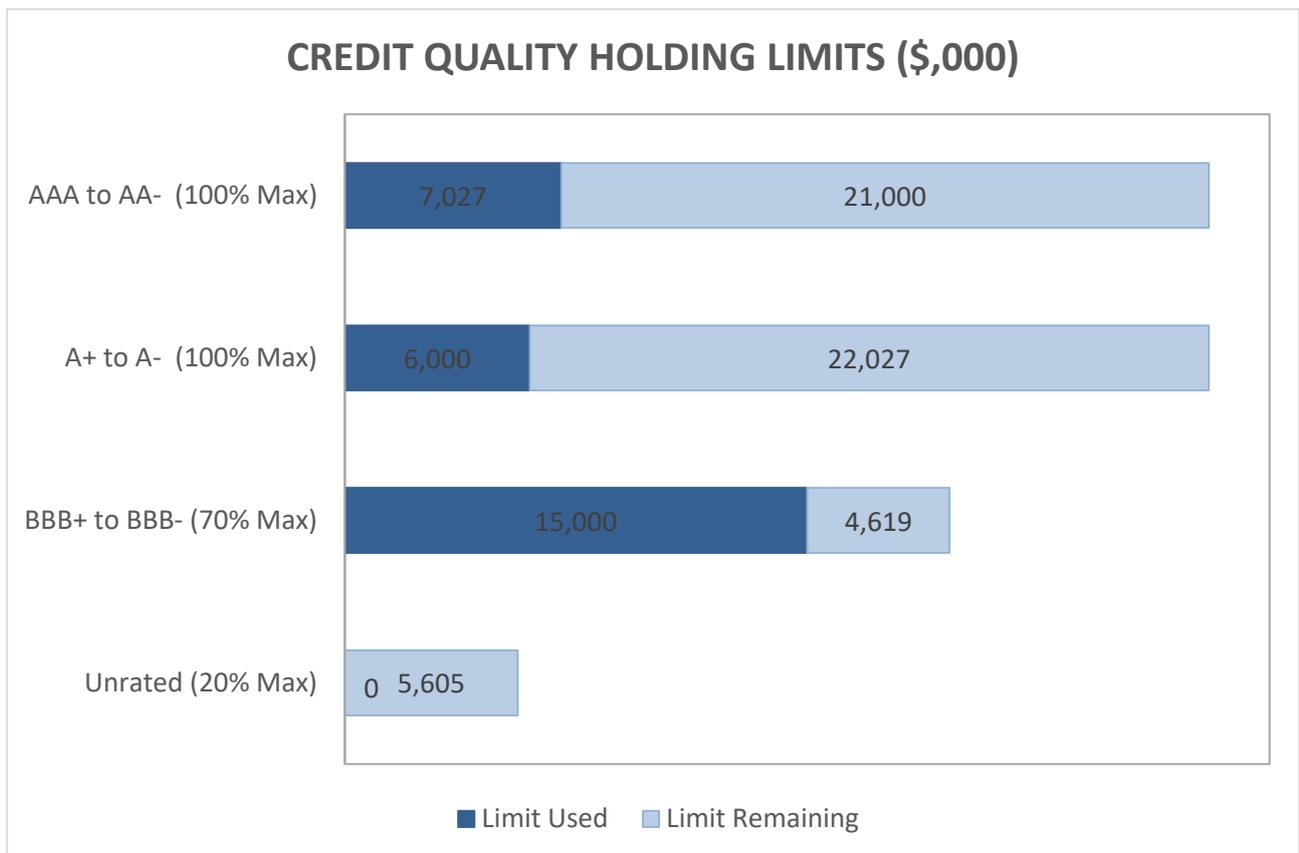
Cootamundra-Gundagai Regional Council’s investment portfolio outperformed the relevant BBSW Index benchmark by 7.64%. The average weighted yield for January was 4.24%, over an average weighted term of 74.2 days, with a benchmark of 3.94%.

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.

<b>Total Cost</b> \$28,027,496	<b>Monthly Interest Received</b> \$104,651	<b>Weighted Average Term</b> 74.2 Days
<b>Total Value</b> \$28,027,496	<b>Yearly Interest Received</b> \$775,179	<b>Weighted Average Yield</b> 4.24%

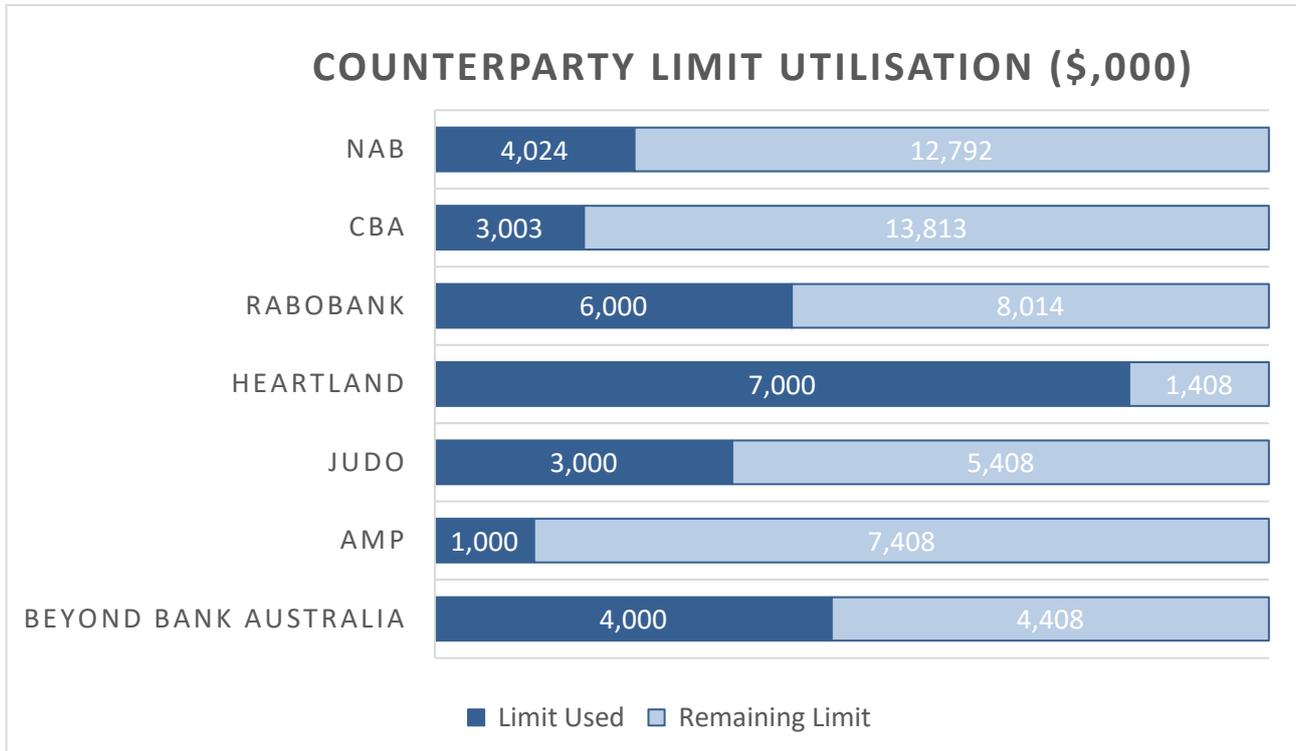
**Credit Quality Compliance**

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



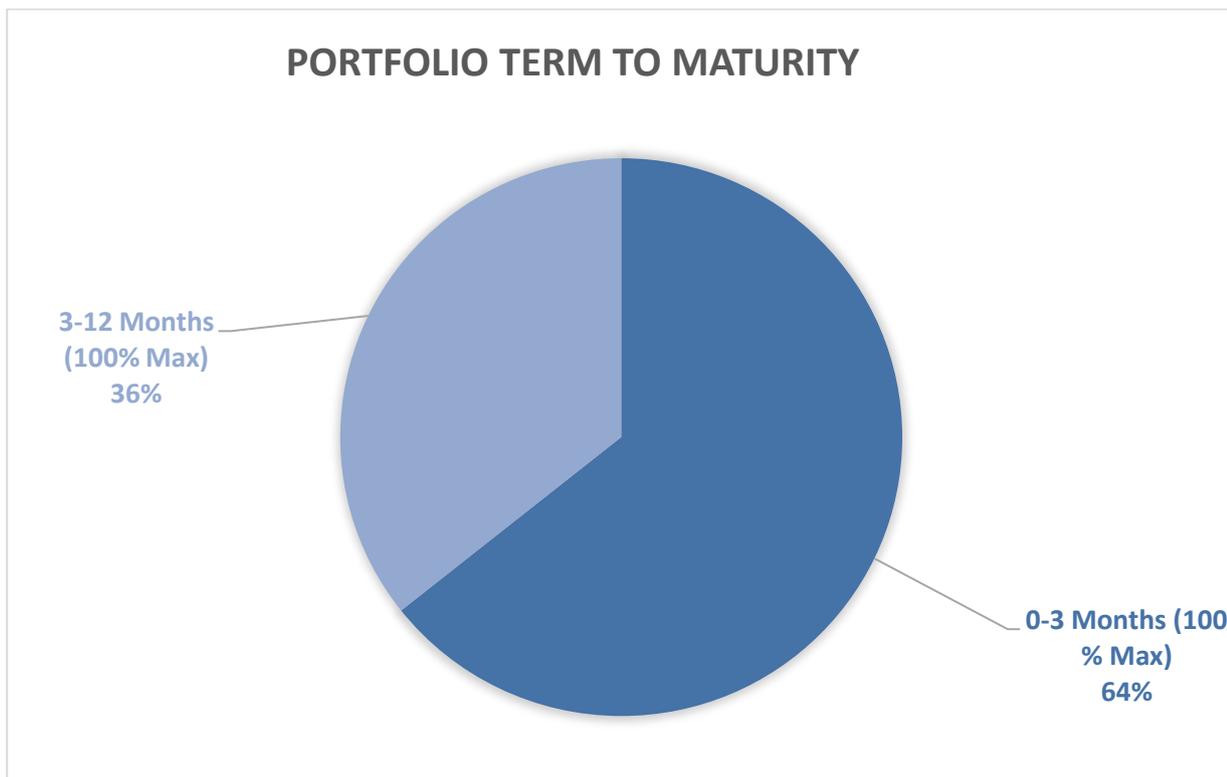
**Counter Party Compliance**

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

## 7.4 SUSTAINABLE DEVELOPMENT

**7.4.1 DA 2025/119 - 18 BOURKE STREET, COOTAMUNDRA - PROPOSED DEMOLITION OF EXISTING DWELLING AND ERECTION OF A NEW DWELLING**

DOCUMENT NUMBER	458070
REPORTING OFFICER	Donna Clarke, Contract Town Planner
AUTHORISING OFFICER	Lauren Dawes, Acting Manager Sustainable Development
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 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	<ol style="list-style-type: none"> <li>1. Assessment Report <a href="#">↓</a></li> <li>2. Amended Plans (No Floor Plans).pdf <a href="#">↓</a></li> <li>3. Amended Landscape Plan.pdf <a href="#">↓</a></li> <li>4. Statement of Environmental Effects(Redacted).pdf <a href="#">↓</a></li> <li>5. Proposed Floor Plans.pdf - Confidential (under separate cover)</li> </ol>

### RECOMMENDATION

That Council refuse the following development application, for reasons stated:

- **Application No.:** DA2025/119
- **Property:** Lot C DP 382924, 18 Bourke Street COOTAMUNDRA NSW 2590
- **Development:** Demolition of the existing Dwelling and construction of a new two-storey Dwelling

### REASONS FOR REFUSAL

1. Pursuant to Section 4.15(1)(a)(i) of the *Environmental Planning and Assessment Act 1979*, the application does not demonstrate how the proposed development supports the Aims of the Plan under Section 1.2 (2)(f) of the *Cootamundra Local Environmental Plan 2013* by satisfactorily managing the heritage resources of Cootamundra.
2. Pursuant to Section 4.15(1)(a)(i) of the *Environmental Planning and Assessment Act 1979*, the proposed development does satisfy the requirements in relation to heritage conservation of the Cootamundra Heritage Conservation Area of Clause 5.10 of the *Cootamundra Local Environmental Plan 2013*.
3. Pursuant to Section 4.15(1)(a)(iii) of the *Environmental Planning and Assessment Act 1979*, the proposed development does satisfy the requirements in relation to Chapter 2 – Residential Development and Chapter 7 – Heritage requirements of *Cootamundra Development Control Plan 2013*.

4. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the likely impacts of the proposed development are unacceptable, as the development would result in adverse heritage impacts, visual impacts and amenity impacts for the neighbouring properties.
5. Pursuant to Section 4.15(1)(c) of the Environmental Planning and Assessment Act 1979, the site is not considered suitable for the proposed development, as it would impact the public domain in a negative way in terms of the impact on the heritage conservation area, visual impacts and amenity impacts for the neighbouring properties.
6. Pursuant to Section 4.15(1)(d) and (e) of the Environmental Planning and Assessment Act 1979, the development is not in the public interest given the inconsistency of the overall size, bulk and scale of the proposed development with the aims of the LEP, heritage provisions and controls relating to residential development and sufficient justification for contravening the requirement has not been demonstrated.

### Introduction

The proposed development involves the Demolition of the existing Dwelling and Construction of a new two-storey Dwelling at 18 Bourke Street, Cootamundra. Greater detail on the proposed development, along with plans of the proposed development are included in the attached DA assessment report (pages 1-4).

The subject site is a corner allotment on the southern side of Bourke Street and on the western side of the laneway and contains an existing single storey dwelling and freestanding outbuildings at the rear of the site. The site is located within the Cootamundra Heritage Conservation Area (HCA), listed under Schedule 5 of the Cootamundra Local Environmental Plan 2013. The attached DA assessment report provides a more detailed description of the locality and the site itself, including locality maps and aerial imagery (pages 4-8).

This application was neighbour notified in accordance with the *Cootamundra Gundagai Regional Council Community Participation Plan*. During the notification period for the proposed development, five (5) unique submissions were received raising concerns with the proposed development, primarily related to the size of the new dwelling and its associated impacts and potential use beyond a single dwelling. 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 submissions are detailed in the discussion below; with the full detailed assessment of the application is Attachment 1 – Assessment Report.

### History of the development proposal

A detailed timeline and history of the proposed development can be found in the attached development application (DA) assessment report (pages 8-10). In summary, a development application was submitted in 2024 for demolition of the existing dwelling on the site, without any details of a new dwelling which is required for demolition of a dwelling within a HCA in order to determine the heritage impact.

Discussions began with Council's Heritage Advisor in November 2024 regarding a single storey dwelling which was supported.

A pre-lodgement meeting was held in June 2025 and a larger dwelling with a bulky two storey component at the rear was presented and issues were identified regarding the definition of the use to be clearly identified, heritage concerns raised regarding the bulk and scale of the second storey and enclosing walls, issues regarding compliance with Cootamundra DCP 2011 identified including

secondary frontage setback, building over sewer and concerns regarding the extent of hardstand proposed.

The subject application (DA 2025/119) was lodged on 22 October 2025 for a dwelling similar to that presented at the Pre-lodgement Meeting, with the key issues relating to the large size of the dwelling, in particular the two-storey component at the rear, heritage impact, non-compliance with DCP controls and extent of hardstand remaining unresolved.

On 15 December 2025, a Request for Information (RFI) letter was sent to the applicant, with issues raised relating to:

- The overall size of the dwelling results in a large footprint and excessively large two storey component. It was suggested that the proposed first floor to be deleted, scaled back considerably or moved towards the central portion of the site (or a combination or all) to minimise visual impact from Bourke Street, minimise heritage impacts and reduce amenity impacts for the neighbouring dwellings to the east, south and west.
- The location of a large two storey building with small setbacks close to the southern boundary results in overshadowing and overlooking which is not appropriate and setbacks must be increased.
- The position put forward in the Statement of Environmental Effects regarding DCP non compliances is not supported regarding 'Secondary Building Line for Corner Lots' and 'Setbacks for garages, sheds carports' and must be rectified through a re-design.
- Council's Heritage Advisor has undertaken an assessment of the proposal and concluded that:
  - It is necessary to reduce the bulk, height and impact of the rear 2 storey 'wing' by utilising a traditional 'attic' style roof with dormer windows, which will reduce the overall height.
  - Solar panels are indicated on the proposed roof, however there is no mention of the solar panels and their impact on the Heritage Conservation Area is referenced in the lodged Statement of Heritage Impact. No solar panels are to be installed to the front section of the 'north' facing roof so that they are not seen from Bourke Street.
- The application makes no mention of tree removal, with trees/shrubs on the site, along the laneway in particular, which should be considered for retention and the design altered to enable their retention within the minimum DCP setbacks to integrate new built form into its setting and reduce its visibility.
- Insufficient setbacks are proposed to provide meaningful new landscaping and the setbacks to the east, south and western boundaries should be increased to accommodate proposed soft landscaping.
- Five (5) unique submissions were received, and it is recommended that the issues raised in the submission be considered in the redesign.

On 19 December 2025, a meeting was held with the applicant and their planning consultant to discuss the RFI letter where the applicant was encouraged to consider changes that can be made to achieve a balanced planning outcome of all issues including heritage, visual impact and amenity.

Additional information was submitted on 23 January 2026 and 3 February 2026 which comprised minor plan changes to the proposal only with no discernible change, minor changes to the landscape plan, additional perspectives and response letters from the applicant and their planning consultant.

### Discussion

The proposed 1-2 storey dwelling is considered to be too large for the site resulting in an overdevelopment with adverse heritage, visual and amenity impacts, which has consistently been conveyed to the applicant since the revised design including a two-storey component was presented to Council at the Pre-lodgement Meeting.

In summary, the proposed development fails to meet the following requirements:

- **Aims of the Plan under Section 1.2 (2)(f) of Cootamundra LEP 2013** - not satisfactorily managing the heritage resources of Cootamundra.
- **Clause 5.10 of Cootamundra LEP 2013** - Clause 5.10(4) of the LEP requires Council to “*consider the effect of the proposed development on the heritage significance of the item or area concerned*” before granting consent. The proposed dwelling in its current form is expected to adversely impact upon heritage values of the site or area.
- **2.1 Building Line Setbacks of Cootamundra DCP 2013 – Secondary Building Line for Corner Lots** - The proposed dwelling is setback 1m from the laneway boundary, which is the secondary frontage, however the DCP control requires a 3m setback. The proposal has a shortfall of 2m. The DCP does not distinguish between a lane or street with regard to corner blocks and the lane is a public road.
- **2.1 Building Line Setbacks of Cootamundra DCP 2013 - Setbacks for garages, sheds carports** - 1m setback proposed for attached garage from the laneway boundary, which is the secondary frontage, however the DCP control requires a 1m setback from the building line, i.e. 3m secondary building setback plus an additional 1m, being a total of 4m. The proposal has a shortfall of 3m. The DCP does not distinguish between a lane or street with regard to corner blocks and the lane is a public road.
- **Chapter 7 – Heritage of Cootamundra DCP 2013** – The proposal does not meet the objectives of this chapter which require new development to be in keeping with the desired visual, built and landscape character of the area, nor the performance criteria including replacement dwellings to be within a garden setting.

As a result of the non-compliance with Council’s controls, the proposed development has a large footprint with little regard to the visual impact or appearance from the laneway or adjoining properties, nor heritage impacts or amenity impacts.

### **Applicant’s Justification**

The applicant has provided the following key arguments in support of the proposed development, most recently within letters from the applicant and their planning consultant accompanying the amended plans, summarised below:

- The upper floor of the new dwelling being setback from the street demonstrates compliance with heritage objectives of not crowding or overbearing the street appearance.
- The stepped nature of design away from streetscape is deliberate so street presence is maintained with similar style and scale at street behind a very large and dominant street tree, whilst larger building to rear to overcome street crowding.
- The distant setback of the upper floor, dominant presence of the street tree masking the frontage and the sympathetic design façade and features mean the front portion of the dwellings roof mask the majority of the upper floor from car or pedestrian visage.

- Council's Heritage Advisor now appears to be taking a very different stance from initial advice.
- Attic style roof with dormers is not the design the applicant seeks and efforts at minimising heights was exercised at rear. Dormer style roofs constrict ceiling heights for furniture choices, is very hot in nature for liveability reasons, and is highly anti passive solar design.
- Moving the rear two storey component towards the centre of the site would be more prominent and additional renders show bulk is not an issue, with examples of two storey development in the area.
- Solar panels on the front portion of the roof was an error, now updated on amended plans.
- Shadow diagrams demonstrate that only 1 – 2 hours impact at winter solstice occur to the solar panels on the rear shed and not over any private open space or residential areas.
- Highlight style windows used for upper storey for privacy and ventilation and considered neighbours in window placement.
- Disagree with considering the laneway as secondary frontage in DCP assessment when it is a former sanitary lane, not consistent with previous advice or approach by Council and request a variation to be considered as requiring increased setbacks for landscaping to three sides is unreasonable.
- The applicant does not want to retain trees on site, which were of little or no value.
- Landscape design for the site provided by Landscape Architect, including vine covered fencing and some pencil pines to offer laneway-based shielding of some effect on the 1m setback along the laneway. Builder advised against trees near foundations and the applicant wants a low maintenance garden with a hard surface for mobility in aging years.
- In response to Council's concerns, two pines are proposed either side of the utility courtyard to reduce the visual impact of the second storey and a vegetated fence along the laneway to reduce the overall visual impact of the house.
- A redesign including a reduction in size, height or size of rooms is not on the table. The applicant has deliberately chosen the design based on passive solar design, desire for larger rooms and need to age in place, and to have a separate area for a carer in the future and for family to visit in their own area. The applicant's letter indicated the small block necessitates the second storey.
- In response to Council's concerns, the design has been altered to decrease the height and overshadowing in amended plans.
- Extensive changes have been made to the plans over the past 5 years at significant expense, including in response to the pre-lodgement meeting.

The applicant provided additional renders of the proposed dwelling to support this position which are included in the attached DA assessment report (pages 4-5).

The applicant and their planning consultant have also raised concerns regarding comments made within the submissions and viewing of unredacted floor plans. Council's planning staff reject this claim, a request to view the floor plans was made by a resident but was refused by staff. Information detailed on elevations and section drawing including, window schedules, combined with information within a redacted copy of the Statement of Environmental Effects which included a description of the development, have likely provided for those who made submissions to draw their own conclusions regarding the internal layout or likely layout.

### Council's Position

Council's position following assessment of the proposal was clearly outlined in the RFI letter, as detailed under the history of the development above. In this regard, the proposed development is unacceptable due to the size and scale and its corresponding impacts on:

- Heritage conservation of the Cootamundra Heritage Conservation Area.
- Streetscape and public domain.
- Visual outlook, separation and amenity for the neighbouring properties.

The overall size and scale of the development could be reduced as follows:

- Deletion of the two-storey component or scaled back to be attic style or smaller recessed first floor component.
- Increased setbacks to the laneway, side and rear boundaries to provide greater separation to the dwelling and garage, reduce overshadowing, improve the visual impact and provide opportunity for landscaping rather than hardstand as proposed.
- Provide an overall smaller footprint for both levels, which could be achieved through consolidation of the various living areas (e.g. lounge, study, snug, family guest, retreat) and reduction in the size of oversized rooms.

A meeting was held with the applicant to discuss issues raised and encouraged to consider changes that can be made to achieve a balanced outcome of all issues including heritage, visual impact and amenity. These suggested changes were discussed at a meeting with the applicant and their planning consultant and could likely be accommodated without loss of bedroom numbers or main living areas but in a varied form and still achieve the general intent expressed by the applicant for visitors and a caregiver to be accommodated on site.

Additional information and plans were submitted; however, no distinct changes were made to the proposal. As such, the amended plans have not altered this position. Should a dwelling of this size be necessary, then the subject site is not appropriate and an alternate, larger, site should be utilised.

The proposed dwelling is excessive in size for the site, and the design does not respond to the heritage values of the conservation area, nor the adjoining properties in terms of amenity, outlook or separation. The dwellings in the immediate vicinity have larger areas of landscaping on the site, similar to the arrangement of the existing dwelling on the site.

Consistent with advice provided prior to lodgement and throughout the assessment of the application, the footprint of the dwelling and the design of the second storey require amendment to provide a smaller dwelling than currently proposed.

There is an opportunity to provide a smaller upper floor with an attic style roof and rationalise the proposed rooms, in particular the numerous living areas of varying forms and names and the oversized rooms to still achieve the desired outcome for the applicant to accommodate family and a caregiver, whilst proposing a dwelling which is more appropriate in size and scale, with additional landscaping and increased setbacks to minimise amenity and visual impacts, and be appropriate for the heritage conservation area.

The applicant has indicated that Council's Heritage Advisor is taking a different position during the assessment of the current application. This is not the case, with the November 2024 report for the proposed demolition and new single storey residence. The pre-lodgement meeting in June 2025 was for a two-storey dwelling and concerns were raised at that time regarding the second storey and its

considerable bulk and scale. The current application has pursued the two-storey form, contrary to pre-lodgement advice.

The applicant expressed at the meeting that largely that the view of the proposed dwelling is important from Bourke Street, with the laneway being a service lane and not contributing to heritage value and in response placed the two-storey component at the rear portion of the site with little consideration of the impact of its size. Views from both Bourke Street and the laneway (being a secondary frontage) are both important and reflected in the DCP heritage controls. The large two storey component is highly visible from both Bourke Street and the laneway and a reduction in its size and form could achieve an outcome where a second storey is achieved.

Further, the applicant considers that Council's previous advice and approach is to not consider a laneway a secondary frontage, however the formal pre-lodgement advice provided in June 2025 indicated it would be and the DCP control does not indicate that a laneway is excluded. A variation could be considered to the DCP control for setbacks to the laneway should the remainder of the development be considered acceptable, however substantial changes are still required to resolve other concerns. The insufficient setbacks to the laneway adversely impact upon the streetscape and heritage.

The footprint of the proposed dwelling provides small non-compliant setbacks with limited opportunity for meaningful landscaping across the site to establish a garden setting, including trees. During the assessment, concerns were raised regarding the removal of all vegetation from the site and new landscaping occurring in limited areas in the front setback and main courtyard only, with the setbacks not providing opportunity for landscaping to integrate new solid built form into its setting. The amended plans added two trees within the eastern utility courtyard, and it was explained by the applicant that the fence will have a climbing plant as an attempt to soften the development when viewed from the laneway. However, a mass of solid wall including the dwelling and fencing remains prominent along the laneway without articulation or relief through compliant setbacks or stepping of the building or recessing of the upper floor.

The letters provided as part of the submitted information for the application include accusations regarding Council's officer/consultant/advisor and provision of unredacted floor plans. These comments do not form part of the matters for consideration in the assessment of an application. A request was made for the floor plans during the notification period which was denied by Council Officers. The Statement of Environmental Effects, site plan and elevations available for viewing clearly indicates a large development which covers a considerable portion of the site, combined with the design in two components could lead to an assumption by the public viewing the plans that the development is large and for more than a single dwelling.

The proposed development has a number of issues which require resolution through a reduction in its size and cumulatively result in an unacceptable development. It is acknowledged that the applicant is adamant about the design remaining at the size proposed and with hardstand rather than a garden setting. However, as acknowledged by the applicant, the site is small and therefore the site is not suitable for the proposed development.

The development is therefore not supported, and refusal is recommended.

### **Alternate Position**

Should however, Councillors consider that the development application warrants approval, the following actions are required:

1. Reasons for the Decision

In accordance with the requirements of clause 11.12 of Council's Code of Meeting Practice, where the council makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

## 2. Legislative Controls

Council must address how the proposed development complies with proposed development applicable legislative controls, including Section 5.10 Heritage of the Local Environmental Plan and consideration given to the Development Control Plan.

Further, council must give consideration to the submissions received in accordance with section 4.15(1)(d). Matters raised by the submissions are summarised as follows:-

- Concerns regarding the two-storey component of the development which is too large and imposing and not an appropriate scale with respect to the character of the area being a heritage conservation area or with respect to adjoining dwellings.
- Heritage Impact Assessment provides little examination as to why the proposed development is a good fit into the heritage conservation area.
- Exterior too modern in appearance in compared to the heritage character of Albert Park.
- Loss of privacy from windows, in particular to the dwellings and backyards on the opposite side of the laneway to the east and adjoining to the south at Nos. 48 and 50.
- Overshadowing of No. 48 adjoining to the south, including to the solar panels and backyard.
- Negative visual impact from the laneway and no visual impact analysis was prepared. Rudimentary analysis in one objection indicates visibility of second storey from many properties and suggests significant interruption to the flow and rhythm of development.
- Overcrowding of the lot provides little open space and a larger footprint than the existing dwelling. This size development suited to a larger block.
- The proposed footprint of 354m<sup>2</sup> and two storeys with a gross floor area of 450m<sup>2</sup> is an overdevelopment and significantly larger than majority of dwellings in the area being single storey and a maximum 200m<sup>2</sup> footprint.
- The proposal exceeds the maximum permitted site coverage with no justification.
- Impact on property values of adjoining dwellings.
- Questions if commercial use of the property proposed with three bedrooms, guest room and retreat all on upper level, or a dual occupancy.
- Parking issues if all bedrooms in use.
- Garage should be setback to allow for parking in front.
- Unable to view floor plan.

- The Statement of Environmental Effects claims that the laneway is not a road which is incorrect and the laneway meets the definition of 'public road' under CLEP 2013 and therefore must provide a secondary frontage setback.
- Errors or outdated information contained in the Statement of Environmental Effects.

Objectors do not have a statutory right of appeal in this instance. However, members of the public may seek judicial review of administrative conduct or decisions through the Land and Environment Court, calling into question the validity of a consent. Accordingly, any council resolution should explain how these considerations were taken into account when making the determination and detail the reasons for approval. Reasons for a decision cannot be detailed at a later point.

### 3. Conditions of consent

Specific conditions of consent are required and must be imposed as part of the Council resolution and not delegated to the General Manager or Staff to impose, as part of a resolution to approve the proposed development. This is supported by the NSW Land and Environment Court, which states that ***"No issue is raised about the ability of the Council to delegate the approval function in s 4.16 of the EPA Act provided it is delegated as a whole, not in part, consistent with the principle of indivisibility of function."*** Conditions of consent to be included in the Notice of Determination, including but not limited to prescribed conditions, conditions requiring payment of contribution fees payable in accordance with council's adopted 7.12 Fixed Development Consent Levy Contributions Plan 2018, conditions to ensure matters such as proposed demolition works and construction are undertaken in a manner that that protect the environment and amenity of surrounding properties and conditions that ensure the protection of council's sewer assets noting the proposed location of the dwelling over the sewer main.

### Financial

No financial implications.

### OLG 23a Guideline consideration

Report does not conflict with guidelines.

# DEVELOPMENT ASSESSMENT REPORT

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



**DATE OF REPORT COMMENCEMENT:**

1 February 2026

**COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:**

Donna Clarke

**DEVELOPMENT REFERENCE:**

DA 2025/119

**DEVELOPMENT ADDRESS:**

18 Bourke Street COOTAMUNDRA NSW 2590

**DEVELOPMENT LOT / SEC / PLAN:**

Lot C DP 382924

**OWNER(S):**

Robyn Fowkes  
PO Box 191  
COOTAMUNDRA NSW 2590

**APPLICANT:**

Robyn Fowkes  
PO Box 191  
COOTAMUNDRA NSW 2590

**PROPOSED DEVELOPMENT:**

Demolition of the existing Dwelling and construction of a new two-storey Dwelling. Specific details of the development include:

- Demolition of the existing dwelling and associated outbuildings on the site.
- Construction of a dwelling with pitched roof which is single storey facing Bourke Street and two storey for the rear portion facing the laneway.
- Vehicular access is proposed from the laneway to a double garage.
- The dwelling is broken into two components joined by a gallery/breezeway.
- The ground floor contains kitchen, living areas, study, main bedroom, bathrooms, snug, laundry and garage.
- The first floor contains a family room with balcony facing north, retreat, three bedrooms and bathrooms.
- A lift is proposed to provide access to both levels.
- The overall height of the dwelling is 7.854m to the ridge of the two-storey component of the dwelling.

# DEVELOPMENT ASSESSMENT REPORT

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



- The shape of the dwelling provides a utility courtyard with clothes lines on the eastern side of the gallery/breezeway and a main courtyard with alfresco off the dining area on the western side.
- The materials and finishes are proposed to be brickwork in earthy tones in whites, creams, light browns with dark grey steelwork as highlights and Colorbond steel roof in 'Evening Haze' which is grey.
- Removal of all trees and vegetation to facilitate the development.
- Landscaping is proposed within the front setback to Bourke Street and within the western side courtyard. A narrow strip is proposed along the laneway comprising a climber on the proposed fence and the remainder of areas around the dwelling comprise decomposed granite and concrete oxide to the eastern courtyard.
- The existing street tree to Bourke Street is being retained.
- A new fence is to be erected along part of the frontage to the laneway and a 1.8m high brick wall is proposed on the boundary within the western side courtyard.
- Solar panels on the roof.

Additional information was submitted on 23 January 2026 and 3 February 2026 which comprised minor changes to the proposal, as follows:

- Finished floor level lowered by 50mm.
- Roof pitch reduced to 25° from 26°.
- Reduction in overall height from 7.964m to 7.854m to the ridge of the two-storey component of the dwelling.
- Solar Panels removed from front part of roof.
- Changes to proposed landscaping to provide 2 small trees in utility courtyard on laneway, and 1 additional trees in main courtyard.
- Changes to materials to be one colour external walls.

The additional information package primarily included letters with justification for the proposed dwelling and additional perspective images to assist with understanding the appearance of the proposal from the street and laneway.

# DEVELOPMENT ASSESSMENT REPORT

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



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Figure 1 – Proposed Site Plan with landscaping – as lodged

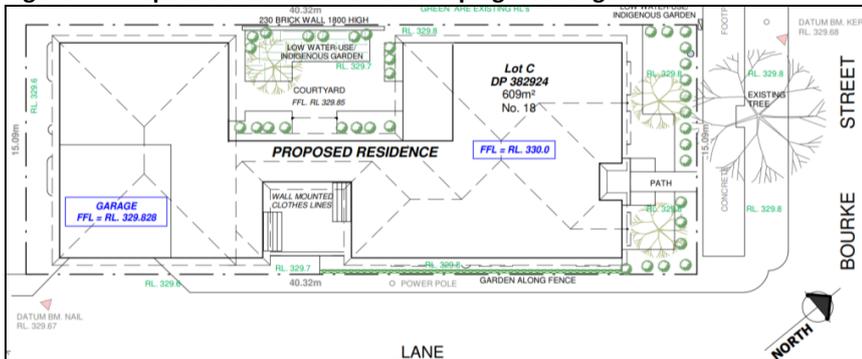


Figure 2 – Proposed Site Plan with landscaping – as amended

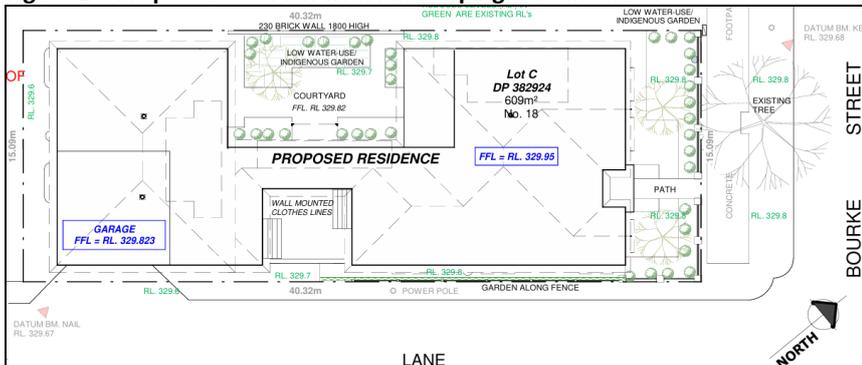


Figure 3 – Proposed Perspective – Bourke Street – as lodged

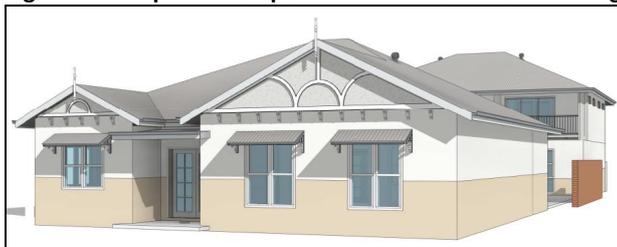


Figure 4 – Proposed Perspective – Bourke Street – as amended



# DEVELOPMENT ASSESSMENT REPORT

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



COOTAMUNDRA-  
GUNDAGAI  
REGIONAL COUNCIL

**Figure 5 – Proposed Perspective – Laneway – as lodged**



**Figure 6 – Proposed Perspective – Laneway – as amended**



**Figure 7 – Proposed Render – Bourke Street – as amended**



# DEVELOPMENT ASSESSMENT REPORT

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



COOTAMUNDRA-  
GUNDAGAI  
REGIONAL COUNCIL

**Figure 8 – Proposed Render – Corner Bourke Street and Laneway – as amended**



**Figure 9 – Proposed Render – Bourke Street – as amended**



# DEVELOPMENT ASSESSMENT REPORT

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



**SITE:**

The subject site is located in Cootamundra and is a corner allotment on the southern side of Bourke Street and on the western side of the laneway. The site is legally identified as Lot C DP 382924, 18 Bourke Street, Cootamundra.

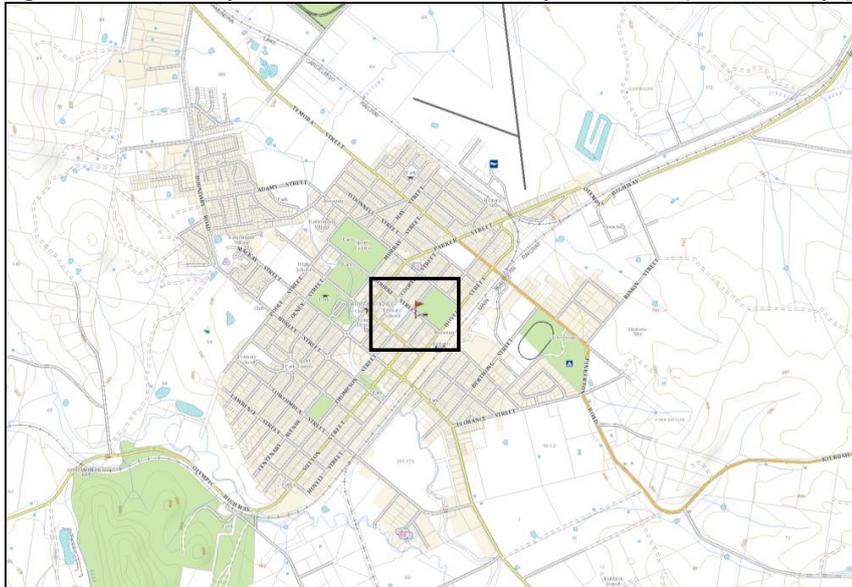
The site is currently occupied by a single storey dwelling and freestanding outbuildings at the rear of the site, with solid Colorbond fencing along the laneway. The site is regular in shape, has a total area of 609m<sup>2</sup> and is predominantly flat.

The area is predominantly residential, with a large area of open space directly opposite to the north, school in close proximity to the west and Cootamundra Railway Station 200m to the east of the site. The location within the centre of Cootamundra provides for other facilities in close proximity including additional schools and open space, sporting facilities, Police Station, health and cultural facilities.

The site is located within the Cootamundra Heritage Conservation Area (HCA), listed under Schedule 5 of the Cootamundra Local Environmental Plan 2013 (Item C1).

Services including water, sewer, electricity and communications are available to the site currently which will be provided to the new dwelling. Overhead electricity lines are located along the opposite side of Bourke Street and are extended to the power pole at the front of the site and poles along the side boundary of the site in the laneway.

**Figure 10 – Location plan – Cootamundra Township as a whole (NSW Six Maps)**



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



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Figure 11 – Location plan – Cootamundra (NSW Six Maps)

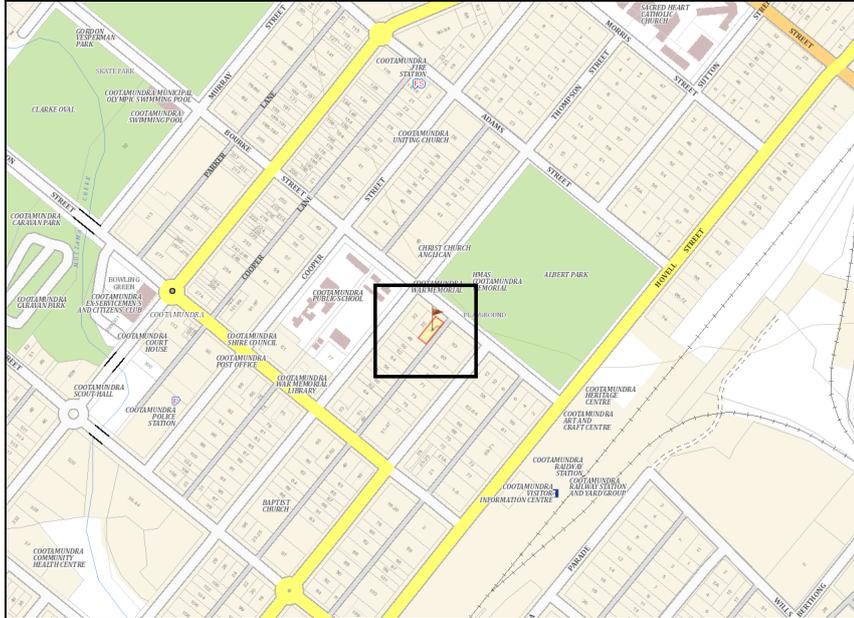


Figure 12 – Aerial view – Location plan – Cootamundra (NearMap)



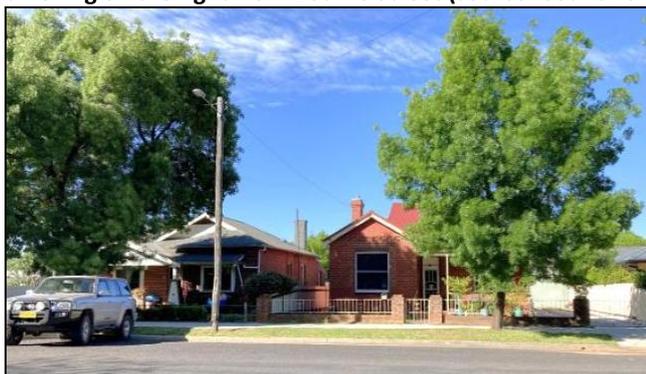
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**Figure 13 – Site Photo – View looking at the laneway with the site on the right as viewed from Bourke Street (source: Council’s Heritage assessment)**



**Figure 14 – Site Photo – View looking at the existing dwelling on the left and adjoining dwelling on the right from Bourke Street (source: Council’s Heritage assessment)**



**Figure 15 – Site Photo – View looking down the laneway from the front of the site at Bourke Street with the existing dwelling shown on the right**



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**Figure 16 – Site Photo – View looking down the laneway with the site on the right, with an electricity pole, fencing and vegetation**



**Figure 17 – Site Photo – View looking along the laneway towards Bourke Street with the site on the left**



**APPLICATION HISTORY:**

In November 2024, prior to lodgement of this application, comments were provided by Council’s Heritage Advisor to the applicant in relation to a sketch for the proposed demolition and replacement new single storey dwelling on the site.

On 21 January 2025, DA2024/131 for the Proposed Demolition of Dwelling and Sheds on the subject site was withdrawn as there is no approved application for a replacement dwelling, nor does the application acknowledge or address the issue of heritage.

On 25 June 2025, a Pre-lodgement Meeting was held regarding a 1-2 storey dwelling, where issues were identified regarding the definition of the use to be clearly identified, heritage concerns raised regarding the bulk and scale of the second storey and enclosing walls, issues regarding compliance with Cootamundra DCP 2011 identified including secondary frontage setback, building over sewer and concerns regarding the extent of hardstand proposed.

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On 22 October 2025, the subject application was lodged for a dwelling similar to that presented at the Pre-lodgement Meeting.

On 15 December 2025, a Request for Information (RFI) letter was sent to the applicant identifying issues similar to those raised at the Pre-lodgement Meeting. The issues raised related to:

- The overall size of the dwelling results in a large footprint and excessively large two storey component. It was suggested that the proposed first floor to be deleted, scaled back considerably or moved towards the central portion of the site (or a combination or all) to minimise visual impact from Bourke Street, minimise heritage impacts and reduce amenity impacts for the neighbouring dwellings to the east, south and west.
- The location of a large two storey building with small setbacks close to the southern boundary results in overshadowing and overlooking which is not appropriate and setbacks must be increased.
- The position put forward in the Statement of Environmental Effects regarding DCP non-compliances is not supported. The laneway is a public road and not private land. Non-compliance with the DCP were identified regarding Secondary Building Line for Corner Lots and Setbacks for garages, sheds carports and must be rectified through a re-design.
- Council's Heritage Advisor has undertaken an assessment of the proposal and concluded that:
  - It is necessary to reduce the bulk, height and impact of the rear 2 storey 'wing' by utilising a traditional 'attic' style roof with dormer windows, which will reduce the overall height.
  - Solar panels are indicated on the roof, however there is no mention of the solar panels and their impact on the Heritage Conservation Area is referenced in the lodged Statement of Heritage Impact. No solar panels are to be installed to the front section of the 'north' facing roof so that they are not seen from Bourke Street.
- The application makes no mention of tree removal trees/shrubs are on the site, along the laneway in particular, which should be considered for retention and the design altered to enable their retention within the minimum DCP setbacks to integrate new built form into its setting and reduce its visibility.
- Insufficient setbacks are proposed to provide meaningful new landscaping and the setbacks to the east, south and western boundaries should be increased to accommodate proposed soft landscaping.
- Five (5) unique submissions were received, and it is recommended that the issues raised in the submission be considered in the redesign, noting that many of the issues have already been raised as part of Council's assessment.

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On 19 December 2025, a meeting was held with the applicant and their planning consultant to discuss the RFI letter where the applicant was encouraged to consider changes that can be made to achieve a balanced outcome of all issues including heritage, visual impact and amenity and a way forward was agreed as follows:

- The applicant will discuss the RFI letter with the dwelling designer and consider the request for changes as outlined in the RFI letter to determine the way forward which was discussed to be:
  - substantial changes made to the proposal as suggested in the RFI letter, or
  - changes made to the proposal which the applicant feels will address the concerns, or
  - proceed with the application with no changes.

Additional information was submitted on 23 January 2026 and 3 February 2026 which comprised minor changes to the proposal, updated plans and letters.

## 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.

Five (5) unique submissions were received, raising the following objections/concerns:

- Concerns regarding the two storey component of the development which is too large and imposing and not an appropriate scale with respect to the character of the area being a heritage conservation area or with respect to adjoining dwellings.
- Heritage Impact Assessment provides little examination as to why the proposed development is a good fit into the heritage conservation area.
- Exterior too modern in appearance in compared to the heritage character of Albert Park.
- Loss of privacy from windows, in particular to the dwellings and backyards on the opposite side of the laneway to the east and adjoining to the south at Nos. 48 and 50.
- Overshadowing of No. 48 adjoining to the south, including to the solar panels and backyard.

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- Negative visual impact from the laneway and no visual impact analysis was prepared. Rudimentary analysis in one objection indicates visibility of second storey from many properties and suggests significant interruption to the flow and rhythm of development.
- Overcrowding of the lot provides little open space and a larger footprint than the existing dwelling. This size development suited to a larger block.
- The proposed footprint of 354m<sup>2</sup> and two storeys with a gross floor area of 450m<sup>2</sup> is an overdevelopment and significantly larger than majority of dwellings in the area being single storey and a maximum 200m<sup>2</sup> footprint.
- The proposal exceeds the maximum permitted site coverage with no justification.
- Impact on property values of adjoining dwellings.
- Questions if commercial use of the property proposed with three bedrooms, guest room and retreat all on upper level, or a dual occupancy.
- Parking issues if all bedrooms in use.
- Garage should be setback to allow for parking in front.
- The Statement of Environmental Effects claims that the laneway is not a road which is incorrect and the laneway meets the definition of 'public road' under CLEP 2013 and therefore must provide a 2m secondary frontage setback.
- Errors or outdated information contained in the Statement of Environmental Effects.
- Unable to view floor plan.

#### 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 undertaken with Essential Energy given the presence of electricity poles in close proximity of the proposed works, as discussed under SEPP (Transport and Infrastructure) 2021.

#### 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.

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## 4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

## 4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

## 4.55 Modification of consents - generally

Not applicable

### SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

#### 4.15(1)(a)(i) The provisions of any environmental planning instrument:

##### *State Environmental Planning Policies (SEPPs) and deemed SEPP's*

The following SEPPs are relevant to the development.

##### SEPP (Sustainable Buildings) 2022

The application is accompanied by a valid BASIX certificate. The minor amendments did not warrant a new BASIX Certificate.

##### 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. A review of available aerial photography indicates that the site has been used for residential purposes for many years. The site is not identified on Council's contaminated land register. Therefore, having regard to the continuous use of the land for similar purposes to proposed, the site is considered to be suitable for the proposed use.

##### 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

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- 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 site contains private overhead power lines in the laneway which are in close proximity to the proposed dwelling. As such, the development is considered to meet these criteria, and a referral to Essential Energy, was required and undertaken. Essential Energy advised via email dated 28 August 2025:

*“Strictly based on the documents submitted, Essential Energy has no comments to make as to potential safety risks arising from the proposed development. Essential Energy makes the following general comments:*

- *If the proposed development changes, there may be potential safety risks and it is recommended that Essential Energy is consulted for further comment;*
- *Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with;*
- *Any activities in proximity to electrical infrastructure must be undertaken in accordance with the latest industry guideline currently known as ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure;*
- *Prior to carrying out any works, a “Dial Before You Dig” enquiry should be undertaken in accordance with the requirements of Part 5E (Protection of Underground Electricity Power Lines) of the Electricity Supply Act 1995 (NSW); and*
- *It is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW ([www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)) has publications that provide guidance when working close to electricity infrastructure. These include the Code of Practice – Work near Overhead Power Lines and Code of Practice – Work near Underground Assets.”*

Should the application be recommended for approval, conditions of consent would be included to reflect the above comments.

- *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.

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- **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.
- **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.

## SEPP (Biodiversity and Conservation) 2021

### Chapter 2 - Vegetation in non-rural areas

Not applicable as this chapter only regulates clearing that is not linked to development requiring consent.

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## **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 consistent the aims of the LEP as the proposed dwelling does not satisfactorily manage the heritage resources of Cootamundra, as discussed under Clause 5.10.

### 1.4 Definitions

The proposed development is defined as a **dwelling house** which means *a building containing only one dwelling*. A **dwelling** is further defined as *a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile*. A garage is not a defined land use under the LEP but is permitted as ancillary to the existing dwelling and use of the property.

Concerns have been raised regarding the design of the new dwelling and the ability to be easily used as a 'dual occupancy' or commercial venture given the design of the dwelling. A secondary dwelling may be proposed on the site, but the application must be clear on the intent. This application is for a single dwelling house only and no consent is provided for a dual occupancy or other use. However, the layout of the dwelling provides two separate wings, numerous living areas of varying forms and names, and areas which can easily sectioned off for separate occupation without the need for major works.

The applicant has confirmed that their intention is for a single dwelling only with the additional separate bedrooms and living areas proposed for family/visitors and a future caregiver. If the application was supported would need to be reinforced as a single dwelling only through conditions of consent.

Changes could be made to rationalise the number of living areas of varying names, reduce the size of the rooms which are oversized throughout, and alter the design to be more reflective of a single dwelling. This would also assist with reducing the footprint and overall large size of the proposed building and provide an acceptable heritage outcome. The applicant was provided the opportunity to make changes and reduce the overall size of the development, however, chose to leave the layout and footprint unaltered.

Certain uses are permitted as exempt development which do not require consent, including short-term rental accommodation which allows a person the right to occupy residential premises, whole or part, for a period of no more than 3 months at any one time. This would not need to be outlined in the application as no development consent is required.

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## 1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

## 2.1 Land use zones

The site is zoned R1 General Residential, and the proposed development is permitted in the zone with consent.

## 2.3 Zone objectives

The R1 General Residential zone has the following objectives:

- *To provide for the housing needs of the community.*
- *To provide for a variety of housing types and densities.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*

The proposed development is not inconsistent with the objectives of the zone.

## 2.7 Demolition requires development consent

Demolition works forms part of the application.

## 5.10 Heritage conservation

There are no heritage items on-site (identified on either the SHR or in the LEP), however the site is located within the Cootamundra Heritage Conservation Area (HCA), listed under Schedule 5 of the Cootamundra Local Environmental Plan 2013 (item C1) and is within the vicinity of heritage items.

Clause 5.10(4) of the LEP requires Council to “*consider the effect of the proposed development on the heritage significance of the item or area concerned*” before granting consent. The proposed dwelling in its current form is expected to adversely impact upon heritage values of the site or area.

Prior to lodgement of this application, in November 2024 advice was provided by Council’s Heritage Advisor regarding a single storey replacement dwelling which was generally deemed suitable. Additional advice was provided within a formal pre-lodgement meeting in June 2025 where concerns were raised regarding the size of a two-storey component of the dwelling.

Council’s Heritage Advisor reviewed the proposal as lodged and the accompanying Statement of Heritage Impact (SOHI) prepared by Cornerstone Heritage Consultants, dated 11 August 2025 and provided the comments below.

During the assessment of this application, the opportunity was provided to the applicant to reduce the size of the development, in particular the second storey which would be more appropriate as an attic style or alternatively a recessed second

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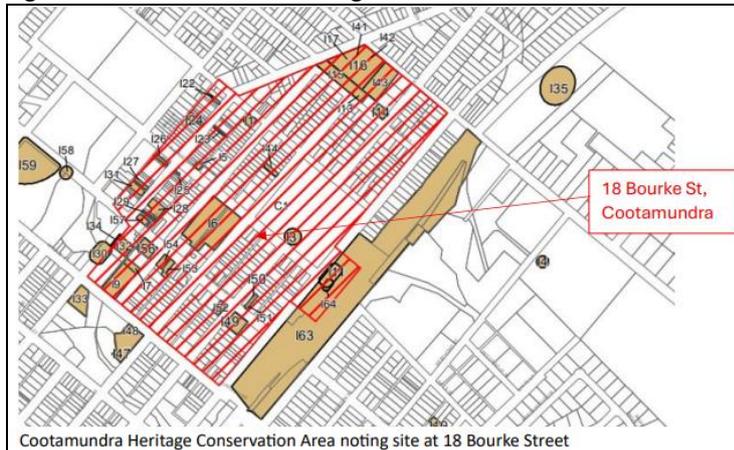


storey to substantially reduce its size and bulk. The applicant did not make these changes in the amended plans package.

Conservation Area

The Cootamundra Heritage Conservation Area encompasses the historic core of the township, containing a cohesive collection of late nineteenth and early twentieth-century buildings that reflect the prosperity and development of Cootamundra following the arrival of the Great Southern Railway in 1877. The area is significant for its intact Federation and Victorian-era streetscapes, mature street trees, and the strong visual relationship between its civic, commercial and residential buildings, which together illustrate the evolution of a prosperous country town.

**Figure 18 – Cootamundra Heritage Conservation Area**



The proposal is for the full demolition of the existing c.1930s Inter-War Californian Bungalow and later 1980s fibro extension on the site and construction of a new single and two-storey residence where the form, materials and colour palette - comprising rendered brick in neutral tones and a Colorbond roof - reflect traditional character elements found within the Heritage Conservation Area without replicating historic detailing.

The current building is an original Californian Bungalow (1930’s) with numerous unsympathetic alterations (intrusive concrete, aluminium windows, fibro rear addition). Footings show movement and water damage. The integrity and architectural cohesion largely lost, and the building has been determined to be a non-contributory item within the HCA. In the SOHI (prepared by Cornerstone Heritage Consultants) Section 4.5 “Subject Site Contribution” explicitly states that “CHC finds the subject site to be a non-contributory item, as it does not meet the relevant criteria pertaining to the HCA’s Statement of Significance.” It explains that

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*the “dwelling was constructed after the main period of significance for the Cootamundra HCA (Victorian and Federation periods) and that its integrity has been substantially diminished through unsympathetic alterations and additions.”*

The proposal involves the demolition of the existing 1930’s Inter-War Californian Bungalow and the construction of a new dwelling within the Cootamundra Heritage Conservation Area. The demolition of the existing building will therefore have some impact on the heritage values of the locality as it can only be considered to be consistent with the provisions of Chapter 7 and Appendix 1 of the Cootamundra Development Control Plan 2013, which permits the removal of buildings that have lost integrity, where a suitably sympathetic replacement is proposed. The assessment concludes that the proposed replacement is not suitably sympathetic.

## Original Proposal

With reference to the previous Heritage Report prepared by Council’s Heritage Advisor in November 2024 which outlined the DCP and considerations for and demolition and new ‘infill’ development where reference was made to “Design in Context” and “Design Guide for Heritage”, the proposal at that time was indicated to be for the replacement residence to be a single storey development, however the DA documentation submitted with this application is now for the construction of a new single and part two-storey residence.

With reference to the SOHI, *“the design of the proposed new dwelling is considered respectful and compatible with the surrounding heritage context. The building will present to Bourke Street as a single-storey gabled residence, with the second storey discreetly positioned towards the rear of the site to minimise visual impact.”* The form, materials and colour palette reflect traditional character elements found within the Heritage Conservation Area without replicating historic detailing. Key features such as the gabled frontage, overhung eaves and timber detailing draw inspiration from the predominant Federation and early twentieth-century architectural styles present in Cootamundra, helping the new dwelling integrate harmoniously into the streetscape. This is noted specifically from Section 5.0 “Proposed Works” and Section 6.1 *“The following aspects of the proposal respect or enhance the heritage significance of the item or conservation area”* of the SOHI (pages 29-32).

The SOHI states that the existing residence is a *“non-contributory item, therefore it is concluded that the proposed works would have a minor impact to the overall heritage significance of Cootamundra Heritage Conservation Area. The demolition and development of a new dwelling would result in a slight alteration of the general setting, views and vistas of the HCA. However, impacts arising from these actions will be mitigated where possible.”* Also in the SOHI its notes that *“The second storey has the potential to detrimentally impact the heritage significance of the HCA, this will be*

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*mitigated by the following measures: o By condensing the second storey to the very rear of the property, the building will present predominately as a single storey from main views and vistas, particularly from Bourke Street and Albert Park."*

It is noted from the SOHI that potential impacts are associated with increased building bulk of the residential development with the two-storey component, and it was recommended that the second storey be condensed to the very rear of the property. This is not proposed with the second storey being a large component and not condensed.

Changes are required to the proposed dwelling to be acceptable in terms of the heritage impact, including:

- There should be a reduction in the bulk and impact of the large two storey 'wing' at the rear of the site by utilising a traditional 'attic' style roof with dormer windows, which will reduce the overall height.
- There are solar panels indicated on the roof, however no mention of the solar panels and their impact on the HCA is referenced in the SOHI. It is noted that no solar panels are to be installed to the front section of the 'north' facing roof so that they are not seen from Bourke Street.

On this basis, the proposal requires amendments so that the new development is compatible with the heritage character of the area. The applicant was requested to amend the design to reduce the height and bulk of the rear portion, as well as alter solar panel locations. In response to Council's RFI letter, minor amendments were made however are not considered to be sufficient in terms of the two-storey component.

### Amended Proposal

Council's Heritage Advisor reviewed the proposal as amended, including the letters from the applicant and their planning consultant and minor plan changes and provided the following comments:

- Firstly, DA Busters letter (16 January 2026) states in 'Issue 4 – Heritage Re-Evaluation' *"Heritage Advisor now appears to be taking a very different stance from initial advice at engagement is worrisome. Considerable time and effort was spent based on original advice, in finding, briefing and allowing an independent Heritage Consultant to afford design advice (see report sourced and provided)."* This is not the case, with the November 2024 report for the proposed demolition and new single storey residence with internal courtyard due to sewer transgressing the site. The pre-lodgement meeting in June 2025 was for a two-

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storey dwelling and concerns were raised at that time regarding the second storey and its considerable bulk and scale.

- Secondly, the minor changes indicated on the amended plans do not address the bulk and form of the two-storey rear addition. The form remains as a full second storey level with no attic style roof, recessed upper floor or similar to reduce the size and bulk.
- The SOHI was not updated in the amended information package and remains with concerns that the second storey has the potential to detrimentally impact the heritage significance of the HCA.

In summary, the impact from the two-storey rear portion of the proposed dwelling on the Heritage Conservation Area from a heritage perspective is unacceptable. As such, the proposal does not satisfy Clause 5.10 of the LEP.

Indigenous Heritage

Given the nature and location of the site, no impact on indigenous heritage is expected. The applicant included an AHIMS report which identifies a known aboriginal site within 50m of the site. A further search was undertaken up to 1000m and there is no known site. The proposed development of the subject site does not propose any works in proximity of the known aboriginal site.

5.21 Flood planning

The land is not in the flood planning area. The flood mapping identifies H1 flood hazard categories within Bourke Street and the immediately adjoining entry to the laneway, however, the mapping does not extend onto the site. Council’s Engineer has reviewed the proposal and raised no concerns in terms of flooding.

**Figure 19 – Flood Hazards Mapping**



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- 6.1 Earthworks  
The development includes minor earthworks, including for utility, dwelling and driveway construction.
- 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  
This clause applies to land that is identified as groundwater vulnerable on the *Groundwater Vulnerability Map*. The site is mapped as being affected, and
- 6.5 Riparian land and watercourses  
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.

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**Local Environmental Plan (LEP)**

There are no draft LEP's which apply to this land.

**4.15(1)(a)(iii) The provisions of any development control plan:**

The Cootamundra Development Control Plan (DCP) 2013 applies to the land, and the relevant provisions are discussed as follows:

**Chapter 2 – Residential Development**

Requirement	Compliance
<b>2.1 Building Line Setbacks</b>	
<p><b>Front Setback</b> Average of the front setbacks of the nearest two neighbouring houses, with the same primary road frontage must be maintained.</p>	<p><b>Complies</b> Proposed setback of 4.5m to front building line. The site is a corner allotment and the immediately adjoining dwelling to the west is setback approx. 4.5m.</p>
<p><b>Secondary Building Line for Corner Lots</b> The site has a total area of 609m<sup>2</sup>. For lots sized between 600m<sup>2</sup>-900m<sup>2</sup> the minimum secondary setback is 3m.</p>	<p><b>Does not comply</b> The proposed dwelling is setback 1m from the laneway boundary which is the secondary frontage. The proposal has a shortfall of 2m.</p> <p>The applicant disagrees with considering the laneway as secondary frontage in DCP assessment when it is a former sanitary lane, not consistent with previous advice or approach by Council and examples and requests a variation to be considered as requiring increased setbacks for landscaping to three sides is unreasonable.</p> <p>The DCP does not distinguish between a lane or street with regard to corner blocks. The laneway is a public road. The DCP includes the following performance criteria which are relevant considerations when considering a variation to the control:</p> <ul style="list-style-type: none"> <li>Setbacks provide space for residents to feel an adequate sense of visual and acoustic privacy when using rooms fronting the street.</li> <li>Parking and garages do not dominate the frontage of the development.</li> </ul> <p>The applicant made it clear during discussions regarding the</p>

# DEVELOPMENT ASSESSMENT REPORT

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



	<p>proposal that the view of the proposed dwelling is important from Bourke Street, with the laneway being a service lane and not contributing to heritage value. Views from both Bourke Street and the laneway being a secondary frontage are important and reflected in the DCP heritage controls. The formal pre-lodgement advice provided in June 2025 indicated it would be assessed in this manner and reading of the DCP control does not indicate at any point that a laneway is excluded.</p> <p>A variation could be considered to the DCP control for setbacks to the laneway should the remainder of the development be considered acceptable and an acceptable heritage and visual impact outcome be achieved, however substantial changes are still required to resolve other concerns.</p> <p>The design does not attempt to reduce the prominence of the dwelling, and it is considered that removal of all vegetation from the site and new landscaping occurring in limited areas in the front setback and main courtyard only, combined with the setback to the laneway providing limited opportunity for landscaping, that the development is not integrated into its setting. The amended plans added two trees within the courtyard and it was explained by the applicant that the fence will have a climbing plant as an attempt to soften the development when viewed from the laneway, however, a mass of solid wall including the dwelling, garage and fencing remains prominent along the laneway without articulation or relief through setbacks or stepping of the building or recessing of the upper floor.</p>
<p><b>Articulation zone</b> 1.5m articulation zone allowable for entry features and porticos, balconies, decks, verandahs and bay windows.</p>	<p><b>Complies</b> The proposed porch has a minor articulation zone proposed down to 4m.</p>
<p><b>Setbacks for garages, sheds carports</b> Garages, sheds and carports must be setback at least 1m from the primary or secondary building line.</p>	<p><b>Does not comply</b> 1m setback proposed for attached garage from the laneway boundary, which is the secondary frontage, however the DCP control requires a 1m setback from the building line, i.e. 3m secondary building setback plus an additional 1m, being a total of 4m. The proposal has a shortfall of 3m.</p> <p>The applicant has considered this clause in conjunction with</p>

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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COOTAMUNDRA-  
GUNDAGAI REGIONAL COUNCIL

	<p>‘Secondary Building Line for Corner Lots’ above and considers that the clause does not apply to a laneway and if it does, then a variation should be supported for the proposal with the garage not set back or recessed, but in line with the dwelling.</p> <p>The DCP does not distinguish between a lane or street with regard to corner blocks and this clause is applicable.</p> <p>The comments provided under ‘Secondary Building Line for Corner Lots’ above are also relevant with respect to this control and the proposal makes no attempt to recess the garage which is flush with the remainder of the ground floor and first floor, providing a sheer two storey component with no stepping or articulation.</p> <p>As such, the garage as proposed does not reduce the garage’s prominence and adversely impacts on streetscape.</p>
<b>2.2 Site Coverage and Floor Area Limitations</b>	
Maximum Site coverage of the dwelling house and all ancillary development on an allotment - For lots 450m <sup>2</sup> to 900m <sup>2</sup> 60% of site or 292m <sup>2</sup> , whichever greater.	<b>Complies</b> The lot has an area of 609m <sup>2</sup> , providing a maximum site coverage of 365m <sup>2</sup> . Total coverage proposed is 354.2m <sup>2</sup>
Maximum Floor Area for single dwelling house - For lots 601m <sup>2</sup> to 900m <sup>2</sup> , 420m <sup>2</sup>	<b>Complies</b> Maximum Floor Area proposed is 354.2m <sup>2</sup> .
<b>Maximum Floor Area for Outbuildings</b>	
N/A – The DCP outlines what is deemed to be an Outbuilding and the proposal does not include any outbuildings. Proposal includes garage, balcony, patio, pergola, terrace etc that is attached and under the same roof line of the proposed dwelling house.	
<b>Minimum private open space requirements</b>	
For lots sized 600m <sup>2</sup> -900m <sup>2</sup> minimum of 10% private open space, at least 3 metres wide and is not steeper than 1:50 gradient.	<b>Complies</b> Area exceeding 60.9m <sup>2</sup> and a minimum dimension of 3m is available at the rear and side of the dwelling being the main courtyard on the western side with an area of approx. 71m <sup>2</sup> . A second courtyard is also proposed on the eastern side.
<b>2.3 Residential Driveway Safety Requirements</b>	
Connecting door between garage and house needs to barrier requirements	<b>Complies</b>

# DEVELOPMENT ASSESSMENT REPORT

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## Chapter 3 – Car Parking and Vehicular Access

The DCP requires 1-2 car parking spaces per dwelling. The proposed dwelling includes a double garage containing 2 spaces, which meets the DCP requirement.

## Chapter 7 - Heritage

The objectives of Chapter 7 of the DCP are:

1. *To ensure that new development, including the adaptive re-use of heritage buildings, and alterations and additions, are compatible with and respectful of recognised heritage values and the historic context.*
2. *To ensure that all new development is compatible with desired visual, built and landscape character of heritage conservation areas by setting standards which will ensure this.*
3. *To ensure that land use and level of activity reflect the scale of heritage streetscapes.*

As discussed under Clause 5.10 of the LEP, the proposed dwelling is not considered to provide a suitable outcome in terms of the impact on the HCA. The DCP objectives provide additional commentary which require new development to be in keeping with the desired visual, built and landscape character of the area. Further, the DCP at Chapter 7 provides general comment to support Clause 5.10 of the LEP, including:

- the characteristics of the conservation area to be considered from both streets.
- parking must be located to the rear of the secondary street frontage.
- double garages forward of the building line are not acceptable.
- landscaping is required to both street boundaries.
- total demolition of a building shall not be permitted unless an application for a replacement building within a garden setting is approved.
- the removal of buildings that have lost integrity is permitted where a suitably sympathetic replacement is proposed.
- new development should reflect surrounding buildings in the selection of external materials and finishes.
- scale (including height, bulk, density and number of storeys) of new work must relate visually to the scale of adjacent buildings.
- two storey façades must only be proposed where surrounding development is of a predominantly two storey scale, that is in some village main streets and the town CBD.

During the assessment of the application, the applicant was requested to reduce the overall size of the development by deleting or reducing the size of the two storey comment, increasing setbacks and providing increased opportunity for landscaping (either existing or proposed), in order to provide a more appropriate built form and outcome for the site which would be acceptable in terms of heritage and amenity. The applicant chose not to make

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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changes which would provide a suitable outcome in terms of heritage, and the proposal remains unsatisfactory in terms of the above comments. Further, landscaping should be provided within the required setbacks to both frontages and place the dwelling in a garden setting.

As such, the objectives of Chapter 7 Heritage of the DCP are not satisfied.

#### **4.15(1)(a)(iia) Any planning agreement or draft planning agreement:**

The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

#### **4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

##### Section 61 (Additional matters for consideration): -

- demolition is proposed and conditions have been recommended for compliance with AS 2601,
- 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 Plans 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:***

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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The site is in a low-density residential area which is part of the Cootamundra Heritage Conservation Area. The site is relatively flat and is located on the corner of Bourke Street and a laneway. The photographs within this report reveal large mature trees along the verge of Bourke Street and vegetation within private land.

### **Access, Transport and Traffic:**

A driveway will be constructed providing legal access from the side laneway. The proposed development being demolition of an existing dwelling and construction of a new dwelling is not expected to impact transport and traffic of the surrounding area. During the construction period, there is expected to be more vehicles in the area, however, this is not anticipated to last past construction of the dwelling.

### **Public Domain:**

The proposed development is expected to impact the public domain in a negative way given the impact on the HCA, the size and scale of the development and non-compliance with setback requirements to the laneway.

### **Utilities:**

The proposed development has access to all utilities and is not expected to place extra stress on the existing services in the area.

The application includes building over the sewer main on the site and appropriate conditions of consent would be necessary should the application be supported to ensure the protection of council's infrastructure, including:

- Re-laying the existing main with PVC piping and encasement in concrete.
- The footings/building designed in a way to not impact the sewer line with its zone of influence.
- Council will take no responsibility for damage to the house as a result of future sewer maintenance.
- Approval under Section 68 of the Local Government Act 1993 for sewer works, including engineering details for the encasement.

Council's Engineer has indicated appropriate conditions would be imposed should the application be supported.

### **Heritage:**

The proposal is considered unacceptable from a heritage perspective, as discussed in the assessment against the LEP and DCP.

### **Other Land Resources:**

There is not anticipated to be any other land resources impacted as a result of this development.

# DEVELOPMENT ASSESSMENT REPORT

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**Water:**

The site has existing access to water.

**Soil:**

There is not expected to be any impact on the soil as a result of the proposed development.

**Air and Microclimate:**

The proposed development is not anticipated to impact the air and microclimate. During construction, there is expected to be more dust than normal. This is not expected to last past the construction stage.

**Flora and Fauna:**

The proposed development is not expected to impact any flora or fauna.

**Waste:**

During the construction period, there is expected to be some waste. The appropriate conditions will be put in place to ensure waste is disposed of correctly. After construction works are completed; there will be normal residential waste for the dwelling which is collected as part of Council's regular services.

**Energy:**

The proposed development is not expected to draw massive amounts of energy from the surrounding area.

**Noise and Vibration:**

The proposed development is not expected to generate huge amounts of noise and vibration. During the construction period, there is expected to be some noise, but this is not expected to last past the construction period.

**Natural Hazards:**

The are within Bourke Street and the immediately adjoining entry to the laneway is mapped in the 1% AEP Flood Hazard Categories, however, the mapping does not extend onto the site. This is not anticipated to impact the proposed development. Category 1 is considered "generally safe for people, vehicles and buildings". The proposed development is not expected to create a dangerous environment for people in the event of a flood.

**Technological hazards:**

There is not expected to be technological hazards as a result of the proposed development.

**Safety, security and crime prevention:**

The proposed development is not expected to result in any increased security risk.

**Social Impacts in the Locality:**

The proposed development is not expected to have any social impacts on the locality.

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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## ***Economic Impact in the Locality:***

The proposed development is not expected to generate any economic impact in the locality. During construction, a small amount of economic activity will be created through jobs. However, this is not expected to last after the construction period.

## ***Site Design and Internal Design:***

The shape of the site is conducive to development for a dwelling house. However, the proposed design is large, with minimal setbacks and insufficient room for meaningful landscaping or for the dwelling to sit in a garden setting which is required by the DCP controls relating to heritage. The proposed design of the dwelling does not adequately consider the impact upon the HCA, nor the adjoining neighbours with the second floor being imposing when viewed from the street and laneway as well as adjoining neighbours and resulting in potential amenity impacts. These concerns were raised with the applicant and their planning consultant prior to lodgement of the application and during the assessment.

The applicant included shadow diagrams given the dwelling is two storeys at the rear and will overshadow adjoining properties. The submitted shadow diagrams include existing shadows which if delineated from the proposed shadow, and at more frequent intervals, may provide further clarification as to the impact from the proposal, in particular the two-storey component.

The applicant was requested to increase setbacks and reduce the size of the second storey to be attic style to have a lower height or recessed to have a smaller footprint to the ground floor below which would assist with reducing overshadowing impacts as well as the visual impact and sense of overbearing from the large upper storey. No changes were made in this regard. The amended plans lowered the finished floor level by 50mm and reduced the roof pitch from 26° to 25°, however there is no discernible improvement in terms of overshadowing or overall size of the development.

The footprint of the proposed dwelling provides small non-compliant setbacks with limited opportunity for meaningful landscaping across the site to establish a garden setting, including trees. During the assessment, concerns were raised regarding the removal of all vegetation from the site and new landscaping occurring in limited areas in the front setback and main courtyard only, with the setbacks not providing opportunity for landscaping to integrate new solid built form into its setting. The amended plans added two trees within the eastern utility courtyard, and it was explained by the applicant that the fence will have a climbing plant as an attempt to soften the development when viewed from the laneway. However, a mass of solid wall including the dwelling and fencing remains prominent along the laneway without articulation or relief through compliant setbacks or stepping of the building or recessing of the upper floor.

The proposed development has a number of issues which require resolution through a reduction in its size and cumulatively result in an unacceptable development. It is acknowledged that the applicant is adamant about the design remaining at the size proposed

# DEVELOPMENT ASSESSMENT REPORT

Pursuant to the Environmental Planning & Assessment Act 1979  
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and with hardstand rather than a garden setting. However, as acknowledged by the applicant, the site is small and therefore the site is not suitable for the proposed development. Should a dwelling of this size be necessary, then the subject site is not appropriate and an alternate, larger, site should be utilised.

### **Construction Matters:**

There is not expected to be any construction matters due to the proposed development.

### **Cumulative impacts:**

The proposed development is not expected to have any cumulative impacts. The proposed development fits in with the surrounding area and is not expected to overwhelm the local infrastructure.

## **4.15(1)(c) - The suitability of the site for the development:**

### ***Does the proposal fit in the locality ?***

The proposed development does not fit the locality in its current form. It is expected to impact the public domain in a negative way in terms of the impact on the streetscape and heritage conservation area.

The proposal aligns with the objectives in the zoning and the use of the land as a dwelling. It is not expected to affect the microclimate of the area.

### ***Are the site attributes conducive to development ?***

The site is relatively flat and is expected to be favourable for the proposed development. The proposed development as a dwelling fits in well with the surrounding locality, however the design and overall size and bulk does not.

## **4.15(1)(d) - Any submissions made:**

The submissions received have been detailed above and discussed within this report.

## **4.15(1)(e) - The public interest:**

The proposed development is expected to impact the public interest. Already in a residential area, a dwelling fits in well with the locality, however the design and overall size and bulk impacts upon the heritage conservation area and relationship to adjoining properties.

## **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

# DEVELOPMENT ASSESSMENT REPORT

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



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	N/A
\$100,001-\$200,000	0.5 %	N/A
\$200,001 +	1 %	Applicable \$10,000 – (based on \$1,000,000.00)

**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 not be an appropriate development and the site is unsuitable. The development is anticipated to have a negative impact on the surrounding area.

# DEVELOPMENT ASSESSMENT REPORT

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



## RECOMMENDATION:

### Determination:

That Council refuse the following development, for the reasons below:

- Application No.: DA 2025/119
- Property: Lot: C DP: 382924  
18 Bourke Street COOTAMUNDRA
- Development: Demolition of existing Dwelling and Construction of a two-storey Dwelling

### Reasons for Refusal:

1. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979, the application does not demonstrate how the proposed development supports the Aims of the Plan under Section 1.2 (2)(f) of the Cootamundra Local Environmental Plan 2013 by satisfactorily managing the heritage resources of Cootamundra.
2. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979, the proposed development does satisfy the requirements in relation to heritage conservation of the Cootamundra Heritage Conservation Area of Clause 5.10 of the Cootamundra Local Environmental Plan 2013.
3. Pursuant to Section 4.15(1)(a)(iii) of the Environmental Planning and Assessment Act 1979, the proposed development does satisfy the requirements in relation to Chapter 2 – Residential Development and Chapter 7 – Heritage requirements of Cootamundra Development Control Plan 2013.
4. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the likely impacts of the proposed development are unacceptable, as the development would result in adverse heritage impacts, visual impacts and amenity impacts for the neighbouring properties.
5. Pursuant to Section 4.15(1)(c) of the Environmental Planning and Assessment Act 1979, the site is not considered suitable for the proposed development, as it would impact the public domain in a negative way in terms of the impact on the heritage conservation area, visual impacts and amenity impacts for the neighbouring properties.
6. Pursuant to Section 4.15(1)(d) and (e) of the Environmental Planning and Assessment Act 1979, the development is not in the public interest given the inconsistency of the overall size, bulk and scale of the proposed development with the aims of the LEP, heritage provisions and controls relating to residential development and sufficient justification for contravening the requirement has not been demonstrated.

# DEVELOPMENT ASSESSMENT REPORT

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



## SCHEDULE 1, DIVISION 4, CLAUSE 20 - REASONS FOR THE DECISION:

This section of the Act requires the public notification of certain decisions, the date of the decision, the reasons for the decision and how community views were taken into account in making the decision. The reasons for the decision and how community views were taken into account, as it relates to this development application are:

- The development does not comply with all local environmental planning instruments.
- The development's bulk, scale and design does not align with the heritage conservation area or contribute positively to the streetscape and is likely to impact on amenity of adjoining properties.
- The proposal will have an acceptable environmental impact.
- In accordance with the provisions of the relevant environmental planning instrument and/or policy, the development application was notified, and five unique submissions were received.

## DEVELOPMENT ASSESSMENT SIGNING OFFICER:

A handwritten signature in black ink that reads "Clarke".

Donna Clarke

Contract Town Planner

13 February 2026

**CHANGES MADE TO REDUCE IMPACT**

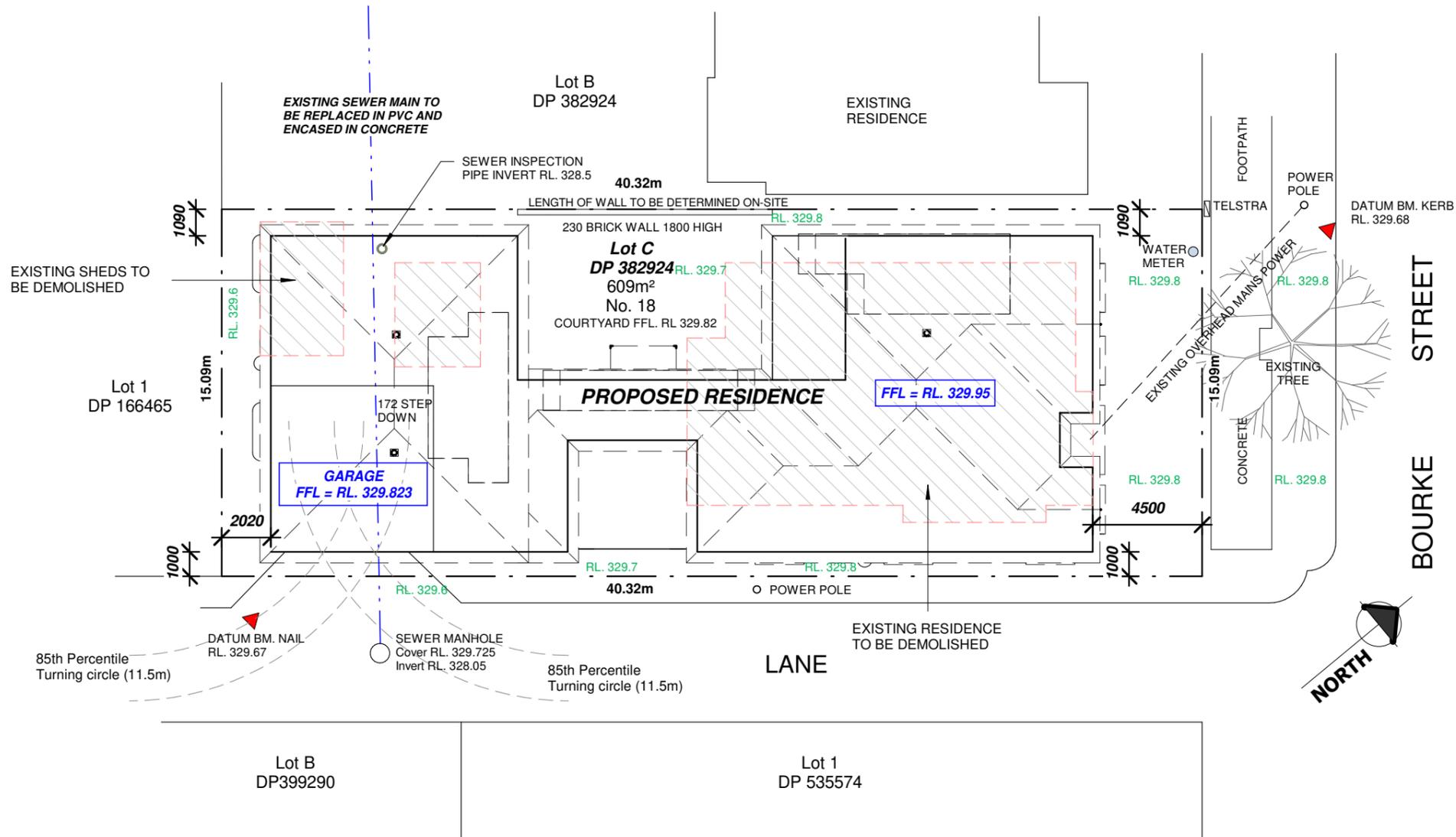
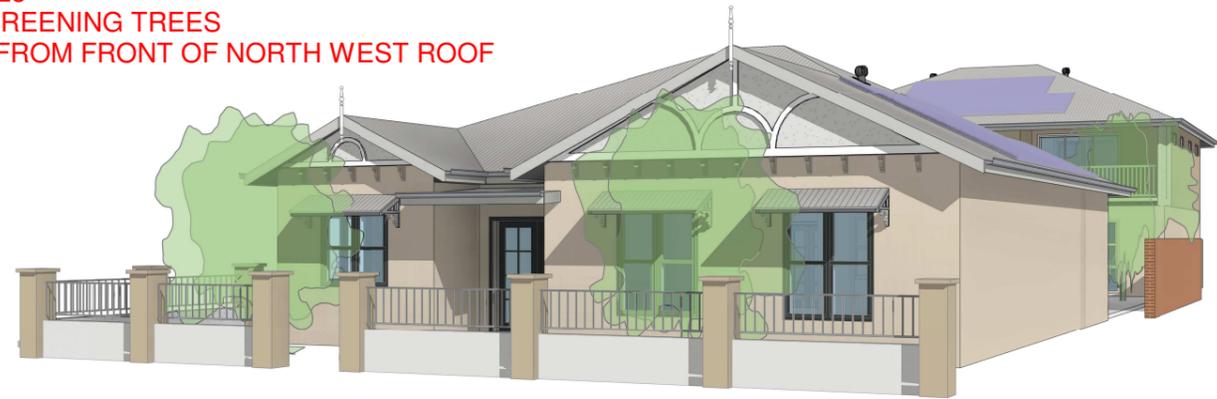
- HOUSE FINISHED FLOOR LEVEL LOWERED 50mm
- ROOF PITCH REDUCED TO 25°
- PLANTING OF SUITABLE SCREENING TREES
- SOLAR PANELS REMOVED FROM FRONT OF NORTH WEST ROOF

**PROPERTY DETAILS**

Address: 18 Bourke Street Cootamundra 2590  
 Lot/Section/Plan No. : C / - / DP 382924  
 Council: COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

**SUMMARY OF PLANNING CONTROLS**

Local Environmental Plans Cootamundra LEP, 2013 (pub. 26-7-2013)  
 Land Zoning R1 - General Residential: (pub. 24-2-2023)  
 Height Of Building NA  
 Floor Space Ratio NA  
 Minimum Lot Size 450 m<sup>2</sup>  
 Heritage Cootamundra Heritage Conservation Area Significance  
 Land Reservation Acquisition NA  
 Foreshore Building Line NA  
 Groundwater Vulnerability Groundwater Vulnerable

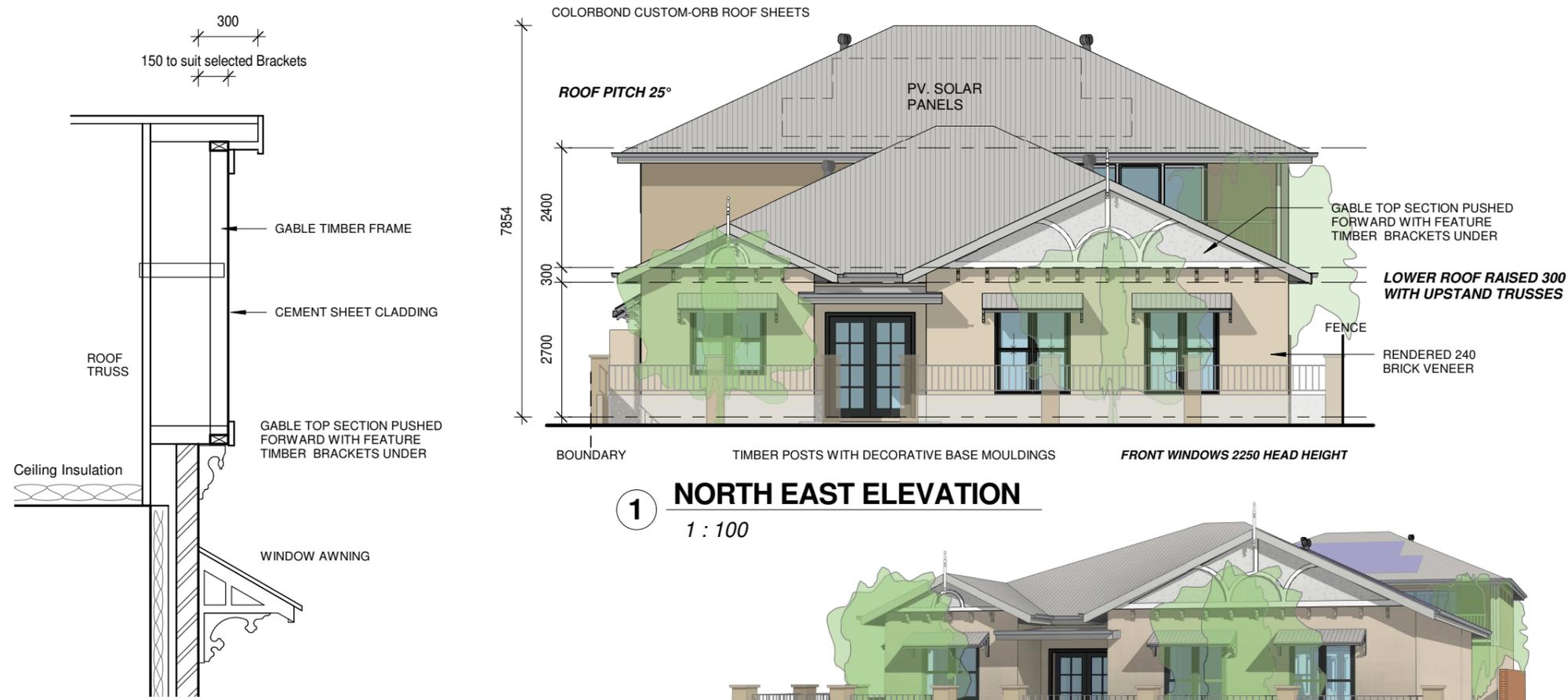


**1 SITE PLAN**  
 1 : 200



<b>DIRECT CONCEPTS</b>	
Phone 0418 860138	
Date :	14/1/2026
Scale on A3 :	1 : 200
Drawn :	C. W
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**



**1 NORTH EAST ELEVATION**  
1 : 100

**4 GABLE SECTION**  
1 : 25

- CHANGES MADE TO REDUCE IMPACT**
- HOUSE FINISHED FLOOR LEVEL LOWERED 50mm
  - ROOF PITCH REDUCED TO 25°
  - PLANTING OF SUITABLE SCREENING TREES
  - SOLAR PANELS REMOVED FROM FRONT OF NORTH WEST ROOF

WINDOW SCHEDULE DOWNSTAIRS

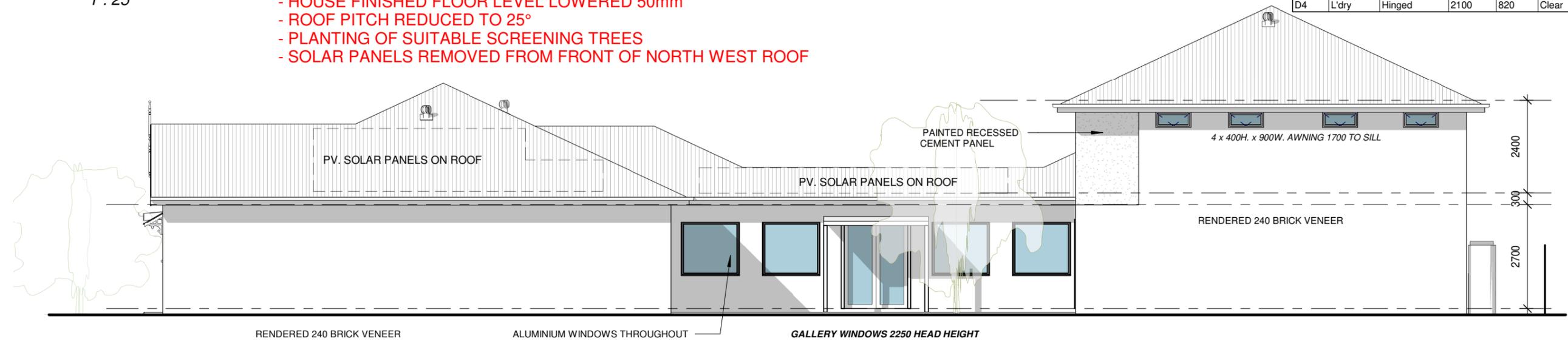
Mark	Location	Type	Height	Width	Glazing
W1	Study	Double Hung	1400	1510	Clear
W2	Lounge	Double Hung	1800	1510	Clear
W3	Lounge	Double Hung	1800	1510	Clear
W8	Dining	Double Hung	2250	900	Clear
W9	Dining	Double Hung	2250	900	Clear
W10	Gallery	Fixed	1400	1510	Clear
W11	Gallery	Fixed	1400	1510	Clear
W12	Gallery	Fixed	1400	1510	Clear
W13	Gallery	Fixed	1400	1510	Clear
W14	Bed 1	Double Hung	2250	900	Clear
W15	Bed 1	Double Hung	2250	900	Clear
W18	Ens.	Double Hung	1500	1510	Clear
W19	Garage	Sliding	600	1510	Clear
W20	Garage	Sliding	600	1510	Clear
W21	Sink Rm.	Double Hung	1000	610	Clear
W22	Snug	Double Hung	1000	1210	Clear
W25	WC	Double Hung	600	910	Obscur
W26	L'dry	Double Hung	1000	1510	Clear
W27	Kitch.	Double Hung	1000	1810	Clear
W28	Study	Double Hung	1400	1510	Clear

Window Schedule Upstairs

Mark	Location	Type	Height	Width	Glazing
W1A	Guests	Double Hung	1000	1210	Clear
W2A	Guests	Awning	400	910	Clear
W3A	Guests	Awning	400	910	Clear
W4A	Bed 3	Awning	400	910	Clear
W5A	Bed 3	Awning	400	910	Clear
W6A	Bed 3	Double Hung	600	2410	Clear
W7A	Bed 2	Double Hung	600	2410	Clear
W8A	Bath	Double Hung	600	910	Obscur
W9A	Ens.	Double Hung	600	910	Obscur
W10A	Bed 1	Double Hung	1000	610	Clear
W11A	Bed 1	Double Hung	1000	610	Clear
W12A	Retreat	Double Hung	1000	1510	Clear
W13A	Retreat	Double Hung	1000	910	Clear

Glass Door Schedule

Mark	Location	Type	Height	Width	Glazir
D1	Dining	Hinged	2250	1640	Clear
D1A	Guests	Sliding	2100	2710	Clear
D2	Gallery	Hinged	2250	1640	Clear
D3	Bed 1	Hinged	2250	1640	Clear
D4	L'dry	Hinged	2100	820	Clear



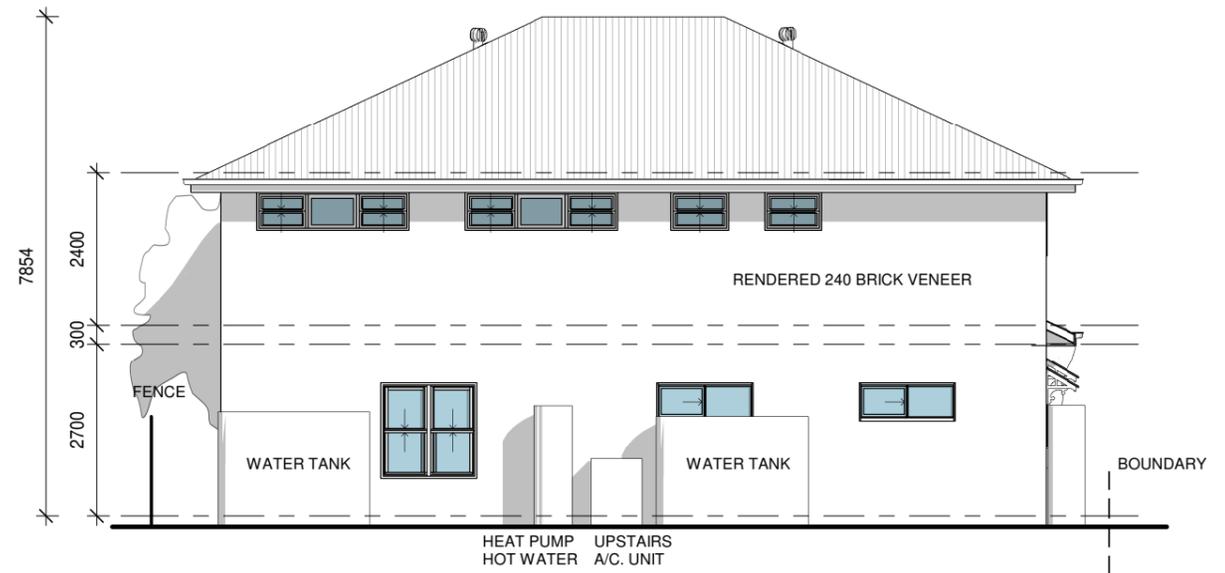
**2 NORTH WEST ELEVATION**  
1 : 100

Certificate No. #HR-8893PS-02  
 Assessor name: Anthea Crack  
 Accreditation No.: HERA 10167  
 Property Address: 18 Bourke Street, Cootamundra NSW, NSW, 2590

**DIRECT CONCEPTS**  
 Phone 0418 860138

Date : 14/1/2026  
 Scale on A3 : As indicated  
 Drawn : C. W.  
 Project :

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**



**1 SOUTH WEST ELEVATION**  
1 : 100



- CHANGES MADE TO REDUCE IMPACT***
- HOUSE FINISHED FLOOR LEVEL LOWERED 50mm
  - ROOF PITCH REDUCED TO 25°
  - PLANTING OF SUITABLE SCREENING TREES
  - SOLAR PANELS REMOVED FROM FRONT OF NORTH WEST ROOF



**2 SOUTH EAST ELEVATION**  
1 : 100



**DIRECT CONCEPTS**  
Phone 0418 860138

Date :	14/1/2026
Scale on A3 :	1 : 100
Drawn :	C. W
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

**NOTES:**

- BUILDER TO ADVISE FRAMING MANUFACTURER OF SELECTED WINDOW MANUFACTURER'S SIZES. (STANDARD WINDOW SIZES VARY SLIGHTLY BETWEEN MANUFACTURERS).
- ALL WINDOW AND DOOR HEAD HEIGHTS 2100 UNLESS NOTED OTHERWISE.
- WINDOW AND DOOR DIMENSIONS TO BE CHECKED ON SITE PRIOR TO MANUFACTURE.
- ALL OPERABLE WINDOWS TO BE FITTED WITH FLYSCREENS.
- FOOTINGS & SLABS** - IN ACCORDANCE WITH AS 2870, NCC VOLUME 2 **H1D4**
- MASONRY** - IN ACCORDANCE WITH AS3700, NCC VOLUME 2 **H1D5**
- TIMBER FRAMING** - IN ACCORDANCE WITH AS 1684-2 NCC VOLUME 2 **H1D6**
- DAMP PROOF COURSE & FLASHINGS** - IN ACCORDANCE WITH NCC VOLUME 2 **H2D4**
- TERMITE PROTECTION** - IN ACCORDANCE WITH AS 3600.1 and/or AS 3600.3.
- ROOFING** - IN ACCORDANCE WITH AS 1562.1 NCC VOLUME 2 **H1D7**
- GUTTERS & DOWNPIPES** - IN ACCORDANCE WITH AS/NZS 3500.3, NCC VOLUME 2 **H2D6**
- CLADDINGS** - IN ACCORDANCE WITH NCC VOLUME 2 **H1D7 & H2D6**
- EAVES & SOFFIT LININGS** - IN ACCORDANCE WITH AS2908.2
- LININGS** - IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS
- WATERPROOFING** - IN ACCORDANCE WITH NCC VOLUME 2 **H4D1, H4D2 & H4D3 AS 3740:2021 2.3.1 & 2.3.2**
- PLIABLE BUILDING MEMBRANE** - (EXTERNAL WALLS) TO COMPLY WITH AS4200.1 & AS4200.2
- WINDOWS & SLIDING DOORS** - IN ACCORDANCE WITH AS 2047 NCC VOLUME 2 **H1D8, H2V1**
- PLUMBING** - IN ACCORDANCE WITH AS 3500
- ELECTRICAL** - IN ACCORDANCE WITH AS/NZS 3000
- STORMWATER** - IN ACCORDANCE WITH AS3500 NCC VOLUME 2 **H2D2, H2D6**

**SARKING-TYPE MATERIALS USED IN THE ROOF MUST HAVE A FLAMMABILITY INDEX NOT GREATER THAN 5.**

**NOTES:**

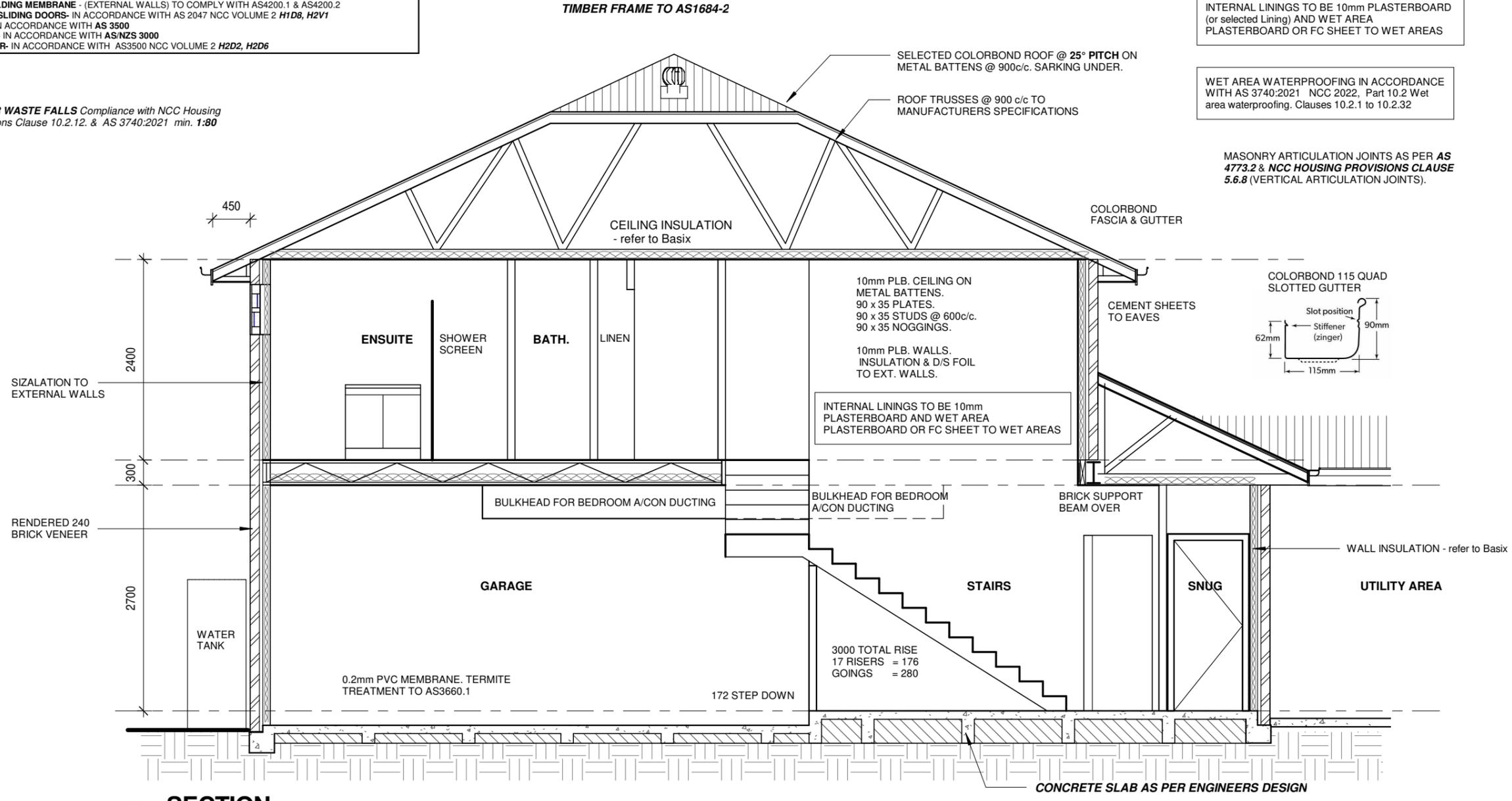
- Glazing in accordance with H1D8 & H2D7 of the NCC/BCA Volume Two, Section 8 of the Housing Provisions & Australian Standards AS 1288, 2047, 4055.
- Downpipes & Gutters to comply with NCC Housing Provisions Part 7.4.
- Flow rate and discharge of exhaust systems calculations in accordance with NCC Housing Provisions Part 10.8 - condensation management.
- Condensation management details as per BCA Housing Provisions Clause 10.8.2, (3), (4), (5) i.e timer, dryer, makeup air.
- Provide Termite management system details/notation compliant with AS 3600.1 and/or AS 3600.3.
- Timber Frames & Trusses - Reference AS/NZS 1170.1 - 2002, AS/NZS 1170.2 - 2021, AS 1684.2 - 2021, AS 1720.1 - 2010, AS 1720.5 - 2015 and AS 4440 -2004 - Installation of nail plated timber roof trusses.
- Wet area in accordance with H4D1, H4D2 & H4D3 of the NCC Volume Two and Part 10.2 of the Housing Provisions OR Clauses 10.2.1 to 10.2.6 & 10.2.12 and AS 3740.

INTERNAL LININGS TO BE 10mm PLASTERBOARD (or selected Lining) AND WET AREA PLASTERBOARD OR FC SHEET TO WET AREAS

WET AREA WATERPROOFING IN ACCORDANCE WITH AS 3740:2021 NCC 2022, Part 10.2 Wet area waterproofing, Clauses 10.2.1 to 10.2.32

MASONRY ARTICULATION JOINTS AS PER AS 4773.2 & NCC HOUSING PROVISIONS CLAUSE 5.6.8 (VERTICAL ARTICULATION JOINTS).

FLOOR WASTE FALLS Compliance with NCC Housing Provisions Clause 10.2.12. & AS 3740:2021 min. 1:80



**1 SECTION**  
1 : 50

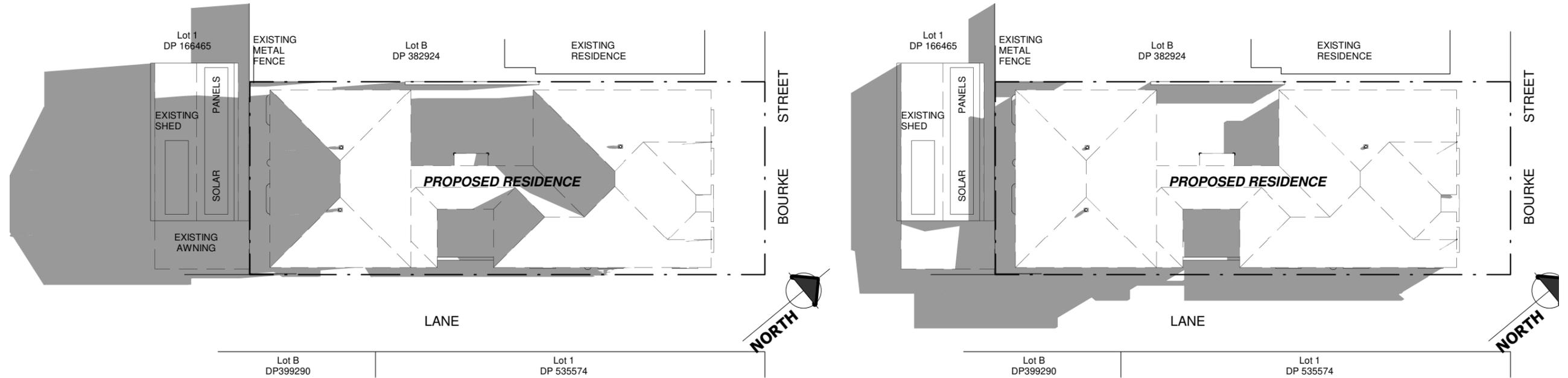
Certificate No. #HR-8893PS-02  
 Assessor name: Anthea Crack  
 Accreditation No.: HERA 10197  
 Property Address: 18 Bourke Street, Cootamundra NSW, 2590  
 Scan QR code or follow website link for rating details.

**DIRECT CONCEPTS**  
 Phone 0418 860138

Date :	14/1/2026
Scale on A3 :	1 : 50
Drawn :	C. W.
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

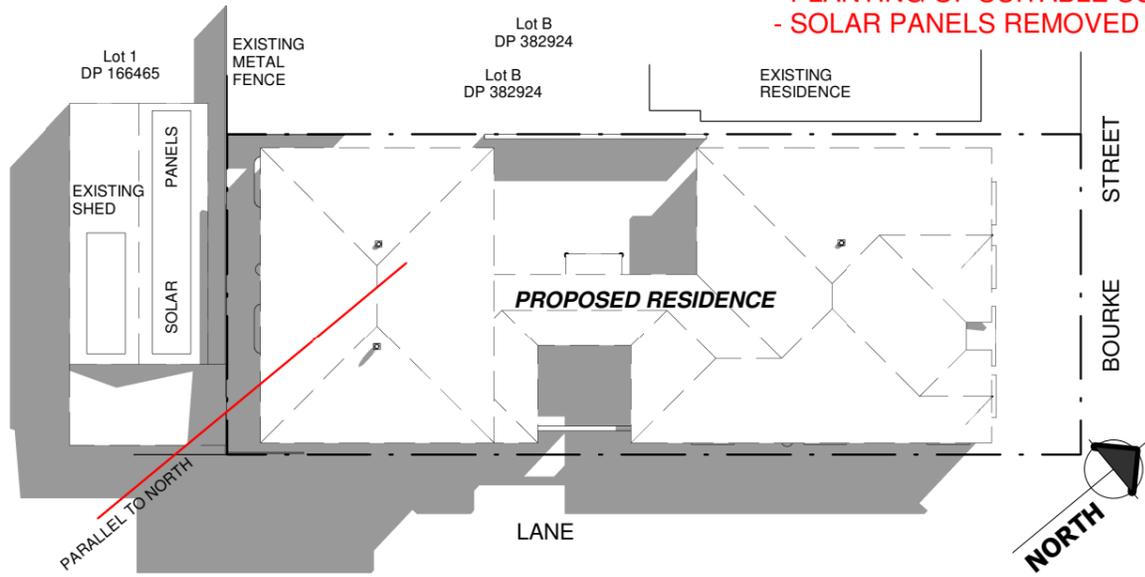
SHADOW DIAGRAMS FOR COOTAMUNDRA 34.009 S, 140.020 E



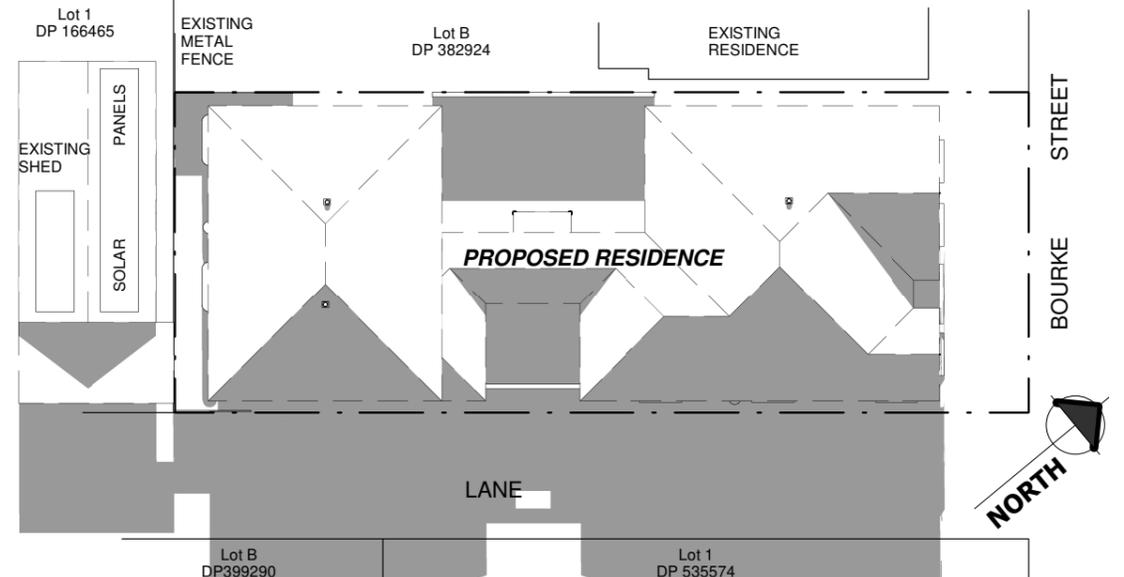
1 21 June 9am  
1 : 300

4 21 June 11am  
1 : 300

**CHANGES MADE TO REDUCE IMPACT**  
 - HOUSE FINISHED FLOOR LEVEL LOWERED 50mm  
 - ROOF PITCH REDUCED TO 25°  
 - PLANTING OF SUITABLE SCREENING TREES  
 - SOLAR PANELS REMOVED FROM FRONT OF NORTH WEST ROOF

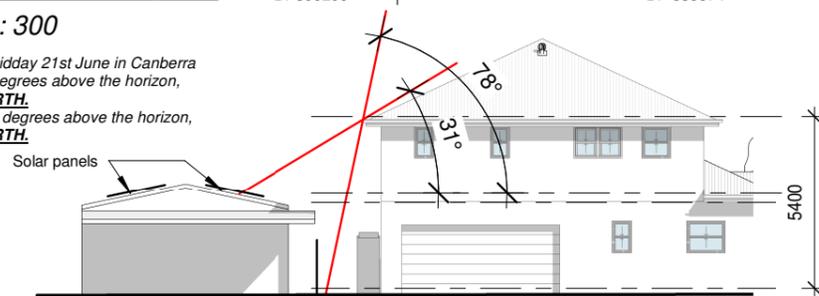


2 21 June 12pm  
1 : 300



3 21 June 3pm  
1 : 300

The sun's angle at midday 21st June in Canberra (35° Latitude) is 31 degrees above the horizon, **PARALLEL TO NORTH**.  
 21st December is 78 degrees above the horizon, **PARALLEL TO NORTH**.



5 SHADING ANGLE



<b>DIRECT CONCEPTS</b>	
Phone	0418 860138
Date :	14/1/2026
Scale on A3 :	As indicated
Drawn :	C. W.
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

**BASIX Certificate**

Building Sustainability Index  
www.planningportal.nsw.gov.au/development-and-assessment/basix

**Single Dwelling**

Certificate number: 1814033S\_02

This certificate confirms that the proposed development will meet the NSW government's requirements for sustainability, if it is built in accordance with the commitments set out below. Terms used in this certificate, or in the commitments, have the meaning given by the document entitled "BASIX Definitions" dated 01/09/2020 published by the Department. This document is available at www.planningportal.nsw.gov.au/definitions

Secretary  
Date of issue: Tuesday, 30 September 2025  
To be valid, this certificate must be submitted with a development application or lodged with a complying development certificate application within 3 months of the date of issue.



When submitting this BASIX certificate with a development application or complying development certificate application, it must be accompanied by NatHERS certificate #HR-8893PS-02

Project summary		
Project name	Bourke Street Residence_02	
Street address	18 BOURKE Street COOTAMUNDRA 2590	
Local Government Area	Cootamundra-Gundagai Regional Council	
Plan type and plan number	Deposited Plan DP382924	
Lot no.	C	
Section no.	-	
Project type	dwelling house (detached)	
No. of bedrooms	4	
Project score		
Water	40	Target 40
Thermal Performance	Pass	Target Pass
Energy	100	Target 67
Materials	-99	Target n/a

Certificate Prepared by		
Name / Company Name:	ANTHEA CRACK	
ABN (if applicable):	40139422086	

Assessor details and thermal loads		
NatHERS assessor number	10197	
NatHERS certificate number	HR-8893PS-02	
Climate zone	20	
Area adjusted cooling load (MJ/m <sup>2</sup> .year)	26	
Area adjusted heating load (MJ/m <sup>2</sup> .year)	68	
Project score		
Water	40	Target 40
Thermal Performance	Pass	Target Pass
Energy	100	Target 67
Materials	-99	Target n/a

Project address	
Project name	Bourke Street Residence_02
Street address	18 BOURKE Street COOTAMUNDRA 2590
Local Government Area	Cootamundra-Gundagai Regional Council
Plan type and plan number	Deposited Plan DP382924
Lot no.	C
Section no.	-
Project type	
Project type	dwelling house (detached)
No. of bedrooms	4
Site details	
Site area (m <sup>2</sup> )	609
Roof area (m <sup>2</sup> )	400
Conditioned floor area (m <sup>2</sup> )	333.5
Unconditioned floor area (m <sup>2</sup> )	30.5
Total area of garden and lawn (m <sup>2</sup> )	50
Roof area of the existing dwelling (m <sup>2</sup> )	0

Water Commitments			
The applicant must install showerheads with a minimum rating of 4 star (> 4.5 but <= 6 L/min plus spray force and/or coverage tests) in all showers in the development.	✓	✓	✓

Landscape			
The applicant must plant indigenous or low water use species of vegetation throughout 20 square metres of the site.	✓	✓	✓

Fixtures			
The applicant must install showerheads with a minimum rating of 4 star (> 4.5 but <= 6 L/min plus spray force and/or coverage tests) in all showers in the development.	✓	✓	✓
The applicant must install a toilet flushing system with a minimum rating of 4 star in each toilet in the development.	✓	✓	✓
The applicant must install taps with a minimum rating of 6 star in the kitchen in the development.	✓	✓	✓
The applicant must install basin taps with a minimum rating of 6 star in each bathroom in the development.	✓	✓	✓

Thermal Performance and Materials commitments			
The applicant must install windows, glazed doors and skylights as described in the table below, in accordance with the specifications listed in the table.	✓	✓	✓

Simulation Method			
The applicant must attach the certificate referred to under "Assessor Details" on the front page of this BASIX certificate (the "Assessor Certificate") to the development application and construction certificate application for the proposed development (or, if the applicant is applying for a complying development certificate for the proposed development, to that application). The applicant must also attach the Assessor Certificate to the application for an occupation certificate for the proposed development.	✓	✓	✓
The Assessor Certificate must have been issued by an Accredited Assessor in accordance with the Thermal Comfort Protocol.	✓	✓	✓
The details of the proposed development on the Assessor Certificate must be consistent with the details shown in this BASIX certificate, including the Cooling and Heating loads shown on the front page of this certificate and the "Construction" and "Glazing" tables below.	✓	✓	✓
The applicant must show on the plans accompanying the development application for the proposed development, all matters which the Assessor Certificate requires to be shown on those plans. Those plans must bear a stamp of endorsement from the Accredited Assessor to certify that this is the case. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), all thermal performance specifications set out in the Assessor Certificate, and all aspects of the proposed development which were used to calculate those specifications.	✓	✓	✓
The applicant must construct the development in accordance with all thermal performance specifications set out in the Assessor Certificate, and in accordance with those aspects of the development application or application for a complying development certificate which were used to calculate those specifications.	✓	✓	✓
The applicant must show on the plans accompanying the development application for the proposed development, the locations of ceiling fans set out in the Assessor Certificate. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), the locations of ceiling fans set out in the Assessor Certificate.	✓	✓	✓

Legend			
In these commitments, "applicant" means the person carrying out the development.			
Commitments identified with a ✓ in the "Show on DA plans" column must be shown on the plans accompanying the development application for the proposed development (if a development application is to be lodged for the proposed development).			
Commitments identified with a ✓ in the "Show on CC/CDC plans and specs" column must be shown in the plans and specifications accompanying the application for a construction certificate / complying development certificate for the proposed development.			
Commitments identified with a ✓ in the "Certifier check" column must be certified by a certifying authority as having been fulfilled, before a final occupation certificate (either interim or final) for the development may be issued.			

Construction			
Where there is an in-slab or in-screed heating or cooling system, the applicant must install insulation with an R-value of not less than 1.0 around the vertical edges of the perimeter of the slab, and underneath the slab if it is a suspended floor.	✓	✓	✓
The applicant must construct the floors, walls, roofs, ceilings and glazing of the dwelling in accordance with the specifications listed in the tables below.	✓	✓	✓
The applicant must show through receipts that the materials purchased for construction are consistent with the specifications listed in the tables below.	✓	✓	✓

Construction	Area - m <sup>2</sup>	Insulation
floor - concrete slab on ground, waffle pod slab.	201.2	none
floor - above habitable rooms or mezzanine, treated softwood, frame: timber - H2 treated softwood.	120.6	fibreglass batts or roll
floor - suspended floor above garage, treated softwood, frame: timber - H2 treated softwood.	42.2	fibreglass batts or roll
garage floor - concrete slab on ground, waffle pod slab.	42.4	none
external wall: brick veneer, frame: timber - H2 treated softwood.	all external walls	fibreglass batts or roll+ foil/sarking
external garage wall: brick veneer, frame: timber - H2 treated softwood.	38.9	none+ foil/sarking
internal wall: plasterboard, frame: timber - H2 treated softwood.	302.8	none
ceiling and roof - flat ceiling / pitched roof, framed - metal roof, timber - H2 treated softwood.	400	ceiling: fibreglass batts or roll, roof: foil/sarking

Thermal Performance and Materials commitments			
The applicant must install windows, glazed doors and skylights as described in the table below, in accordance with the specifications listed in the table.	✓	✓	✓

Frames		Maximum area - m2
aluminium		63.8
timber		3.4
uPVC		0
steel		0
composite		0

Glazing		Maximum area - m2
single		0
double		67.2
triple		0

Energy Commitments			
The applicant must install the following hot water system in the development, or a system with a higher energy rating: electric heat pump.	✓	✓	✓

Cooling system			
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 living area: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5	✓	✓	✓
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5	✓	✓	✓

Heating system			
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 living area: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5	✓	✓	✓
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5	✓	✓	✓

Ventilation			
The applicant must install the following exhaust systems in the development: At least 1 Bathroom: individual fan, ducted to façade or roof, Operation control: manual on / timer off	✓	✓	✓
Kitchen: individual fan, ducted to façade or roof, Operation control: manual on / timer off	✓	✓	✓
Laundry: individual fan, ducted to façade or roof, Operation control: manual on / timer off	✓	✓	✓

Artificial lighting			
The applicant must ensure that a minimum of 80% of light fixtures are fitted with fluorescent, compact fluorescent, or light-emitting-diode (LED) lamps.	✓	✓	✓

Natural lighting			
The applicant must install a window and/or skylight in the kitchen of the dwelling for natural lighting.	✓	✓	✓

Energy Commitments			
The applicant must install a window and/or skylight in 4 bathroom(s)/toilet(s) in the development for natural lighting.	✓	✓	✓

Alternative energy			
The applicant must install a photovoltaic system as part of the development. The applicant must connect this system to the development's electrical system.	✓	✓	✓
The photovoltaic system must consist of: - photovoltaic collectors with the capacity to generate at least 5 peak kilowatts of electricity, installed at an angle between 10 degrees and 25 degrees to the horizontal facing north west	✓	✓	✓

Other			
The applicant must install an induction cooktop & electric oven in the kitchen of the dwelling.	✓	✓	✓
The applicant must install a fixed outdoor clothes drying line as part of the development.	✓	✓	✓
The applicant must install a fixed indoor or sheltered clothes drying line as part of the development.	✓	✓	✓

## Nationwide House Energy Rating Scheme®

### NatHERS® Certificate No. #HR-8893PS-02

Generated on 30 Sep 2025 using Hero 4.1 (Chenath v3.23)

**Property**

Address: 18 Bourke Street, Cootamundra NSW, NSW, 2590

Lot/DP: C/DP382924

NCC Class\*: 1a

Floor/all Floors: 1 of 2 floors

Type: New

**Plans**

Main Plan: 29 September 2025

Prepared by: Direct Concepts

**Construction and environment**

Assessed floor area (m<sup>2</sup>)\*: 333.5

Conditioned\*: 333.5

Unconditioned\*: 30.5

Total: 406.4

Garage: 42.4

Exposure Type: Suburban

NatHERS climate zone: 20 - Wagga AMO

**7.1**  
The more stars the more energy efficient

**NATIONWIDE HOUSE ENERGY RATING SCHEME**

**93.3 MJ/m<sup>2</sup>**  
Predicted annual energy load for heating and cooling based on standard occupancy assumptions.

For more information on your dwelling's rating see: [www.nathers.gov.au](http://www.nathers.gov.au)

**Thermal performance (MJ/m<sup>2</sup>)**  
Limits taken from ABCB Standard 2022

	Heating	Cooling
Modelled	67.7	25.7
Load limits	90	33

Features determining load limits

Floor type (lowest conditioned area): CSOG

NCC climate zone 1 or 2: N

Outdoor living area: N

Outdoor living area ceiling fan: N

**Whole of Home performance rating**

No Whole of Home performance rating generated for this certificate.

**Verification**

To verify this certificate, scan the QR code or visit <http://www.hero-software.com.au/pdf/HR-8893PS-02>.

When using either link, ensure you are visiting <http://www.hero-software.com.au>

**Accredited assessor**

Name: Anthea Crack

Business name: True North Consulting

Email: [anthea@truenorthconsult.com.au](mailto:anthea@truenorthconsult.com.au)

Phone: +61 447259470

Accreditation No.: 10197

Assessor Accrediting Organisation: HERA

Declaration of interest: No Conflict of Interest

**NCC Requirements**

BCA provisions: Volume 2

State/Territory variation: Yes

**National Construction Code (NCC) requirements**

The NCC allows the use of NatHERS accredited software to comply with the energy efficiency requirements for houses (Class 1 buildings) and apartments (Class 2 sole-occupancy units and Class 4 parts of buildings). The applicable requirements for houses are detailed in Specification 42 of NCC Volume Two. For apartments the requirements are detailed in clauses J2(2)(a) and (3) of NCC Volume One.

NCC 2022 includes enhanced thermal performance requirements for houses and apartments. It also includes a new whole-of-home annual energy use budget which applies to the major equipment in the home.

The NCC, and associated ABCB Standards and support material, can be accessed at [www.abcb.gov.au](http://www.abcb.gov.au).

Note: variations and additions to the NCC energy efficiency requirements may apply in some states and territories.

Phone 0418 860138

Date :	14/1/2026
Scale on A3 :	
Drawn :	C. W.
Project :	

## Proposed Residence on 18 Bourke Street, Cootamundra 2590



<b>Statement of Environmental Effects &amp; DA Package</b>	
<b>In Support of a Development Application - Dwelling</b>	
<b>Proposal</b>	<ul style="list-style-type: none"> <li>• Demolish existing dwelling</li> <li>• Erect New Dwelling house – to erect a part single storey, part two storey, four (4) bedroom, Lounge, Living, Craft &amp; retreat areas - dwelling house, with a Double Garage from lane access.</li> </ul>
<b>Subject Land and address</b>	Lot C DP 382924 18 Bourke Street COOTAMUNDRA NSW 2590
<b>Applicant / Owner</b>	Ms Robyn Fowkes <a href="mailto:Robynfowkes2@bigpond.com">Robynfowkes2@bigpond.com</a> 0419 273 295
<b>Application prepared by</b>	DA Busters – Development Assistance Services Ph: 0466 722 869 Email: <a href="mailto:Craig@DAbusters.com">Craig@DAbusters.com</a>
<b>LGA</b>	Cootamundra Gundagai Regional Council



*Street view rendering were the street tree not present*

Proudly assisted by:



© Sep 2025



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Craig Filmer    craig@dabusters.com    0466 722 869

**DEVELOPMENT ASSISTANCE SERVICE**

18 Pineview Cct YOUNG, NSW 2594

30 September 2025

**The General Manager**

Cootamundra Gundagai Regional Council  
PO BOX 420  
**COOTAMUNDRA      NSW    2722**

Att: Manager Planning & Development

Dear Sir/Madam,

**Re:    Property – Lot C DP 382924, 18 Bourke Street, COOTAMUNDRA, 2590  
      Demolition of Existing Dwelling, Erection of New Dwelling**

**EXECUTIVE SUMMARY**

Please find included and attached, documents serving as a Development Application, some 18 months in the Planning whereby the Applicant/Owner and her design team have been dutifully preparing, designing, researching and enquiring to put forward a compliant and reasonable proposal for Council's assessment.

Of primary concern were the pre DA Meeting notes made from the Design Team's visit to Council on 25 June 2025 and with all points carefully addressed in the detailed document below, the heads of consideration have resulted as follows;

- ✓ The Design has been carefully reviewed so the Dwelling operates without interpretation of separate occupation. With the intent of ageing in place, the Owner has designed in time for a live in Carer and subtle points noted by Council in this regard have been overcome.
- ✓ Heritage Conservation Area and the decline of the existing building have been addressed with both Council's Heritage Advisor and also an Independent Heritage Impact Statement from CornerStone Heritage Consultants is offered. Design enhancements have been introduced from matters examined and a mutually acceptable outcome has resulted.
- ✓ Initial concerns of Council on bulk, scale, FSR, mimicking heritage, and associated matters have been reviewed per Council's DCP, the Heritage Statement and design elements subtly changed and enhanced to present a compliant and reasonable outcome.
- ✓ Shadow diagrams have been presented and discussed, as well as how this appears on Private Open Space of this design having over 3 – 4 hours worth at winter solstice, to same

- ✓ Setbacks have been demonstrated to be compliant with Council's DCP and an aspect lacking clarity in the policy is discussed with no variations required
- ✓ Open private Open space exceeds DCP obligations and a Landscape Design from a professional landscape Architect is also presented to enhance these areas
- ✓ Building over sewer is proposed and has been designed specifically from Council's initial and detailed Policy advice in this regard.

Whilst the Owner is the Applicant, an Authority has been lodged enabling connection with the undersigned on any technical or operational aspect of this Application and Portal movements in this regard.

I would be available during business hours should you have any further enquiries, please contact me by phone or email – details in the above letterhead.

Yours sincerely



**K CRAIG FILMER**

B. App Sc (Env Health) – Building Surveillance Major  
MAAC; MEHA; BPB-A1 Certifier (LG-BDC 0945)

**Development & Environmental Health Specialist**

**DA BUSTERS Pty Ltd**

**A. The Site and Area**

The site

The address and property details: Lot C DP 382924  
 18 Bourke Street  
 COOTAMUNDRA NSW 2590

The locality

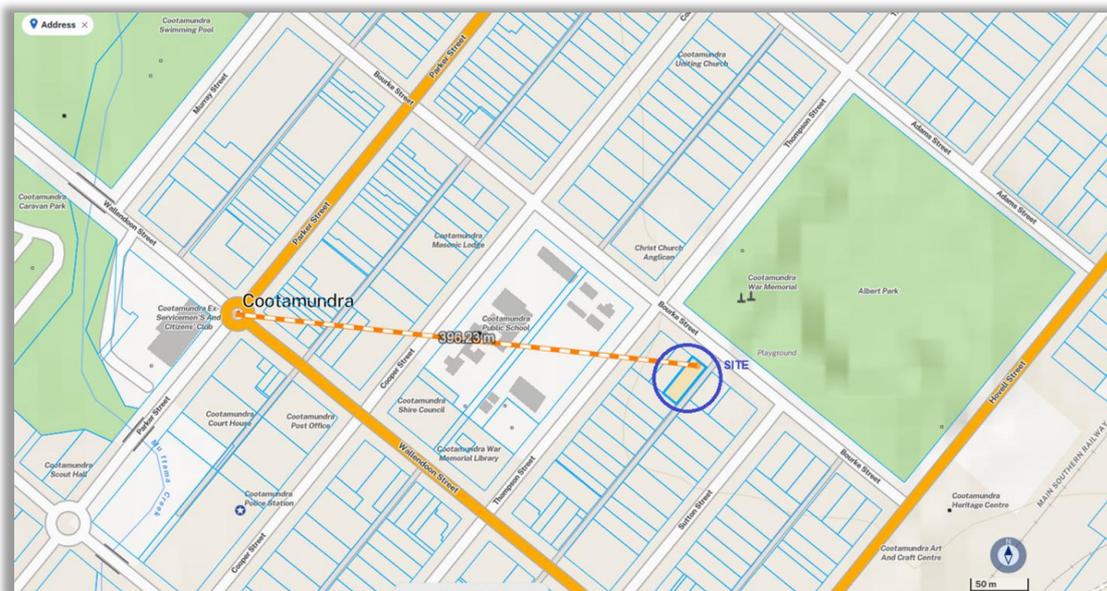
The site is located 396 m east of the CBD (central roundabout), of Cootamundra Township. The site is in an older residential part of Town, that is largely residentially developed although businesses do exist around the corner in Sutton Street, and a block away to CBD activities. The land is set nearby to playing fields and other facilities such as a Cootamundra Public School, and the Anglican Church.

The land in the vicinity is characterised by lots that are between 800 m<sup>2</sup> and 1,100 m<sup>2</sup> but on average the nearby residential lots are about 1,012 m<sup>2</sup> in area or the traditional quarter acre block as was the norm in earlier settlement times – note the Deposited Plan is a re-adjustment of an historical Lot & Section of the Town(Lot 6 Sec 30).

The land in the immediate locality is generally reasonably flat, and most lots contain single dwelling houses, including a number of two (2) storey dwellings and/or impressively high & busy roofed structures nearby. This is mixed with more recent 1970’s & 1980’s bland brick & tile and brick & colorbond dwellings.

It is further noted as to the extent of large back shed development associated with dwellings, dominating the laneways in the adjacent town block.

**Locality Map (Source: NSW Six Maps)**



**Aerial imagery of subject lot area (site shaded yellow) - (Source: SIX Maps, imagery date circa 2011/12)**



**Aerial imagery of site (red placemaker) - (Source: Google Earth, imagery date 2.10.2018)**

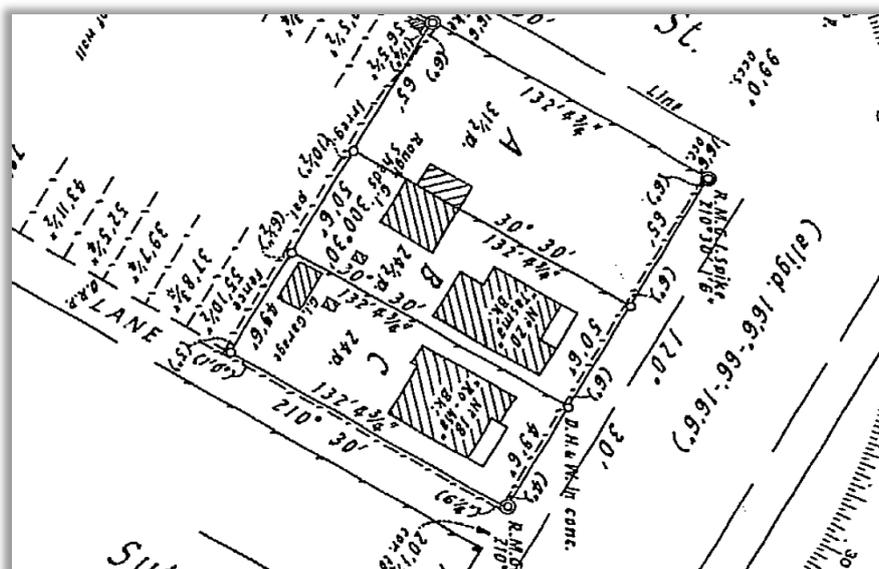


What is the present and past use of the site?

The site is presently occupied residential land, with a deteriorating 1930's California styled bungalow thereon. Historically, the site was as it is, residential land within an older part of Town.

What is the area of the site ?

The site is 607.028 m<sup>2</sup> in area, and is rectangular in shape, with a depth of 132' 4.75" [40.354 metres], and a width of approximately 45'6" [13.868 metres].



**Extract of Deposited Plan 382924**

Describe the existing structures

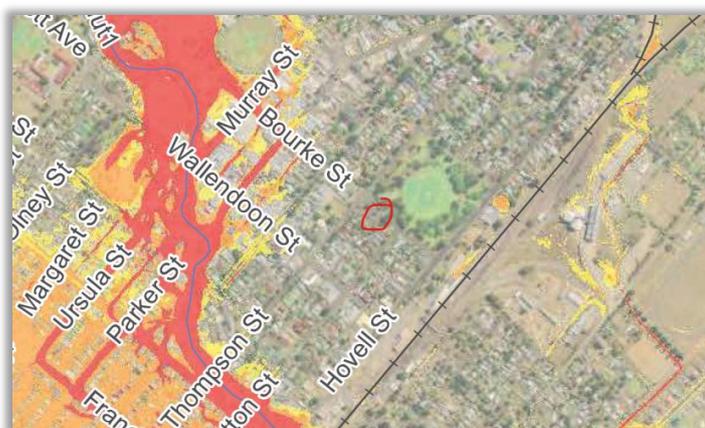
The existing older dwelling is established facing Bourke Street, whilst a pair of sheds remain in the rear yard of the land, one being an older single garage addressing the lane, the other a more newer garden shed sized structure, with a make shift lean-to roof between the two.

How does the existing dwelling address the street?

Whilst the allotment has a Laneway side, the dwelling addresses Bourke Street. The removal of the structures on-site has been addressed by both Council’s Heritage Advisor (Noel Thompson) and also an Independent heritage Impact Assessment has been prepared by CornerStone Heritage Consultants, where the age, moisture penetration, foundation instability, asbestos linings and run down nature of the structure, have been evaluated amongst other considerations, supporting such a move.

Is the site classified as Bushfire Prone or Flood Prone land ?

The site is not mapped as bushfire prone. The land is not tagged as flood affected at the 1% AEP Mapping of the Cootamundra Flood Strudy). The floor level on the Final Plans is to be 330.0m AHD being 320mm higher than the Bourke St Frontage kerb top which is 329.68m AHD at survey.



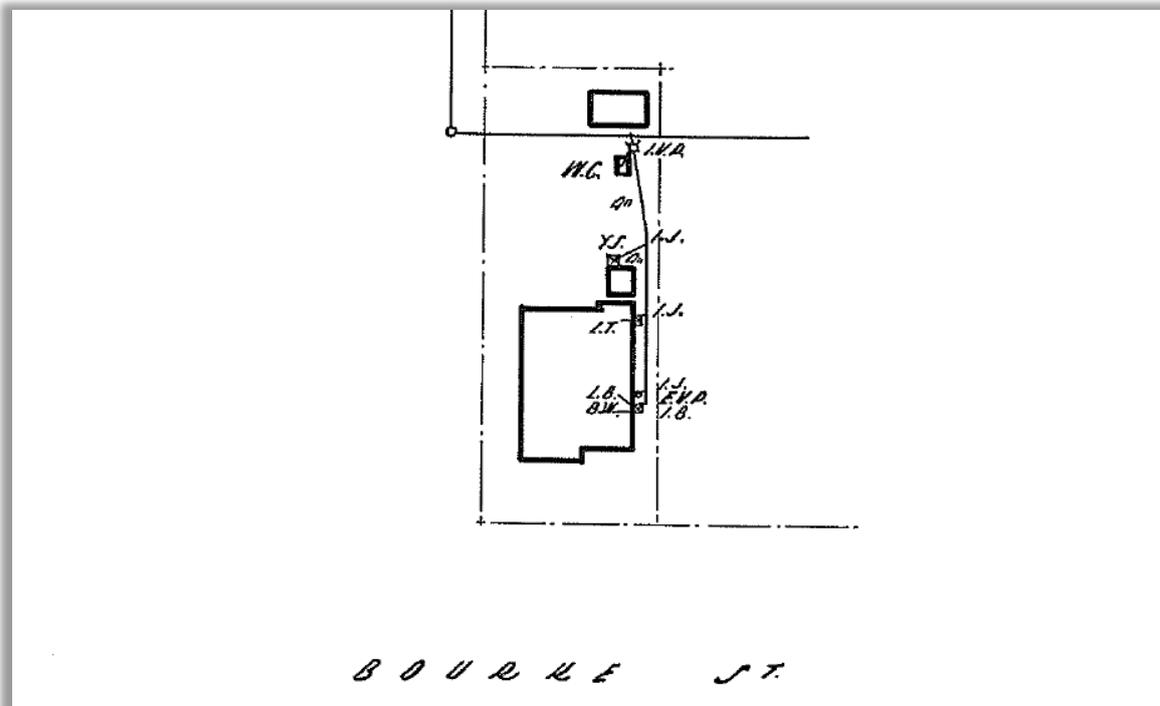
Describe the key features of the site (e.g. any significant slope, significant trees or vegetation, water bodies, infrastructure, etc):

The site is relatively level with barely 8 cm difference across finished levels at site survey.

There are no mature remnant trees on the property, merely an exotic which is below Tree Preservation Order sizing. A very prominent street tree exists which obscures the frontage of the property, onto Bourke Street. This tree exists in the footpath/verge and is not being touched with this development.



Current Drainage Diagram extract (note sewer main through property – discussed later in statement)



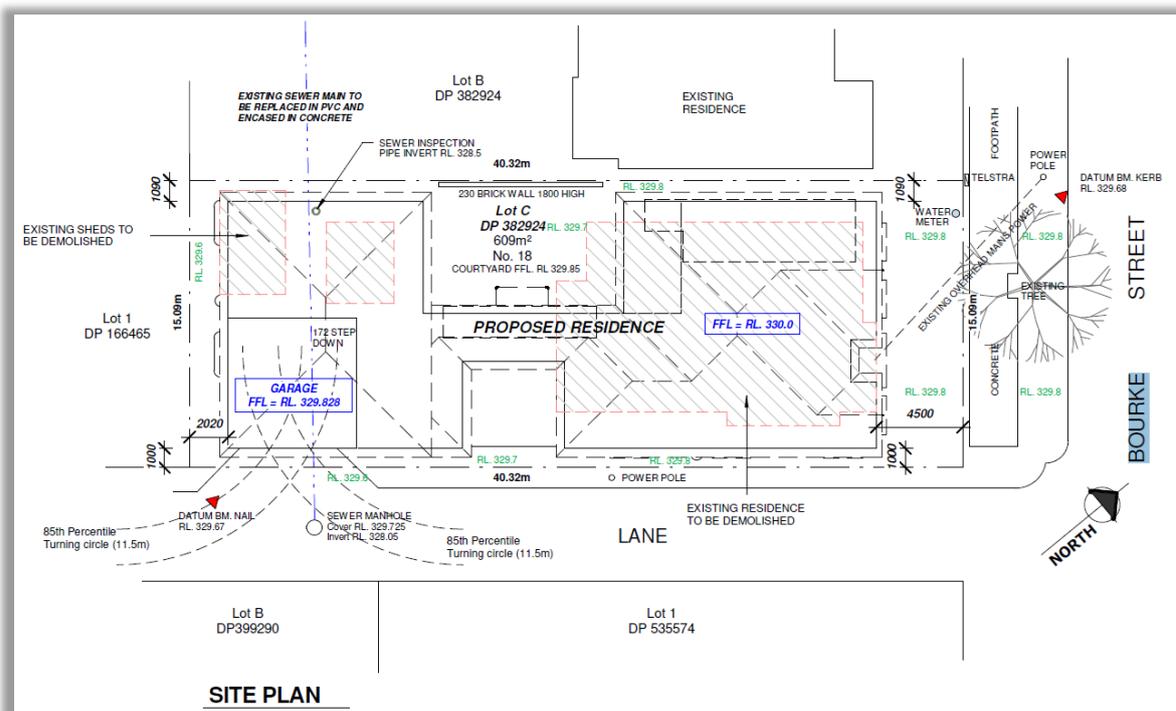
The Site Context

**How would you describe the setting of the area, and the relationship of the development to it ?**

The immediate locality adjacent the subject premises is mixed in nature with a Playing Field, A School, a Church and the Rail precinct all within a town block or so from the subject land. Immediately adjacent is predominantly residential in nature, with wildly mixed age residential dwellings from period to 1980's/90's very near by. The density is moderate to high with most adjacent blocks having larger dwellings but also larger rear sheds. The removal of the said dwelling as attested to by several Heritage Impact evaluations will NOT affect the locality, and the owner's desire to have sympathetic styling in her construction will highlight and retain the charm in the wider precinct. It is considered that due to the dominant street tree and the sympathetic architectural styling being utilised, very little difference will be had on the streetscape. It is considered that the use of the land is in keeping with the character of the surrounding area, as is the physical building proposed.

The design and location of the dwelling will not impact on any significant scenic qualities or features of the landscape. Furthermore, the dwelling will not impact on the dwellings to the north, south or west, in terms of either visual and acoustic privacy, due to existing and proposed setbacks to each boundary and window location.

These issues will be explored further, below in this statement.



Site Plan Extract

**B. The Proposed Development**

The proposed development involves the erection of a single (1) storey at front, double storey at rear dwelling. The dwelling as proposed comprises four-bedrooms, of which one is a ‘plan for the future’ live-in carer space alongside an internal lift, which in no way could be conceived to be separate occupation as it has connectivity and linkages through and to the rest of the dwelling.

The dwelling is designed with definite Living and Day areas to the Northern end and Bedroom, Garage, Craft and Nook to the rear section , with an alfresco courtyard area to one side of the midpoint Gallery connection, and the Utility Area to the other side. The dwelling has been designed internally very carefully for the Owner to age in place, whilst externally it has been designed respectful of its wider precinctual neighbourhood as well as to fit a theme of this part of Cootamundra in its immediate vicinity.

More specific details of the development include:

- The number of storeys proposed* - Single storey (for the front 24.15m) and up to 10.15m from the rear of the structure. The 2 storey part is set back 2.02m from the southern boundary.



**Render of proposal from Laneway Corner with Street**

- The roof type proposed* - Trussed and Colourbond sheeting with bold high front roof design but simpler rear roof to offset height and shadow potential. Roof to be colorbond shale grey or similar.
- Dwelling wall type proposed* - Rendered and coloured brick veneer – see elevations above
- Dwelling roof height above finished ground level*
  - Front section (single storey front two-thirds)
    - To eave - 2.7m from floor level
    - To ridge - 5.7m from floor level
  - Rear Section (two storey rear one-third)
    - To eave - 5.3m from floor level
    - To ridge - 7.964m from floor level
- Gross floor area (GFA)* - 354.2 m<sup>2</sup> (Living = 286.3 sq.m, Garage = 45.7 sq.m, Al Fresco = 17.8 sq.m, Porch 4.4 sq.m)
- Setbacks from each site boundary*
  - Front (north/Street) - 4.5 metres (dwelling face) same as existing

- Rear (south / neighbour) - 2.02 metres
- Side (west) - 1.09 metres at closest, 6.93 to Gallery)
- Side (east) - 1.00 metres to Laneway

Building lines or perceived variations will be discussed in DCP review section

- Any landscape work proposed* - Lawn and garden will be provided, as per the BASIX certificate with focus on Courtyard and front setback spaces.
- Vehicle, access and parking* - Access to the rear incorporated double garage, has been show on plan with swept path of an 85<sup>th</sup> percentile vehicle movements into and out of the garage onto the Laneway.
- Utilities*
- Effluent disposal – effluent will be discharged to the Council sewer main located traversing the rear section of the property, adjacent the southern boundary of the site.
- This proposal does involve building over the sewer not unlike the existing shed does, however, in accordance with Council’s Building Over Sewer Policy and specific advice garnered from Council prior to commencing building design, encasement and replacement of the main across the property and very specific engineer design pier and beam footing/slab design is occurring and will be put in place.
- Council’s specific advice is included in the appendices to this report for reference, and the design will be submitted with the Construction Certificate Application.
- Water – the existing dwelling is currently connected to the Council water main located in Bourke Street. This will be capped, re-used and the new dwelling connected.
- Stormwater – stormwater will be discharged to the Council street gutter located adjacent the front (northern) boundary of the site.
- Power – the dwelling will be connected to the service located in Bourke Street – pole adjacent the front NW corner of the property.
- Telstra/NBN – services exist in Bourke St at the front of the property.
- Is development permissible under another SEPP or EPI ?* - This development is permissible under the provisions of the *Cootamundra LEP 2013*.
- Describe the extent of demolition* - The existing dwelling and sheds are proposed to be removed by both a Licensed Asbestos Removalists and also Licensed Demolition Contractor. Included with this Development Application are both advice from Council’s Heritage Advisor and a separate Independent Heritage Impact Assessment by CornerStone Heritage.
- Both have examined the type and nature of structure, its structural health and ageing process and made the conclusion that no great loss exists to the Community on loss of this structure, along with the sympathetic design of the structure as proposed.

Further discussion is proposed under the LEP & DCP Review sections on Heritage, however, the dwelling that exists will give way to that proposed.

*Total open space or unbuilt upon area available* - Walled footprint = 354.2 sq.m  
 Site Area = 609 sq.m  
 Total FSR = 58.311% of the site

*Describe the trees to be removed* - Nil (Exotic shrubs and lesser trees only)

*Overshadowing / Passive Solar*

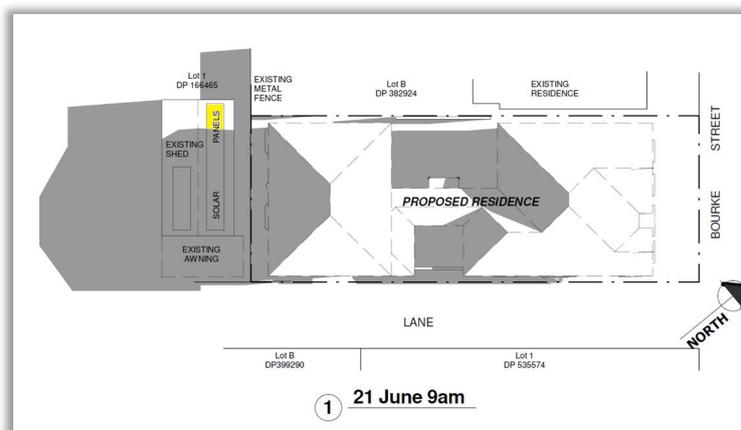
Whilst broadly referred to in most of the above work as having a northerly aspect, the dwelling proposed is actually facing Northeast. As the Owner has as true intention to fit in with her community, she has sought out the Owner to undertake shadow diagrams at the winter solstice (longest shadow on shortest day). These are presented at page 10 of the final plan set (10 sheets).

This analysis reveals that no shadows will affect any actual dwelling walls or spaces, however a marginal impact may be held on the additional PV Solar cells the Owner of 48 Thompson St (rear neighbour to south), has placed on his back shed up until 11am on the Winter solstice. Curiously, this Owner has cells on the southwest face of this same shed?

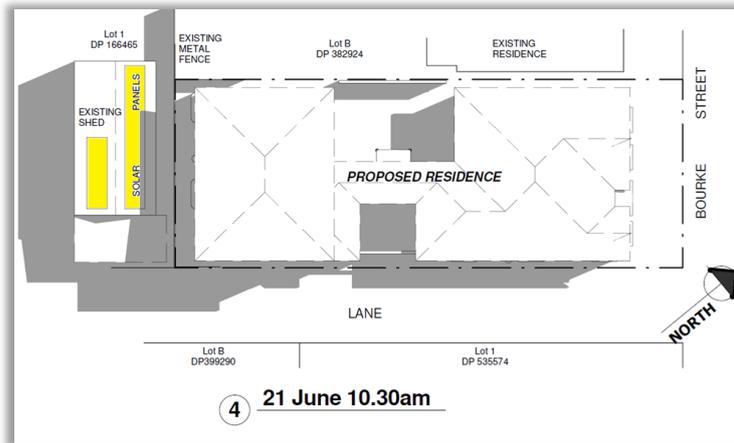
The usual test in most Policies or DCP's is to strive for at least 3 – 4 hours sun on any potentially over-shadowed neighbour's living space, at the winter solstice. In this regard and interpreting the 10.30am shadow through to the 3pm shadow, these cells will receive 4 hours plus, on this date.

The Applicant/Owner has unsuccessfully managed to catch up with these neighbours to discuss these points, however is still keen to once the DA is in and neighbour notified, so she may further see how best to assist to for better fit her neighbourhood without conflict.

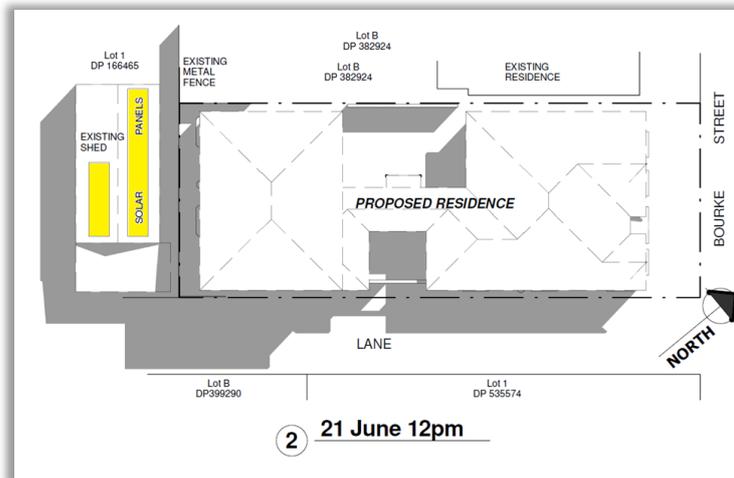
Note: no impacts to any other neighbours from the development.



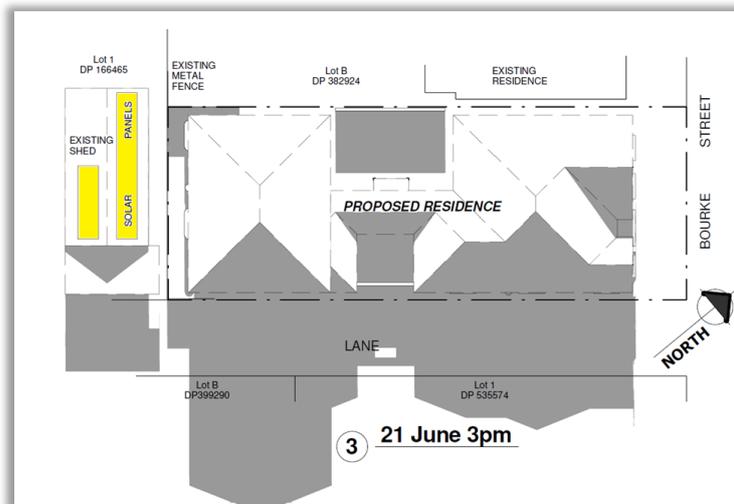
**9am – most of rear PV cells shaded**



**10.30am rear shed PV's all but exposed to sun**



**Midday – rear shed PV cells well exposed to sun**



**3pm – over 4 hours of sun to rear shed PVs at Winter Solstice.**

*Setbacks discussion*

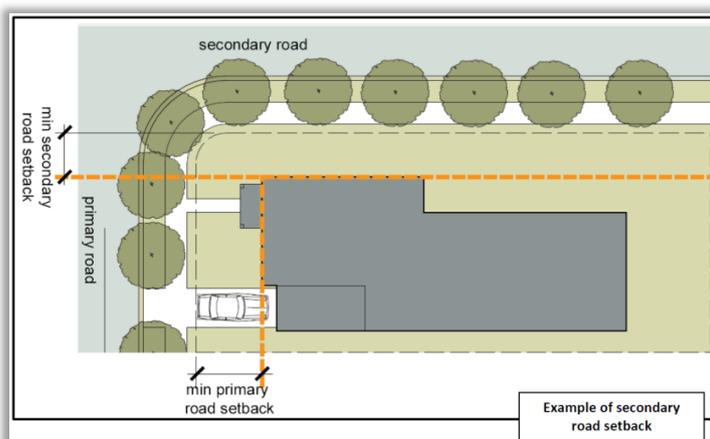
The pre DA Meeting did involve a confusing discussion about the lack of clarity in sec 2.1 of the DCP around building lines.

Whilst the primary building line at 4.5m mirrors those of current dwelling at No 18, Dwelling at No 20 and Dwelling at No 22 as well as ancillary structures at the rear of 63 Sutton St, leaving the average of neighbouring to be at 4,5m when this dwelling is re-established with new. It is our interpretation this is NOT a variation, but compliance with the acceptable solution of the first part of sec 2.1 of the DCP.

The section around corner building lines and the status of the Sanitary Laneway in terms of this part of the policy was raised.

Closer scrutiny of the policy, along with viewing wider Laneway and Lane-Corner lots on nearby blocks would reveal them not to be a “corner” for this policy.

Quite clearly on page 20 of the DCP is an explanatory diagram (not supported anywhere in DCP with a “road” definition, however quite literally, a road is not a Laneway, either in terms of volume, speed of vehicles, or frequency of use. See below very clearly a “road” corner example.



**Extract sec 2.1 of Cootamundra DCP**

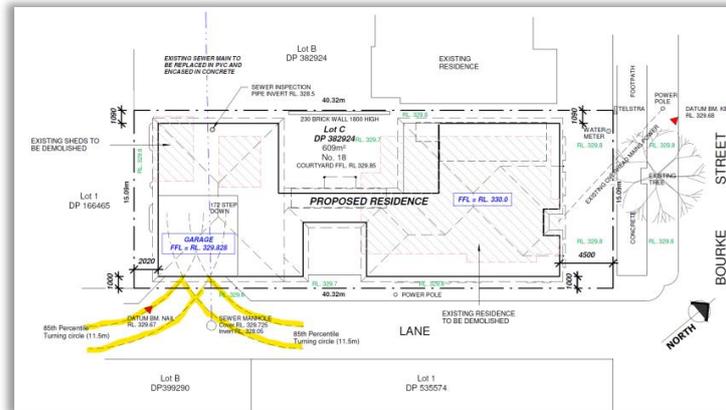
In this regard, it is our contention that this part of the Policy does NOT apply and the intended setback of 1m is both functionally rational and also assists the swept path of vehicles to the rear garage as demonstrated on the site plan and discussed below.

*Garage Accessibility*

Further at the pre DA Meeting, demonstration of swept path and ease of access to the Lane based Garage was discussed. The Designer was tasked with this to ensure that at least the 85<sup>th</sup> % vehicle can safely and easily make this turning movement in both directions.

An 85<sup>th</sup>% vehicle is an equivalent of a family sedan (formerly a Commodore, Falcon, Volvo S60 or equivalent. In the diagram extract below, it can be noted the movements are quite easily demonstrated.

Despite this, the Owner owns a more compact vehicle and has a higher degree of safety margin in making these movements.



See sheet 1 of the Final Plan Set to review at scale.

*Private Open Space*

Concerns were raised with the initial design of the dwelling and some misreading of the plans leading into the pre DA Meeting. Two defined open space areas exist on the allotment, those being the Courtyard and also that designated the Utility areas, both located either side of the gallery connection between front and rear of house.

Firstly in the Cootamundra Policy (sec 2.2) sense there is an acceptable solution on Floor Space Ratio. This design calculated as described earlier;

Walled footprint	=	354.2 sq.m
Site Area	=	609 sq.m
Total FSR	=	58.311% of the site

Council Policy is no more than 60% footprint for this size band of allotments, so compliance is achieved.

Secondly, max footprint is set at 420 square metres for this sized allotment. The current dwelling design has a walled footprint of 354 square metres which is also compliant.

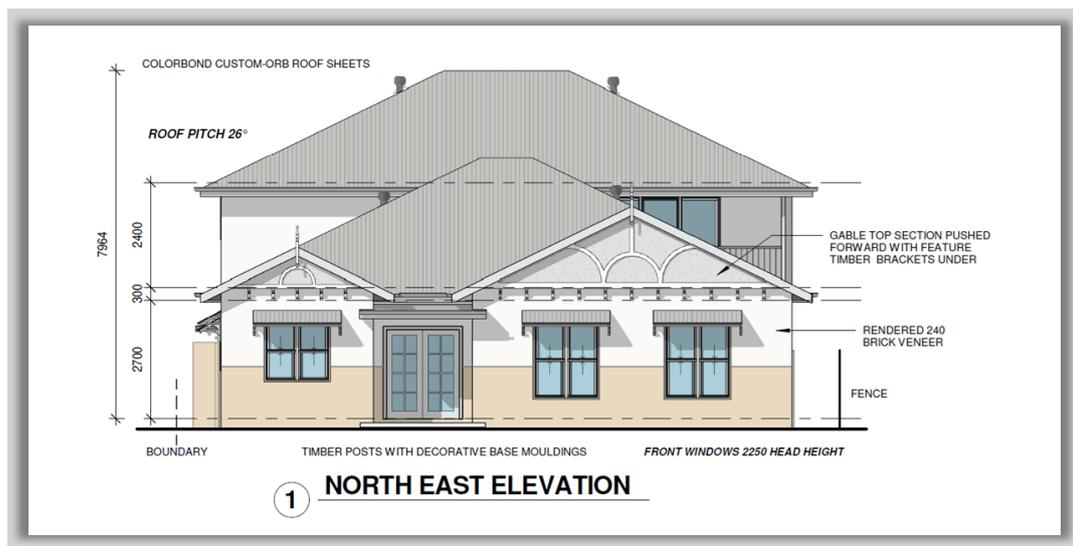
Private Open Space is set at least to achieve 10%, and with 98.94 sq.m between Courtyard and an un-roofed Utility area (for some reason believed previously to be roofed?) in very usable dimensioned area dependant upon time of day and prevailing weather conditions, accounts for 16.3% of the 607 square metre allotment. This is therefore compliant. These areas are being handed over to Landscape Architect Alex Dalglish of Somewhere design in Young to create a Private Open Space set of areas of interest.

*Building Over Sewer*

When viewing the proposed site plan (sheet 1 of Final Plan Set attached on Portal and in appendices) as well as the Drainage Diagram from the contract at purchase (also in appendices), the sewer line has been clearly marked. Early enquiries on Policy and obligations for Building over Sewer have been sought perused and understood.

A Design from a Structural Engineer has been commissioned whereby the sewer will be re-laid in modern materials, encased, backfilled and pier and beam designed over, is forthcoming and will be submitted with the Construction Certificate. It may even be on hand for the Development Application at lodgement.

Policy compliance is intentionally sought and applied for in this regard.



**View from Bourke Street if not impaired by large street tree**

**Compliance with Planning Controls**

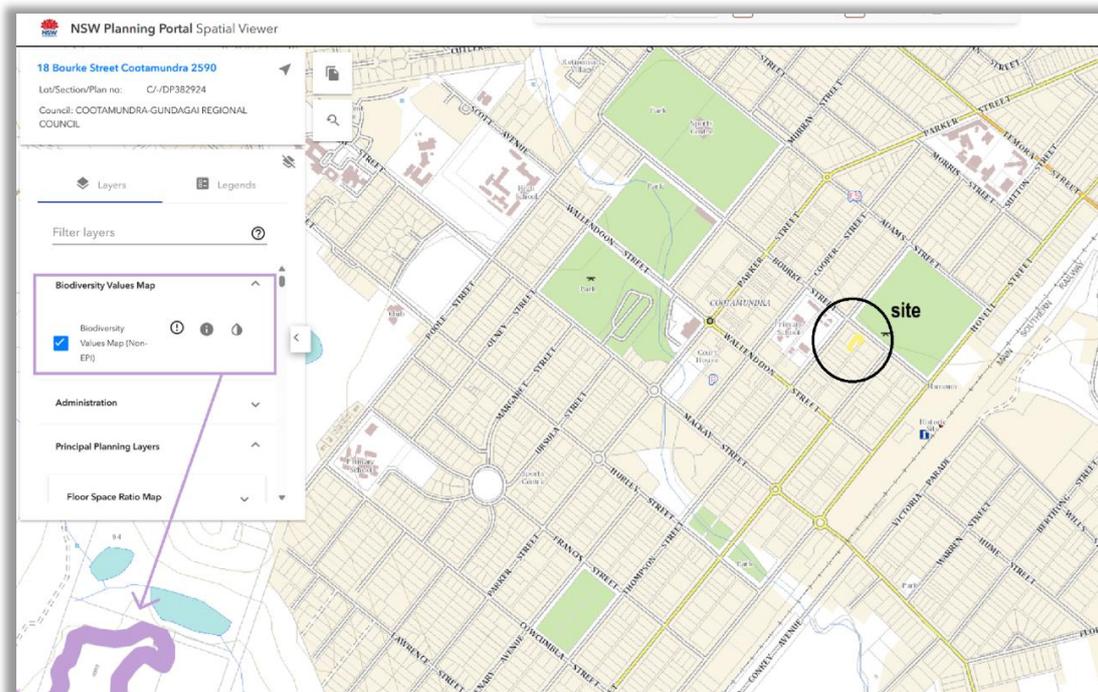
**GENERAL REQUIREMENTS OF THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT, 1979**

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

As per these sections of the above Acts, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, because:

Biodiversity Conservation Act 2016

- the development will not significantly affect threatened species or ecological communities, or their habitats, according to the test in section 7.3, as there are no trees and shrubs to be removed, there are no threatened ecological communities on the site, the development will not adversely impact the life cycle or habitat of any of the threatened species that may occur in the region, and the development is not a key threatening process. [7.2(1)(a)],
- the development does not exceed the biodiversity offsets scheme thresholds (is not mapped on the Biodiversity Values Map and the development does not exceed the clearing threshold) [7.2(1)(b)],
- the site has not been declared as an area of outstanding biodiversity value [7.2(1)(c)].



Fisheries Management Act 1994

- as per the seven-part test under section 221ZV of the Act, there are no threatened species, populations or ecological communities, occurring on-site, or are known to be in the area, there is no declared critical habitat in the region and the development is not a key threatening process.

**4.10 Designated development**

This development is not a category of designated development, under Schedule 3 of the *Environmental Planning and Assessment Regulation 2000*.

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

The land is not mapped as bushfire prone so consideration of the requirements of *Planning for Bush Fire Protection* is not required.

**4.36 Development that is State significant development**

The development is not State significant development, as it is not identified in *State Environmental Planning Policy (State and Regional Development) 2011*.

**4.46 Integrated development**

The development is not integrated development, with the only relevant consideration being proximity to watercourses. The proposed dwelling is greater than 40 metres from any watercourse in the area.

**D. SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979**

**State Environmental Planning Policies (SEPPs)**

A number of SEPPs apply to the land, however, only the following have any relevance to the proposed development:

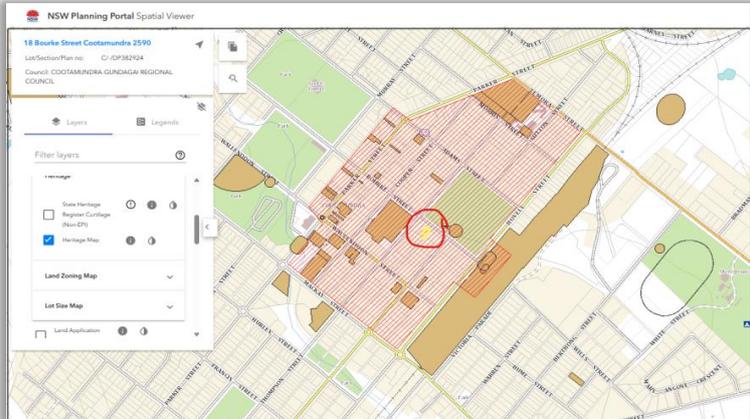
- State Environmental Planning Policy (Biodiversity and Conservation) 2021: Allowable Clearing Area (pub. 21-10-2022) – **does not exceed allowable cleared area**
- State Environmental Planning Policy (Biodiversity and Conservation) 2021: Land Application (pub. 2-12-2021) **no work proposed on mapped lands (see above and in appendices for BMAT search)**
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008: Land Application (pub. 12-12-2008) **pathway not available**
- State Environmental Planning Policy (Housing) 2021: Land Application (pub. 26-11-2021) **not a specific development type for this SEPP**
- State Environmental Planning Policy (Industry and Employment) 2021: Land Application (pub. 2-12-2021) **not specifically applicable this development**
- State Environmental Planning Policy (Planning Systems) 2021: Land Application (pub. 2-12-2021) **not specifically applicable this development**
- State Environmental Planning Policy (Primary Production) 2021: Land Application (pub. 2-12-2021) **not applicable this development**
- State Environmental Planning Policy (Resilience and Hazards) 2021: Land Application (pub. 2-12-2021) **no contaminated land or process**
- State Environmental Planning Policy (Resources and Energy) 2021: Land Application (pub. 2-12-2021) – **no impact on adjacent infrastructure**
- State Environmental Planning Policy (Sustainable Buildings) 2022: Land Application (pub. 29-8-2022) **BASIX and NaTHERS submitted with Plans & this Statement**
- State Environmental Planning Policy (Transport and Infrastructure) 2021: Land Application (pub. 2-12-2021) **no conflict with nearby public infrastructure and not traffic generating development.**

**Local Environmental Plans (LEPs)**

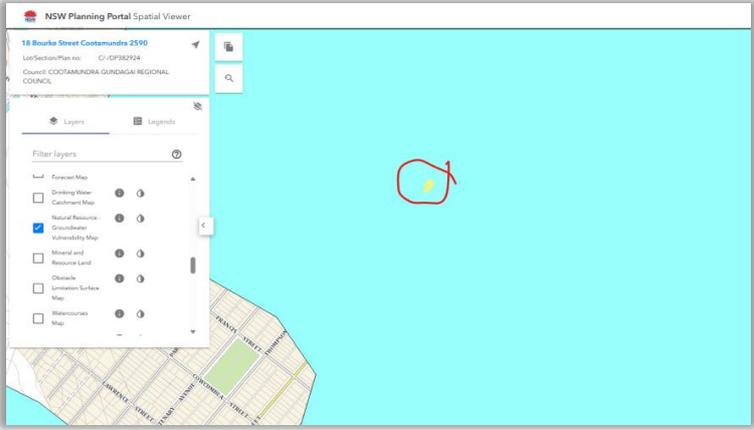
Cootamundra LEP 2013

The relevant provisions of the above LEP, are discussed as follows:

Clause	Complies	Comments
1.2 Aims of plan	Yes	The development is consistent with the relevant aims of the LEP, in that it does not impact adversely on the management, development and conservation of the natural resources of Cootamundra, or the natural and cultural heritage of Cootamundra, and provides housing to meet the needs of existing and future residents. Discussion on items below will evidence this.
1.4 Definitions	N/A	The proposed development is defined as a <b>dwelling house</b> which means, <i>a building containing only one dwelling</i> . As was discussed at pre-DA stage, capacity for a live-in carer exists for when the time comes, however there is no way possible with design changes made after this meeting, that the structure could be construed in any way capable of separate occupation. The design is more in context of a boarder rather than a separate flat.
1.9A Suspension of covenants, agreements and instruments	Yes	There are no known restrictions on the property nor imposed on the subdivision. As such no suspension of easements or covenants are required, nor sought.
2.2 Zoning	N/A	The site is zoned R1 – General Residential.

Clause	Complies	Comments
2.3 Zone objectives and land use table	Yes	<p>The development is permitted with consent, in accordance with the land use table, and it is consistent with the following objectives of the zone:</p> <ul style="list-style-type: none"> <li>▪ <i>to provide for the housing needs of the community – <b>the development is for a dwelling house,</b></i></li> <li>▪ <i>to provide for a variety of housing types and densities – <b>the dwelling provides a large, modern, home, that meets the needs of the local housing market as well as the owner for family, friends and to age in place.</b></i></li> <li>▪ <i>To enable other land uses that provide facilities or services to meet the day to day needs of residents. – <b>not applicable</b></i></li> </ul>
2.7 Demolition	N/A	<p>Demolition is proposed of the current site structures. Heritage is discussed below, however a Licensed Asbestos Removal Company is being used, as well as Licensed Demolition Contractors, for the process.</p>
2.8 Temporary use of land	N/A	<p>The application is not for the temporary use of land.</p>
4.6 Exceptions to development standards	N/A	<p>No variations are being sought in this instance top provisions of the LEP.</p>
5.10 Heritage Conservation	Yes	<p>There are no items of European heritage identified on either the State Heritage Register or in the LEP as being present on-site, and there is no known Cootamundra Aboriginal Heritage Study, yet items of significance are not anticipated on the site due to the length of time it has been settled.</p> <p>The present dwelling exists within the wider expansive Cootamundra Heritage Conservation Area.</p>  <p>As a result, specific advice was sought from Noel Thompson, Cootamundra Gundagai Shire’s Heritage Advisor – his summary advice summarised as follows;</p> <p>In Summary, Noel Thomson notes that the proposed demolition and new residence at 18 Bourke Street, Cootamundra will have a minor impact on the Heritage Conservation Area, subject to the recommendations (reference to the Heritage NSW &amp; Dept of Planning guidelines) and Drawings + Statement of Environmental Effects being provided in the Development Application submission to Council.</p> <p>Noel Thomson also notes that recommendation for archival photographic recording of the existing house at 18 Bourke Street, Cootamundra prior to its demolition is to form part of any Approval / Condition of Consent / by Council.</p> <p>The matter of Heritage was again however raised at the Pre DA Meeting with Council Staff and as a result, an independent Heritage Impact assessment was commissioned with CornerStone Heritage and their Principal, Sarah Driessen to</p>

Clause	Complies	Comments
		<p>look over the current building, review the proposed designs and put forward any recommendations.</p> <p>In the Conclusion and Recommendations Chapter to this report (see in appendices or DA attachments to this statement), Ms Driessen did advise;</p> <p>In conclusion, CHC finds that the subject site located at <b>18 Bourke Street Cootamundra</b> and residing within the locally listed <b>Cootamundra Heritage Conservation Area</b> is a <b>non-contributory item</b>. Therefore, the proposed works will have a minor impact. Demolition of the existing dwelling will not have a major detrimental effect on the significance of the HCA.</p> <p>The new development is considered compatible and respectful to the heritage context of Cootamundra, whilst still meeting the client's living requirements. The design takes inspiration from the late nineteenth century and early twentieth century architectural style, which predominates and contributes greatly to the significance of the HCA. By the new development remaining consistent in its former use as a residential house will ensure the significant setting remains. The bulk and scale of the building will be mitigated by being controlled at the rear of the property and disguised by the front street tree, as well as the strategic colouring of the exterior render. Lastly, Bourke Street, both historically and currently, has had a mix of residential and non-residential buildings varying in design, scale and height; whilst this should not set a precedent, it does indicate that the impact of the proposed second storey rear to the dwelling would be minimal. Since the scale and bulk is not entirely uncommon to the streetscape, it will not compete or pose as a detrimental threat.</p> <p>CHC recommends the installation of a fence that is cohesive with the heritage conservation area such as wooden pickets, palisade or wrought iron. CHC also recommends the salvaging of any building materials or architectural ornaments from the original dwelling which are in good condition and could be adaptively reused in the new dwelling, for example: large pieces of timber from the original shed could be used as outside timber decking or outdoor furniture. Whilst not necessary, this would be a nice way to pay homage to the previous dwelling.</p> <p>Lastly, it is always recommended that the proposed works adhere to the Burra Charter's cautious approach to change: "do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained."<sup>6</sup></p> <p>It is believed that this report and its findings, satisfy the bulk if not all of Ms Dawes concerns from the Pre DA Meeting, mindful that other related bulk and scale issues will be discussed below or in the DCP section to this statement.</p>
5.16 Subdivision of, or dwellings on, land in certain zones	N/A	Does not apply to the R1 General Residential Zone.
6.1 Erection of dwelling houses on land in certain zones	N/A	Does not apply to the R1 General Residential Zone.
6.2 Subdivision for residential purposes in Zone RU5	N/A	The development is not for the subdivision of land in the RU5 zone.
6.3 Land	No	None of the site is identified as "land sensitive" on the Natural Resources Sensitivity Water Map.
6.4 Water	N/A	<p>The site is identified for "groundwater vulnerability" due to its flat and lower level which is a consistent theme of this Town, on the Natural Resources Sensitivity Water Map.</p> <p>The whole of the site is identified as "sensitive land area" on the Natural Resources Sensitivity GRV Map. and the aim of this clause is to "maintain water balance and potential for contamination of groundwater flows". It is considered that the proposed dwelling has been located and designed, and that the construction phase will be managed, to avoid any adverse environmental impact in terms of water balance on the underlying geology or hydrogeology.</p>

Clause	Complies	Comments
		 <p>GRV Mapping – Cootamundra LEP</p>
6.5 Biodiversity	N/A	None of the site is identified as “areas of high biodiversity” on the Natural Resources Sensitivity Biodiversity Map.
6.6 Flood planning	N/A	The site is not flood affected as verified in the attached Zoning Certificate and also verified on the more recent Flood Study at the 1:100 year level. The Floor Level is designed at the FPL of 330.0m AHD as extrapolated and provided by CGRC to the Draftsman. Top of adjacent street kerb is some 320mm below this at 329.68m AHD.
6.7 Earthworks	Yes	Negligible site soil movement is proposed due to it being a relatively level site. Some fill may be required under the slab to achieve the nominated FPL.

**Development Control Plans (DCPs) - Cootamundra Development Control Plan**

An assessment of the DCP applicable matters is detailed below.

SINGLE RESIDENCE PROVISIONS												
2.1.1 Front Primary Building Line Setbacks - General Requirements												
<p>The setback of a building is related to its height and also to the width of the street in which it is located, in such a way to ensure pedestrians and other users of the area do not feel buildings are overbearing.</p>	<p>1. Where there are existing neighbouring houses within forty (40) metres of the subject allotment, an average of the front setbacks of the nearest two neighbouring houses, with the same primary road frontage must be maintained.</p>	<p>The next 2 neighbours on each side of this dwelling are set back from the front boundary at 4.5m. This development proposes to meet this test with a setback to Bourke St of 4.5m which marries with that of the existing dwelling.</p>										
	<p>2. Where there are no neighbouring houses (i.e. dwelling houses within 40m) a minimum setback from the primary road frontage will vary from 4.5 metres to 10 metres depending on the table below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Lot size</th> <th style="text-align: left;">Setback</th> </tr> </thead> <tbody> <tr> <td>Lots up to 600m<sup>2</sup></td> <td>4.5 metres</td> </tr> <tr> <td>600m<sup>2</sup> up to 900m<sup>2</sup></td> <td>4.5metres</td> </tr> <tr> <td>900m<sup>2</sup> up to 1500m<sup>2</sup></td> <td>6.5metres</td> </tr> <tr> <td>1500m<sup>2</sup> or greater</td> <td>10.0 metres</td> </tr> </tbody> </table>	Lot size	Setback	Lots up to 600m <sup>2</sup>	4.5 metres	600m <sup>2</sup> up to 900m <sup>2</sup>	4.5metres	900m <sup>2</sup> up to 1500m <sup>2</sup>	6.5metres	1500m <sup>2</sup> or greater	10.0 metres	<p>N/A established housing adjacent - see average aerial image below</p> <p>note also - performance objective states "Street" so Lane setback is not a critical or prescriptive provision moreso being a functional one.</p>
Lot size	Setback											
Lots up to 600m <sup>2</sup>	4.5 metres											
600m <sup>2</sup> up to 900m <sup>2</sup>	4.5metres											
900m <sup>2</sup> up to 1500m <sup>2</sup>	6.5metres											
1500m <sup>2</sup> or greater	10.0 metres											
	<p>Height is noted as a relative consideration in the performance objective to this provision. As can be seen by the rendered image on the title page of this Statement and the Streetview image at the top of page 6 (see again below), perspective and actual site conditions are very much at play on this site.</p> <p>Firstly, a large Desert Ash Tree exists in the Streetscape dominating the majority frontage of the site. Likewise, another exists in front of the neighbouring premises and these obscure the streetscape vision of the fronts of the properties, even in Autumn &amp; Winer without leaves.</p> <p>Secondly, the design of the dwelling has been very present in its design that the first 2/3 of the dwelling on setback from Bourke St is single storey with a strong characteristic roof not unlike existing adjacent dwellings. From the street at pedestrian or vehicle height or beyond at the parkland across the street, this roof goes a long way to obscure the majority of the rear 1/3 of the structure at 2 storey.</p> <p>Great lengths as to design have been taken to meet the tests in the DCP for this site and the Owner's design needs.</p>											

	 <p style="text-align: center;"><b>Current streetview</b></p>  <p style="text-align: center;"><b>Rendered streetview - note absence of tree and also strong effect of setback to 2<sup>nd</sup> storey further leading to street blending.</b></p>										
<p><u>Secondary Building Line Setbacks for Corner Lots</u> - Dwellings on a corner allotment will have two building line setback requirements. The primary building line setback is measured from the shortest front boundary with a road. The secondary building line is measured from the additional or longest road boundary.</p> <p>Council requires that a dwelling house, dual occupancy dwellings or a granny flat, if located</p>	<p><u>Acceptable solution</u> - Dwelling houses on a corner allotment must maintain a setback from the secondary road boundary ranging from 2 to 5 metres depending on the area of the allotment as defined in the table below.</p> <table border="1" data-bbox="853 1214 1256 1342"> <thead> <tr> <th>Lot size</th> <th>Secondary Setback</th> </tr> </thead> <tbody> <tr> <td>Lots up to 600m<sup>2</sup></td> <td>2 metres</td> </tr> <tr> <td>600m<sup>2</sup> up to 900m<sup>2</sup></td> <td>3 metres</td> </tr> <tr> <td>900m<sup>2</sup> up to 1500m<sup>2</sup></td> <td>3 metres</td> </tr> <tr> <td>1500m<sup>2</sup> or greater</td> <td>5 metres</td> </tr> </tbody> </table> <p><b>Not applicable</b> - even via the diagrams in Council's DCP, the provision is for a corner lot to <b>2 roads</b>. A Laneway is not a road. At the other end of the Laneway, buildings are flush on the Lane boundary. All along the lane, sheds are flush on Lane boundary. The current dwelling is 1m from Lane. It is believed that the setback to a Lane is more about serviceable access than for building line setbacks. Traffic is naturally more cautious entering and leaving a lane so slow speeds and good visibility prevail when giving way. This appears to not be a Policy or practical issue.</p>	Lot size	Secondary Setback	Lots up to 600m <sup>2</sup>	2 metres	600m <sup>2</sup> up to 900m <sup>2</sup>	3 metres	900m <sup>2</sup> up to 1500m <sup>2</sup>	3 metres	1500m <sup>2</sup> or greater	5 metres
Lot size	Secondary Setback										
Lots up to 600m <sup>2</sup>	2 metres										
600m <sup>2</sup> up to 900m <sup>2</sup>	3 metres										
900m <sup>2</sup> up to 1500m <sup>2</sup>	3 metres										
1500m <sup>2</sup> or greater	5 metres										

<p>on a corner allotment, must maintain a minimum setback from its secondary road frontage.</p>		
<p><b>Setbacks For Articulation Zones - General Requirements:</b></p>		
<p>Within the front setback of a dwelling house an 'articulation zone' may be incorporated where the dwelling has a primary road setback of at least three (3) metres.</p>		
	<p>1. This zone is a notional area projecting 1.5m forward of the front building line within which additional building elements such as entry features and porticos, balconies, decks, verandahs and bay windows may be built.</p>	<p><b>No articulation zone - minor porch roof projection</b></p>
	<p>2. Up to 25% of the articulation zone, when viewed from above, may include building elements. An awning or other feature over a window and sun shading feature are not included in the maximum area of the articulation zone.</p>	<p><b>No articulation proposed</b></p>
<p><b>Building Line Variations</b></p>		
	<p>1. The written application must outline the reasons why the proposal cannot meet the policy provisions, (ie. An existing easement has reduced available building envelope). It must outline what extra measures have been employed to enhance the appearance of the proposal and lessen its impacts on the existing streetscape, (ie. The use of a mixture of materials and the inclusion of screening landscaping).</p>	<p><b>No variance sought - complies with average of adjacent</b></p>
	 <p style="text-align: center;"><b>Note average of existing</b></p>	

2.2 Site Coverage and Floor Area Limitations														
<p>This section of the DCP applies to the R1 General Residential; R3 Medium Density Residential, R5 Large Lot Residential and RU5 Village Zones and applies to single dwellings, dual occupancy dwellings and associated outbuildings.</p>														
<p><b>Maximum Site Coverage of ALL Development</b></p>														
<p>Ensure that the development is of a sufficient size for dwellings, dual occupancies and secondary dwellings That there is adequate means for access, parking, landscaping, useable gardens and outdoor areas and natural runoff. The footprint of Swimming pools can be included as part of the total open space. To retain compatibility with site context and avoid over development resulting from excessive site cover.</p>	<p>whichever is the <u>greater</u> -</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Lot size</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Less than 450 m2</td> <td>65%</td> </tr> <tr> <td>450 to 900 m2</td> <td>60% or 292m<sup>2</sup></td> </tr> <tr> <td>901 to 1500 m2</td> <td>50% or 540m<sup>2</sup></td> </tr> <tr> <td>Greater than 1500 m2</td> <td>40% or 750m<sup>2</sup></td> </tr> <tr> <td>Allotments in R3 Zone</td> <td>80%</td> </tr> </tbody> </table>	Lot size	Percentage	Less than 450 m2	65%	450 to 900 m2	60% or 292m <sup>2</sup>	901 to 1500 m2	50% or 540m <sup>2</sup>	Greater than 1500 m2	40% or 750m <sup>2</sup>	Allotments in R3 Zone	80%	<p><b>As stated earlier in report, &gt;60% (58.311%) of site is free of walled buildings and structures</b></p>
Lot size	Percentage													
Less than 450 m2	65%													
450 to 900 m2	60% or 292m <sup>2</sup>													
901 to 1500 m2	50% or 540m <sup>2</sup>													
Greater than 1500 m2	40% or 750m <sup>2</sup>													
Allotments in R3 Zone	80%													
<p><b>Maximum Floor Area for Single Dwelling Houses (excluding allotments within the R3 Zone)</b></p>														
<p>Ensure adequate area to provide separation between buildings, landscaping and private open space. To maintain development patterns that are compatible with the established character of established residential areas.</p>	<p>The floor area of a single dwelling house on an allotment must not be more than the following table (floor area is calculated on the buildings footprint, measured from external walls or posts).</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Lot size</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Less than 450 m2</td> <td>290m<sup>2</sup></td> </tr> <tr> <td>450 to 600 m2</td> <td>360m<sup>2</sup></td> </tr> <tr> <td>601 to 900 m2</td> <td>420m<sup>2</sup></td> </tr> <tr> <td>901 to 1500 m2</td> <td>470m<sup>2</sup></td> </tr> <tr> <td>Greater than 1500 m2</td> <td>600m<sup>2</sup></td> </tr> </tbody> </table>	Lot size	Area	Less than 450 m2	290m <sup>2</sup>	450 to 600 m2	360m <sup>2</sup>	601 to 900 m2	420m <sup>2</sup>	901 to 1500 m2	470m <sup>2</sup>	Greater than 1500 m2	600m <sup>2</sup>	<p><b>354 sq.m is below 420 sq.m on an 607 sq.m allotment</b></p>
Lot size	Area													
Less than 450 m2	290m <sup>2</sup>													
450 to 600 m2	360m <sup>2</sup>													
601 to 900 m2	420m <sup>2</sup>													
901 to 1500 m2	470m <sup>2</sup>													
Greater than 1500 m2	600m <sup>2</sup>													
<p><b>Maximum Floor Area for Outbuildings</b></p>														
<p>Ensure adequate area to provide separation between buildings, landscaping and private open space. To maintain development patterns that are compatible with the established character of established residential areas. To ensure that large single outbuildings more suited to industrial, commercial or agricultural localities are not erected in residential areas.</p>	<p>The floor area of a single outbuilding on an allotment must not be more than the following table (floor area is calculated on building footprint measured from external walls or posts).</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Lot size</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>Less than 600 m2</td> <td>50m<sup>2</sup></td> </tr> <tr> <td>601 to 900 m2</td> <td>70m<sup>2</sup></td> </tr> <tr> <td>Greater than 900 m2</td> <td>110m<sup>2</sup></td> </tr> </tbody> </table>	Lot size	Area	Less than 600 m2	50m <sup>2</sup>	601 to 900 m2	70m <sup>2</sup>	Greater than 900 m2	110m <sup>2</sup>	<p><b>No outbuilding proposed</b></p>				
Lot size	Area													
Less than 600 m2	50m <sup>2</sup>													
601 to 900 m2	70m <sup>2</sup>													
Greater than 900 m2	110m <sup>2</sup>													
<p>Provision for additional open structures is provided, such as verandas and carports to be added to any outbuilding so long as the open structure does not exceed 50% of the total allowable floor area of the sites maximum outbuilding size. The open structure can be constructed as part of the same building, under the same roofline and/or on the same concrete slab, so long as the open structure has a minimum of three open sides.</p>														

Minimum Principal Private Open Space Requirements														
<p>Provide quality, usable private open space for dwelling occupants. Ensure adequate areas for recreation and outdoor living. Ensure good connection between dwellings and open spaces.</p>	<p>Each dwelling house must be provided with an area devoted to 'principal private open space' which is an area that is directly accessible from, and adjacent to, a habitable room, other than a bedroom and is at least 3 metres wide and is not steeper than 1:50 gradient.</p> <table border="1" data-bbox="952 384 1299 523"> <thead> <tr> <th>Lot size</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Less than 600 m2</td> <td>5%</td> </tr> <tr> <td>600 to 900 m2</td> <td>10%</td> </tr> <tr> <td>901 to 1500 m2</td> <td>20%</td> </tr> <tr> <td>Greater than 1500 m2</td> <td>30%</td> </tr> <tr> <td>Allotments in R3 Zone</td> <td>5%</td> </tr> </tbody> </table>	Lot size	Percentage	Less than 600 m2	5%	600 to 900 m2	10%	901 to 1500 m2	20%	Greater than 1500 m2	30%	Allotments in R3 Zone	5%	<p>Courtyard - 7.17m x 10.48m = 75.1416 sq.m                      Utility Area = 5.33m x 4.465 = 23.8 sq.m</p> <p>Total = 98.9416                      Allotment = 607 sq.m</p> <p>POS = 16.3%</p> <p><b>Exceeds 10% of allotment per policy</b></p>
Lot size	Percentage													
Less than 600 m2	5%													
600 to 900 m2	10%													
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	<p>1. The written application must outline the reasons why the proposal cannot meet the policy provisions, (ie. An existing easement has reduced available building envelope). It must outline what extra measures have been employed to enhance the appearance of the proposal and lessen its impacts on the existing streetscape, (ie. The use of a mixture of materials and the inclusion of screening landscaping).</p>													
2.3 Residential Driveway Safety Requirements														
<p>Introduction - This section of the DCP applies to all residential development in all zones involving the erection of new or major alterations to, residential dwellings classified in the Building Code of Australia as being Class 1 Class 2 and Class 10.</p>														
<p><b>Objectives</b>                      The main objectives of this policy is to incorporate building design elements and prevention methods that could help reduce the risk of Low Speed Roll Overs (LSRO) associated with residential dwellings. To achieve this, residential development shall be designed to reflect vehicle and occupant safety principles. In this regard, where there is:</p> <p>(a) A garage, carport or covered vehicle housing area attached to a Class 1 or Class 2 residence; and</p> <p>(b) A connecting door is proposed between a garage, carport or covered vehicle housing area attached to a Class 1 or Class 2 residence; these shall have an effective barrier to prevent</p>	<p><b>Acceptable Solutions</b>                      When are Barriers required between a Dwelling and a Covered Vehicle Area?</p> <p>(a) A means of dividing vehicle areas shall be provided between any dwelling and any vehicle parking area within 3 metres thereof, by way of:</p> <p>(i) no connecting door in the entire wall/s that have any part within 3 metres of the vehicle manoeuvring/parking area, or</p> <p>(ii) provision of a manual system to any connecting door from the dwelling to the vehicle parking/manoeuvring area that children younger than 5 years are not capable of exiting the dwelling unsupervised; or</p> <p>(iii) a combination of controlled locking mechanisms that electronically serve to operate to ensure no conflict between vehicle operation adjacent to a dwelling and the occupants of the said dwelling.</p> <p>(b) Any system proposed shall be clearly designed and detailed on</p>	<p><b>Compliant - door opens inwards - just needs 1.5m knob and self closer by Condition.</b></p>												

people (including specifically infants) from coming into conflict with motor vehicles.	plans that demonstrate compliance with this section and submitted with any Construction Certificate or Complying Development Certificate Application.	
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**D. Assessment of Likely Impacts of Development**

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**Construction Impacts**

Will the proposal impact upon any trees, or have any impact on the soil or site drainage patterns during construction?

*The development does not involve the removal of trees. Furthermore, as identified above, the earthworks will have minimal impact on site drainage or on neighbouring properties.*

How will construction noise and rubbish removal be managed during construction?

*Construction work will be carried out during normal work hours, and in compliance with any conditions of consent relating to hours of construction. It is not expected that there will be any detrimental impacts on adjacent properties in this regard. In the unlikely event this occurs, the noise would be a short-term, transient event.*

*Construction waste will be stored on-site in suitable receptacles, and shall be removed from site on a regular basis, to minimise the chances of windblown rubbish and nuisance.*

Sedimentation and erosion controls

*Sedimentation and erosion control measures shall be installed prior to work commencing on-site, and will be maintained throughout the duration of the works, to prevent sediment leaving the site.*

**Privacy**

Will the proposal result in the loss of visual or acoustic privacy to any neighbouring land use? No

If so, what measure will be taken to minimise that loss?

*The proposed dwelling will not result in any loss of visual or acoustic privacy to the adjacent dwelling to the north, south or west, given setbacks proposed and dwelling design.*

**Views**

Will the proposal result in the loss of views to any neighbouring land use? No

*Given the separation between the existing dwellings in the area and the proposed new dwelling and the topography of the land, views will not be compromised by the proposed development.*

**Overshadowing**

Will your proposal result in any additional overshadowing to any neighbouring land use? No

*There will be no overshadowing as a result of the development, given the single storey nature of the dwelling, and the generous setbacks.*

**Economic and Social Impacts**

Will your proposal result in any social and economic impacts within the locality? No

*No negative socio-economic impacts to the locality are foreshadowed. The construction phase will generate a small but positive economic benefit, for tradesman and businesses in the region.*

**Drainage**

What are the proposed methods of disposing of stormwater from the site and are any new easements required?

*Stormwater will be collected in a rainwater tank, reticulated back to the dwelling, and any overflow from the tank piped clear of the dwelling without causing erosion or nuisance.*

**Access and Traffic**

*The introduction of an additional dwelling in the area, will result in additional vehicle movements, typically 9 movements per day. It is considered that the local road network will adequately cater for this increase in vehicle movements, with no roadworks are required.*

## **18 Bourke St, Cootamundra – Dwelling house**

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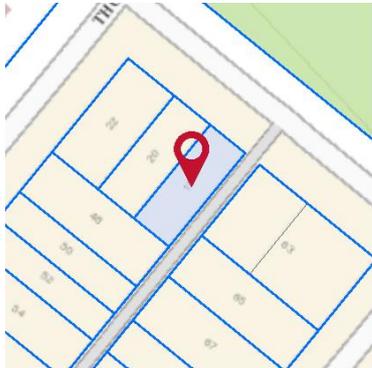
### **APPENDIX # 1**

### **Planning Portal Report**



# Property Report

18 BOURKE STREET COOTAMUNDRA 2590



## Property Details

Address: 18 BOURKE STREET COOTAMUNDRA 2590  
 Lot/Section /Plan No: C/-/DP382924  
 Council: COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

## Summary of planning controls

Planning controls held within the Planning Database are summarised below. The property may be affected by additional planning controls not outlined in this report. Please contact your council for more information.

Local Environmental Plans	Cootamundra Local Environmental Plan 2013 (pub. 26-7-2013)
Land Zoning	R1 - General Residential: (pub. 24-2-2023)
Height Of Building	NA
Floor Space Ratio	NA
Minimum Lot Size	450 m <sup>2</sup>
Heritage	Cootamundra Heritage Conservation Area Significance: Local
Land Reservation Acquisition	NA
Foreshore Building Line	NA
Groundwater Vulnerability	Groundwater Vulnerable

## Detailed planning information

### State Environmental Planning Policies which apply to this property

State Environmental Planning Policies can specify planning controls for certain areas and/or types of development. They can also identify the development assessment system that applies and the type of environmental assessment that is required.

This report provides general information only and does not replace a Section 10.7 Certificate (formerly Section 149)

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# Property Report

18 BOURKE STREET COOTAMUNDRA 2590

- State Environmental Planning Policy (Biodiversity and Conservation) 2021: Allowable Clearing Area (pub. 21-10-2022)
- State Environmental Planning Policy (Biodiversity and Conservation) 2021: Land Application (pub. 2-12-2021)
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008: Land Application (pub. 12-12-2008)
- State Environmental Planning Policy (Housing) 2021: Land Application (pub. 26-11-2021)
- State Environmental Planning Policy (Industry and Employment) 2021: Land Application (pub. 2-12-2021)
- State Environmental Planning Policy (Planning Systems) 2021: Land Application (pub. 2-12-2021)
- State Environmental Planning Policy (Primary Production) 2021: Land Application (pub. 2-12-2021)
- State Environmental Planning Policy (Resilience and Hazards) 2021: Land Application (pub. 2-12-2021)
- State Environmental Planning Policy (Resources and Energy) 2021: Land Application (pub. 2-12-2021)
- State Environmental Planning Policy (Sustainable Buildings) 2022: Land Application (pub. 29-8-2022)
- State Environmental Planning Policy (Transport and Infrastructure) 2021: Land Application (pub. 2-12-2021)

### Other matters affecting the property

Information held in the Planning Database about other matters affecting the property appears below. The property may also be affected by additional planning controls not outlined in this report. Please speak to your council for more information

Land near Electrical Infrastructure	This property may be located near electrical infrastructure and could be subject to requirements listed under Transport and Infrastructure SEPP 2021 Clause 2.48. Please contact Essential Energy for more information.
Local Aboriginal Land Council	YOUNG
Regional Plan Boundary	Riverina Murray

This report provides general information only and does not replace a Section 10.7 Certificate (formerly Section 149)

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## **18 Bourke St, Cootamundra – Dwelling house**

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### **APPENDIX # 2**

#### **Title & Deposited Plan**



LAND  
REGISTRY  
SERVICES

Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: C/382924

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SEARCH DATE	TIME	EDITION NO	DATE
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25/6/2025	8:19 AM	4	17/11/2017

LAND

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LOT C IN DEPOSITED PLAN 382924  
 AT COOTAMUNDRA  
 LOCAL GOVERNMENT AREA COOTAMUNDRA-GUNDAGAI REGIONAL  
 PARISH OF COOTAMUNDRA COUNTY OF HARDEN  
 TITLE DIAGRAM DP382924

FIRST SCHEDULE

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ROBYN LYNETTE FOWKES (T AM897825)

SECOND SCHEDULE (2 NOTIFICATIONS)

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- 1 RESERVATIONS AND CONDITIONS IN THE CROWN GRANT(S)
- 2 AM897826 MORTGAGE TO TEACHERS MUTUAL BANK LIMITED

NOTATIONS

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UNREGISTERED DEALINGS: NIL

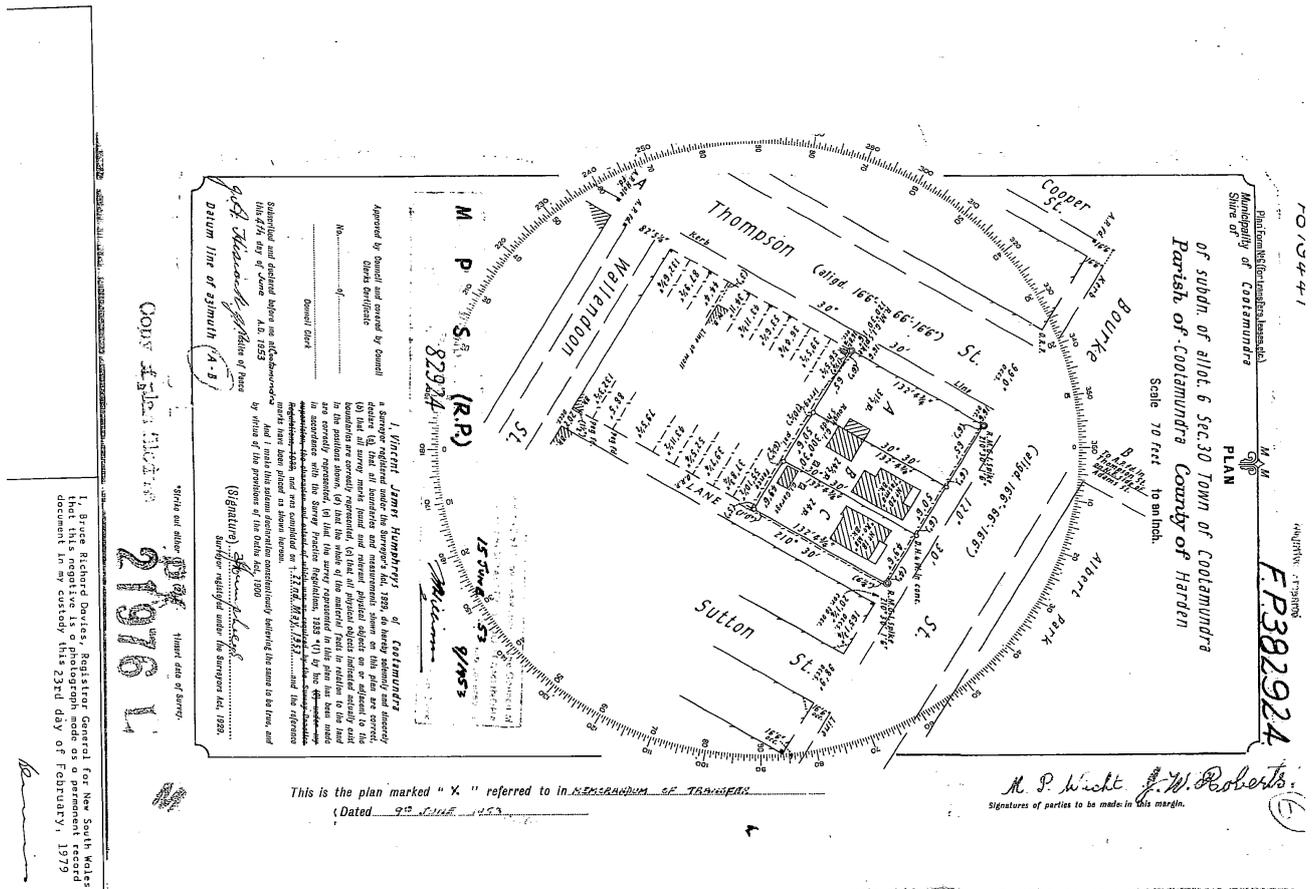
\*\*\* END OF SEARCH \*\*\*

FOWKES...

PRINTED ON 25/6/2025

\* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register. InfoTrack an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with Section 96B(2) of the Real Property Act 1900.

177324 /Doc:DP 0382924 P /Rev:11-Nov-1992 /NSW LRS /Pgs:ALL /Prt:25-Jun-2025 08:20 /Seq:1 of 1  
 ce of the Registrar-General /Src:InfoTrack /Ref:FONKES



COPIES DESTROYED  
 21976 L

I, Grace Richard Davies, Registrar-General for New South Wales, certify that this register is a photograph made as a permanent record of a document in my custody, this 23rd day of February, 1979.

This is the plan marked "X" referred to in MEMORANDUM OF TRANSACTIONS  
 (Dated 9th June 1953)

M. P. West J. W. Roberts  
 Signatures of parties to be made in this margin.

CONVERSION TABLE APPLIED IN DEPARTMENT OF LANDS	
FEET INCHES	METRES
1 1/4	0.032
1 1/2	0.038
3 5/8	0.092
6 1/4	0.152
1	0.305
1 1/4	0.457
1 1/2	0.457
1 3/4	0.457
2	0.609
2 1/4	1.492
2 1/2	1.702
2 3/4	2.208
3	3.829
3 1/4	5.029
3 1/2	6.128
3 3/4	6.140
4	6.141
4 1/4	6.141
4 1/2	6.141
4 3/4	6.141
5	11.500
5 1/4	12.027
5 1/2	12.071
5 3/4	13.439
6	13.439
6 1/4	13.439
6 1/2	15.088
6 3/4	15.392
7	15.983
7 1/4	15.983
7 1/2	16.320
7 3/4	16.320
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111 3/4	24.219

## **18 Bourke St, Cootamundra – Dwelling house**

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### **APPENDIX # 3**

#### **Development Plans**

**&**

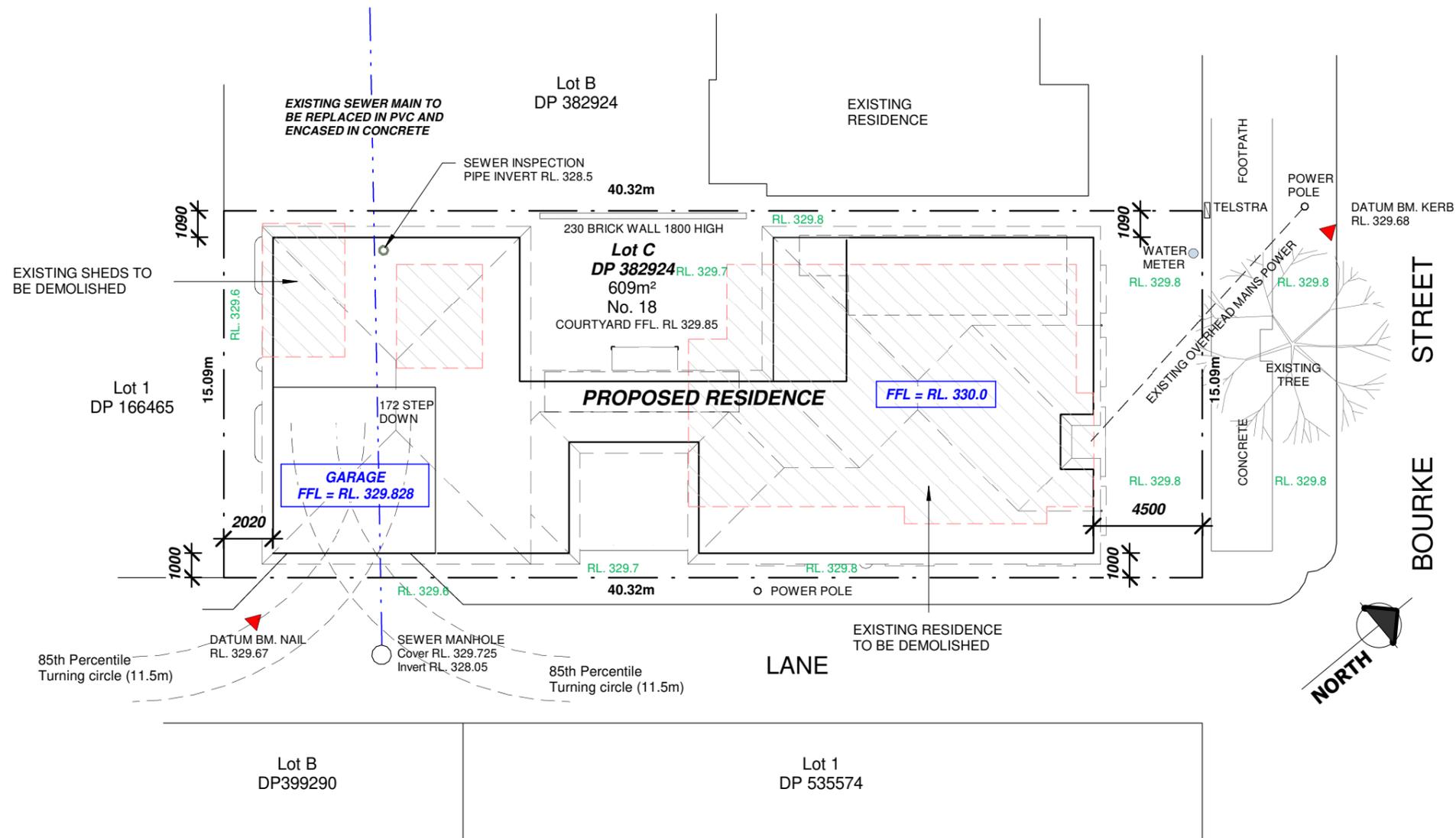
#### **Colour Palette choices**

**PROPERTY DETAILS**

Address: 18 Bourke Street Cootamundra 2590  
 Lot/Section/Plan No. : C / - / DP 382924  
 Council: COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

**SUMMARY OF PLANNING CONTROLS**

Local Environmental Plans Cootamundra LEP, 2013 (pub. 26-7-2013)  
 Land Zoning R1 - General Residential: (pub. 24-2-2023)  
 Height Of Building NA  
 Floor Space Ratio NA  
 Minimum Lot Size 450 m<sup>2</sup>  
 Heritage Cootamundra Heritage Conservation Area Significance  
 Land Reservation Acquisition NA  
 Foreshore Building Line NA  
 Groundwater Vulnerability Groundwater Vulnerable



**1 SITE PLAN**  
 1 : 200

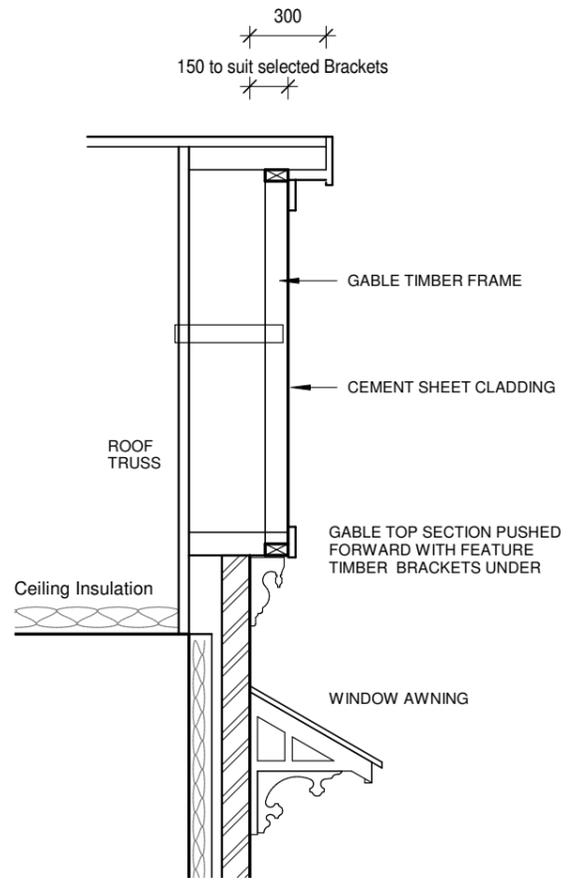
#HR-8893PS-02  
 site link for rating details.

Accreditation No. HERA 10167  
 Property Address: 18 Bourke Street, Cootamundra NSW, 2590  
 http://www.hero-software.com.au/pdf/HR-8893PS-02

**DIRECT CONCEPTS**  
 Phone 0418 860138

Date :	29/9/2025
Scale on A3 :	1 : 200
Drawn :	C. W.
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**



**4 GABLE SECTION**  
1 : 25



**1 NORTH EAST ELEVATION**  
1 : 100



Glass Door Schedule

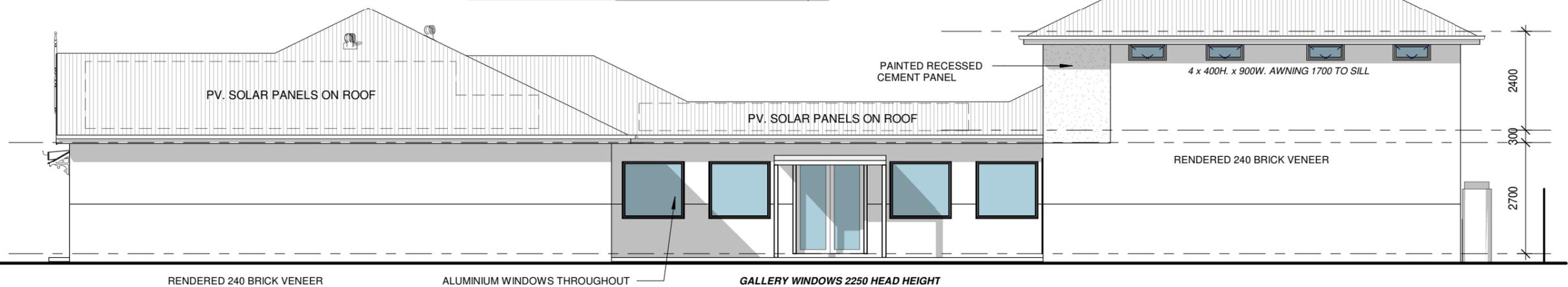
Mark	Location	Type	Height	Width	Glazing
D1	Dining	Hinged	2250	1640	Clear
D1A	Guests	Sliding	2100	2710	Clear
D2	Gallery	Hinged	2250	1640	Clear
D3	Bed 1	Hinged	2250	1640	Clear
D4	L'dry	Hinged	2100	820	Clear

Window Schedule Downstairs

Mark	Location	Type	Height	Width	Glazing
W1	Study	Double Hung	1400	1510	Clear
W2	Lounge	Double Hung	1800	1510	Clear
W3	Lounge	Double Hung	1800	1510	Clear
W8	Dining	Double Hung	2250	900	Clear
W9	Dining	Double Hung	2250	900	Clear
W10	Gallery	Fixed	1400	1510	Clear
W11	Gallery	Fixed	1400	1510	Clear
W12	Gallery	Fixed	1400	1510	Clear
W13	Gallery	Fixed	1400	1510	Clear
W14	Bed 1	Double Hung	2250	900	Clear
W15	Bed 1	Double Hung	2250	900	Clear
W18	Ens.	Double Hung	1500	1510	Clear
W19	Garage	Sliding	600	1510	Clear
W20	Garage	Sliding	600	1510	Clear
W21	Sink Rm.	Double Hung	1000	610	Clear
W22	Snug	Double Hung	1000	1210	Clear
W25	WC	Double Hung	600	910	Obscur
W26	L'dry	Double Hung	1000	1510	Clear
W27	Kitch.	Double Hung	1000	1810	Clear
W28	Study	Double Hung	1400	1510	Clear

Window Schedule Upstairs

Mark	Location	Type	Height	Width	Glazing
W1A	Guests	Double Hung	1000	1210	Clear
W2A	Guests	Awning	400	910	Clear
W3A	Guests	Awning	400	910	Clear
W4A	Bed 3	Awning	400	910	Clear
W5A	Bed 3	Awning	400	910	Clear
W6A	Bed 3	Double Hung	600	2410	Clear
W7A	Bed 2	Double Hung	600	2410	Clear
W8A	Bath	Double Hung	600	910	Obscur
W9A	Ens.	Double Hung	600	910	Obscur
W10A	Bed 1	Double Hung	1000	610	Clear
W11A	Bed 1	Double Hung	1000	610	Clear
W12A	Retreat	Double Hung	1000	1510	Clear
W13A	Retreat	Double Hung	1000	910	Clear



**2 NORTH WEST ELEVATION**  
1 : 100

#HR-8893PS-02  
site link for rating details.

Accreditation No. HERA 10167  
Property Address 18 Bourke Street, Cootamundra NSW, 2590

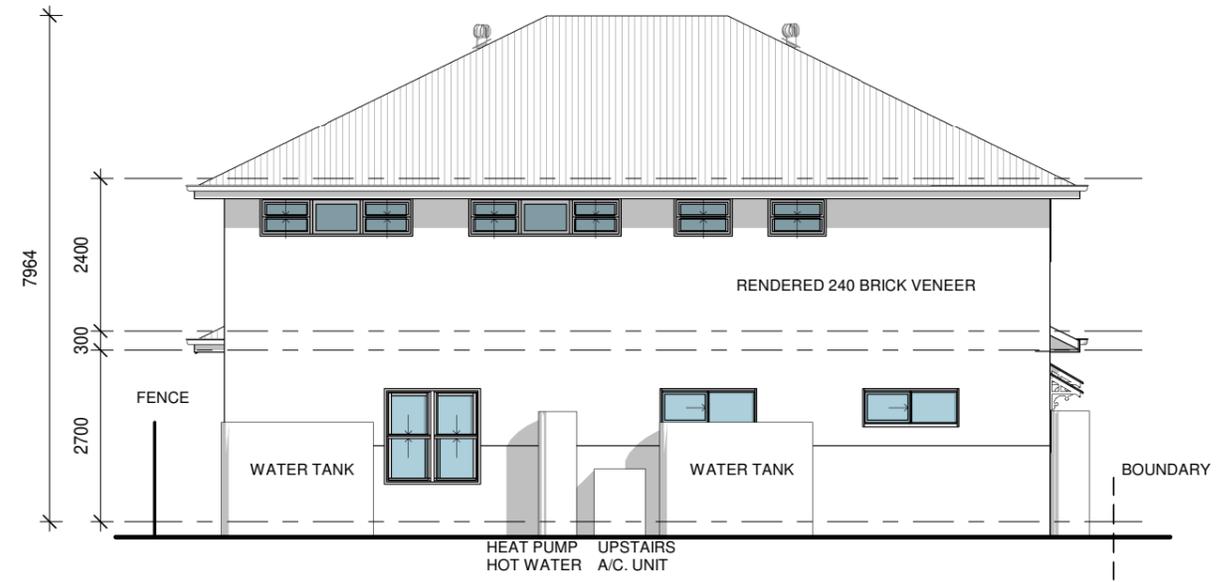
http://www.hero-software.com.au/pdf/HR-8893PS-02

**DIRECT CONCEPTS**

Phone 0418 860138

Date : 29/9/2025  
Scale on A3 : As indicated  
Drawn : C. W.  
Project :

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**



**1 SOUTH WEST ELEVATION**  
1 : 100



**2 SOUTH EAST ELEVATION**  
1 : 100

#HR-8893PS-02  
site link for rating details.

Accreditation No. HERA 10167  
Property Address 18 Bourke Street,  
Cootamundra NSW, NSW,  
2590

http://www.hero-software.com.au/pdf/HR-8893PS-02

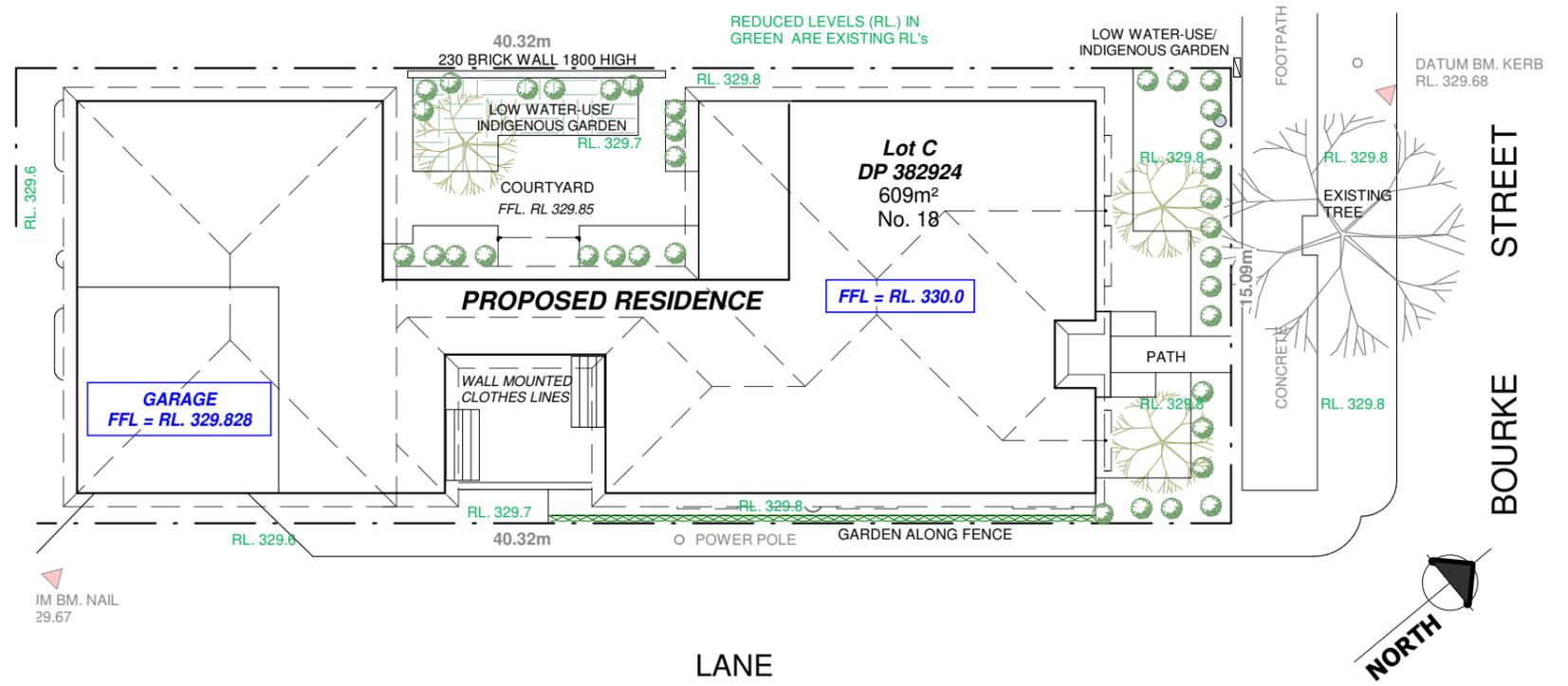
**DIRECT CONCEPTS**

Phone 0418 860138

Date :	29/9/2025
Scale on A3 :	1 : 100
Drawn :	C. W
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

REFER TO LANDSCAPE DESIGN BY 'Somewhere' LANDSCAPE ARCHITECTS FOR MORE DETAIL



**1 LANDSCAPE PLAN**  
1 : 200

**3 ENSUITE**  
1 : 50

#HR-8893PS-02  
site link for rating details.

Accreditation No. HERA 10167  
Property Address: 18 Bourke Street, Cootamundra NSW, 2590

http://www.hero-software.com.au/pdf/HR-8893PS-02

**DIRECT CONCEPTS**  
Phone 0418 860138

Date :	29/9/2025
Scale on A3 :	As indicated
Drawn :	C. W
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

**NOTES:**

- BUILDER TO ADVISE FRAMING MANUFACTURER OF SELECTED WINDOW MANUFACTURER'S SIZES. (STANDARD WINDOW SIZES VARY SLIGHTLY BETWEEN MANUFACTURERS).
- ALL WINDOW AND DOOR HEAD HEIGHTS 2100 UNLESS NOTED OTHERWISE.
- WINDOW AND DOOR DIMENSIONS TO BE CHECKED ON SITE PRIOR TO MANUFACTURE.
- ALL OPERABLE WINDOWS TO BE FITTED WITH FLYSCREENS.
- FOOTINGS & SLABS** - IN ACCORDANCE WITH AS 2870, NCC VOLUME 2 **H1D4**
- MASONRY** - IN ACCORDANCE WITH AS3700, NCC VOLUME 2 **H1D5**
- TIMBER FRAMING** - IN ACCORDANCE WITH AS 1684-2 NCC VOLUME 2 **H1D6**
- DAMP PROOF COURSE & FLASHINGS** - IN ACCORDANCE WITH NCC VOLUME 2 **H2D4**
- TERMITE PROTECTION** - IN ACCORDANCE WITH AS 3600.1 and/or AS 3600.3.
- ROOFING** - IN ACCORDANCE WITH AS 1562.1 NCC VOLUME 2 **H1D7**
- GUTTERS & DOWNPIPES** - IN ACCORDANCE WITH AS/NZS 3500.3, NCC VOLUME 2 **H2D6**
- CLADDINGS** - IN ACCORDANCE WITH NCC VOLUME 2 **H1D7 & H2D6**
- EAVES & SOFFIT LININGS** - IN ACCORDANCE WITH AS2908.2
- LININGS** - IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS
- WATERPROOFING** - IN ACCORDANCE WITH NCC VOLUME 2 **H4D1, H4D2 & H4D3 AS 3740:2021 2.3.1 & 2.3.2**
- PLIABLE BUILDING MEMBRANE** - (EXTERNAL WALLS) TO COMPLY WITH AS4200.1 & AS4200.2
- WINDOWS & SLIDING DOORS** - IN ACCORDANCE WITH AS 2047 NCC VOLUME 2 **H1D8, H2V1**
- PLUMBING** - IN ACCORDANCE WITH AS 3500
- ELECTRICAL** - IN ACCORDANCE WITH AS/NZS 3000
- STORMWATER** - IN ACCORDANCE WITH AS3500 NCC VOLUME 2 **H2D2, H2D6**

**SARKING-TYPE MATERIALS USED IN THE ROOF MUST HAVE A FLAMMABILITY INDEX NOT GREATER THAN 5.**

**NOTES:**

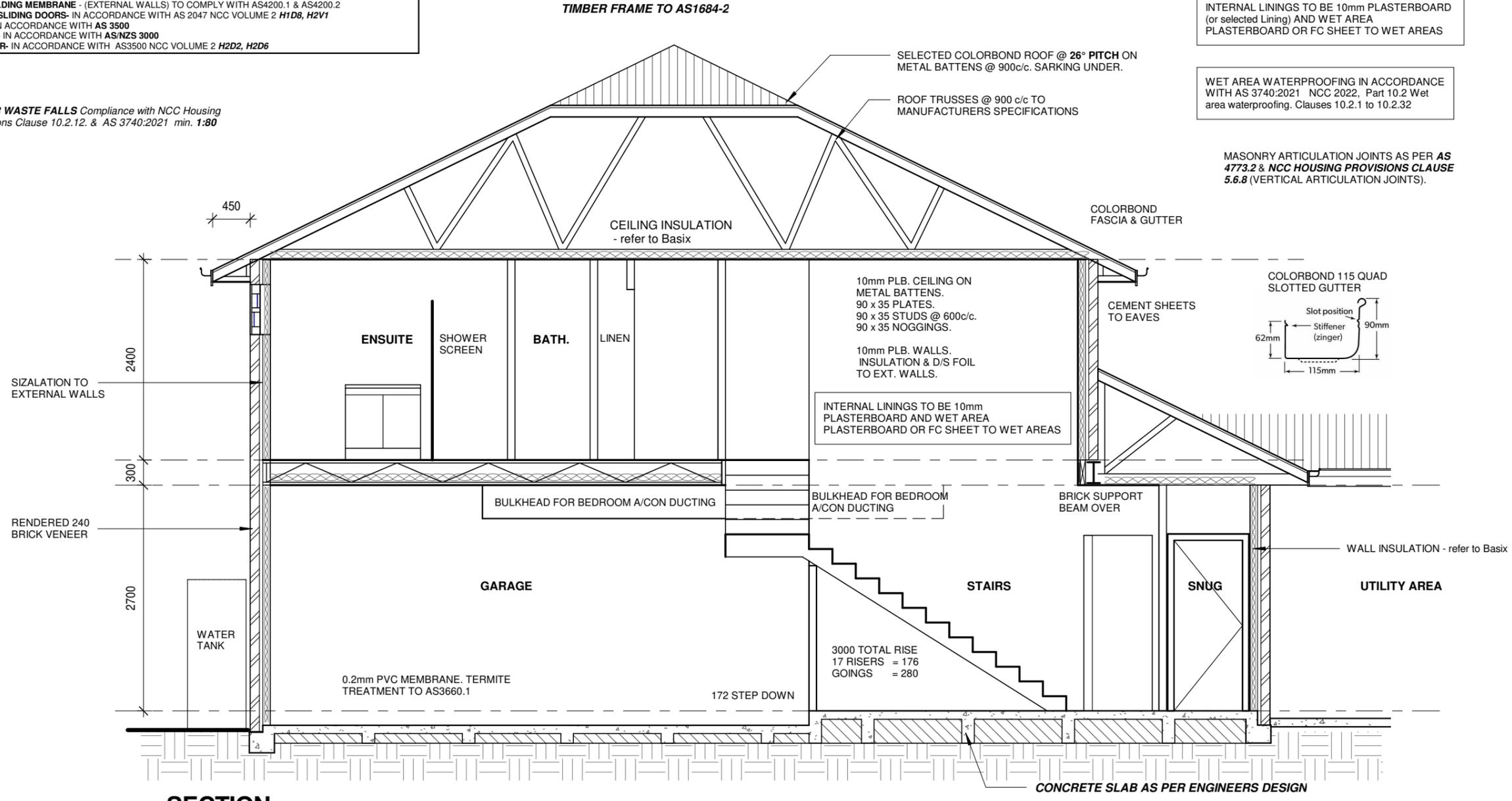
- Glazing in accordance with H1D8 & H2D7 of the NCC/BCA Volume Two, Section 8 of the Housing Provisions & Australian Standards AS 1288, 2047, 4055.
- Downpipes & Gutters to comply with NCC Housing Provisions Part 7.4.
- Flow rate and discharge of exhaust systems calculations in accordance with NCC Housing Provisions Part 10.8 - condensation management.
- Condensation management details as per BCA Housing Provisions Clause 10.8.2, (3), (4), (5) i.e timer, dryer, makeup air.
- Provide Termite management system details/notation compliant with AS 3600.1 and/or AS 3600.3.
- Timber Frames & Trusses - Reference AS/NZS 1170.1 - 2002, AS/NZS 1170.2 - 2021, AS 1684.2 - 2021, AS 1720.1 - 2010, AS 1720.5 - 2015 and AS 4440 -2004 - Installation of nail plated timber roof trusses.
- Wet area in accordance with H4D1, H4D2 & H4D3 of the NCC Volume Two and Part 10.2 of the Housing Provisions OR Clauses 10.2.1 to 10.2.6 & 10.2.12 and AS 3740.

INTERNAL LININGS TO BE 10mm PLASTERBOARD (or selected Lining) AND WET AREA PLASTERBOARD OR FC SHEET TO WET AREAS

WET AREA WATERPROOFING IN ACCORDANCE WITH AS 3740:2021 NCC 2022, Part 10.2 Wet area waterproofing, Clauses 10.2.1 to 10.2.32

MASONRY ARTICULATION JOINTS AS PER AS 4773.2 & NCC HOUSING PROVISIONS CLAUSE 5.6.8 (VERTICAL ARTICULATION JOINTS).

FLOOR WASTE FALLS Compliance with NCC Housing Provisions Clause 10.2.12. & AS 3740:2021 min. 1:80



**1 SECTION**  
1 : 50

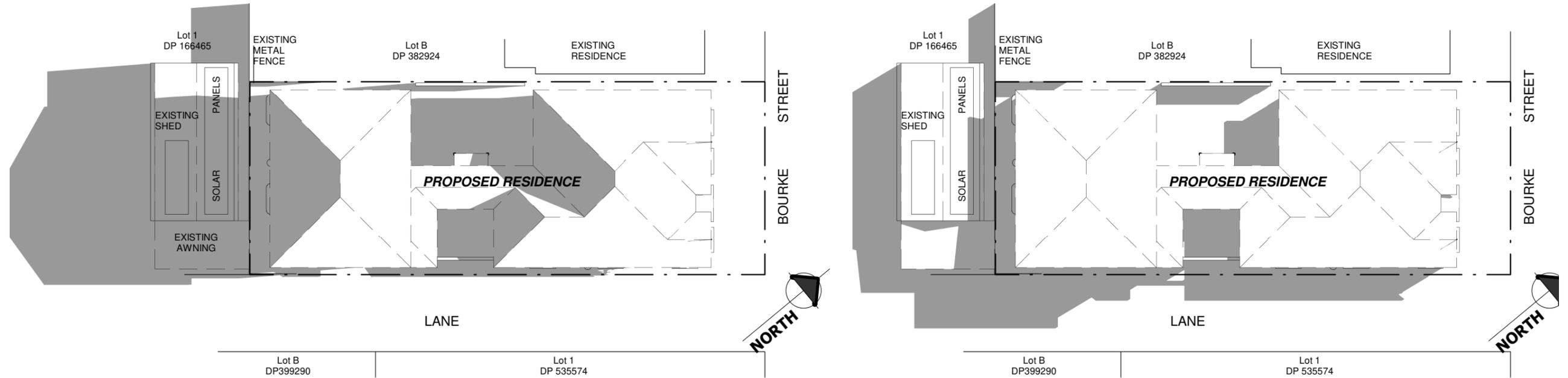
Certificate No. #HR-8893PS-02  
 Assessor name: Anthea Crack  
 Accreditation No: HERA 10197  
 Property Address: 18 Bourke Street, Cootamundra NSW, 2590  
 Scan QR code or follow website link for rating details.

**DIRECT CONCEPTS**  
 Phone 0418 860138

Date :	29/9/2025
Scale on A3 :	1 : 50
Drawn :	C. W.
Project :	

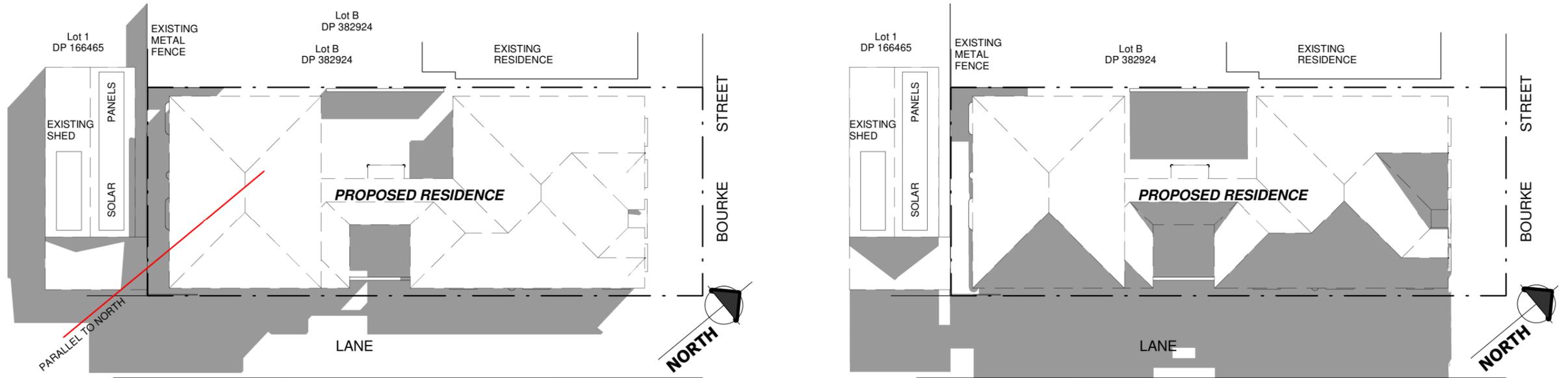
**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

SHADOW DIAGRAMS FOR COOTAMUNDRA 34.033 S, 140.023 E



1 21 June 9am  
1 : 300

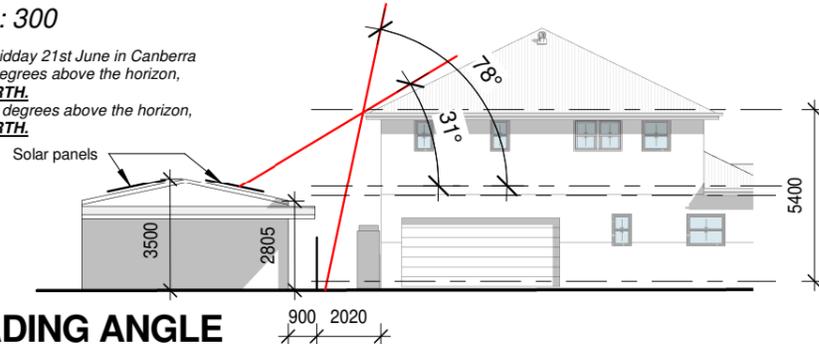
4 21 June 11am  
1 : 300



2 21 June 12pm  
1 : 300

3 21 June 3pm  
1 : 300

The sun's angle at midday 21st June in Canberra (35° Latitude) is 31 degrees above the horizon, **PARALLEL TO NORTH.**  
21st December is 78 degrees above the horizon, **PARALLEL TO NORTH.**



5 SHADING ANGLE



<b>DIRECT CONCEPTS</b>	
Phone 0418 860138	
Date :	29/9/2025
Scale on A3 :	As indicated
Drawn :	C. W.
Project :	

**Proposed Residence on 18 Bourke Street, Cootamundra 2590**

**BASIX Certificate**

Building Sustainability Index  
www.planningportal.nsw.gov.au/development-and-assessment/basix

**Single Dwelling**

Certificate number: 1814033S\_02

This certificate confirms that the proposed development will meet the NSW Government's requirements for sustainability, if it is built in accordance with the commitments set out below. Terms used in this certificate, or in the commitments, have the meaning given by the document entitled "BASIX Definitions" dated 01/09/2020 published by the Department. This document is available at www.planningportal.nsw.gov.au/definitions

Secretary  
Date of issue: Tuesday, 30 September 2025  
To be valid, this certificate must be submitted with a development application or lodged with a complying development certificate application within 3 months of the date of issue.



When submitting this BASIX certificate with a development application or complying development certificate application, it must be accompanied by NatHERS certificate #HR-8893PS-02

Project address	
Project name	Bourke Street Residence_02
Street address	18 BOURKE Street COOTAMUNDRA 2590
Local Government Area	Cootamundra-Gundagai Regional Council
Plan type and plan number	Deposited Plan DP382924
Lot no.	C
Section no.	-
Project type	
Project type	dwelling house (detached)
No. of bedrooms	4
Site details	
Site area (m <sup>2</sup> )	609
Roof area (m <sup>2</sup> )	400
Conditioned floor area (m <sup>2</sup> )	333.5
Unconditioned floor area (m <sup>2</sup> )	30.5
Total area of garden and lawn (m <sup>2</sup> )	50
Roof area of the existing dwelling (m <sup>2</sup> )	0

Water Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
The applicant must plant indigenous or low water use species of vegetation throughout 20 square metres of the site.	✓	✓	✓
Landscape			
The applicant must install showerheads with a minimum rating of 4 star (> 4.5 but <= 6 L/min plus spray force and/or coverage tests) in all showers in the development.		✓	✓
The applicant must install a toilet flushing system with a minimum rating of 4 star in each toilet in the development.		✓	✓
The applicant must install taps with a minimum rating of 6 star in the kitchen in the development.		✓	✓
The applicant must install basin taps with a minimum rating of 6 star in each bathroom in the development.		✓	✓

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Simulation Method			
The applicant must attach the certificate referred to under "Assessor Details" on the front page of this BASIX certificate (the "Assessor Certificate") to the development application and construction certificate application for the proposed development (or, if the applicant is applying for a complying development certificate for the proposed development, to that application). The applicant must also attach the Assessor Certificate to the application for an occupation certificate for the proposed development.			
The Assessor Certificate must have been issued by an Accredited Assessor in accordance with the Thermal Comfort Protocol.			
The details of the proposed development on the Assessor Certificate must be consistent with the details shown in this BASIX certificate, including the Cooling and Heating loads shown on the front page of this certificate and the "Construction" and "Glazing" tables below.			
The applicant must show on the plans accompanying the development application for the proposed development, all matters which the Assessor Certificate requires to be shown on those plans. Those plans must bear a stamp of endorsement from the Accredited Assessor to certify that this is the case. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), all thermal performance specifications set out in the Assessor Certificate, and all aspects of the proposed development which were used to calculate those specifications.	✓	✓	✓
The applicant must construct the development in accordance with all thermal performance specifications set out in the Assessor Certificate, and in accordance with those aspects of the development application or application for a complying development certificate which were used to calculate those specifications.		✓	✓
The applicant must show on the plans accompanying the development application for the proposed development, the locations of ceiling fans set out in the Assessor Certificate. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), the locations of ceiling fans set out in the Assessor Certificate.	✓	✓	✓

**Legend**  
In these commitments, "applicant" means the person carrying out the development.

Commitments identified with a ✓ in the "Show on DA plans" column must be shown on the plans accompanying the development application for the proposed development (if a development application is to be lodged for the proposed development).

Commitments identified with a ✓ in the "Show on CC/CDC plans and specs" column must be shown in the plans and specifications accompanying the application for a construction certificate / complying development certificate for the proposed development.

Commitments identified with a ✓ in the "Certifier check" column must be certified by a certifying authority as having been fulfilled, before a final occupation certificate (either interim or final) for the development may be issued.

Project summary		
Project name	Bourke Street Residence_02	
Street address	18 BOURKE Street COOTAMUNDRA 2590	
Local Government Area	Cootamundra-Gundagai Regional Council	
Plan type and plan number	Deposited Plan DP382924	
Lot no.	C	
Section no.	-	
Project type	dwelling house (detached)	
No. of bedrooms	4	
Project score		
Water	✓ 40	Target 40
Thermal Performance	✓ Pass	Target Pass
Energy	✓ 100	Target 67
Materials	✓ -99	Target n/a

Certificate Prepared by	
Name / Company Name:	ANTHEA CRACK
ABN (if applicable):	40139422086

Assessor details and thermal loads		
NatHERS assessor number	10197	
NatHERS certificate number	HR-8893PS-02	
Climate zone	20	
Area adjusted cooling load (MJ/m <sup>2</sup> year)	26	
Area adjusted heating load (MJ/m <sup>2</sup> year)	68	
Project score		
Water	✓ 40	Target 40
Thermal Performance	✓ Pass	Target Pass
Energy	✓ 100	Target 67
Materials	✓ -99	Target n/a

Construction	DA plans	plans & specs	check
Where there is an in-slab or in-screed heating or cooling system, the applicant must install insulation with an R-value of not less than 1.0 around the vertical edges of the perimeter of the slab, and underneath the slab if it is a suspended floor.	✓	✓	✓
The applicant must construct the floors, walls, roofs, ceilings and glazing of the dwelling in accordance with the specifications listed in the tables below.	✓	✓	✓
The applicant must show through receipts that the materials purchased for construction are consistent with the specifications listed in the tables below.			✓

Construction	Area - m <sup>2</sup>	Insulation
floor - concrete slab on ground, waffle pod slab.	201.2	none
floor - above habitable rooms or mezzanine, treated softwood, frame: timber - H2 treated softwood.	120.6	fibreglass batts or roll
floor - suspended floor above garage, treated softwood, frame: timber - H2 treated softwood.	42.2	fibreglass batts or roll
garage floor - concrete slab on ground, waffle pod slab.	42.4	none
external wall: brick veneer, frame: timber - H2 treated softwood.	all external walls	fibreglass batts or roll+ foil/sarking
external garage wall: brick veneer, frame: timber - H2 treated softwood.	38.9	none+ foil/sarking
internal wall: plasterboard, frame: timber - H2 treated softwood.	302.8	none
ceiling and roof - flat ceiling / pitched roof, framed - metal roof, timber - H2 treated softwood.	400	ceiling: fibreglass batts or roll, roof: foil/sarking

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Glazing			
The applicant must install windows, glazed doors and skylights as described in the table below, in accordance with the specifications listed in the table.	✓	✓	✓

Frames	Maximum area - m2
aluminium	63.8
timber	3.4
uPVC	0
steel	0
composite	0

Glazing	Maximum area - m2
single	0
double	67.2
triple	0

Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Hot water			
The applicant must install the following hot water system in the development, or a system with a higher energy rating: electric heat pump.	✓	✓	✓
Cooling system			
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 living area: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
Heating system			
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 living area: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
Ventilation			
The applicant must install the following exhaust systems in the development: At least 1 Bathroom: individual fan, ducted to façade or roof, Operation control: manual on / timer off		✓	✓
Kitchen: individual fan, ducted to façade or roof, Operation control: manual on / timer off		✓	✓
Laundry: individual fan, ducted to façade or roof, Operation control: manual on / timer off		✓	✓

Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Artificial lighting			
The applicant must ensure that a minimum of 80% of light fixtures are fitted with fluorescent, compact fluorescent, or light-emitting-diode (LED) lamps.		✓	✓
Natural lighting			
The applicant must install a window and/or skylight in the kitchen of the dwelling for natural lighting.	✓	✓	✓
Energy Commitments			
The applicant must install a window and/or skylight in 4 bathroom(s)/toilet(s) in the development for natural lighting.	✓	✓	✓
Alternative energy			
The applicant must install a photovoltaic system as part of the development. The applicant must connect this system to the development's electrical system.	✓	✓	✓
The photovoltaic system must consist of: • photovoltaic collectors with the capacity to generate at least 5 peak kilowatts of electricity, installed at an angle between 10 degrees and 25 degrees to the horizontal facing north west	✓	✓	✓
Other			
The applicant must install an induction cooktop & electric oven in the kitchen of the dwelling.		✓	✓
The applicant must install a fixed outdoor clothes drying line as part of the development.		✓	✓
The applicant must install a fixed indoor or sheltered clothes drying line as part of the development.		✓	✓

### Nationwide House Energy Rating Scheme®

## NatHERS® Certificate No. #HR-8893PS-02

Generated on 30 Sep 2025 using Hero 4.1 (Chenath v3.23)

**Property**

Address: 18 Bourke Street, Cootamundra NSW, NSW, 2590  
 Lot/DP: C/DP382924  
 NCC Class\*: 1a  
 Floor/all Floors: 1 of 2 floors  
 Type: New

**Plans**

Main Plan: 29 September 2025  
 Prepared by: Direct Concepts

**Construction and environment**

Assessed floor area (m<sup>2</sup>): 333.5  
 Exposure Type: Suburban  
 Unconditioned\*: 30.5  
 NatHERS climate zone: 20 - Wagga AMO  
 Total: 406.4  
 Garage: 42.4

**Accredited assessor**

Name: Anthea Crack  
 Business name: True North Consulting  
 Email: anthea@truenorthconsult.com.au  
 Phone: +61 447259470  
 Accreditation No.: 10197  
 Assessor Accrediting Organisation: HERA  
 Declaration of interest: No Conflict of Interest

**NCC Requirements**

BCA provisions: Volume 2  
 State/Territory variation: Yes

**National Construction Code (NCC) requirements**

The NCC allows the use of NatHERS accredited software to comply with the energy efficiency requirements for houses (Class 1 buildings) and apartments (Class 2 sole-occupancy units and Class 4 parts of buildings). The applicable requirements for houses are detailed in Specification 42 of NCC Volume Two. For apartments the requirements are detailed in clauses J2D2(2)(a) and (3) of NCC Volume One.

NCC 2022 includes enhanced thermal performance requirements for houses and apartments. It also includes a new whole-of-home annual energy use budget which applies to the major equipment in the home.

The NCC, and associated ABCB Standards and support material, can be accessed at www.abcb.gov.au.

Note: variations and additions to the NCC energy efficiency requirements may apply in some states and territories.

### Thermal performance star rating

7.1  
The more stars the more energy efficient

93.3 MJ/m<sup>2</sup>

Predicted annual energy load for heating and cooling based on standard occupancy assumptions.

For more information on your dwelling's rating see: [www.nathers.gov.au](http://www.nathers.gov.au)

### Thermal performance (MJ/m<sup>2</sup>)

Limits taken from ABCB Standard 2022

	Heating	Cooling
Modelled	67.7	25.7
Load limits	90	33

**Features determining load limits**

Floor type: CSOG (lowest conditioned area)  
 NCC climate zone: 1 or 2  
 Outdoor living area: N  
 Outdoor living area ceiling fan: N

**Whole of Home performance rating**

No Whole of Home performance rating generated for this certificate.

**Verification**

To verify this certificate, scan the QR code or visit <http://www.hero-software.com.au/pdf/HR-8893PS-02>.

When using either link, ensure you are visiting <http://www.hero-software.com.au>

## DIRECT CONCEPTS

Phone 0418 860138

Date : 29/9/2025

Scale on A3 :

Drawn : C. W.

Project :

## Proposed Residence on 18 Bourke Street, Cootamundra 2590

140 DGN POLKES  
Cootamundra

\_\_\_\_\_

roof + awning

COLORBOND CUSTOM-ORB ROOF SHEETS

ROOF PITCH 26°

COLORBOND® steel Evening Haze\*\*  
CW 212.3 | LRV 52

fascias  
Gutters.  
eaves.  
711 trim

2 story section.

COLORBOND® steel Dover White™\*\*  
CW 213.1 | LRV 81.54

Self-Destruct W

COLORBOND® steel Monument\*\*  
CW 213.6 | LRV 8

Steel work.

Hog Bristle®

Dover White

Windows.  
C/Walls

main wall

TIMBER POS \_\_\_\_\_ NGS

Indian Red

Front door.

Front wall - self destruct  
steel work - monument

## **18 Bourke St, Cootamundra – Dwelling house**

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### **APPENDIX # 4**

#### **BASIX / NaTHERS Certificates**

# BASIX™ Certificate

Building Sustainability Index  
[www.planningportal.nsw.gov.au/development-and-assessment/basix](http://www.planningportal.nsw.gov.au/development-and-assessment/basix)

## Single Dwelling

Certificate number: 1814033S\_02

This certificate confirms that the proposed development will meet the NSW government's requirements for sustainability, if it is built in accordance with the commitments set out below. Terms used in this certificate, or in the commitments, have the meaning given by the document entitled "BASIX Definitions" dated 10/09/2020 published by the Department. This document is available at [www.planningportal.nsw.gov.au/definitions](http://www.planningportal.nsw.gov.au/definitions)

Secretary  
 Date of issue: Tuesday, 30 September 2025  
 To be valid, this certificate must be submitted with a development application or lodged with a complying development certificate application within 3 months of the date of issue.



When submitting this BASIX certificate with a development application or complying development certificate application, it must be accompanied by NatHERS certificate HR-8893PS-02.

Project summary		
Project name	Bourke Street Residence_02	
Street address	18 BOURKE Street COOTAMUNDRA 2590	
Local Government Area	Cootamundra-Gundagai Regional Council	
Plan type and plan number	Deposited Plan DP382924	
Lot no.	C	
Section no.	-	
Project type	dwelling house (detached)	
No. of bedrooms	4	
Project score		
Water	✓ 40	Target 40
Thermal Performance	✓ Pass	Target Pass
Energy	✓ 100	Target 67
Materials	✓ -99	Target n/a

Certificate Prepared by
Name / Company Name: ANTHEA CRACK
ABN (if applicable): 40139422086

## Description of project

Project address	
Project name	Bourke Street Residence_02
Street address	18 BOURKE Street COOTAMUNDRA 2590
Local Government Area	Cootamundra-Gundagai Regional Council
Plan type and plan number	Deposited Plan DP382924
Lot no.	C
Section no.	-
Project type	
Project type	dwelling house (detached)
No. of bedrooms	4
Site details	
Site area (m <sup>2</sup> )	609
Roof area (m <sup>2</sup> )	400
Conditioned floor area (m <sup>2</sup> )	333.5
Unconditioned floor area (m <sup>2</sup> )	30.5
Total area of garden and lawn (m <sup>2</sup> )	50
Roof area of the existing dwelling (m <sup>2</sup> )	0

Assessor details and thermal loads			
NatHERS assessor number	10197		
NatHERS certificate number	HR-8893PS-02		
Climate zone	20		
Area adjusted cooling load (MJ/m <sup>2</sup> .year)	26		
Area adjusted heating load (MJ/m <sup>2</sup> .year)	68		
Project score			
Water	✓ 40	Target 40	
Thermal Performance	✓ Pass	Target Pass	
Energy	✓ 100	Target 67	
Materials	✓ -99	Target n/a	

### Schedule of BASIX commitments

The commitments set out below regulate how the proposed development is to be carried out. It is a condition of any development consent granted, or complying development certificate issued, for the proposed development, that BASIX commitments be complied with.

Water Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Landscape</b>			
The applicant must plant indigenous or low water use species of vegetation throughout 20 square metres of the site.	✓	✓	
<b>Fixtures</b>			
The applicant must install showerheads with a minimum rating of 4 star (> 4.5 but <= 6 L/min plus spray force and/or coverage tests) in all showers in the development.		✓	✓
The applicant must install a toilet flushing system with a minimum rating of 4 star in each toilet in the development.		✓	✓
The applicant must install taps with a minimum rating of 6 star in the kitchen in the development.		✓	
The applicant must install basin taps with a minimum rating of 6 star in each bathroom in the development.		✓	

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Simulation Method</b>			
Assessor details and thermal loads			
The applicant must attach the certificate referred to under "Assessor Details" on the front page of this BASIX certificate (the "Assessor Certificate") to the development application and construction certificate application for the proposed development (or, if the applicant is applying for a complying development certificate for the proposed development, to that application). The applicant must also attach the Assessor Certificate to the application for an occupation certificate for the proposed development.			
The Assessor Certificate must have been issued by an Accredited Assessor in accordance with the Thermal Comfort Protocol.			
The details of the proposed development on the Assessor Certificate must be consistent with the details shown in this BASIX certificate, including the Cooling and Heating loads shown on the front page of this certificate and the "Construction" and "Glazing" tables below.			
The applicant must show on the plans accompanying the development application for the proposed development, all matters which the Assessor Certificate requires to be shown on those plans. Those plans must bear a stamp of endorsement from the Accredited Assessor to certify that this is the case. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), all thermal performance specifications set out in the Assessor Certificate, and all aspects of the proposed development which were used to calculate those specifications.	✓	✓	✓
The applicant must construct the development in accordance with all thermal performance specifications set out in the Assessor Certificate, and in accordance with those aspects of the development application or application for a complying development certificate which were used to calculate those specifications.		✓	✓
The applicant must show on the plans accompanying the development application for the proposed development, the locations of ceiling fans set out in the Assessor Certificate. The applicant must show on the plans accompanying the application for a construction certificate (or complying development certificate, if applicable), the locations of ceiling fans set out in the Assessor Certificate.	✓	✓	✓

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Construction			
Where there is an in-slab or in-screed heating or cooling system, the applicant must install insulation with an R-value of not less than 1.0 around the vertical edges of the perimeter of the slab, and underneath the slab if it is a suspended floor.	✓	✓	✓
The applicant must construct the floors, walls, roofs, ceilings and glazing of the dwelling in accordance with the specifications listed in the tables below.	✓	✓	✓
The applicant must show through receipts that the materials purchased for construction are consistent with the specifications listed in the tables below.			✓

Construction	Area - m <sup>2</sup>	Insulation
floor - concrete slab on ground, waffle pod slab.	201.2	none
floor - above habitable rooms or mezzanine, treated softwood; frame: timber - H2 treated softwood..	120.6	fibreglass batts or roll
floor - suspended floor above garage, treated softwood; frame: timber - H2 treated softwood.	42.2	fibreglass batts or roll
garage floor - concrete slab on ground, waffle pod slab.	42.4	none
external wall: brick veneer; frame: timber - H2 treated softwood.	all external walls	fibreglass batts or roll+ foil/sarking
external garage wall: brick veneer; frame: timber - H2 treated softwood.	38.9	none+ foil/sarking
internal wall: plasterboard; frame: timber - H2 treated softwood.	302.8	none
ceiling and roof - flat ceiling / pitched roof, framed - metal roof, timber - H2 treated softwood.	400	ceiling: fibreglass batts or roll; roof: foil/sarking.

Thermal Performance and Materials commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
Glazing			
The applicant must install windows, glazed doors and skylights as described in the table below, in accordance with the specifications listed in the table.	✔	✔	✔

Frames	Maximum area - m2
aluminium	63.8
timber	3.4
uPVC	0
steel	0
composite	0

Glazing	Maximum area - m2
single	0
double	67.2
triple	0

Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
<b>Hot water</b>			
The applicant must install the following hot water system in the development, or a system with a higher energy rating: electric heat pump.	✓	✓	✓
<b>Cooling system</b>			
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 living area: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
<b>Heating system</b>			
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 living area: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase airconditioning; Energy rating: EER 3.0 - 3.5		✓	✓
<b>Ventilation</b>			
The applicant must install the following exhaust systems in the development: At least 1 Bathroom: individual fan, ducted to façade or roof; Operation control: manual on / timer off  Kitchen: individual fan, ducted to façade or roof; Operation control: manual on / timer off  Laundry: individual fan, ducted to façade or roof; Operation control: manual on / timer off		✓  ✓  ✓	✓  ✓  ✓
<b>Artificial lighting</b>			
The applicant must ensure that a minimum of 80% of light fixtures are fitted with fluorescent, compact fluorescent, or light-emitting-diode (LED) lamps.		✓	✓
<b>Natural lighting</b>			
The applicant must install a window and/or skylight in the kitchen of the dwelling for natural lighting.	✓	✓	✓

Energy Commitments	Show on DA plans	Show on CC/CDC plans & specs	Certifier check
The applicant must install a window and/or skylight in 4 bathroom(s)/toilet(s) in the development for natural lighting.	✓	✓	✓
<b>Alternative energy</b>			
The applicant must install a photovoltaic system as part of the development. The applicant must connect this system to the development's electrical system.	✓	✓	✓
The photovoltaic system must consist of: <ul style="list-style-type: none"> <li>• photovoltaic collectors with the capacity to generate at least 5 peak kilowatts of electricity, installed at an angle between 10 degrees and 25 degrees to the horizontal facing north west</li> </ul>	✓	✓	✓
<b>Other</b>			
The applicant must install an induction cooktop & electric oven in the kitchen of the dwelling.		✓	
The applicant must install a fixed outdoor clothes drying line as part of the development.		✓	
The applicant must install a fixed indoor or sheltered clothes drying line as part of the development.		✓	

Legend
In these commitments, "applicant" means the person carrying out the development.
Commitments identified with a  in the "Show on DA plans" column must be shown on the plans accompanying the development application for the proposed development (if a development application is to be lodged for the proposed development).
Commitments identified with a  in the "Show on CC/CDC plans and specs" column must be shown in the plans and specifications accompanying the application for a construction certificate / complying development certificate for the proposed development.
Commitments identified with a  in the "Certifier check" column must be certified by a certifying authority as having been fulfilled, before a final occupation certificate (either interim or final) for the development may be issued.

# Nationwide House Energy Rating Scheme® NathERS® Certificate No. #HR-8893PS-02

Thermal performance  
star rating

Generated on 30 Sep 2025 using Hero 4.1 (Chenath v3.23)

## Property

**Address** 18 Bourke Street, Cootamundra NSW,  
NSW, 2590  
**Lot/DP** C/DP382924  
**NCC Class\*** 1a  
**Floor/all Floors** 1 of 2 floors  
**Type** New

## Plans

**Main Plan** 29 September 2025

**Prepared by** Direct Concepts

## Construction and environment

<b>Assessed floor area (m<sup>2</sup>)*</b>		<b>Exposure Type</b>
<b>Conditioned*</b>	333.5	Suburban
<b>Unconditioned*</b>	30.5	<b>NathERS climate zone</b>
<b>Total</b>	406.4	20 - Wagga AMO
<b>Garage</b>	42.4	



## Accredited assessor

**Name** Anthea Crack  
**Business name** True North Consulting  
**Email** anthea@truenorthconsult.com.au  
**Phone** +61 447259470  
**Accreditation No.** 10197  
**Assessor Accrediting Organisation** HERA  
**Declaration of interest** No Conflict of Interest

## NCC Requirements

**BCA provisions** Volume 2

**State/Territory variation** Yes

### National Construction Code (NCC) requirements

The NCC allows the use of NathERS accredited software to comply with the energy efficiency requirements for houses (Class 1 buildings) and apartments (Class 2 sole-occupancy units and Class 4 parts of buildings). The applicable requirements for houses are detailed in Specification 42 of NCC Volume Two. For apartments the requirements are detailed in clauses J2D2(2)(a) and (3) of NCC Volume One.

NCC 2022 includes enhanced thermal performance requirements for houses and apartments. It also includes a new whole-of-home annual energy use budget which applies to the major equipment in the home.

The NCC, and associated ABCB Standards and support material, can be accessed at [www.abcb.gov.au](http://www.abcb.gov.au).

Note, variations and additions to the NCC energy efficiency requirements may apply in some states and territories.

\* Refer to glossary.

**7.1**  
The more stars  
the more energy efficient

**NATIONWIDE HOUSE ENERGY RATING SCHEME**

**93.3 MJ/m<sup>2</sup>**  
Predicted annual energy load for heating and cooling based on standard occupancy assumptions.

For more information on your dwelling's rating see:  
[www.nathers.gov.au](http://www.nathers.gov.au)

## Thermal performance (MJ/m<sup>2</sup>)

Limits taken from ABCB Standard 2022

	Heating	Cooling
<b>Modelled</b>	67.7	25.7
<b>Load limits</b>	90	33

### Features determining load limits

Floor type (lowest conditioned area) CSOG  
NCC climate zone 1 or 2 N  
Outdoor living area N  
Outdoor living area ceiling fan N

## Whole of Home performance rating

No Whole of Home performance rating generated for this certificate.

## Verification

To verify this certificate, scan the QR code or visit

<http://www.hero-software.com.au/pdf/HR-8893PS-02>

When using either link, ensure you are visiting <http://www.hero-software.com.au>



#HR-8893PS-02 NatHERS Certificate

7.1 Star Rating as of 30 Sep 2025



## About the ratings

### Thermal performance rating

NatHERS thermal software models the expected heating and cooling energy loads using information about the design, construction, climate and common patterns of household use. The thermal performance rating (shown as a star rating on this Certificate) does not take into account appliances, apart from the airflow impacts from ceiling fans.

### Whole of Home performance rating

NatHERS Whole of Home software uses the heating and cooling energy loads combined with the energy performance of the home's appliances (heating, cooling, hot water, lighting, pool/spa pump and onsite renewable energy generation and storage) and models the expected energy value\* of the whole home. The Whole of Home performance rating is shown as a score out of 100 on this Certificate.

## Heating and Cooling Load Limits

### Additional information

In some locations under the NCC NatHERS pathway, separate heating and cooling load limits may apply. Minimum required star ratings in northern parts of Australia may also be affected by the presence or absence of an outdoor living area and/or an outdoor living area ceiling fan. Refer to the *ABC Standard: NatHERS heating and cooling load limits* for details or contact the relevant local building regulating authority, noting that State and Territory variations may also apply.

### Setting options:

Floor type:

- CSOG - Concrete Slab on Ground
- SF - Suspended Floor (or a mixture of CSOG and SF)
- NA - Not Applicable

NCC climate Zone 1 or 2:

- Yes
- No
- NA - Not Applicable

Outdoor living area:

- Yes
- No
- NA - Not Applicable

Outdoor living area ceiling fan:

- Yes
- No
- NA - Not Applicable

## Predicted Whole of Home annual impact by appliance

Shows the contribution each appliance has on the home's annual energy use, greenhouse gas emissions and cost without solar.

### Energy use:

No Whole of Home performance assessment conducted for this certificate.

### Greenhouse gas emissions:

No Whole of Home performance assessment conducted for this certificate.

### Cost:

No Whole of Home performance assessment conducted for this certificate.



## Predicted onsite renewable energy impact

No Whole of Home performance assessment conducted for this certificate.

\* Refer to glossary.

#HR-8893PS-02 NatHERS Certificate 7.1 Star Rating as of 30 Sep 2025



### Certificate check

The checklist covers important items impacting the dwelling's ratings.  
It is recommended that the accuracy of the whole certificate is checked.

Note: The boxes indicate when and who should check each item.  
It is not mandatory to complete this checklist.

Approval stage		Construction stage		
Assessor checked	Consent authority/surveyor checked	Builder checked	Consent authority/surveyor checked	Occupancy/other

#### Genuine certificate check

Does this Certificate match the one available at the web address or QR code verification link on the front page?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the NatHERS certificate number on the NatHERS-stamped plans match the number on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Thermal performance check

##### Windows and glazed doors

Does the window size, opening type and location shown on the NatHERS-stamped plans or as installed match what is shown in 'Window and glazed door schedule' and 'Roof window schedule' tables on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the installed windows meet the substitution tolerances (AFRC* based SHGC* and U-values*) as shown in the 'Window and glazed door type and performance' and 'Roof window type and performance' tables on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

##### External walls

Does the external wall bulk insulation (R-value) shown on the NatHERS-stamped plans or as installed match what is shown in the 'External wall type table' on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the external wall shade (colour) match what is shown in the 'External wall type' table on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

##### Floor

Does the floor insulation (R-value) shown on the NatHERS-stamped plans or as installed match what is shown in the 'Floor type' table on this certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------	--------------------------

##### Ceiling penetrations\*

Does the 'quantity' and 'type' of ceiling penetrations* (e.g. downlights, exhaust fans, etc) shown on the NatHERS-stamped plans or as installed match what is shown in the 'Ceiling penetrations' table on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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##### Ceiling

Does the ceiling insulation (R-value) shown on the NatHERS-stamped plans or as installed match what is shown in the 'Ceiling type' table on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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##### Roof

Does the external roof shade (colour) on the NatHERS stamped plans or as installed match what is shown in the 'Roof type' table on this Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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##### Apartment entrance doors (NCC Class 2 assessments only)

Does the 'External Door Schedule' show apartment entrance doors? Please note that an "external door" between the modelled dwelling and a shared space, such as an enclosed corridor or foyer, should not be included in the assessment (because it overstates the possible ventilation) and would invalidate the Certificate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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##### Exposure\*

Has the appropriate exposure type (terrain) (shown on page 1) been applied? For example, it is unlikely that a ground-floor apartment is "exposed" or a top floor high-rise apartment is "protected".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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##### Heating and cooling load limits\*

Do the load limits settings (shown on page 1) match what is shown on the NatHERS-stamped plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* Refer to glossary.

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### Certificate check

Continued

Approval stage		Construction stage		
Assessor checked	Consent authority/surveyor checked	Builder checked	Consent authority/surveyor checked	Occupancy/other

#### Additional NCC requirements for thermal performance (not included in the NatHERS assessment)

##### Thermal bridging

Does the dwelling meet the NCC requirement for thermal bridging?

##### Insulation installation method

Has the insulation been installed according to the NCC requirements?

##### Building sealing

Does the dwelling meet the NCC requirements for Building Sealing?

#### Whole of Home performance check (not applicable if a Whole of Home assessment is not conducted)

##### Appliances

Does the cooling appliance/s type, location and efficiency/performance shown on the NatHERS-stamped plans or as installed match the location and minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

Does the heating appliance/s type, location and efficiency/performance shown on the NatHERS-stamped plans or installed, match the location and minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

Does the hot water system type and efficiency/performance shown on the NatHERS-stamped plans or as installed match the location and minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

Does the pool pump efficiency/performance shown on the NatHERS-stamped plans or as installed match the minimum efficiency/performance requirements shown in the 'Appliance schedule' on this Certificate?

Does the onsite renewable energy system type, orientation and system size or generation capacity shown on the NatHERS stamped plans or installed match the 'Onsite Renewable Energy schedule' on this Certificate?

#### Additional NCC Requirements for Services (not included in the NatHERS assessment)

Does the lighting meet the artificial lighting requirements specified in the NCC?

Does the hot water system meet the additional requirements specified in the NCC?

#### Provisional values\* check

Have provisional values\* been used in the assessment and, if so, are they noted in 'Additional notes' table below?

#### Other NCC requirements

Note: This Certificate only covers the energy efficiency requirements in the NCC. Additional requirements that must also be satisfied include, but are not limited to: condensation, structural and fire safety requirements and any state or territory variations to the NCC energy efficiency requirements.

\* Refer to glossary.

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**Room schedule**

Room	Zone Type	Area (m <sup>2</sup> )
Ensuite Main Bed	Night Time	14.57
WIR Main Bedroom	Night Time	11.18
Main Bedroom	Bedroom	29.09
Garage	Garage	42.41
Powder	Unconditioned	9.62
Laundry	Unconditioned	13.89
Kitchen/Living/Dining	Kitchen/Living	67.12
Pantry	Day Time	5.10
Study	Day Time	9.01
Entry	Day Time	8.83
Lounge	Living	32.78
Gallery	Day Time	29.70
Lift	Day Time	2.02
Stairs	Day Time	4.20
Snug	Day Time	11.98
Sink Room	Day Time	4.76
Bed 3	Bedroom	14.08
Family Guest	Living	33.13
Lift	Day Time	1.97
Stair	Day Time	5.55
Retreat	Bedroom	19.02
Bed 1	Bedroom	11.90
Bed 1 Ensuite	Night Time	3.73
Bathroom	Unconditioned	6.98

\* Refer to glossary.

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### Room schedule

Room	Zone Type	Area (m <sup>2</sup> )
Bed 2	Bedroom	13.78

### Window and glazed door type and performance

#### Default\* windows

Window ID	Window Description	Maximum U-value*	SHGC*	SHGC substitution tolerance ranges	
				lower limit	upper limit
ALM-003-01 A	Aluminium A DG Air Fill Clear-Clear	4.8	0.51	0.48	0.54
ALM-004-01 A	Aluminium B DG Air Fill Clear-Clear	4.8	0.59	0.56	0.62
TIM-003-01 W	Timber A DG Air Fill Clear-Clear	3.0	0.48	0.46	0.50

#### Custom\* windows

Window ID	Window Description	Maximum U-value*	SHGC*	SHGC substitution tolerance ranges	
				lower limit	upper limit
None					

### Window and glazed door schedule

Location	Window ID	Window no.	Height (mm)	Width (mm)	Window type	Opening %	Orient-ation	Shading device*
Bathroom	ALM-004-01 A	W8A	600	900	Double Hung	45	WSW	None
Bed 1	ALM-004-01 A	W10A	1000	600	Double Hung	45	SSE	None
Bed 1	ALM-004-01 A	W11A	1000	600	Double Hung	45	SSE	None
Bed 1 Ensuite	ALM-004-01 A	W9A	600	900	Double Hung	45	WSW	None
Bed 2	ALM-004-01 A	W7A	600	2400	Double Hung	22	WSW	None
Bed 3	ALM-004-01 A	W4A	400	900	Awning	90	NNW	None
Bed 3	ALM-004-01 A	W5A	400	900	Awning	90	NNW	None
Bed 3	ALM-004-01 A	W6A	600	2400	Double Hung	22	WSW	None
Ensuite Main Bed	ALM-004-01 A	W18	1500	1510	Double Hung	22	WSW	None
Entry	TIM-003-01 W	Entry	2100	1640	Hinged Door	45	ENE	None
Family Guest	ALM-004-01 A	W2A	400	900	Awning	90	NNW	None
Family Guest	ALM-004-01 A	W3A	400	900	Awning	90	NNW	None

\* Refer to glossary.

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### Window and glazed door schedule

Location	Window ID	Window no.	Height (mm)	Width (mm)	Window type	Opening %	Orient-ation	Shading device*
Family Guest	ALM-004-01 A	D1A	2100	2700	Sliding Door	45	ENE	None
Family Guest	ALM-004-01 A	W1A	1000	1200	Double Hung	45	ENE	None
Gallery	ALM-003-01 A	W10	1500	1400	Fixed	0	NNW	None
Gallery	ALM-003-01 A	W11	1500	1400	Fixed	0	NNW	None
Gallery	ALM-004-01 A	D2	2250	1640	Hinged Door	45	NNW	None
Gallery	ALM-003-01 A	W12	1500	1400	Fixed	0	NNW	None
Gallery	ALM-003-01 A	W13	1500	1400	Fixed	0	NNW	None
Garage	ALM-004-01 A	W19	600	1500	Sliding	45	WSW	None
Garage	ALM-004-01 A	W20	600	1500	Sliding	45	WSW	None
Kitchen/Living/Dining	ALM-004-01 A	W08	2250	900	Double Hung	45	WSW	None
Kitchen/Living/Dining	ALM-004-01 A	W09	2250	900	Double Hung	45	WSW	None
Kitchen/Living/Dining	ALM-003-01 A	D1	2040	1640	French	90	WSW	None
Kitchen/Living/Dining	ALM-004-01 A	W27	1000	1800	Double Hung	22	SSE	None
Laundry	ALM-004-01 A	W26	1000	1500	Double Hung	22	SSE	None
Laundry	ALM-003-01 A	D4	2100	820	Hinged Door	90	WSW	None
Lounge	ALM-004-01 A	W02	1800	1500	Double Hung	22	ENE	None
Lounge	ALM-004-01 A	W03	1800	1500	Double Hung	22	ENE	None
Main Bedroom	ALM-004-01 A	W14	2250	900	Double Hung	45	ENE	None
Main Bedroom	ALM-003-01 A	D3	2040	1640	French	90	ENE	None
Main Bedroom	ALM-004-01 A	W15	2250	900	Double Hung	45	ENE	None
Powder	ALM-004-01 A	W25	600	910	Double Hung	45	WSW	None
Retreat	ALM-004-01 A	W12A	1000	1500	Double Hung	22	SSE	None
Retreat	ALM-004-01 A	W13A	1000	900	Double Hung	45	SSE	None
Sink Room	ALM-004-01 A	W21	1000	600	Double Hung	45	SSE	None
Snug	ALM-004-01 A	W22	1000	1200	Double Hung	45	SSE	None

\* Refer to glossary.

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### Window and glazed door *schedule*

Location	Window ID	Window no.	Height (mm)	Width (mm)	Window type	Opening %	Orient-ation	Shading device*
Study	ALM-004-01 A	W01	1500	1400	Double Hung	22	ENE	None
Study	ALM-004-01 A	W28	1500	1400	Double Hung	22	SSE	None

### Roof window *type and performance value*

#### Default\* roof windows

Window ID	Window Description	Maximum U-value*	SHGC*	SHGC substitution tolerance ranges	
				lower limit	upper limit
None					

#### Custom\* roof windows

Window ID	Window Description	Maximum U-value*	SHGC*	SHGC substitution tolerance ranges	
				lower limit	upper limit
None					

### Roof window *schedule*

Location	Window ID	Window no.	Opening %	Height (mm)	Width (mm)	Orient-ation	Outdoor shade	Indoor shade
None								

### Skylight *type and performance*

Skylight ID	Skylight description
None	

### Skylight *schedule*

Location	Skylight ID	Skylight No.	Skylight shaft length (mm)	Area (m <sup>2</sup> )	Orient-ation	Outdoor shade	Diffuser	Shaft Reflectance
None								

### External door *schedule*

Location	Height (mm)	Width (mm)	Opening %	Orientation
Garage	2150	5000	90	SSE

\* Refer to glossary.

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### External wall type

Wall ID	Wall Type	Solar absorptance	Wall Colour	Bulk insulation (R-value)	Reflective wall wrap*
BV-REFL-CAV	Brick Veneer Stud Wall with Reflective Sarking	0.50	Medium	2.50	Yes

### External wall schedule

Location	Wall ID	Height (mm)	Width (mm)	Orientation	Horizontal shading feature* projection (mm)	Vertical shading feature
Bathroom	BV-REFL-CAV	2400	1447	WSW	379	No
Bed 1	BV-REFL-CAV	2400	3996	SSE	453	No
Bed 1	BV-REFL-CAV	2400	2978	WSW	379	No
Bed 1 Ensuite	BV-REFL-CAV	2400	1306	WSW	366	No
Bed 2	BV-REFL-CAV	2400	3210	WSW	379	No
Bed 3	BV-REFL-CAV	2400	4590	NNW	356	No
Bed 3	BV-REFL-CAV	2400	3205	WSW	353	No
Ensuite Main Bed	BV-REFL-CAV	2700	3190	NNW	450	No
Ensuite Main Bed	BV-REFL-CAV	2700	5827	WSW	430	No
Entry	BV-REFL-CAV	2700	2567	ENE	2733	No
Family Guest	BV-REFL-CAV	2400	3486	NNW	356	No
Family Guest	BV-REFL-CAV	2400	4407	ENE	1858	No
Family Guest	BV-REFL-CAV	2400	1495	NNW	4763	No
Family Guest	BV-REFL-CAV	2400	3966	ENE	363	No
Family Guest	BV-REFL-CAV	2400	182	ENE		No
Family Guest	BV-REFL-CAV	2400	95	SSE		No
Gallery	BV-REFL-CAV	2700	11997	NNW	442	Yes
Gallery	BV-REFL-CAV	2700	5806	SSE	448	Yes
Garage	BV-REFL-CAV	2700	6439	SSE	410	No
Garage	BV-REFL-CAV	2700	6587	WSW	430	No
Kitchen/Living/Dining	BV-REFL-CAV	2700	1944	NNW	6375	Yes
Kitchen/Living/Dining	BV-REFL-CAV	2700	5925	WSW	3450	Yes

\* Refer to glossary.

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### External wall schedule

Location	Wall ID	Height (mm)	Width (mm)	Orient-ation	Horizontal shading feature* projection (mm)	Vertical shading feature
Kitchen/Living/Dining	BV-REFL-CAV	2700	4793	NNW	450	No
Kitchen/Living/Dining	BV-REFL-CAV	2700	5504	SSE	450	No
Laundry	BV-REFL-CAV	2700	5317	SSE	450	No
Laundry	BV-REFL-CAV	2700	2613	WSW	450	Yes
Lounge	BV-REFL-CAV	2700	4806	NNW	450	No
Lounge	BV-REFL-CAV	2700	6821	ENE	450	No
Lounge	BV-REFL-CAV	2700	1366	SSE	1056	No
Main Bedroom	BV-REFL-CAV	2700	4992	NNW	450	No
Main Bedroom	BV-REFL-CAV	2700	5827	ENE	534	Yes
Pantry	BV-REFL-CAV	2700	1702	SSE	450	No
Powder	BV-REFL-CAV	2700	1810	WSW	450	Yes
Retreat	BV-REFL-CAV	2400	2978	ENE	363	No
Retreat	BV-REFL-CAV	2400	5575	SSE	453	No
Retreat	BV-REFL-CAV	2400	160	SSE		No
Retreat	BV-REFL-CAV	2400	97	WSW		No
Sink Room	BV-REFL-CAV	2700	1586	SSE	402	No
Snug	BV-REFL-CAV	2700	4498	ENE	471	Yes
Snug	BV-REFL-CAV	2700	3506	SSE	422	No
Stair	BV-REFL-CAV	2400	999	ENE	363	No
Study	BV-REFL-CAV	2700	2997	ENE	450	No
Study	BV-REFL-CAV	2700	3007	SSE	450	No
Study	BV-REFL-CAV	2700	1366	NNW	1098	No
WIR Main Bedroom	BV-REFL-CAV	2700	1238	NNW	450	No

### Internal wall type

Wall ID	Wall Type	Area (m <sup>2</sup> )	Bulk insulation
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\* Refer to glossary.

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### Internal wall type

Wall ID	Wall Type	Area (m <sup>2</sup> )	Bulk insulation
INT-PB	Internal Plasterboard Stud Wall	30.9	2.50
INT-PB	Internal Plasterboard Stud Wall	254.1	0.00

### Floor type

Location	Construction	Area (m <sup>2</sup> )	Sub-floor ventilation	Added insulation (R-value)	Covering
Bathroom	TIMB-001: Suspended Timber Floor	7.0	N/A	2.00	Vinyl
Bed 1	TIMB-001: Suspended Timber Floor	11.9	N/A	2.00	Carpet
Bed 1 Ensuite	TIMB-001: Suspended Timber Floor	3.7	N/A	2.00	Vinyl
Bed 2	TIMB-001: Suspended Timber Floor	13.7	N/A	2.00	Carpet
Bed 3	TIMB-001: Suspended Timber Floor	14.1	N/A	2.00	Carpet
Ensuite Main Bed	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	14.6	N/A	0.62	Tile (8mm)
Entry	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	8.8	N/A	0.62	Carpet
Family Guest	TIMB-001: Suspended Timber Floor	28.6	N/A	2.00	Carpet
Family Guest	TIMB-001: Suspended Timber Floor	4.6	N/A	2.00	Vinyl
Gallery	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	29.7	N/A	0.62	Carpet
Garage	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	42.4	N/A	0.62	Exposed
Kitchen/Living/Dining	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	40.5	N/A	0.62	Tile (8mm)
Kitchen/Living/Dining	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	26.6	N/A	0.62	Carpet
Laundry	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	13.9	N/A	0.62	Tile (8mm)
Lift	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	2.0	N/A	0.62	Tile (8mm)
Lift	TIMB-001: Suspended Timber Floor	2.0	N/A	2.00	Vinyl
Lounge	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	32.8	N/A	0.62	Carpet
Main Bedroom	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	29.1	N/A	0.62	Carpet
Pantry	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	5.1	N/A	0.62	Carpet
Powder	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	9.6	N/A	0.62	Tile (8mm)

\* Refer to glossary.

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### Floor type

Location	Construction	Area (m <sup>2</sup> )	Sub-floor ventilation	Added insulation (R-value)	Covering
Retreat	TIMB-001: Suspended Timber Floor	19.1	N/A	2.00	Carpet
Sink Room	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	4.8	N/A	0.62	Tile (8mm)
Snug	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	12.0	N/A	0.62	Carpet
Stair	TIMB-001: Suspended Timber Floor	5.5	N/A	2.00	Carpet
Stairs	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	4.2	N/A	0.62	Carpet
Study	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	9.0	N/A	0.62	Carpet
WIR Main Bedroom	WAFFLE-85: Concrete Waffle Pod Slab on Ground (85mm)	11.2	N/A	0.62	Carpet

### Ceiling type

Location	Construction	Bulk insulation (R-value)	Reflective wrap*
Bathroom	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Bed 1	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Bed 1 Ensuite	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Bed 2	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Bed 3	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Entry	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Family Guest	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Gallery	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Kitchen/Living/Dining	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Laundry	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Lift	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Lounge	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Main Bedroom	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	2.00	No
Pantry	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Powder	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes

\* Refer to glossary.

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### Ceiling type

Location	Construction	Bulk insulation (R-value)	Reflective wrap*
Retreat	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Stair	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes
Study	ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	6.00	Yes

### Ceiling penetrations\*

Location	Quantity	Type	Diameter (mm)	Sealed /unsealed
Bathroom	1	Downlight	100	Sealed
Bed 1	2	Downlight	100	Sealed
Bed 1 Ensuite	1	Downlight	100	Sealed
Bed 2	2	Downlight	100	Sealed
Bed 3	2	Downlight	100	Sealed
Ensuite Main Bed	2	Downlight	150	Sealed
Entry	1	Downlight	150	Sealed
Family Guest	5	Downlight	100	Sealed
Gallery	4	Downlight	100	Sealed
Kitchen/Living/Dining	10	Downlight	150	Sealed
Kitchen/Living/Dining	1	Exhaust Fan	250	Sealed
Laundry	2	Downlight	150	Sealed
Lift	2	Downlight	100	Sealed
Lounge	5	Downlight	100	Sealed
Main Bedroom	4	Downlight	150	Sealed
Pantry	1	Downlight	150	Sealed
Powder	1	Downlight	150	Sealed
Retreat	3	Downlight	100	Sealed
Sink Room	1	Downlight	100	Sealed
Snug	1	Downlight	100	Sealed

\* Refer to glossary.

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### Ceiling penetrations\*

Location	Quantity	Type	Diameter (mm)	Sealed /unsealed
Stair	1	Downlight	100	Sealed
Stairs	1	Downlight	100	Sealed
Study	1	Downlight	150	Sealed
WIR Main Bedroom	2	Downlight	150	Sealed

### Ceiling fans

Location	Quantity	Diameter (mm)
Kitchen/Living/Dining	1	1200
Lounge	1	1200
Main Bedroom	1	1200
Study	1	1200

### Roof type

Construction	Added insulation (R-value)	Solar absorptance	Roof Colour
ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	0.00	0.50	Medium
ATTIC-METAL-01: Pitched / Attic Metal Roof (Roofspace) & Flat PB Ceiling	1.30	0.50	Medium

### Thermal bridging schedule for steel frame elements

Building element	Steel section dimensions (height x width, mm)	Frame spacing (mm)	Steel thickness (BMT mm)	Thermal Break (R-value)
None				

### Appliance schedule

(not applicable if a Whole of Home performance assessment is not conducted for this certificate)

#### Cooling system

Type	Location	Fuel Type	Minimum efficiency / performance	Recommended capacity
No Whole of Home Data				

#### Heating system

Type	Location	Fuel Type	Minimum efficiency / performance	Recommended capacity
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\* Refer to glossary.

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**Heating system**

Type	Location	Fuel Type	Minimum efficiency / performance	Recommended capacity
No Whole of Home Data				

**Hot water system**

Type	Fuel type	Hot Water CER Zone	Minimum efficiency / STC	Assessed daily load [litres]
No Whole of Home Data				

**Pool / spa equipment**

Type	Fuel type	Minimum efficiency / performance	Recommended capacity
No Whole of Home Data			

**Onsite Renewable Energy *schedule***

Type	Orientatation	Generation Capacity [kW]
No Whole of Home Data		

**Battery *schedule***

Type	Storage Capacity [kWh]
No Whole of Home Data	

\* Refer to glossary.



## Explanatory Notes

### About this report

NatHERS ratings are a reliable guide for comparing different dwelling designs and to demonstrate that designs meet the energy efficiency requirements in the National Construction Code.

NatHERS ratings use computer modelling to evaluate a home's energy efficiency and performance. They use localised climate data and standard assumptions on how people use their home to predict the heating and cooling energy loads and energy value\* of the whole home. The thermal performance star rating uses the home's building specifications, layout, orientation and fabric (i.e. walls, windows, floors, roofs and ceilings) to predict the heating and cooling energy loads.

The Whole of Home performance rating uses information about the home's appliances and onsite energy generation and storage to estimate the homes energy value\*.

The actual energy loads, cost and greenhouse gas emissions of a home may vary from that predicted. This is because the assumptions will not always match the actual occupant usage patterns. For example, the number of occupants and how people use their appliances will vary.

Energy efficient homes use less energy, are warmer on cool days, cooler on hot days and cost less to run.

### Accredited assessors

For quality assured NatHERS Certificates, always use an accredited or licenced assessor registered with an Assessor Accrediting Organisation (AAO). AAOs have strict quality assurance processes, and professional development requirements ensuring consistently high standards for assessments.

Non-accredited assessors (Raters) have no ongoing training requirements and

are not quality assured.

Any queries about this report should be directed to the assessor. If the assessor is unable to address questions or concerns, contact the AAO specified on the front of this certificate.

### Disclaimer

The NatHERS Certificate format is developed by the NatHERS Administrator. However, the content in the certificate is entered by the assessor. It is the assessor's responsibility to use NatHERS accredited software correctly and follow the NatHERS Technical Note to produce a NatHERS Certificate.

The predicted annual energy load, cost and greenhouse gas emissions in this NatHERS Certificate are an estimate based on an assessment of the dwelling's design by the assessor. It is not a prediction of actual energy use, cost or emissions. The information and ratings may be used to compare how other dwellings are likely to perform when used in a similar way.

Information presented in this report relies on a range of standard assumptions (both embedded in NatHERS accredited software and made by the assessor who prepared this report), including assumptions about occupancy, behaviour, appliance performance, indoor air temperature and local climate.

Not all assumptions made by the assessor using the NatHERS accredited software tool are presented in this report and further details or data files may be obtained from the assessor.

## Glossary

<b>Annual energy load</b>	the predicted amount of energy required for heating and cooling, based on standard occupancy assumptions.
<b>AFRC</b>	Australian Fenestration Rating Council
<b>Assessed floor area</b>	the floor area modelled in the software for the purpose of the NatHERS assessment. Note, this may not be consistent with the floor area in the design documents.
<b>Ceiling penetrations</b>	features that require a penetration to the ceiling, including downlights, vents, exhaust fans, range hoods, chimneys and flues. Excludes fixtures attached to the ceiling with small holes through the ceiling for wiring, e.g. ceiling fans; pendant lights, and heating and cooling ducts.
<b>Conditioned</b>	a zone within a dwelling that is expected to require heating and cooling based on standard occupancy assumptions. In some circumstances it will include garages.
<b>COP</b>	Coefficient of performance
<b>Custom windows</b>	windows listed in NatHERS software that are available on the market in Australia and have a WERS (Window Energy Rating Scheme) rating.
<b>Default windows</b>	windows that are representative of a specific type of window product and whose properties have been derived by statistical methods.
<b>EER</b>	Energy Efficiency Ratio, measure of how much cooling can be achieved by an air conditioner for a single kWh of electricity input
<b>Energy use</b>	This is your homes rating without solar or batteries.
<b>Energy value</b>	The net cost to society including, but not limited to, costs to the building user, the environment and energy networks (as defined in the ABCB Housing Provisions Standard).
<b>Entrance door</b>	these signify ventilation benefits in the modelling software and must not be modelled as a door when opening to a minimally ventilated corridor in a Class 2 building.
<b>Exposure</b>	see exposure categories below
<b>Exposure category - exposed</b>	terrain with no obstructions e.g. flat grazing land, ocean-frontage, desert, exposed high-rise unit (usually above 10 floors).
<b>Exposure category - open</b>	terrain with few obstructions at a similar height e.g. grasslands with few well scattered obstructions below 10m, farmland with scattered sheds, lightly vegetated bush blocks, elevated units (e.g. above 3 floors).
<b>Exposure category - suburban</b>	terrain with numerous, closely spaced obstructions below 10m e.g. suburban housing, heavily vegetated bushland areas.
<b>Exposure category - protected</b>	terrain with numerous, closely spaced obstructions over 10 m e.g. city and industrial areas.
<b>Horizontal shading feature</b>	provides shading to the building in the horizontal plane, e.g. eaves, verandahs, pergolas, carports, or overhangs or balconies from upper levels.
<b>National Construction Code (NCC) Class</b>	the NCC groups buildings by their function and use, and assigns a classification code. NatHERS software models NCC Class 1, 2 or 4 buildings and attached Class 10a buildings. Definitions can be found at <a href="http://www.abcb.gov.au">www.abcb.gov.au</a> .
<b>Net zero home</b>	a home that achieves a net zero energy value*.
<b>Opening percentage</b>	the openability percentage or operable (moveable) area of doors or windows that is used in ventilation calculations.
<b>Provisional value</b>	an assumed value that does not represent an actual value. For example, if the wall colour is unspecified in the documentation, a provisional value of 'medium' must be modelled. Acceptable provisional values are outlined in the NatHERS Technical Note and can be found at <a href="http://www.nathers.gov.au">www.nathers.gov.au</a>
<b>Recommended capacity</b>	this is the capacity or size of equipment that is recommended by NatHERS to achieve the desired comfort conditions in the zone or zones serviced. This is a recommendation and the final selection sizing should be confirmed by a suitably qualified person.
<b>Reflective wrap (also known as foil)</b>	can be applied to walls, roofs and ceilings. When combined with an appropriate airgap and emissivity value, it provides insulative properties.
<b>Roof window</b>	for NatHERS this is typically an operable window (i.e. can be opened), will have a plaster or similar light well if there is an attic space, and generally does not have a diffuser.
<b>Shading features</b>	includes neighbouring buildings, fences, and wing walls, but excludes eaves.
<b>Solar heat gain coefficient (SHGC)</b>	the fraction of incident solar radiation admitted through a window, both directly transmitted as well as absorbed and subsequently released inward. SHGC is expressed as a number between 0 and 1. The lower a window's SHGC, the less solar heat it transmits.
<b>Skylight (also known as roof lights)</b>	for NatHERS this is typically a moulded unit with flexible reflective tubing (light well) and a diffuser at ceiling level.
<b>STCs</b>	Small-scale Technology Certificates, certificates created by the REC registry for renewable energy technologies that may be bought and sold as part of the Small-scale Renewable Energy Scheme operated by the Clean Energy Regulatory
<b>Thermal breaks</b>	are materials with an R-value greater than or equal to 0.2 that must separate the metal frame from the cladding. This includes, but is not limited to, materials such as timber battens greater than or equal to 20mm thick, continuous thermal breaks such as polystyrene insulation sheeting, plastic strips or furring channels.
<b>U-value</b>	the rate of heat transfer through a window. The lower the U-value, the better the insulating ability.
<b>Unconditioned</b>	a zone within a dwelling that is assumed to not require heating and cooling based on standard occupancy assumptions
<b>Vertical shading features</b>	provides shading to the building in the vertical plane and can be parallel or perpendicular to the subject wall/window. Includes privacy screens, other walls in the building (wing walls), fences, other buildings, vegetation (protected or listed heritage trees).
<b>Window shading device</b>	a device fixed to windows that provides shading e.g. window awnings or screens but excludes horizontal* or vertical shading features* (eg eaves and balconies)

\* Refer to glossary.

## **18 Bourke St, Cootamundra – Dwelling house**

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### **APPENDIX # 5**

### **HERITAGE IMPACT ASSESSMENT**

## **COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

### **HERITAGE REPORT**

To: Cootamundra-Gundagai Regional Council

NOV 2024

By: Noel Thomson – Heritage Advisor

Subject: Proposed demolition of existing house & new residence at 18 Bourke Street, Cootamundra

#### **PROPOSED DEMOLITION & NEW HOUSE 18 BOURKE ST, COOTAMUNDRA**

Noel Thomson, Heritage Advisor to the Cootamundra-Gundagai Regional Council met with Owner (Robyn Fowkes) to discuss the proposed demolition of the existing house and construction of new residence at 18 Bourke Street, Cootamundra and further to discussion the following advice is provided;

It is noted that the property at 18 Bourke St, Cootamundra is located within the Heritage Conservation Area as per the Cootamundra Local Environmental Plan 2013 and therefore any changes to the building must be made in a manner that is in keeping with the streetscape aesthetic and the heritage conservation area’s significance.



SIXMAPS: aerial view of 18 Bourke St, Cootamundra

With reference to the Community Based Heritage Study (2010) prepared by Black Mountain Projects, *“The Cootamundra Conservation Area contains a range of streetscapes relating to a development boom, following the construction of the Great Southern Railway. Crucial elements of this conservation area are its setting, streetscape and views. Its CBD, centred around Parker and Wallendoon Sts and extending to the Railway, contains a compact core of Federation Period commercial buildings extending from the railway station and marked with an outstanding row of street trees. It is historically significant as a town centre and as an excellent late nineteenth century and Federation Period streetscape.”*

With reference to the Cootamundra DCP (2013) - Appendix 1-Heritage Guidelines the following applies;

**“2. AIMS & OBJECTIVES** - The aims and objectives of this chapter of the DCP are:

- To provide specific controls for all forms of development on all land both private and public within heritage conservation areas and in the vicinity of heritage items in Cootamundra.
- To ensure that all new development is compatible with desired visual, built and landscape character of heritage conservation areas by setting standards which will ensure this.

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL HERITAGE REPORT

**Drawings:** Drawings should be prepared by an architect or other professional experienced in heritage design and requirements. Development application drawings should include:

- Architectural plans, (including site and floor plans, elevations and section, detail survey plan).
- Detailed landscape plan including vehicle provision, such as driveway paving material and colour. Identify existing trees and landscape features. Show siting and species of proposed new plantings and any proposed ancillary work, including driveway, fencing, walls, steps and paving. Ensure that planting does not block views of heritage buildings from the street.
- Materials, finishes and colours noted on architectural and landscape drawings.

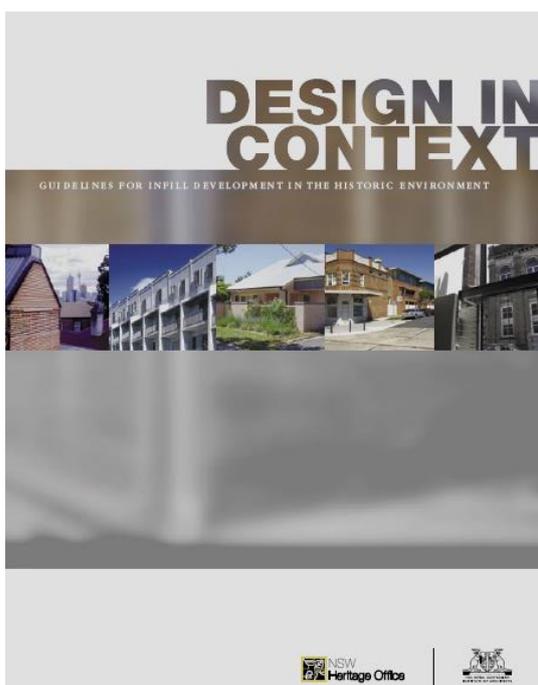
**SETTING:** Provide an appropriate visual setting for buildings within conservation areas, including landscaping, fencing and car parking; maintain and enhance the existing heritage character of the streetscape and the vicinity; ensure that new development respects the established patterns in the streetscape, including setbacks, siting, landscaped settings, car parking and fencing; and no new structures are to be built forward of the established street building line;”



Proposed new development – existing house to be demolished and replaced with new house

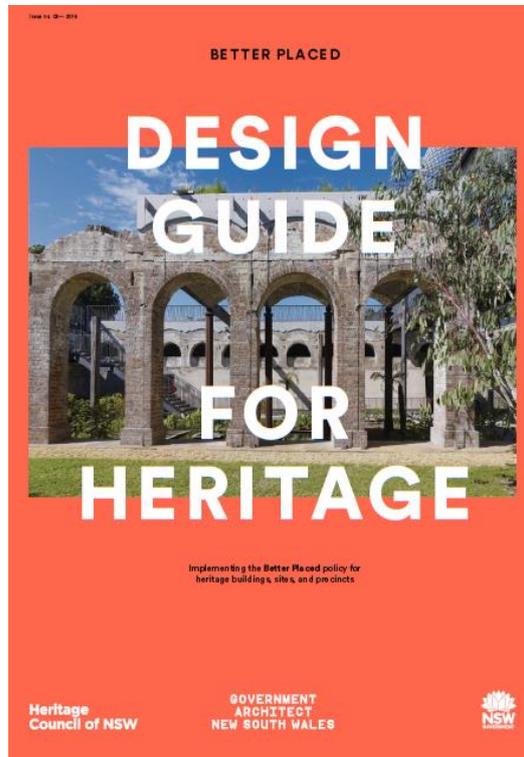
Current streetscape appearance: view to the site and existing house at 18 Bourke St, Cootamundra

Finally, when referencing heritage documents for ‘infill development’ the NSW Government has produced “Design in Context” – Guidelines for infill development in the historic environment and “Better Placed” – Design guide for heritage – for extracts see below and attached for complete documents.



# COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

## HERITAGE REPORT



**1.3 Designing in heritage contexts**

**New work must recognise and support the heritage significance of the place and context, while enabling the place to have ongoing, viable life that responds to the contemporary needs of clients, users, and the community.**

**The Burra Charter advocates a cautious approach – “do as much as necessary to care for the place and to make it usable, but otherwise change it as little as possible so that its cultural significance is retained”. This approach is compatible with high-quality design.**

A considered, careful design response is fundamental to achieving good outcomes for heritage places. The inevitable constraints associated with heritage work challenge the design team to create considered and refined solutions that are inspired by the heritage values of the place. There is no single correct aesthetic approach – new design in heritage contexts can accommodate a rich variety of interpretation and architectural expression. Some designers may adopt a traditional or vernacular approach; others may explore highly contemporary aesthetics. Both are valid. Regardless of style, respect for significance must underpin every aspect of the design process.

Any heritage place or site needs to be understood in complex ways. This is not just about attending to existing heritage fabric or structures, or to the envelope of buildings. Depending on the particulars of the place, further considerations might include the spatial structures and configurations across the site; the relationships between structure, site, and context; views to, from, and within; and the traces of activities, systems, and processes.

The design team must create new work that supports the significance of the heritage place, meets technical and legislative requirements, and accommodates contemporary expectations of function and comfort. This complex process involves many people with diverse expertise. The design team must have the specialist training and expert design skills to synthesise this knowledge and bring the heritage place alive for new uses and generations.

Heritage design work may involve the restoration, preservation, and adaptation of existing structures and landscapes. It may include adapting a place to facilitate contemporary use. It may concern the creation of appropriate new infill development in sensitive heritage contexts, precincts, and conservation areas.

**“An important factor in the success of new work is the quality and sensitivity of the design response. New work should respect the context, strength, scale and character of the original, and should not overpower it. The key to success is carefully considered design that respects and supports the significance of the place ... Well-designed new work can have a positive role in the interpretation of a place.”**

— Practice Note: Burra Charter Article 22 – New Work, Australia ICOMOS 2013

With reference to these documents, when infill buildings occur next to a heritage item or in a heritage streetscape *“There is no single correct aesthetic approach – new design in heritage contexts can accommodate a rich variety of interpretation and architectural expression. Some designers may adopt a traditional or vernacular approach; others may explore highly contemporary aesthetics. Both are valid. Regardless of style, respect for significance must underpin every aspect of the design process.”* and *“The new work should respond to the historic context through an understanding and informed analysis of the area’s character, quality, and heritage value.”*

Noel Thomson notes that the proposal for demolition of the existing residence within the heritage conservation area is subject to Council approval and as stated in the Cootamundra DCP *“the total demolition of a building shall not be permitted unless an application for a replacement building within a garden setting is approved.”* The new development – demolition and replacement new residence must be detailed on architectural drawings to suit the requirements of the DCP and Development Application documentation, including drawings and statement of environmental effects with detailed heritage clause which addresses the impact of the demolition and new infill building in the heritage conservation area.

Noel Thomson having discussed the replacement house proposal with the Owner, notes that there is a ‘sewer line’ traversing the site that needs to be addressed and the idea of the front area being of matching setback to the adjoining houses and there being a ‘link’ to the rear main bed / garage wing. The house is proposed to have a ‘render’ finish with a combination of gable and hip roofs that are steeply sloping and be designed with a raised floor (not slab on ground) + high ceilings (say 2.7m) to match ‘traditional’ style houses but can be contemporary in appearance. So reference is made to the above and attached documents for ‘infill development’ and Noel Thomson sketch concept for the site/house layout on the block

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

### HERITAGE REPORT

In Summary, Noel Thomson notes that the proposed demolition and new residence at 18 Bourke Street, Cootamundra will have a minor impact on the Heritage Conservation Area, subject to the recommendations (reference to the Heritage NSW & Dept of Planning guidelines) and Drawings + Statement of Environmental Effects being provided in the Development Application submission to Council.

Noel Thomson also notes that recommendation for archival photographic recording of the existing house at 18 Bourke Street, Cootamundra prior to its demolition is to form part of any Approval / Condition of Consent / by Council.

Trusting this advice is of assistance at this time;



NOEL THOMSON FRAIA  
COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL HERITAGE ADVISOR

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL HERITAGE REPORT

STREET AND SITE PHOTOGRAPHS

OCT 2024



View to 18 Bourke Street property and residence and side lane



View to 18 and 20 Bourke Street residences

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL HERITAGE REPORT



Streetscape view to 20 and 22 Bourke Street residences

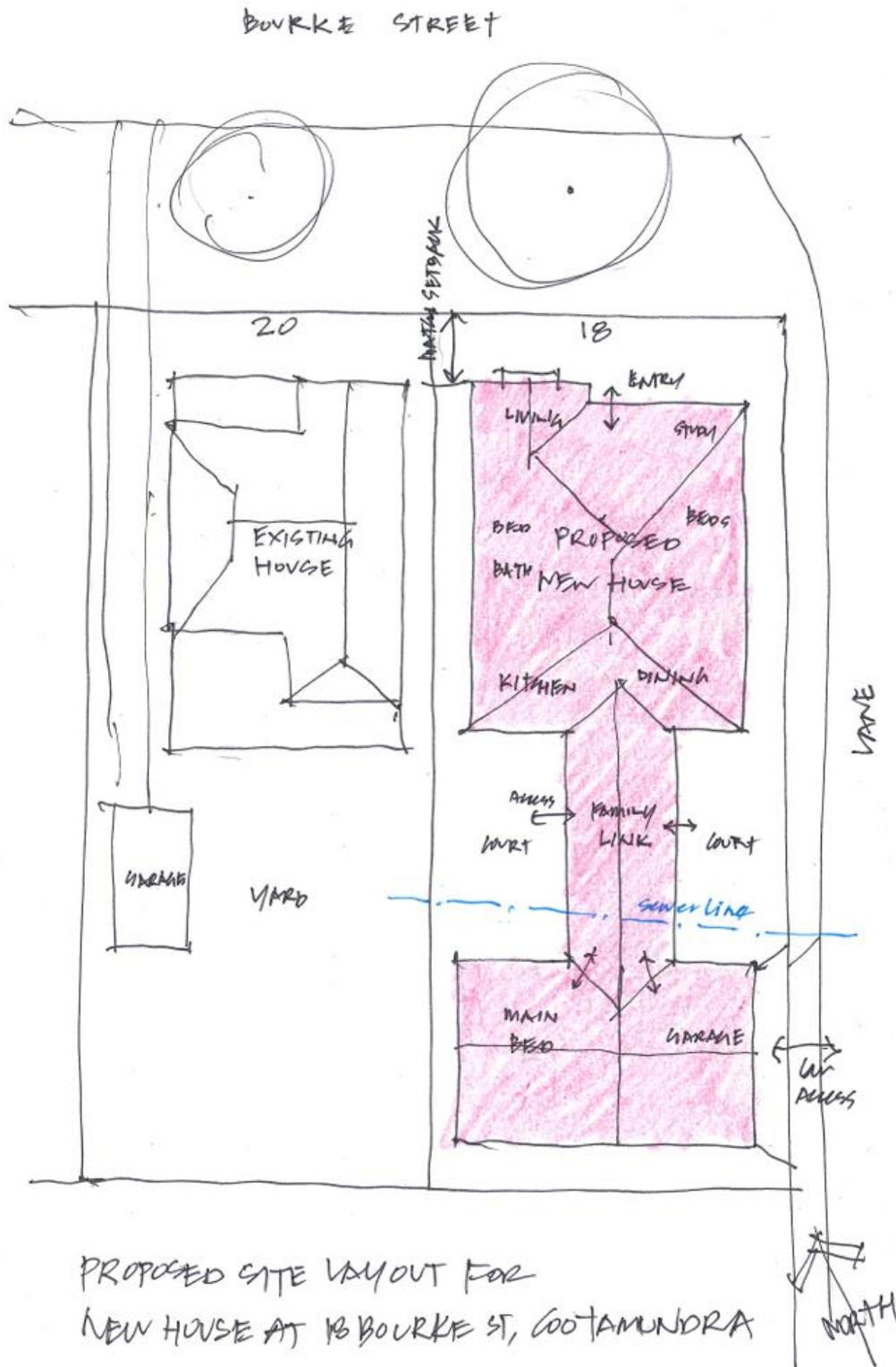


Streetscape view to 18, 20 and 22 Bourke Street residences



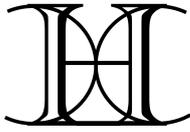
Streetscape view to rear of 63 Sutton Street and lane

# COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL HERITAGE REPORT



PROPOSED SITE LAYOUT FOR  
NEW HOUSE AT 13 BOURKE ST, COOTAMUNDRA

NOEL THOMPSON CARC HERITAGE ADVISOR DEC 2024



STATEMENT OF HERITAGE IMPACT:  
18 BOURKE STREET COOTAMUNDRA



ADDRESS: 18 Bourke Street, Cootamundra NSW

PREPARED BY: Cornerstone Heritage Consultants  
Sarah Driessen (BA, M. Herit. Cons).

FOR CLIENT: Robyn Fowkes

DATE: 11 August 2025



Statement of Heritage Impact 18 Bourke St Cootamundra

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## Statement of Heritage Impact 18 Bourke St Cootamundra

## 1.0 Executive Summary

This Statement of Heritage Impact (SoHI) has been prepared by Sarah Driessen from Cornerstone Heritage Consultants (CHC) for the client Robyn Fowkes, to assess the potential heritage impact of the full demolition of an existing dwelling within a Heritage Conservation Area, and the construction of a new dwelling in its place.

The subject site is located at 18 Bourke Street Cootamundra NSW and is identified as Lot C // DP 382924. The subject site resides within the locally listed "Cootamundra Heritage Conservation Area" (HCA), which is identified as item "C1" under Schedule 5 of the *Cootamundra Local Environmental Plan*, holding local significance.

The client is proposing to demolish the existing residential dwelling and construct a new residential dwelling *in situ*, to provide better viability and accessibility for her intended future use.

This report will assess the overall heritage significance of the heritage conservation area, along with the subject site's contribution to this; to determine any direct or indirect impacts the proposed works may have on the site.

This report will address the following:

- The cultural significance of the subject site;
- The impact the proposed works and future works might have on that significance;
- Measures that can mitigate any negative impacts;
- Why other sympathetic solutions were not viable.

## 1.1 Methodology

This report has been guided by the following documents:

- *The Burra Charter, 1999*
- *New South Wales Heritage Manual, 1999*
- *Cootamundra Local Environmental Plan, 2013 (Cootamundra LEP)*
- *Cootamundra Development Control Plan, 2013 (Cootamundra DCP)*
- *NSW Heritage Office – Guidelines for Preparing a Statement of Heritage Impact, 2023*
- *NSW Heritage Office - Local Government Heritage Guidelines, 2002*

All images, unless otherwise stated, were obtained on the premise during a site inspection conducted by Sarah Driessen on the 17<sup>th</sup> of July 2025.

## 1.2 Authorship

This report was prepared by Sarah Driessen (BA, M. Hert. Con). Sarah holds a Master's in Heritage Conservation from the School of Architecture, Design and Planning at the University of Sydney. Since 2021 she has managed her own small sole trading business: Cornerstone Heritage Consultants. Sarah has worked for several major heritage firms, including Artefact Heritage and High Ground Consulting. She has worked with large company clients including Transport for New South Wales, the New South Wales Roads and Maritime, Sydney Living Museums, Bathurst Diocese, and various Local Government Councils. She is passionate about residential and ecclesiastical heritage.

## Statement of Heritage Impact 18 Bourke St Cootamundra

### 1.3 Heritage Status

#### 1.3.1 Heritage Listings

The subject site resides within the curtilage of the locally listed “Cootamundra Heritage Conservation.” This is listed under the following statutory listings:

- *Cootamundra Local Environmental Plan 2013*, Schedule 5: “Cootamundra Heritage Conservation Area” (item no. C1)

The HCA is also listed under the following non-statutory registers:

- National Trust Register – “Cootamundra Urban Conservation Area” (ID: 1874) <sup>1</sup>

### 1.4 Heritage Legislative Context

#### 1.4.1 Cootamundra Local Environmental Plan 2013

##### **PART 5:**

##### **5.10 Heritage Conservation**

Heritage items identified under Part 5 of the *Cootamundra Local Environmental Plan 2013* are managed in accordance with the provisions of Clause 5.10 Heritage Conservation. The objectives of Clause 5.10(1) are as follows:

- (a) *to conserve the environmental heritage of Cootamundra,*
- (b) *to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) *to conserve archaeological sites,*
- (d) *to conserve Aboriginal objects and Aboriginal places of heritage significance*

According to Clause 5.10(2) Council may require consent to development for any of the following:

*(a) demolishing or moving any of the following or altering the exterior of any of the following (including, in the case of a building, making changes to its detail, fabric, finish or appearance)—*

- (i) a heritage item,*
- (ii) an Aboriginal object,*
- (iii) a building, work, relic or tree within a heritage conservation area,*

*(e) erecting a building on land—*

- (i) on which a heritage item is located or that is within a heritage conservation area, or*
- (ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance,*

Clause 5.10(5) of the LEP states that the Council may before granting consent to any development require heritage assessment. This applies to any development which is:

<sup>1</sup> \*Based off the National Trust 2006 Database, an updated database may have different results.

Statement of Heritage Impact 18 Bourke St Cootamundra

- (a) on land on which a heritage item is located, or
- (b) on land that is within a heritage conservation area, or
- (c) on land that is within the vicinity of land referred to in paragraph (a) or (b),

require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.<sup>2</sup>

1.4.1 Cootamundra Development Control Plan 2013 (DCP)

**PART 7: Heritage**

**Heritage Conservation Area**

**Introduction:**

*This section of the DCP applies to the Heritage Conservation Areas of Cootamundra Stockinbingal and Wallendbeen as well as to the list of heritage items.*

*The Local Environmental Plan (referred to as LEP in this chapter) requires consent for all development and demolition proposals in heritage conservation areas and it specifically lists separate heritage items.*

*The NSW Government also has local places on the NSW State Heritage Register.*

*This DCP chapter applies to buildings, places and conservation areas identified in the heritage schedule of the LEP.*

**Objectives:**

1. *To ensure that new development, including the adaptive re-use of heritage buildings, and alterations and additions, are compatible with and respectful of recognised heritage values and the historic context.*
2. *To ensure that all new development is compatible with desired visual, built and landscape character of heritage conservation areas by setting standards which will ensure this.*
3. *To ensure that land use and level of activity reflect the scale of heritage streetscapes.*

The following table has been extracted from Part 7: Heritage in the Cootamundra DCP.

<b>Demolition</b>	
<i>Performance criteria</i>	<i>Acceptable solutions</i>
<i>To retain original buildings that preserve the historical integrity of conservation areas and heritage items.</i>	<i>Except where a building presents an immediate threat to public safety, the total demolition of a building shall not be permitted unless an application for a replacement building within a garden setting is approved. Where a development proposal is not an improvement over the original building, then there are no grounds for replacing the original building.</i>

<sup>2</sup> NSW Government, *Cootamundra Local Environmental Plan 2013*, Part 5.

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	<p><i>Where in the opinion of the Council, neglect of a building has contributed to the building becoming structurally unsound so as to necessitate total demolition; redevelopment of the site shall not exceed the gross floor area of the building. Additions to a replacement building shall not be permitted within 3 years of completion of the replacement building.</i></p> <p><i>The partial demolition of original external building fabric of buildings shall only be permitted in the context of permitted alteration or additions.</i></p> <p><i>Demolition of a building may be carried out no earlier than 6 weeks prior to the commencement of construction of an approved replacement building.</i></p> <p><i>Alteration to, or demolition of, internal building fabric of buildings may be permitted provided the external building fabric of the building is not adversely affected.</i></p> <p><i>Total demolition of existing pre-1950 buildings shall not be permitted unless: The building is so structurally unsound as to be beyond reasonable economic repair. The application must include a professional structural assessment in support of demolition; or</i></p> <p><b><i>The existing condition poses a significant health or safety risk that is beyond reasonable economic repair. The application must include a professional structural or health assessment in support of demolition; or</i></b></p> <p><b><i>In the opinion of Council, the integrity of the built form and street elevations of an original building has been extensively and irreversibly diminished by unsympathetic alterations and additions AND any replacement development conforms to this plan.</i></b></p>
<b>Setting</b>	
<i>Performance criteria</i>	<i>Acceptable solutions</i>
<p><i>To provide an appropriate visual setting for heritage items and buildings within conservation areas, including landscaping, fencing and car parking;</i></p> <p><i>To maintain and enhance the existing heritage character of the streetscape and the vicinity;</i></p> <p><i>To ensure that new development respects the established patterns in the streetscape, including setbacks, siting, landscaped settings, car parking and fencing.</i></p>	<p><i>New developments must respect established patterns of setbacks, spacing of dwellings, landscape character, car parking and fencing.</i></p> <p><i>The side and front setbacks are to be typical of the spacing of buildings both from each other and from the street in the particular locality, such that the rhythm of buildings in the streetscape is retained;</i></p> <p><i>No new structures are to be built forward of the established street building line;</i></p>

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	<p><i>An adequate curtilage, including landscaping, fencing and any significant trees, is to be retained;</i></p> <p><i>The established landscape character of the locality including height of canopy and density of boundary landscape plantings must be retained in any new development;</i></p> <p><i>Development in the vicinity of a heritage item must respect the visual curtilage of that item;</i></p> <p><i>New developments must respect the existing character of the streetscape.</i></p>
<b>Scale, mass &amp; form</b>	
<i>Performance criteria</i>	<i>Acceptable solutions</i>
<p><i>To ensure that the scale of new development is in harmony with the streetscape and that it does not dominate existing heritage items, nor reduces their contribution to the existing pattern of development.</i></p>	<p><i>Scale (including height, bulk, density and number of storeys) of new work must relate visually to the scale of adjacent buildings. Unless it can be clearly demonstrated that greater scale would be appropriate in the individual circumstances, new buildings and additions are to be of the same scale as the surrounding development;</i></p> <p><i>Two storey development is encouraged for commercial and mixed commercial/residential buildings in main street village locations and town CBD;</i></p> <p><i>Where single storey development predominates in residential areas, new residential building shall not exceed one storey plus pitched roof with dormer windows (often referred to as one and a half storeys);</i></p> <p><i>Extensions must not visually compete with the original form of the existing buildings which they alter. This means that as far as practicable, the external wall outlines, footprint and roof shape of the original building is to be visible, unaltered and visually discernible from additions. Additions are generally expressed with a separated building mass and roof. The accepted method is a separate building attached by a low link to the original. Original roofs that are stretched or blended to cover additions are generally not acceptable.</i></p>
<b>Detailing</b>	
<i>Performance criteria</i>	<i>Acceptable solutions</i>
<p><i>To ensure that new development has a level of detail which is appropriate to its context; and</i></p>	<p><i>New work and extensions in conservation areas must have a level of detail that is similar to and complements that of surrounding heritage fabric; and</i></p>

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<p><i>To ensure that new development has regard to the architectural character and style of the heritage item or conservation area setting but does not incorporate elaborate new detailing in a period style that would prevent interpretation of what is original and what is new.</i></p>	<p><i>New work must adopt a simple character which uses external finishes, colours and textures which complement the heritage fabric, rather than be a poor imitation of historic buildings.</i></p>
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2.0 Introduction

2.1 Location

The subject site resides in the township of Cootamundra, which is situated approximately 390 km south-west of Sydney. The subject site is located on Bourke Street opposite Albert Park. The subject site has a shared rear access lane on the south-eastern side of the property. This lane runs all the way down past the Mackay Street cross street.



Figure 2: Aerial NSW base map of subject property (indicated by yellow infill and red boarder) [Source: Sixmaps, 2025] (Not to scale).

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2.2 Definition of Study Area

The subject site is located at 18 Bourke Street, Cootamundra NSW. It is identified as Lot C, DP382924 on the planning database. The subject site resides within the Cootamundra HCA. The property consists of a street facing single storey Bungalow, with three sheds; two situated towards the back of the property and the third on the south-east behind the property’s side access gate. The property presents as a quasi-corner lot, with an access lane running down the south-eastern side of the property.



Figure 3: Aerial view of subject site (yellow square) [Source: SixMaps, 2025] (not to scale).

2.3 Site Assessment and Condition

The subject site is an individual lot with a single storey Inter-War Californian Bungalow dating from around the 1930s, with a fibro extension at the rear dating from approximately the 1980s. The subject site also features three sheds, two water tanks and mixed fencing around the perimeter.

The Californian Bungalow’s main masonry unit is brick with white tuck-pointing, which has worn away and discoloured over time. The footings appear to be made from local stone and have been rendered over with pebbledash and cement. The render is showing signs of expansion and cracking, which could be a result of movement of the footings or water damage. Moreover, there is evidence of intrusive modern concrete being used over and around the footings at the rear extension.

The dwelling features a double street facing gable with fibro sheeting, decorative shingles and timber vertical battening. A third gable, with roughcast and timber vertical battening, faces the side access lane. The roof is made of corrugated iron and features two flat-top brick chimneys. The dwelling consists of a visually prominent low-pitch roof over the front veranda, wide barge boards, wide overhanging boarded eaves and exposed roof timbers. The front veranda features two tapered pylon columns with rough-cast rendering, as well as geometric wrought iron balustrades and a floating timber deck over the front veranda. The iron balustrades are showing significant signs of decay with rust seeping onto the timber deck, which is also in poor condition. The south-eastern side of the veranda features timber balustrades in poor condition, with some missing. This side of the veranda also features an intrusive privacy screen.

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The guttering throughout appears to not be draining adequately in certain areas, resulting in water damage on the exterior timber eaves and window frames. All the windows throughout the dwelling have been replaced with intrusive aluminium framed windows. A window on the south-eastern elevation has had an aircon unit installed intrusively.

Various unsympathetic additions and remediations have been done to the dwelling, which have reduced the integrity and condition of the building. An example of this is the addition of modern concrete used in the installation of modern facilities and throughout the rear extension. This is present particularly over the rear footings and on the original brick masonry. This is a cause for concern since modern concrete is incompatible with a lot of traditional building materials. It can be extremely hard to remove without creating further damage to the building. Moreover, it can trap water within the building leading to rising damp issues. Many new pipes and vents have been installed intrusively with concrete. Cracks and damages in the existing masonry have also been remediated with concrete.

The perimeter of the front lawn is enclosed by a low chain link fence, which is evidently a later addition and not original. The fence then converts into a high Colourbond fence around the side and rear, which is also a later addition.

The Bungalow has undergone various changes, the most notable being the rear veranda's enclosure with fibro to form an extension, likely added in the 1980s. The extension features a substantial amount of intrusive concrete, along with a rear access ramp and steel support pole. The rear sleepout, constructed from fibro sheeting, opens via aluminium sliding doors to an enclosed undercover area. This space is surrounded by a mix of timber garden lattice, polycarbonate sheeting, and green plastic mesh—all in poor condition and visually detracting from the building's integrity. Overall, the extension is unsympathetic and intrusive to the original structure

The rear also contains two water tanks in poor condition. The rear yard features some small shrubs around the perimeter, as well as three sheds, the first is assumed to be original made for corrugated iron and timber, and the second and third are evidently later additions made from Colourbond.

The subject site is in an overall fair condition with several intrusive elements.

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General Exterior

	
<p><b>Figure 1:</b> Exterior view of the subject site north-eastern elevation.</p>	<p><b>Figure 2:</b> Exterior overview of subject site, north and east elevation, the street presence of the lot as a quasi-corner lot.</p>
	
<p><b>Figure 3:</b> Exterior south-eastern elevation.</p>	<p><b>Figure 4:</b> Exterior south-eastern elevation.</p>

Views and Vistas

	
<p><b>Figure 5:</b> View of subject site in context with neighbouring houses, from Albert Park.</p>	<p><b>Figure 6:</b> View of subject site in context with side access lane, from Albert Park.</p>

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**Figure 7:** Street view walking in a north-westerly direction up Bourke Street, standing in front of 16 Bourke Street.



**Figure 8:** Street view walking up Bourke Street in south-easterly direction, standing in front of 22 Bourke Street.



**Figure 9:** View from subject site facing north-east towards Albert Park.



**Figure 10:** View from War Memorial in Albert Park facing south-west towards the subject site.

Detailed Exterior



**Figure 11:** Street presence of subject site featuring prominent street tree.



**Figure 12:** Exterior front veranda with addition of floating timber deck, and access rail.

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<p><b>Figure:</b> Rusted access rail, cracked concrete, timber worn and discoloured by adjacent rust.</p>	<p><b>Figure 13:</b> Addition of veranda screen.</p>
<p><b>Figure 14:</b> Exterior view of veranda screen, with worn and missing wooden balusters from the balustrades.</p>	<p><b>Figure 15:</b> Rusted lattice balustrade.</p>
<p><b>Figure 16:</b> Front entrance with large crack patched unsympathetically with concrete.</p>	<p><b>Figure 17:</b> Front door with addition of security screen.</p>

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**Figure 18:** Over-bent in corrugated iron roof window canopy.



**Figure 19:** Intrusive aluminium window frames.



**Figure 20:** Pavements directly underneath front window.



**Figure 21:** Side access down the north-western side with neighbouring house in view.

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Figure 22: Water damage underneath timber eaves.

Figure 23: Side access gate, north-western side.



Figure 24: Unsympathetic and poor concrete placement, rendering over footings also concrete.

Figure 25: Signs of poor gutter drainage.

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**Figure 26:** Signs of environmental damage of the gutters and wooden beams.



**Figure 27:** Timber window, signs of environmental damage.



**Figure 28:** Later addition of PVC piping unsympathetic and intrusive, with additional concrete.



**Figure 29:** More piping intrusively added.



**Figure 30:** Remedial works unsympathetically done with concrete.



**Figure 31:** Broken piping.

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Rear and outbuildings



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**Figure 44:** View of backyard from house facing towards rear sheds and back fence.



**Figure 45:** Two rear sheds.



**Figure 46:** Shed 1 assumed original shed in line with era the house was built.



**Figure 47:** Inside shed 1.



**Figure 48:** Shed 2, later modern addition.



**Figure 49:** View of rear extension and water tanks.

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**Figure 50:** View of rear access ramp (concrete) with metal railing in rear sleep-out.



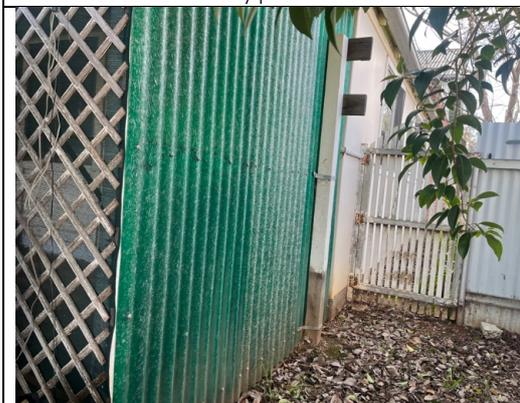
**Figure 51:** Rear extension with aluminium security screening and window.



**Figure 52:** View of rear extension with water tanks and lattice screen in very poor condition.



**Figure 53:** Green polycarb sheeting screen in rear sleep-out.



**Figure 54:** Poor condition of exterior polycarb sheeting.



**Figure 55:** Shed 3 on the south-eastern side of the property, in relation to the side access gate and rear extension.

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Figure 56: Makeshift screen from green garden mesh and wooden lattice.

Figure 57: Rear tanks in poor condition.

### 3.0 Historical Overview

#### 3.1 Brief History

The following history has been extracted from the NSW State Heritage Inventory for the *Cootamundra HCA*:

*Cootamundra was first settled in the 1830s. The town was built on what was originally a stock station called "Cootamundra" owned by pioneer, John Hurley.*

*By the 1860s settlement about the station had increased to such an extent that a certain amount of town planning was necessary. The town was surveyed as the "village of Cootamundry" and the plan was approved in 1861.*

*The early period Cootamundra's settlement was highlighted with mining, major environmental changes such as land clearing, episodes with bushrangers, and many events typical of Australian settlement. Law and order, water supply, sport, and climatic harshness were features of early Cootamundra life.*

*Cootamundra achieved landmark status as a transportation centre linking road and rail, originally with horse-drawn vehicles and more recently with coach and private car. The railway came through in 1877 encouraging the further growth of pastoral and related industries. The construction of the railway provided major impetus to the development of the town, with manufacturing, construction, retailing, banking and service industries attracted to the town.*

*The boom period of the 1880s saw the establishment of governmental services in the area, and the consolidation of local government. Cootamundra was a town that had community leaders determined to see the town succeed. The town survived the downturn of the 1890s and later, losses with wars and depressions."<sup>3</sup>*

<sup>3</sup> Heritage NSW, State Heritage Inventory, *Cootamundra Heritage Conservation Area: History*.

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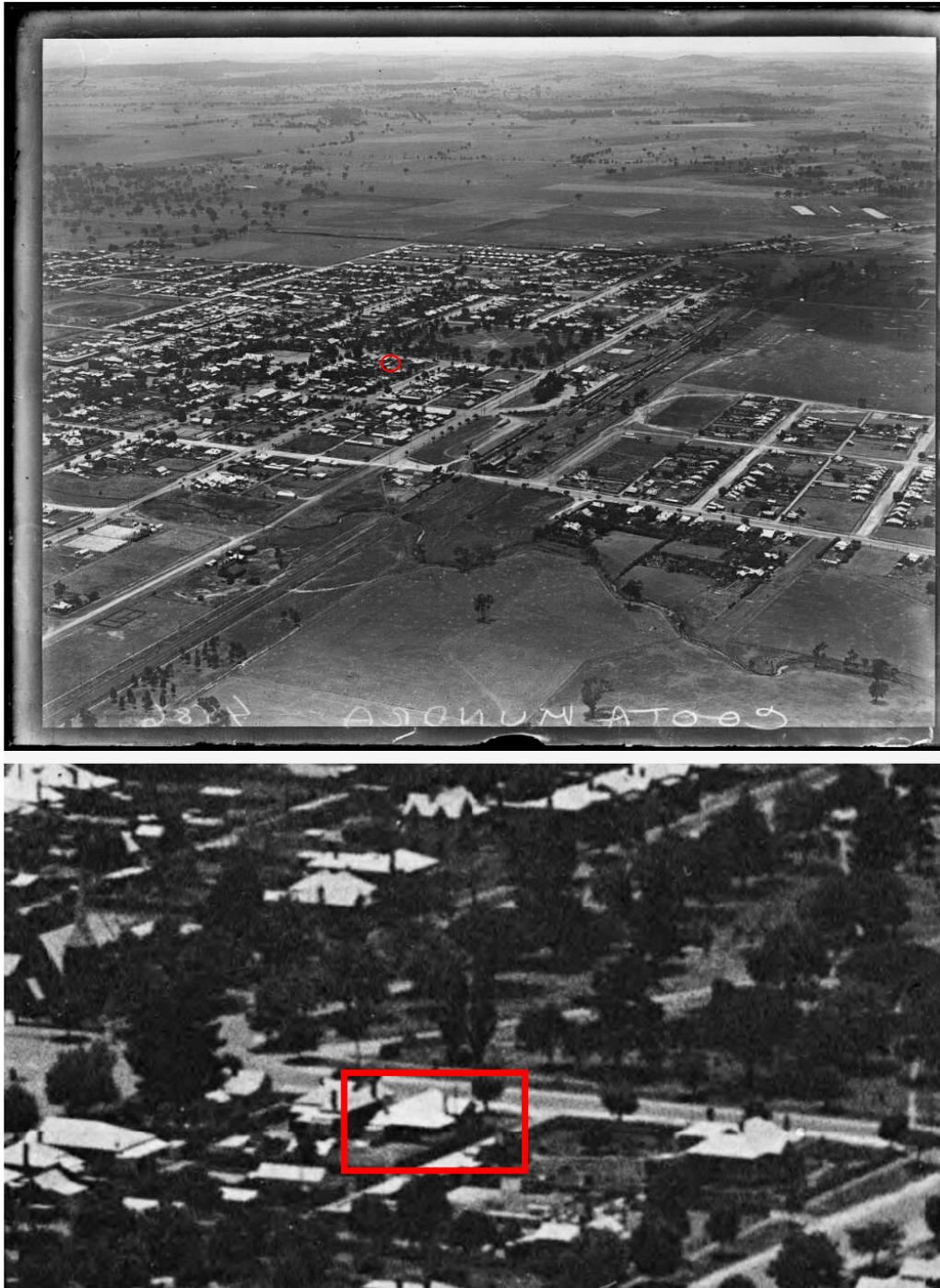


Figure 58: Figure 4: Aerial view of Cootamundra and the new Aerodrome, Cootamundra, New South Wales, 1934 : , 1934. (Source: Trove, <http://nla.gov.au/nla.obj-160590458> Web. 30 July 2025)

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Aerial photographic archival recording shows that the subject site was built around the 1930s. It also proves that the building originally had a rear veranda, which was later infilled. From as early as the 1930s Bourke Street presents as having a mix of residential and non-residential buildings, with one and two-storey structures; some of which include the original Cootamundra Anglican Church, the Cootamundra Public School and the Olympic Hotel. This mixed usage and streetscape scale has not only been conserved but has developed organically over the years, with new additions to the Public School and Anglican Church. This mixed streetscape, in its usage, bulk and scale, is not unexpected considering Bourke Street is the next parallel street behind the main CBD street: Wallendoon Street. Historically, larger buildings in the town were typically commercial, government or ecclesiastical. However, modern living standards have driven the growth in the scale of residential homes to accommodate evolving needs.

4.0 Heritage Listing

4.1 Heritage Context

The subject site is situated within the locally listed *Cootamundra Heritage Conservation Area*. The subject site is also within the proximity of the following heritage items:

- Local item: “Public school- original buildings” (*Cootamundra LEP*, item no. 16)
- Local item: “Lone Pine Albert Park” (*Cootamundra LEP*, item no. 13)
- Local and state item: “Cootamundra Railway Station and yard group” (*Cootamundra LEP*, item no. 163) (*Heritage Act 01118*)

Due to the location and the nature of the proposed works, there will be no direct or indirect impact to these other items.

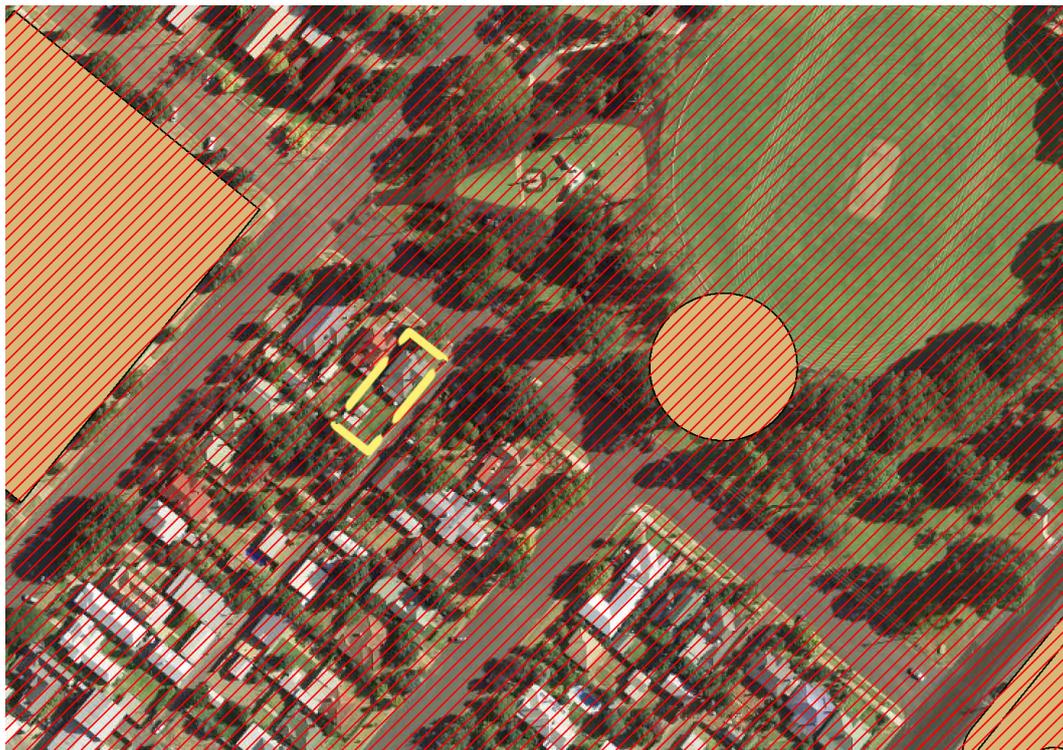


Figure 4: Aerial view of the subject site (yellow outline) and the location of the heritage precinct “Cootamundra Heritage Conservation Area” within the wider heritage context (red stripes: heritage conservation area, brown solid: local heritage listed item) [Source: NSW ePlanning Spatial Viewer, 2025] (not to scale).

## Statement of Heritage Impact 18 Bourke St Cootamundra

#### 4.2 Statement of Significance

The following statement of significance has been extracted from the State Heritage Inventory for the Cootamundra Heritage Conservation Area:

*The Cootamundra Conservation Area contains a range of streetscapes relating to a development boom following the construction of the Great Southern Railway. The Area represents a typically established inner core area of a New South Wales country town containing a number of fine individual government buildings supported by high quality dwellings and mature street plantings.*

*Its CBD, centred around Parker and Wallendoon Streets and extending to the railway, contains a compact core of Federation Period (c 1890 - c 1915) commercial buildings extending from the railway station and marked with an outstanding row of street trees. It is historically significant as a town centre and as an excellent late nineteenth century and Federation Period streetscape.*

*Many of the buildings in the main street reflect a railway town character, successfully conveying some of the optimism and prosperous atmosphere of the Federation Period.*

*The Cootamundra Conservation Area contains many fine buildings. These have significance individually and collectively and the entire streetscape is an essential component of the historic cultural landscape of Cootamundra.*

*Cootamundra Conservation Area echoes the beauties of railway boom and Federation period towns, with its characteristic railway crossings, hotel, shopfronts and parapets, street awnings, street trees, well-preserved early buildings and parks.*

*The outstanding level of intactness of original architecture documents a late nineteenth and early twentieth century building boom, which saw the construction of most of Cootamundra town centre. Slow population growth after the 1930s ensured preservation of a remarkably wide range of community and commercial buildings. The town centre has retained its community importance, recognised for its high integrity and aesthetic values. The streetscapes of Cootamundra remain highly distinctive due to the flat topography and richness of their Federation Period architecture.<sup>4</sup>*

CHC finds that the significance of the Cootamundra HCA is predominated by its historical significance in relation to the introduction of the Great Southern Railway, which brought developments in local industrial, commercial, residential buildings, parks and streetscapes. Cootamundra represents a well-established New South Wales country town from the nineteenth century, which was influenced by the prosperity of the Railway Boom. This historical significance is expressed in the towns intact and excellent Victorian and Federation streetscape. Thus, the Cootamundra HCA also holds strong aesthetic significance pertaining to this era of architecture, with particular focus on its CBD, centred around Parker and Wallendoon Streets. The building boom from the late nineteenth and early twentieth century followed by slow population growth, allowed for these streetscapes to be well-preserved, further contributing to the significance of the HCA.

#### 4.3 Assessment of Heritage Significance

The subject building will be assessed alongside the Heritage Act, the NSW Heritage Manual, the Archaeological Assessment Guidelines and the 2009 Assessing Significance for Historical Archaeological Sites and Relics. All of which pivot on the Australia ICOMOS' Burra Charter.

According to the NSW Heritage Manual, an item must only meet one of the seven heritage criteria, as well as hold some integrity of its key elements, to be considered of heritage significance. This significance can be on a state or local level and is assessed accordingly.

<sup>4</sup> NSW Heritage, State Heritage Inventory, *Cootamundra HCA: Statement of Significance*.

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‘State heritage significance’ pertains to any place (i.e building, artefact, relic, moveable object or precinct), which holds any historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value to the State of NSW.

‘Local heritage significance’ pertains to any place (i.e building, artefact, relic, moveable object or precinct), which holds any historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value in relation to a local area.

Integrity must be taken into consideration when assessing the significance of a place. Loss of integrity or condition of an item can impact or reduce the significance. Excessive alteration can affect the item’s ability to meet the relevant criteria for heritage significance.

4.4 NSW Heritage Assessment Table

The following table has been informed by the State Heritage Inventory (SHI) Sheet for the item, with noted additions by CHC:

Table 1: NSW Heritage Significance Assessment Criteria

NSW Heritage Assessment Criteria	Description	SHI	CHC
<b>A) Historical Significance</b>	<i>An item is important in the course, or pattern, of NSW’s cultural or natural history (or of the local area);</i>	<i>The Cootamundra Conservation Area contains a range of streetscapes relating to a development boom following the construction of the Great Southern Railway. The Area is historically associated with the boom of Cootamundra in the Late Victorian (c.1880 – c.1890) and Federation Period (c.1890 – c.1915), which began with the arrival of the Great Southern Railway in 1877. It provides evidence of the town as an important early transport and commercial centre. It contributes to the significant building fabric and streetscapes that retain the late 19th century and Federation Period character of the town.</i>	
<b>B) Historical Association Significance</b>	<i>An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW’s cultural or natural history (or of the local area);</i>	N/A	
<b>C) Aesthetic Significance</b>	<i>An item is important in demonstrating aesthetic characteristics and/or a high degree</i>	N/A	A range of intact and significant buildings and

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	<i>of creative or technical achievement in NSW (or the local area);</i>		streetscapes from the late 19 <sup>th</sup> century and Federation period, coinciding with the boom of the railway. (CHC addition)
<b>D) Social Significance</b>	<i>An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural, or spiritual reasons;</i>	N/A	
<b>E) Technical Research Significance</b>	<i>An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or of the local area);</i>	N/A	
<b>F) Rarity Criterion</b>	<i>An item possesses uncommon or endangered aspects of NSW's cultural or natural history (or of the local area);</i>	N/A	
<b>G) Representativeness</b>	<i>An item is important in demonstrating the principal characteristic of a class of NSW's (or the local area's)</i> <ul style="list-style-type: none"> <li>• <i>cultural or natural places;</i></li> <li>or</li> <li>• <i>cultural or natural environments</i></li> </ul>	N/A	
<b>Integrity/ Intactness</b>	<i>According to the World Heritage Resource Manual 'Managing Cultural Heritage' (UNESCO 2013), the key words to understanding integrity are" 'wholeness', 'intactness' and 'absence of threats'. These can be understood as follows:</i> <p><i>Wholeness: all the necessary attributes are within the property;</i></p> <p><i>Intactness: all the necessary attributes are still present – none are lost or have been significantly damaged or have decayed;</i></p> <p><i>Absence of threats: none of the attributes are threatened by development, deterioration or neglect."<sup>5</sup></i></p>	N/A	

<sup>5</sup>World, UNESCO. "Integrity - Glossary - UNESCO World Heritage Centre." Unesco.org.

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4.5 Subject Site Contribution

It is evident that the Cootamundra HCA holds strong historical and aesthetic significance pertaining to the Late Victorian and Federation Periods, this is exemplified in the towns well retained streetscapes and buildings. Cootamundra is significant historically for its contribution and association with the Great Southern Railway, this is represented aesthetically in its intact architecture which exemplifies the prosperity of the time.

**CHC finds the subject site to be a non-contributory item**, as it does not meet the relevant criteria pertaining to the HCA’s Statement of Significance. It is evident that the significance of the Cootamundra HCA is predominated by its Victorian and Federation Era aesthetics and history. Since the subject site was built after this significant period, it holds little to no significance and no contribution to the overall significance of the HCA. Moreover, the integrity of the subject site has been partly lost due to unsympathetic alterations and additions, resulting in a confused and poor representation of early twentieth century architecture.

5.0 Proposed Works

The client is proposing to demolish the existing dwelling and build a new dwelling *in situ*. The new dwelling will present at the front as a single storey gabled dwelling, with a second storey extension tucked at the rear. The building will be predominately rendered brick, with two neutral tones to reduce the visual impact of the second storey. The street frontage will feature a sunrise motif in the street facing gables with timber rafters underneath, wide overhang eaves, finials on the roof apexes, and awnings over the windows. The roof will be Colourbond. This roof material pays homage to the previous corrugated iron roof of the former dwelling, whilst accommodating for modern needs, sustainability and longevity. This design draws from late nineteenth century architecture whilst remaining distinctly new in its materials and design, so as to not confuse with the original heritage fabric of the HCA.

PRELIMINARY PLANS

**PROPERTY DETAILS**  
 Address: 18 Bourke Street Cootamundra 2590  
 Lot/Section/Plan No.: C / - / DP 382924  
 Council: COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

**SUMMARY OF PLANNING CONTROLS**  
 Local Environmental Plans: Cootamundra LEP, 2013 (pub. 26-7-2013)  
 Land Zoning: R1 - General Residential (pub. 24-3-2023)  
 Height Of Building: NA  
 Floor Space Ratio: NA  
 Minimum Lot Size: 450 m<sup>2</sup>  
 Heritage: Cootamundra Heritage Conservation Area Significance  
 Land Preservation Acquisition: NA  
 Foreshore Building Line: NA  
 Groundwater Vulnerability: Groundwater Vulnerable

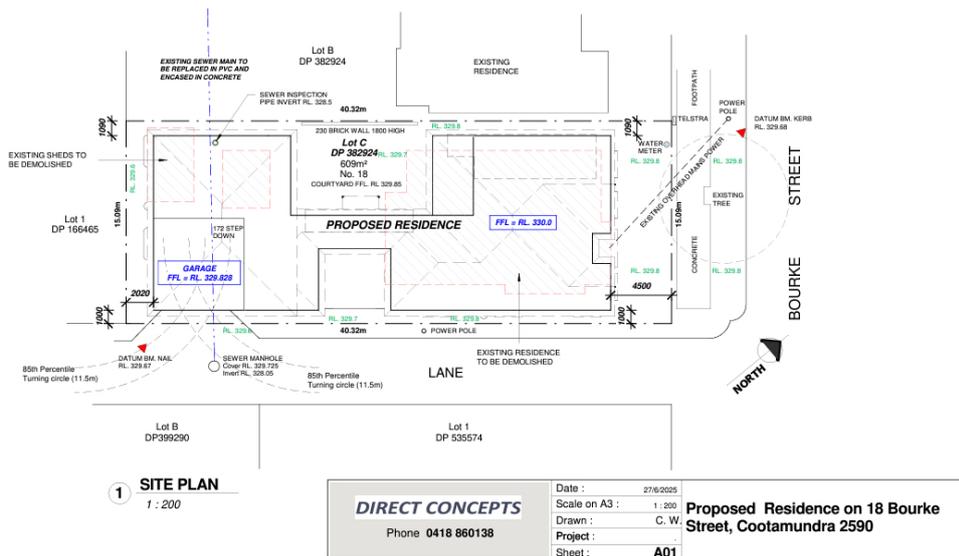


Figure 59: Proposed Plan for New Dwelling (Source: Direct Concepts, 2025) [not to scale].

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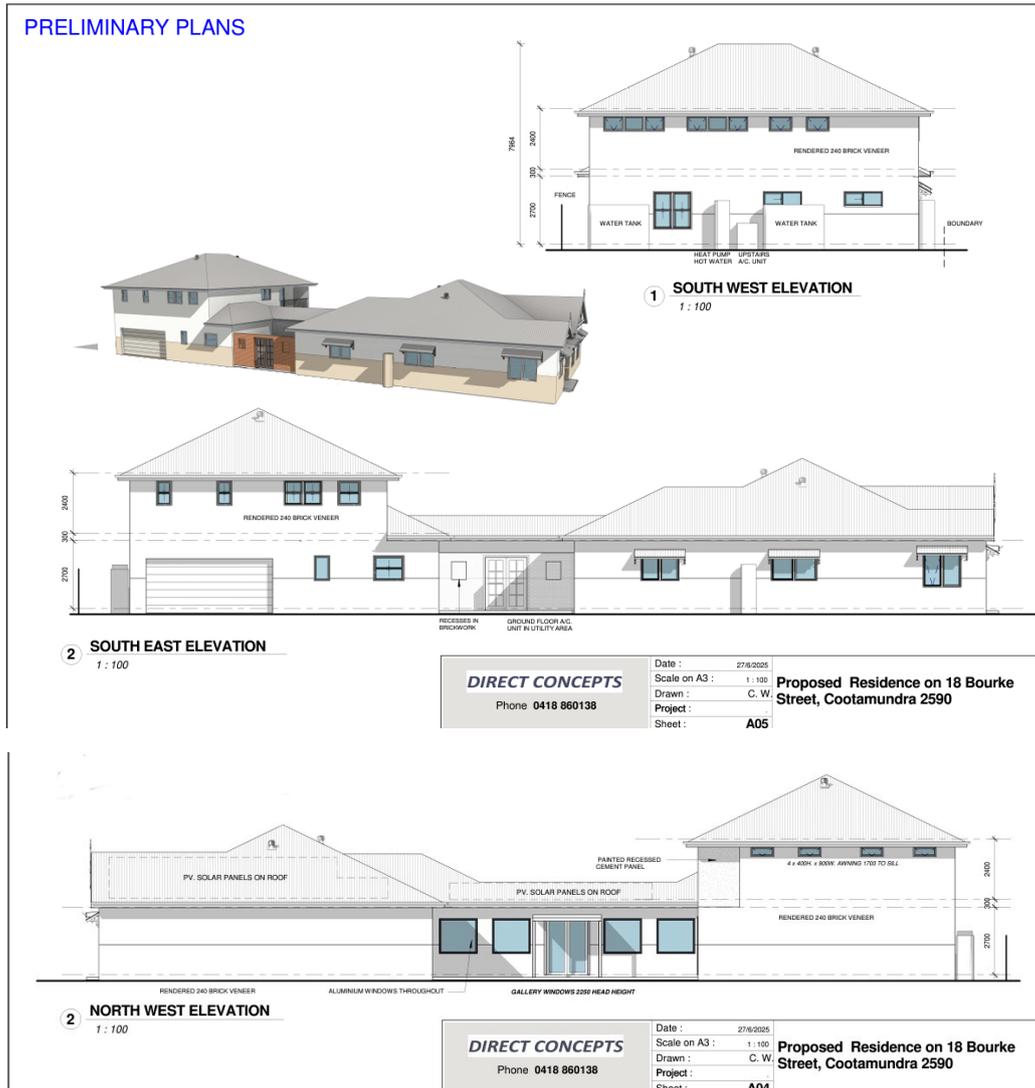


Figure 60: Proposed Plan for New Dwelling (Source: Direct Concepts, 2025) [not to scale].

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6.0 Assessment of Heritage Impact

Table 3: ICOMOS terminology for assessing heritage impact

Grading	Definition
<b>Major</b>	<p>Actions that would have a long-term and substantial impact on the significance of a heritage item. Actions that would remove key historic building elements, key historic landscape features, or significant archaeological materials, thereby resulting in a change of historic character, or altering of a historical resource.</p> <p>These actions cannot be fully mitigated.</p>
<b>Moderate</b>	<p>This would include actions involving the modification of a heritage item, including altering the setting of a heritage item or landscape, partially removing archaeological resources, or the alteration of significant elements of fabric from historic structures.</p> <p>The impacts arising from such actions may be able to be partially mitigated.</p>
<b>Minor</b>	<p>Actions that would result in the slight alteration of heritage buildings, archaeological resources, or the setting of an historical item.</p> <p>The impacts arising from such actions can usually be mitigated.</p>
<b>Negligible</b>	<p>Actions that would result in very minor changes to heritage items.</p>
<b>Neutral</b>	<p>Actions that would have no heritage impact.</p>

CHC considers the subject site to be a **non-contributory item**, therefore it is concluded that the proposed works would have a **minor impact** to the overall heritage significance of **Cootamundra Heritage Conservation Area**. The demolition and development of a new dwelling would result in a slight alteration of the general setting, views and vistas of the HCA. However, impacts arising from these actions will be mitigated where possible.

The design of the new build will be sympathetic, respectful and cohesive with the surrounding HCA. Despite the bulk and scale presenting as a second storey dwelling, this will be mitigated by the second storey being positioned at the rear of the property, with its main shadow only impacting the side access lane. Moreover, the retention of a large significant street tree out the front of the subject site, as well as existing street trees from within Albert Park will conceal the second storey from important views and vistas. Whilst majority of the second storey or larger scaled buildings on Bourke Street are located on the north-western end, the street itself does present as mixed in its usage, bulk and scale. This type of streetscape has been present since the 1930s and has developed organically over time.

6.1 The following aspects of the proposal respect or enhance the heritage significance of the item or conservation area for the following reasons:

- The new dwelling will respect the heritage significance of the HCA through its design, materials and colour scheme. It does not seek to detract from the heritage significance of the area, but rather contribute in a simple and tasteful way; therefore, working to be cohesive within the heritage context.
- It will enhance the HCA by providing continual liveability and usage, which is one of the main contributors to heritage conservation. The building in its current state is unable to accommodate to the owner’s needs. If it does not find a way to be used with purpose it may become susceptible to slow decline and deterioration. Providing a new purpose for the subject site will enhance the heritage significance of the conservation area.

Statement of Heritage Impact 18 Bourke St Cootamundra

- The new design will respect the significance of the HCA by drawing on several architectural features associated with the previous dwelling including a gabled frontage with overhung eaves; as well as drawing from the predominant Federation style of the HCA, by including finials, a sunrise motif on timber battening, and late-nineteenth century inspired awnings over the windows.
- The new dwelling draws from the surrounding traditional designs through simple motifs without becoming an exact facsimile, therefore respecting and enhancing the surrounding environment.
- The adoption of a colour scheme that is neutral and respectful of the heritage context will respect the heritage significance of the HCA by not seeking to make a statement.

6.2 The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

- The second storey has the potential to detrimentally impact the heritage significance of the HCA, this will be mitigated by the following measures:
  - By condensing the second storey to the very rear of the property, the building will present predominately as a single storey from main views and vistas, particularly from Bourke Street and Albert Park.
  - The double gabled and hipped roof frontage will give height to the front of the house, whilst remaining respectful and consistent with the surrounding streetscape. This variety in single-storey height at the front of the building will assist in disguising the second storey at the rear, as well as reducing the visual impact to the street.
  - The second storey shadow will not adversely impact any significant views, since its largest shadow will primarily impact the side access lane.
  - The keeping of a significant street tree at the front of the property will assist in concealing the impact of the second storey to the street view.
  - The continuous brick render along with the strategic placement of lighter and darker toned render paint will reduce the visual impact of the bulk and scale of the second storey.
- The demolition of an existing building has the potential to detrimentally impact the HCA, however, since the subject site is considered non-contributory, the potential impact as a result of this demolition is significantly reduced.

6.3 The following sympathetic solutions have been considered and discontinued for the following reasons:

- Restoration of the existing dwelling with an extension has been considered but discontinued, due to the client’s budget and needs, as well the structure having stone footings which are showing signs of movement. There is also high potential for hazardous materials such as asbestos being present due to the age of the building.
- The decision to keep the new dwelling as a single storey has been considered but discontinued, due to not being able to meet the client’s needs for accessibility, longevity and sustainability.

7.0 Response to the Evaluation Criteria

The questions posed by the *Local Government Heritage Guidelines* and *The Guidelines for Preparing a Statement of Heritage Impact*, regarding the proposed works will be answered accordingly:

Table 4: Response to Evaluation Criteria

Proposed Change in Heritage Item	Questions to be answered in a Statement of Heritage Impact	CHC Response
Demolition	Have all options for retention and adaptive re-use been explored?	<ul style="list-style-type: none"> <li>• Yes, all other options have been explored and rejected due to budget, lack of accessibility for the client’s needs and the deterioration of the dwelling;</li> </ul>

Statement of Heritage Impact 18 Bourke St Cootamundra

		<p>as well as the difficulty to remove intrusive building elements such as the modern concrete on the footings and masonry of the building. Moreover, the potential risk of hazardous building materials such as asbestos due to the building’s age.</p>
	<p><i>Can all of the significant elements of the heritage item be kept, and any new development be located elsewhere on the site?</i></p>	<ul style="list-style-type: none"> <li>The new development cannot be located elsewhere, but the subject site is concluded to be non-contributory.</li> </ul>
	<p><i>Is demolition essential at this time or can it be postponed in case future circumstances make its retention and conservation feasible?</i></p>	<ul style="list-style-type: none"> <li>The client has purchased the property with the intention that the home will have longevity. The house in its current state is not fit for the client’s needs and accessibility and will remain primarily unused until a more accessible house is made to suit her needs. Therefore, postponing demolition means the house will remain primarily unused, therefore leading to potential neglect, decline and deterioration.</li> </ul>
	<p><i>Has advice of a heritage consultant been sought? Have consultant’s recommendations been implemented? If not, why not?</i></p>	<ul style="list-style-type: none"> <li>Yes, this Statement of Heritage Impact proves as evidence of this.</li> <li>Advice from Noel Thompson was sought during the early stages of planning. He assumed a minor impact at the time the advice was given.</li> </ul>
<b>Proposed Change in Heritage Item</b>	<b>Questions to be answered in a Statement of Heritage Impact</b>	<b>CHC Response</b>
<b>Works adjacent to a heritage item or within the heritage conservation area (listed on an LEP)</b>	<ul style="list-style-type: none"> <li><i>Will the proposed works affect the heritage significance of the adjacent heritage item or the heritage conservation area?</i></li> </ul>	<ul style="list-style-type: none"> <li>The proposed works will only have a minor impact to the HCA.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Will the proposed works affect views to, and from, the heritage item? If yes, how will the impact be mitigated?</i></li> </ul>	<ul style="list-style-type: none"> <li>Significant views will not be detrimentally impacted, if there is impact it is considered only minor and will be mitigated by the positioning of the second storey towards the rear of the property, away from street view.</li> </ul>

Statement of Heritage Impact 18 Bourke St Cootamundra

	<ul style="list-style-type: none"> <li>Will the proposed works impact on the integrity or the streetscape of the heritage conservation area?</li> </ul>	<ul style="list-style-type: none"> <li>The integrity of the streetscape will be altered slightly; however, the new development will be cohesive with the overall architecture of the HCA, therefore contributing to the streetscape.</li> </ul>
Proposed Change in Heritage Item	Questions to be answered in a Statement of Heritage Impact	CHC Response
Alterations and additions	<ul style="list-style-type: none"> <li>Do the proposed works comply with Article 22 of The Burra Charter, specifically Practice note article 22 – new work (Australia ICOMOS 2013b)?</li> </ul>	<ul style="list-style-type: none"> <li>The proposed works will not distort or obscure the cultural significance of the place. More importantly, they will have minimal impact and respect the existing significance of the place. There will be a clear distinction that this is a new building by its modern materials and overall design. However, it will also still be cohesive with the existing heritage streetscape, by drawing on the architecture of the late nineteenth and early twentieth century.</li> </ul>
	<ul style="list-style-type: none"> <li>Are the proposed alterations/additions sympathetic to the heritage item? In what way (e.g. form, proportion, scale, design, materials)?</li> </ul>	<ul style="list-style-type: none"> <li>The form, design and materials are all considered to be sympathetic to the HCA. Whilst the bulk and scale may be a cause for concern, it will not detrimentally impact the significance of the HCA, as the bulk will be condensed to the rear of the property and the presence of a second storey building is not uncommon in and around Bourke Street.</li> </ul>
	<ul style="list-style-type: none"> <li>Will the proposed works impact on the significant fabric, design or layout, significant garden setting, landscape and trees or on the heritage item’s setting or any significant views?</li> </ul>	<ul style="list-style-type: none"> <li>Impact will only be minor to the garden setting and landscape of the HCA. The subject site is concluded to be non-contributory and therefore no significant fabric will be impacted by demolition. Despite this, the salvage of viable building materials from the existing dwelling is encouraged.</li> </ul>
	<ul style="list-style-type: none"> <li>How have the impact of the alterations/additions on the heritage item been minimised?</li> </ul>	<ul style="list-style-type: none"> <li>By having majority of the bulk at the rear, with simple design, colour and forms which draw from the HCA’s heritage architectural styles.</li> </ul>

Statement of Heritage Impact 18 Bourke St Cootamundra

	<ul style="list-style-type: none"> <li>• <i>Are the additions sited on any known or potentially significant archaeological relics? If yes, has specialist advice from archaeologists been sought? How will the impact be avoided or mitigated?</i></li> </ul>	<ul style="list-style-type: none"> <li>• No, however if a suspected artefact is discovered during the proposed works, it is recommended to cease all building operations until a specialist can assess the site.</li> </ul>
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**Impact to the Representativeness of Californian Bungalows**

The following table has been assembled to provide other examples of similar Californian Bungalows around Cootamundra, to assure Council that this architectural style will remain and continue to be represented well throughout the area.



Statement of Heritage Impact 18 Bourke St Cootamundra



11 AUGUST 2025

36

Statement of Heritage Impact 18 Bourke St Cootamundra

**8.0 Conclusion and Recommendations**

In conclusion, CHC finds that the subject site located at **18 Bourke Street Cootamundra** and residing within the locally listed **Cootamundra Heritage Conservation Area** is a **non-contributory item**. Therefore, the proposed works will have a **minor impact**. Demolition of the existing dwelling will not have a major detrimental effect on the significance of the HCA.

The new development is considered compatible and respectful to the heritage context of Cootamundra, whilst still meeting the client’s living requirements. The design takes inspiration from the late nineteenth century and early twentieth century architectural style, which predominates and contributes greatly to the significance of the HCA. By the new development remaining consistent in its former use as a residential house will ensure the significant setting remains. The bulk and scale of the building will be mitigated by being controlled at the rear of the property and disguised by the front street tree, as well as the strategic colouring of the exterior render. Lastly, Bourke Street, both historically and currently, has had a mix of residential and non-residential buildings varying in design, scale and height; whilst this should not set a precedent, it does indicate that the impact of the proposed second storey rear to the dwelling would be minimal. Since the scale and bulk is not entirely uncommon to the streetscape, it will not compete or pose as a detrimental threat.

CHC recommends the installation of a fence that is cohesive with the heritage conservation area such as wooden pickets, palisade or wrought iron. CHC also recommends the salvaging of any building materials or architectural ornaments from the original dwelling which are in good condition and could be adaptively reused in the new dwelling, for example: large pieces of timber from the original shed could be used as outside timber decking or outdoor furniture. Whilst not necessary, this would be a nice way to pay homage to the previous dwelling.

Lastly, it is always recommended that the proposed works adhere to the Burra Charter’s cautious approach to change: “do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.”<sup>6</sup>

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**Sarah Driessen** BLA , M.Herit.Cons  
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**Cornerstone Heritage Consultants**  
P: 0456 708 396  
E: [cornerstoneheritage@outlook.com](mailto:cornerstoneheritage@outlook.com)

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<sup>6</sup> Australia ICOMOS, The Burra Charter – The Australia ICOMOS Charter for Places of Cultural Significance.

## Statement of Heritage Impact 18 Bourke St Cootamundra

## 9.0 Bibliography

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**18 Bourke St, Cootamundra – Dwelling house**

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**APPENDIX # 6**

**LANDSCAPING Design**

# Concept Plan

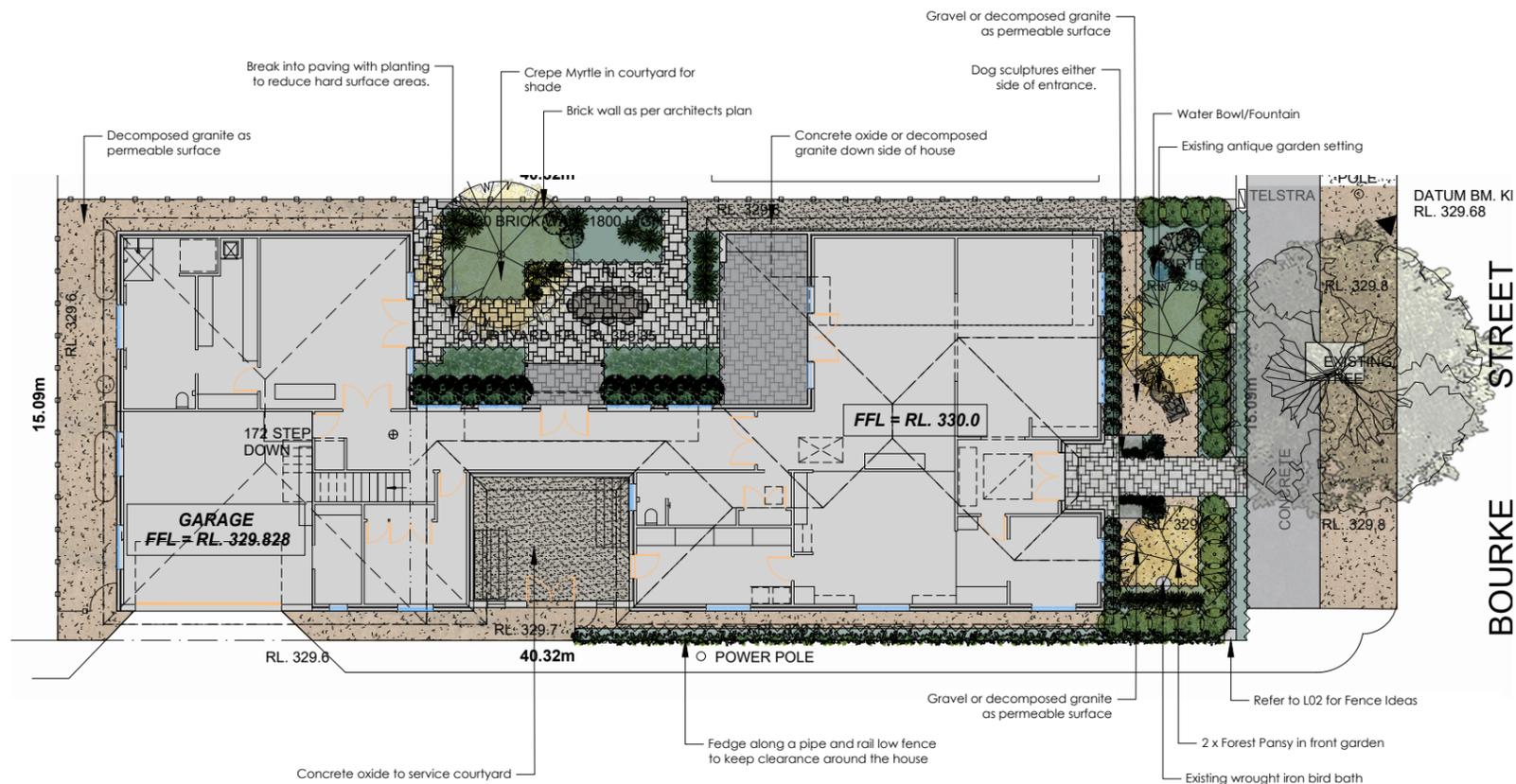
L01

**LEGEND**

-  **Existing street tree**  
Retained
-  **Proposed Trees**  
**Deciduous**  
*Cercis canadensis* 'Forest Pansy' (Forest Pansy) 5x5m  
*Lagerstroemis indica* x *L. fauriei* 'Biloxi' (Crepe Myrtle) 7x5m  
*Acer palmatum dissectum atropurpureum* 'weeping standard' (Weeping Japanese Maple)
-  **Hard surface area**  
Khavi pavers by Artisan Exterior.
-  **Concrete with oxide**
-  **Decomposed granite/Gravel**  
Stabilised decomposed granite or gravel as permeable surface
-  **Front Fence**  
Masonry pier fence with decorative panels. Hedge behind.  
Refer to L02 for concept ideas.  
Height of piers to be discussed.
-  **Side Fence**  
'Fedge' along side fence to allow clearance around the house.  
Simple pipe and rail fence with climber.
-  **Proposed planting**  
Refer to Suggested Species List
- Lighting**  
TBC
- SUGGESTED SPECIES**

- Shrubs**  
*Azalea* 'Autumn Ivory' (White Azalea)  
*Buxus microphylla* var *japonica* (Japanese Box)  
*Camellia sasanqua* Paradise Petite Pink (Camellia)  
*Hydrangea quercifolia* Alice (Oak Leaf Hydrangea)  
*Olea Piccolo* (Shrub Olive) 1m x 1m clipped  
*Osmanthus fragrans* (Sweet Osmanthus)  
*Pieris japonica* 'Shojo' (Pieris)  
*Pittosporum Golf Ball* (Dwarf Pittosporum)  
*Spiraea cantoniensis* (May Bush)
- Perennials/Ground covers**  
*Anemone x hybrida* 'Elegans' (Pink Japanese Anemone)  
*Camellia Marge Miller* (Groundcover Camellia)  
*Liriope muscari* Munroe White (Liriope)  
*Perovskia Little Spires* (Russian Sage)  
*Teucrium maram* (Cat Thyme) TBC  
*Trachelospermum asiaticum* (Ground Cover Star Jasmine)
- Climber**  
*Parthenocissus sikkimensis* (Sikkim Creeper)

**PRINCIPAL PRIVATE OPEN SPACE REQUIREMENTS**  
Cootamundra Shire Council Development Control Plan (DCP) 2013. (p 25)  
Lots 600-900m2: 10% site area required  
\* Note. DCP defines private open space as an area that is directly accessible from a habitable room (excluding bedrooms) and is at least 3m wide.  
**SITE** 609m2 x 10% = 60.9m2 private open space (minimum)  
Courtyard: 73m2  
Front garden: 63m2  
TOTAL: 136m2  
**PERMEABLE SURFACES REQUIREMENTS**  
Maximum 30% of the area forward of the front building setback is occupied by hard surfaces.



**Robyn Fowkes**  
18 Bourke St,  
Cootamundra  
Wiradjuri Country

**CLIENT** Robyn  
**DATE** 19.08.2025  
**PROJECT** J803

**SCALE** 1:100 @ A1  
**REVISION** C  
**STATUS** For comment



**18 Bourke St, Cootamundra – Dwelling house**

---

**APPENDIX # 7**

**Zoning Certificate**

**&**

**Drainage Diagram**

# PLAN OF SANITARY DRAINAGE

FOR

Detail Plan No. 7  
 Drainage Plan No. 507  
 House No. 18  
 Fee 9/-

Mr. J. ROBERTS  
BOURNE ST.

Scale—50 ft. to 1 in.

Amendment Fee 5/-

This diagram is the property of the proprietor and is to be returned to him on completion of the work.

**RAIN OR SURFACE WATER IS NOT TO BE CONNECTED TO SEWER.**

All plumbing and drainage work shown on diagram in connection with this plan must be executed in accordance with Ordinance No. 46 of the Local Government Act, 1919, and to the satisfaction of the Council and no responsibility will be taken for same unless official certificates are obtained by licensed plumbers.

No alteration to drainage to be made unless previous consent is given.

All drainage work must be tested before covering in.

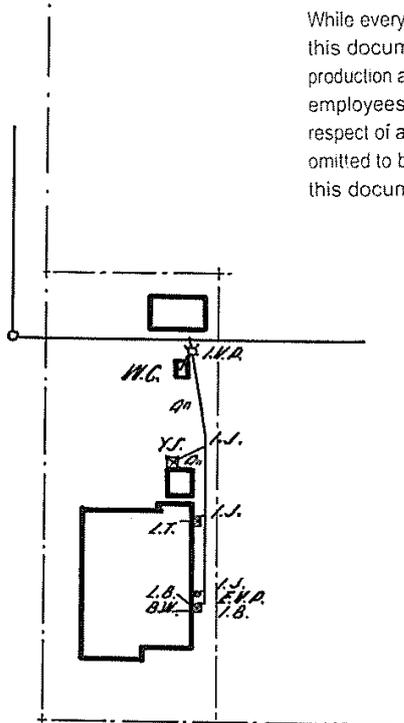
Junction Approx 53'-6" feet from downstream manhole.

**NOTES :**

<input checked="" type="checkbox"/> Boundary Trap.	I.P. Inspection Pipe.	I.V.P. Induct Vent Pipe.
<input checked="" type="checkbox"/> Gully.	I.J. Inspection Junction.	W.C. Water Closet.
K.S. Kitchen Sink.	B.W. Bath Waste.	S.V.P. Soil Vent Pipe.
I.B. Inspection Bend.	G.T. Grease Trap.	E.V.P. Educt Vent Pipe.

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BOURNE ST.

D.



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

**COOTAMUNDRA OFFICE - CERTIFICATE UNDER SECTION 149(2),  
 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT, 1979**

<b><u>APPLICANT :</u></b>	<b><u>CERTIFICATE NO:</u></b>	18/024
JMA Legal	<b><u>APPLICATION DATE :</u></b>	10.08.2017
46 Cooper Street	<b><u>ISSUE DATE :</u></b>	14.08.2017
Cootamundra NSW 2590	<b><u>ASSESSMENT NO :</u></b>	10012326
	<b><u>APPLICANTS REFERENCE :</u></b>	DW

*Via email: debbie.willis@jmalegal.com.au*

<b><u>HOUSE NO./STREET/LOCALITY :</u></b>	<b><u>AREA :</u></b>
18 Bourke Street Cootamundra	607m <sup>2</sup>

**PROPERTY DESCRIPTION :**  
 Lot C DP382924, 18 Bourke Street Cootamundra NSW 2590

**OWNER RECORDED BY COUNCIL :**  
 Ronise Pamela Kilburn

Grace Foulds  
 Town Planner  
for GENERAL MANAGER

Fees Paid : \$53.40  
 Date Paid : 10.08.2017  
 Receipt No. : 176761



Cootamundra Office  
 CERTIFICATE UNDER SECTION 149(2), ENVIRONMENTAL  
 PLANNING AND ASSESSMENT ACT, 1979

APPLICANT:	CERTIFICATE NUMBER	<b>18 / 024</b>
JMA Legal	APPLICATION DATE:	10.08.2017
46 Cooper Street	ISSUE DATE:	14.08.2017
Cootamundra NSW 2590	ASSESSMENT NO.:	10012326
	APPLICANTS REFERENCE:	DW

For the purposes of Section 149(2) it is advised that, as at the date of this Certificate, the abovementioned land is affected by the following matters:-

**1. NAMES OF RELEVANT PLANNING INSTRUMENTS AND DCP'S**

(a) *The name of each environmental planning instrument that applies to the carrying out of development on the land:*

- i. **Local Environmental Plan - Cootamundra LEP 2013, published 26 July 2013.**
- ii. **State Environmental Planning Policies (SEPP's)**

SEPP No 21 – Caravan Parks; SEPP No 30 – Intensive Agriculture; SEPP No 32 – Urban Consolidation (Redevelopment of Urban Land); SEPP No 33 – Hazardous and Offensive Development; SEPP No 36 – Manufactured Home Estates; SEPP No 50 – Canal Estates; SEPP No 55 – Remediation of Land; SEPP No 62 – Sustainable Aquaculture; SEPP No 64 – Advertising and Signage; SEPP No 65 – Design Quality of Residential Flat Development; SEPP (Housing for Seniors or People with a Disability) 2004; SEPP (Building Sustainability Index: BASIX) 2004; SEPP (Major Development) 2005; SEPP (Mining, Petroleum Production and Extractive Industries) 2007; SEPP (Miscellaneous Consent Provisions) 2007; SEPP (Infrastructure) 2007; SEPP (Rural Lands) 2008; SEPP (Exempt and Complying Development Codes) 2008; SEPP (Affordable Rental Housing) 2009; SEPP (State and Regional Development) 2011. *Refer to Attachment 2.*

**Note: Copies of the State Environmental Planning Policies are available on the NSW legislation website at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)**

(b) *The name of each proposed environmental planning instrument that will apply to the carrying out of development on the land and that is or has been the subject of community consultation or on public exhibition under the Act (unless the Director-General has notified the council that the making of the proposed instrument has been deferred indefinitely or has not been approved).*

**Cootamundra Local Environmental Plan 2013**

- PP\_2017\_CGREG\_001\_00
- PP\_2016\_CGREG\_001\_00

(c) *The name of each development control plan that applies to the carrying out of development on the land.*

**Cootamundra Development Control Plan 2013.**

(d) *In this clause, proposed environmental planning instrument includes a planning proposal for a LEP or a draft environmental planning instrument.*



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46 Cooper Street	ISSUE DATE:	14.08.2017
Cootamundra NSW 2590	ASSESSMENT NO.:	10012326
	APPLICANTS REFERENCE:	DW

**2. ZONING AND LAND USE UNDER RELEVANT LEPS**

*For each environmental planning instrument or proposed instrument referred to in clause 1 (other than a SEPP or proposed SEPP) that includes the land in any zone (however described):*

- (a) *the identity of the zone, whether by reference to a name (such as "Residential Zone" or "Heritage Area") or by reference to a number (such as "Zone No 2 (a)),*

**Cootamundra Local Environmental Plan 2013 – R1 General Residential Zone**

- (b) *the purposes for which the instrument provides that development may be carried out within the zone without the need for development consent - Refer to Attachment 1.*
- (c) *the purposes for which the instrument provides that development may not be carried out within the zone except with development consent - Refer to Attachment 1.*
- (d) *the purposes for which the instrument provides that development is prohibited within the zone - Refer to Attachment 1.*
- (e) *whether any development standards applying to the land fix minimum land dimensions for the erection of a dwelling-house on the land and, if so, the minimum land dimensions so fixed,*

**Cootamundra Local Environmental Plan 2013**

**Yes. The Cootamundra LEP 2013 has the following minimum land dimensions for the erection of a dwelling-house. The minimum area is 450 square metres.**

- (f) *whether the land includes or comprises critical habitat,*

**NO**

- (g) *whether the land is in a conservation area (however described),*

**Cootamundra Local Environmental Plan 2013**

**Yes. The property is situated within the Cootamundra Heritage Conservation Area.**

- (h) *whether an item of environmental heritage (however described) is situated on the land.*

**NO**



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**3. COMPLYING DEVELOPMENT**

(a) *Whether or not the land on which complying development may be carried out under each of the codes for complying development because of the provisions of clause 1.19 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.*

<u>General Housing Code</u>	No
<u>Rural Housing Code</u>	Not Applicable
<u>Housing Alterations Code</u>	No
<u>General Development Code</u>	No
<u>Commercial &amp; Industrial Alterations Code</u>	Not Applicable
<u>Commercial &amp; Industrial (New Buildings &amp; Additions) Code</u>	Not Applicable
<u>Subdivisions Code</u>	No
<u>Demolition Code</u>	No
<u>Fire Safety Code</u>	No

(b) *If complying development may not be carried out on that land because of the provisions of clause 1.19 of that Policy, the reasons why it may not be carried out under that clause.*

**General Housing Code** – Complying development under the General Housing Code may **not** be carried out on the land. The land is situated in the Cootamundra Heritage Conservation Area - Cootamundra Local Environmental Plan 2013.

**4. COASTAL PROTECTION**

*Whether or not the land is affected by the operation of section 38 or 39 of the Coastal Protection Act 1979, but only to the extent that the council has been so notified by the Department of Services, Technology & Administration.*

NO



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**5. MINE SUBSIDENCE**

*Whether or not the land is proclaimed to be a mine subsidence district within the meaning of section 15 of the Mine Subsidence Compensation Act 1961.*

**NO**

**6. ROAD WIDENING AND ROAD REALIGNMENT**

*Whether or not the land is affected by any road widening or road realignment under:*

*(a) Division 2 of Part 3 of the Roads Act 1993, or*

**NO**

*(b) any environmental planning instrument, or*

**NO**

*(c) any resolution of the council.*

**NO**

**7. COUNCIL & OTHER PUBLIC AUTHORITY POLICIES ON HAZARD RISK RESTRICTIONS**

*(a) Whether or not the land is affected by a policy adopted by the council, that restricts the development of the land because of the likelihood of land slip, bushfire, tidal inundation, subsidence, acid sulphate soils or any other risk (other than flooding)*

**NO**

AND/OR

*(b) Whether or not the land is affected by a policy adopted by any other public authority and notified to the council for the express purpose of its adoption by that authority being referred to in planning certificates issued by the council, that restricts the development of the land because of the likelihood of land slip, bushfire, tidal inundation, subsidence, acid sulphate soils or any other risk (other than flooding)*

**NO**

*(For bushfire see 11 below)*



Cootamundra Office  
 CERTIFICATE UNDER SECTION 149(2), ENVIRONMENTAL  
 PLANNING AND ASSESSMENT ACT, 1979

APPLICANT:  
 JMA Legal  
 46 Cooper Street  
 Cootamundra NSW 2590

CERTIFICATE NUMBER    **1 8 / 0 2 4**  
 APPLICATION DATE:        10.08.2017  
 ISSUE DATE:                14.08.2017  
 ASSESSMENT NO.:         10012326  
 APPLICANTS REFERENCE:   DW

**7A. FLOOD RELATED DEVELOPMENT CONTROLS INFORMATION**

(a) *Whether or not development on that land or part of the land for the purposes of dwelling houses, dual occupancies, multi dwelling housing or residential flat buildings (not including development for the purposes of group homes or seniors housing) is subject to flood related development controls.*

**NO**

(b) *Whether or not development on that land or part of the land for any other purpose is subject to flood related development controls.*

**NO**

(c) *Words and expressions in this clause have the same meanings as in the instrument set out in the Schedule to the Standard Instrument (Local Environmental Plans) Order 2006.*

**8. LAND RESERVED FOR ACQUISITION**

*Whether or not any environmental planning instrument or proposed environmental planning instrument referred to in clause 1 makes provision in relation to the acquisition of the land by a public authority, as referred to in section 27 of the Act.*

Clause 5.1 of the Cootamundra Local Environmental Plan 2013 (LEP) makes provision for the acquisition of land by Council and other relevant State Authorities. At the time of issuing this Certificate no land has been identified for acquisition in the LEP and accompanying LEP Maps.

**9. CONTRIBUTIONS PLANS**

*The name of each contributions plan applying to the land.*

**Cootamundra Contributions Plan for Other Developments (Section 94A)**

**9A. BIODIVERSITY CERTIFIED LAND**

**Not Applicable**



## Cootamundra Office

CERTIFICATE UNDER SECTION 149(2), ENVIRONMENTAL  
PLANNING AND ASSESSMENT ACT, 1979

APPLICANT:	CERTIFICATE NUMBER	18 / 024
JMA Legal	APPLICATION DATE:	10.08.2017
46 Cooper Street	ISSUE DATE:	14.08.2017
Cootamundra NSW 2590	ASSESSMENT NO.:	10012326
	APPLICANTS REFERENCE:	DW

#### 10. BIOBANKING AGREEMENTS

*If the land is land to which a biobanking agreement under Part 7A of the Threatened Species Conservations Act 1995 relates, a statement to that effect (but only if the council has been notified of the existence of the agreement by the Director-General of the Department of Environment, Climate Change and Water).*

Council has not been notified by the Director-General of the Department of Environment, Climate Change and Water of the existence of a biobanking agreement under Part 7A of the Threatened Species Conservation Act 1995 in respect of the land the subject of this Certificate.

#### 11. BUSHFIRE PRONE LAND

*If any of the land is bushfire prone land (as defined in the Act), a statement that all or, as the case may be, some of the land is bushfire prone land. If none of the land is bushfire prone land, a statement to that effect.*

NO – The land is not shown as Bushfire Prone Land on the Bushfire Prone Land Map for the former Cootamundra Shire certified by the Commissioner of the NSW Rural Fire Service.

#### 12. PROPERTY VEGETATION PLANS

*If the land is land to which a property vegetation plan under the Native Vegetation Act 2003 applies, a statement to that effect (but only if the council has been notified of the existence of the plan by the person or body that approved the plan under that Act).*

Council has not been notified of the existence of a property vegetation plan under the Native Vegetation Act 2003 in respect of the land to which this Certificate applies.

Note: Any vegetation clearance under the Native Vegetation Act 2003 requires development consent under the Environmental Planning and Assessment Act 1979.

#### 13. ORDERS UNDER TREES (DISPUTES BETWEEN NEIGHBOURS) ACT 2006

*Whether an order has been made under the Trees (Disputes Between Neighbours) Act 2006 to carry out work in relation to a tree on the land (but only if the council has been notified of the order).*

Council has not been notified of the existence of an order made under the Trees (Disputes between Neighbours) Act 2006 to carry out work in relation to a tree on the land.



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 PLANNING AND ASSESSMENT ACT, 1979

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 Cootamundra NSW 2590

CERTIFICATE NUMBER    **1 8 / 0 2 4**  
 APPLICATION DATE:        10.08.2017  
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 APPLICANTS REFERENCE:   DW

**14. DIRECTIONS UNDER PART 3A**

*Whether there is a direction by the Minister in force under section 75P (2) (c1) of the Act that a provision of an environmental planning instrument prohibiting or restricting the carrying out of a project or a stage of a project on the land under Part 4 of the Act does not have effect, a statement to that effect identifying the provision that does not have effect.*

NO

**15. SITE COMPATIBILITY CERTIFICATES AND CONDITIONS FOR SENIORS HOUSING**

*If the land is land to which State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 applies:*

*A statement of whether there is a current site compatibility certificate (seniors housing), of which the council is aware, in respect of proposed development on the land:*

**Council is not aware of any valid site compatibility certificate (seniors housing) issued in respect of proposed development on the land.**

**16. SITE COMPATIBILITY CERTIFICATE FOR INFRASTRUCTURE**

*A statement of whether there is a valid site compatibility certificate (infrastructure), of which the council is aware, in respect of proposed development on the land:*

**Council is not aware of any valid site compatibility certificate (infrastructure) issued in respect of proposed development on the land.**

**17. SITE COMPATIBILITY CERTIFICATES AND CONDITIONS FOR AFFORDABLE RENTAL HOUSING**

*(a) A statement of whether there is a current site compatibility certificate (affordable rental housing), of which the Council is aware, in respect of proposed development on the land and:*

**Council is not aware of any valid site compatibility certificate (affordable rental housing) issued in respect of proposed development on the land.**

*(b) A statement setting out any terms of a kind referred to in clause 17 (1) or 38 (1) of State Environmental Planning Policy (Affordable Rental Housing) 2009 that have been imposed as a condition of consent to a development application in respect of the land.*

**Not Applicable**



Cootamundra Office  
 CERTIFICATE UNDER SECTION 149(2), ENVIRONMENTAL  
 PLANNING AND ASSESSMENT ACT, 1979

APPLICANT:	CERTIFICATE NUMBER	<b>1 8 / 0 2 4</b>
JMA Legal	APPLICATION DATE:	10.08.2017
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**18. PAPER SUBDIVISION INFORMATION**

(a) *The name of any development plan adopted by a relevant authority that applies to the land or that is proposed to be subject to a consent ballot.*

**Not applicable**

(b) *The date of any subdivision order that applies to the land.*

**Not applicable**

**19. SITE VERIFICATION CERTIFICATES**

*A statement of whether there is a current site verification certificate, of which the council is aware, in respect of the land and, if there is a certificate, the statement is to include:*

(a) *The matter certified by the certificate, and*

*Note. A site verification certificate sets out the Director-General’s opinion as to whether the land concerned is or is not biophysical strategic agricultural land or critical industry cluster land – see Division 3 of Part 4AA of State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007.*

**Council is not aware of any valid site verification certificate issued in respect of the land.**

(b) *The date on which the certificate ceases to be current (if any), and*

**Not applicable**

(c) *That a copy may be obtained from the head office of the Department of Planning and Infrastructure.*

**Not Applicable**

**20. LOOSE-FILL ASBESTOS INSULATION**

*If the land includes any residential premises (within the meaning of Division 1A of Part 8 of the Home Building Act 1989) that are listed on the register that is required to be maintained under that Division, a statement to that effect.*

**Council has not been notified by NSW Fair Trading that any residential dwelling on this land (if any) has been included in the ‘Loose-Fill Asbestos Insulation Register’ as containing loose-fill asbestos ceiling insulation. Contact NSW Fair Trading for more information.**



**COOTAMUNDRA -  
GUNDAGAI REGIONAL  
COUNCIL**

**Cootamundra Office**

CERTIFICATE UNDER SECTION 149(2), ENVIRONMENTAL  
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APPLICANTS REFERENCE:   DW

*NOTE: The following matters are prescribed by section 52 (2) of the Contaminated Land Management Act 1997 as additional matters to be specified in a planning certificate:*

(a) *that the land to which the certificate relates is significantly contaminated land within the meaning of that Act – if the land (or part of the land) is significantly contaminated land at the date when the certificate is issued.*

**NO**

(b) *that the land to which the certificate relates is subject to a management order within the meaning of that Act – if it is subject to such an order at the date when the certificate is issued.*

**NO**

(c) *that the land to which the certificate relates is the subject of an approved voluntary management proposal within the meaning of that Act – if it is the subject of such an approved proposal at the date when the certificate is issued.*

**NO**

(d) *that the land to which the certificate relates is subject to an ongoing maintenance order within the meaning of that Act – if it is subject to such an order at the date when the certificate is issued.*

**NO**

(e) *that the land to which the certificate relates is the subject of a site audit statement within the meaning of the Act – if a copy of such a statement has been provided at any time to the local authority issuing the certificate.*

**NO**

NOTE: Section 26 of the Nation Building and Jobs Plan (State Infrastructure Delivery) Act 2009 provides that a planning certificate must include advice about any exemption under section 23 or authorisation under section 24 of that Act if the council is provided with a copy of the exemption or authorisation by the Co-ordinator General under that Act.

**INFORMATION CONTAINED IN THIS CERTIFICATE WAS CORRECT AS AT THE DATE OF ISSUE.**

**COOTAMUNDRA LOCAL ENVIRONMENTAL PLAN 2013 (Attachment 1)**

<b>ZONE R1 GENERAL RESIDENTIAL</b>	
<b>1</b>	<b>Objectives of zone</b>
	<ul style="list-style-type: none"> <li>• To provide for the housing needs of the community.</li> <li>• To provide for a variety of housing types and densities.</li> <li>• To enable other land uses that provide facilities or services to meet the day to day needs of residents.</li> </ul>
<b>2</b>	<b>Permitted without consent</b>
	Home occupations
<b>3</b>	<b>Permitted with consent</b>
	Attached dwellings; Bed and breakfast accommodation; Boarding houses; Business identification signs; Child care centres; Community facilities; Dwelling houses; Group homes; Hostels; Multi dwelling housing; Neighbourhood shops; Places of public worship; Residential flat buildings; Respite day care centres; Roads; Semi-detached dwellings; Seniors housing; Shop top housing; Any other development not specified in item 2 or 4
<b>4</b>	<b>Prohibited</b>
	Agriculture; Air transport facilities; Airstrips; Amusement centres; Animal boarding or training establishments; Biosolids treatment facilities; Boat building and repair facilities; Boat launching ramps; Boat sheds; Camping grounds; Car parks; Caravan parks; Cemeteries; Charter and tourism boating facilities; Commercial premises; Correctional centres; Crematoria; Depots; Eco-tourist facilities; Electricity generating works; Emergency services facilities; Entertainment facilities; Environmental facilities; Exhibition villages; Extractive industries; Farm buildings; Forestry; Freight transport facilities; Function centres; Heavy industrial storage establishments; Helipads; Highway service centres; Home occupations (sex services); Industrial retail outlets; Industrial training facilities; Industries; Information and education facilities; Jetties; Marinas; Mooring pens; Moorings; Mortuaries; Open cut mining; Passenger transport facilities; Public administration buildings; Recreation facilities (indoor); Recreation facilities (major); Recreation facilities (outdoor); Registered clubs; Research stations; Resource recovery facilities; Restricted premises; Rural industries; Rural workers' dwellings; Service stations; Sewage treatment plants; Sex services premises; Signage; Storage premises; Tourist and visitor accommodation; Transport depots; Truck depots; Vehicle body repair workshops; Vehicle repair stations; Veterinary hospitals; Warehouse or distribution centres; Waste disposal facilities; Water recreation structures; Water recycling facilities; Water supply systems; Wharf or boating facilities; Wholesale supplies

## **State Environmental Planning Policies**

*(Attachment 2)*

### **State Environmental Planning Policy No 21 – Caravan Parks**

The Policy ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted. The specific kinds of movable dwellings allowed under the Local Government Act in caravan parks and camping grounds are subject to the provisions of the Caravan Parks Regulation. The policy ensures that development consent is required for new caravan parks and camping grounds and for additional long-term sites in existing caravan parks. It also enables, with the council's consent, long-term sites in caravan parks to be subdivided by leases of up to 20 years.

### **State Environmental Planning Policy No 30 – Intensive Agriculture**

The Policy requires development consent for cattle feedlots having a capacity of 50 or more cattle or piggeries having a capacity of 200 or more pigs. The policy sets out information and public notification requirements to ensure there are effective planning control over this export-driven rural industry. The policy does not alter if, and where, such development is permitted, or the functions of the consent authority.

### **State Environmental Planning Policy No 33 – Hazardous and Offensive Development**

The Policy provides definitions for 'hazardous industry', 'hazardous storage establishment', 'offensive industry' and 'offensive storage establishment'. The definitions apply to all planning instruments, existing and future. The new definitions enable decisions to approve or refuse a development to be based on the merit of proposal. The consent authority must carefully consider the specifics of the case, the location and the way in which the proposed activity is to be carried out. The policy also requires specified matters to be considered for proposals that are 'potentially hazardous' or 'potentially offensive' as defined in the policy. For example, any application to carry out a potentially hazardous or potentially offensive development is to be advertised for public comment, and applications to carry out potentially hazardous development must be supported by a preliminary hazard analysis (PHA). The policy does not change the role of councils as consent authorities, land zoning, or the designated development provisions of the Environmental Planning and Assessment Act 1979.

### **State Environmental Planning Policy No 36 – Manufactured Home Estates**

The Policy helps establish well-designed and properly serviced manufactured home estates (MHEs) in suitable locations. Affordability and security of tenure for residents are important aspects. The policy applies to Gosford, Wyong and all local government areas outside the Sydney Region. To enable the immediate development of estates, the policy allows MHEs to be located on certain land where caravan parks are permitted. There are however, criteria that a proposal must satisfy before the local council can approve development. The policy also permits, with consent, the subdivision of estates either by community title or by leases of up to 20 years.

### **State Environmental Planning Policy No 50 – Canal Estates**

The Policy bans new canal estates from the date of gazettal, to ensure coastal and aquatic environments are not affected by these developments (gazetted 10.11.97).

### **State Environmental Planning Policy No 55 – Remediation of Land**

The Policy introduces state-wide planning controls for the remediation of contaminated land. The policy states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed. The policy makes remediation permissible across the State, defines when consent is required, requires all remediation to comply with standards, ensures land is investigated if contamination is suspected, and requires councils to be notified of all remediation proposals.

### **State Environmental Planning Policy No 62 – Sustainable Aquaculture**

The Policy encourages the sustainable expansion of the industry in NSW. The policy implements the regional strategies already developed by creating a simple approach to identify and categorise aquaculture development on the basis of its potential environmental impact. The SEPP also identifies aquaculture development as a designated development only where there are potential environmental risks

**State Environmental Planning Policy No 64 – Advertising and Signage**

The Policy aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high quality design and finish. The SEPP was amended in August 2007 to permit and regulate outdoor advertising in transport corridors (e.g. freeways, tollways and rail corridors). The amended SEPP also aims to ensure that public benefits may be derived from advertising along and adjacent to transport corridors. Transport Corridor Outdoor Advertising and Signage Guidelines (Department of Planning July 2007) provides information on design criteria, road safety and public benefit requirements for SEPP 64 development applications.

**State Environmental Planning Policy No 65 – Design Quality of Residential Flat Development**

The Policy raises the design quality of residential flat development across the state through the application of a series of design principles and provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development. The accompanying regulation requires the involvement of a qualified designer throughout the design, approval and construction stages

**State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004**

The aim of the SEPP is to encourage the development of high quality accommodation for our ageing population and for people who have disabilities - housing that is in keeping with the local neighbourhood.

**State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004**

This SEPP operates in conjunction with Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004 to ensure the effective introduction of BASIX in NSW. The SEPP ensures consistency in the implementation of BASIX throughout the State by overriding competing provisions in other environmental planning instruments and development control plans, and specifying that SEPP 1 does not apply in relation to any development standard arising under BASIX.

**State Environmental Planning Policy (Major Development) 2005**

Defines certain developments that are major projects to be assessed under Part 3A of the Environmental Planning and Assessment Act 1979 and determined by the Minister for Planning. It also provides planning provisions for State significant sites. In addition, the SEPP identifies the council consent authority functions that may be carried out by joint regional planning panels (JRPPs) and classes of regional development to be determined by JRPPs

**State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007**

This Policy aims to provide for the proper management and development of mineral, petroleum and extractive material resources for the social and economic welfare of the State. The Policy establishes appropriate planning controls to encourage ecologically sustainable development.

**State Environmental Planning Policy (Miscellaneous Consent Provisions) 2007**

The Policy provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.

**State Environmental Planning Policy (Infrastructure) 2007**

The Policy provides a consistent planning regime for infrastructure and the provision of services across NSW, along with providing for consultation with relevant public authorities during the assessment process. The SEPP supports greater flexibility in the location of infrastructure and service facilities along with improved regulatory certainty and efficiency.

**State Environmental Planning Policy (Rural Lands) 2008**

The aim of this policy is to facilitate the orderly and economic use and development of rural lands for rural and related purposes.

**State Environmental Planning Policy (Exempt and Complying Development Codes) 2008**

Streamlines assessment processes for development that complies with specified development standards. The policy provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate as defined in the *Environmental Planning and Assessment Act, 1979*.

**State Environmental Planning Policy (Affordable Rental Housing) 2009**

The Policy establishes a consistent planning regime for the provision of affordable rental housing. The policy provides incentives for new affordable rental housing, facilitates the retention of existing affordable rentals, and expands the role of not-for-profit providers. It also aims to support local centres by providing housing for workers close to places of work, and facilitate development of housing for the homeless and other disadvantaged people.

**State Environmental Planning Policy (State and Regional Development) 2011**

The aims of this Policy are to identify development that is State significant development, to identify development that is State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.

**18 Bourke St, Cootamundra – Dwelling house**

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**APPENDIX # 8**

**Biodiversity Offset Evaluation**

**&**

**Indigenous Heritage Search**



Department of Planning and Environment

### Biodiversity Values Map and Threshold Report

This report is generated using the Biodiversity Values Map and Threshold (BMAT) tool. The BMAT tool is used by proponents to supply evidence to your local council to determine whether or not a Biodiversity Development Assessment Report (BDAR) is required under [the Biodiversity Conservation Regulation 2017 \(Cl. 7.2 & 7.3\)](#).

The report provides results for the proposed development footprint area identified by the user and displayed within the blue boundary on the map.

There are two pathways for determining whether a BDAR is required for the proposed development:

1. Is there Biodiversity Values Mapping?
2. Is the 'clearing of native vegetation area threshold' exceeded?

Biodiversity Values Map and Threshold Report		
<b>Date of Report Generation</b>		25/06/2025 8:20 AM
<b>1. Biodiversity Values (BV) Map - Results Summary (Biodiversity Conservation Regulation Section 7.3)</b>		
1.1	<b>Does the development Footprint intersect with BV mapping?</b>	no
1.2	Was <u>ALL</u> BV Mapping within the development footprinted added in the last 90 days? (dark purple mapping only, no light purple mapping present)	no
1.3	<b>Date of expiry of dark purple 90 day mapping</b>	N/A
1.4	<b>Is the Biodiversity Values Map threshold exceeded?</b>	no
<b>2. Area Clearing Threshold - Results Summary (Biodiversity Conservation Regulation Section 7.2)</b>		
2.1	<b>Size of the development or clearing footprint</b>	352.3 sqm
2.2	<b>Native Vegetation Area Clearing Estimate (NVACE)</b> (within development/clearing footprint)	13.7 sqm
2.3	<b>Method for determining Minimum Lot Size</b>	LEP
2.4	<b>Minimum Lot Size</b> (10,000sqm = 1ha)	450 sqm
2.5	<b>Area Clearing Threshold</b> (10,000sqm = 1ha)	2,500 sqm
2.6	<b>Does the estimate exceed the Area Clearing Threshold?</b> (NVACE results are an estimate and can be reviewed using the <a href="#">Guidance</a> )	no
<b>REPORT RESULT: Is the Biodiversity Offset Scheme (BOS) Threshold exceeded for the proposed development footprint area?</b> (Your local council will determine if a BDAR is required)		<b>no</b>



Department of Planning and Environment

### What do I do with this report?

- If the result above indicates the BOS Threshold has been exceeded, your local council may require a Biodiversity Development Assessment Report with your development application. Seek further advice from Council. An accredited assessor can apply the Biodiversity Assessment Method and prepare a BDAR for you. For a list of accredited assessors go to: <https://customer.lmbc.nsw.gov.au/assessment/AccreditedAssessor>.
- If the result above indicates the BOS Threshold has not been exceeded, you may not require a Biodiversity Development Assessment Report. This BMAT report can be provided to Council to support your development application. Council can advise how the area clearing threshold results should be considered. Council will review these results and make a determination if a BDAR is required. Council may ask you to review the area clearing threshold results. You may also be required to assess whether the development is “likely to significantly affect threatened species” as determined under the test in Section 7.3 of the *Biodiversity Conservation Act 2016*.
- If a BDAR is not required by Council, you may still require a permit to clear vegetation from your local council.
- If all Biodiversity Values mapping within your development footprint was less than 90 days old, i.e. areas are displayed as dark purple on the BV map, a BDAR may not be required if your Development Application is submitted within that 90 day period. Any BV mapping less than 90 days old on this report will expire on the date provided in Line item 1.3 above.

For more detailed advice about actions required, refer to the Interpreting the evaluation report section of the [Biodiversity Values Map Threshold Tool User Guide](#) .

### Review Options:

- If you believe the Biodiversity Values mapping is incorrect please refer to our [BV Map Review webpage](#) for further information.
- If you or Council disagree with the area clearing threshold estimate results from the NVACE in Line Item 2.6 above (i.e. area of Native Vegetation within the Development footprint proposed to be cleared), review the results using the [Guide for reviewing area clearing threshold results from the BMAT Tool](#).

### Acknowledgement

I, as the applicant for this development, submit that I have correctly depicted the area that will be impacted or likely to be impacted as a result of the proposed development.

Signature: \_\_\_\_\_

(Typing your name in the signature field will be considered as your signature for the purposes of this form)

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

25/06/2025 08:20 AM



Department of Planning and Environment

## Biodiversity Values Map and Threshold Tool

The Biodiversity Values (BV) Map and Threshold Tool identifies land with high biodiversity value, particularly sensitive to impacts from development and clearing.

The BV map forms part of the Biodiversity Offsets Scheme threshold, which is one of the factors for determining whether the Scheme applies to a clearing or development proposal. You have used the Threshold Tool in the map viewer to generate this BV Threshold Report for your nominated area. This report calculates results for your proposed development footprint and indicates whether Council may require you to engage an accredited assessor to prepare a Biodiversity Development Assessment Report (BDAR) for your development.

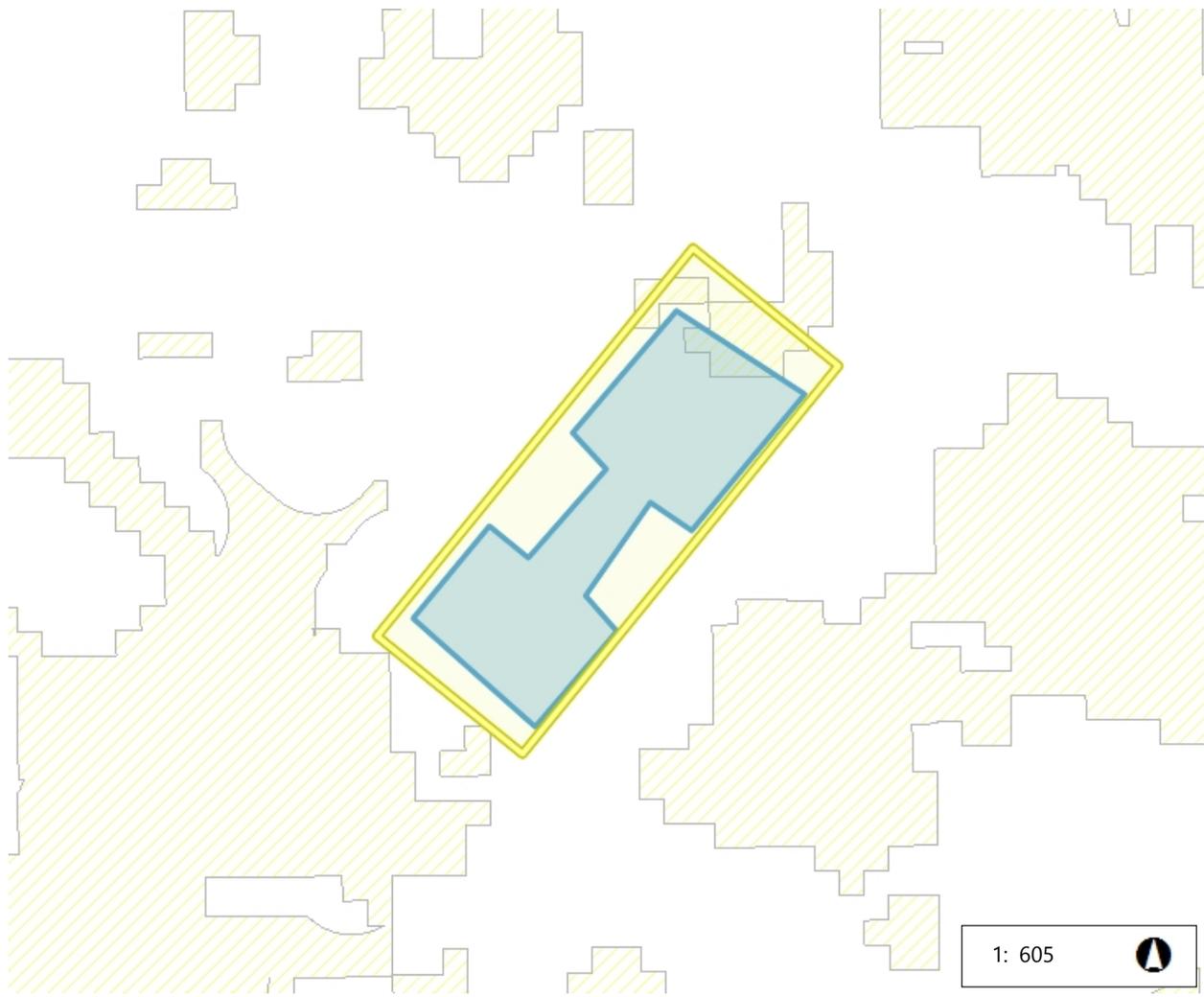
This report may be used as evidence for development applications submitted to councils. You may also use this report when considering native vegetation clearing under the State Environmental Planning Policy (Biodiversity and Conservation) 2021 - Chapter 2 vegetation in non-rural areas.

What's new? For more information about the latest updates to the Biodiversity Values Map and Threshold Tool go to the updates section on the [Biodiversity Values Map webpage](#).

Map Review: Landholders can request a review of the BV Map where they consider there is an error in the mapping on their property. For more information about the map review process and an application form for a review go to the [Biodiversity Values Map Review webpage](#).

If you need help using this map tool see our [Biodiversity Values Map and Threshold Tool User Guide](#) or contact the Map Review Team at [map.review@environment.nsw.gov.au](mailto:map.review@environment.nsw.gov.au) or on 1800 001 490.

### Biodiversity Values Map



1: 605 

30.7 0 15.37 30.7 Metres  
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**Legend**

-  Biodiversity Values that have been mapped for more than 90 days
-  Biodiversity Values added within last 90 days
-  Native Vegetation Area Clearing Estimate (NVACE)
-  Development area selected by proponent

25/06/2025 08:20 AM

Imagery © Airbus DS/Spot Image 2016  
© NSW Department of Customer Service, Basemaps 2019  
© NSW Department of Planning and Environment

The results provided in this tool are generated using the best available mapping and knowledge of species habitat requirements.

This map is valid as at the date the report was generated. Checking the [Biodiversity Values Map viewer](#) for mapping updates is recommended.



Your Ref/PO Number : FOWKES  
 Client Service ID : 1017321

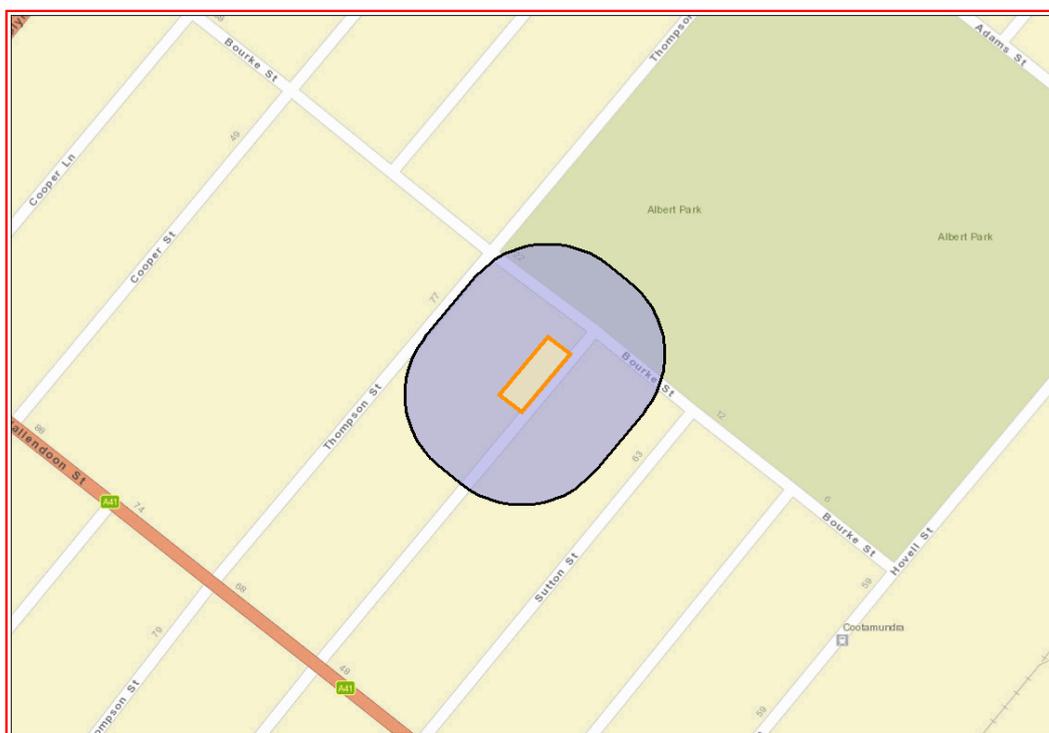
Kenneth Filmer  
 18 Pineview Cct 91 Boorowa Street Young  
 Young New South Wales 2594  
 Attention: Kenneth Filmer  
 Email: craig@dabusters.com

Date: 25 June 2025

Dear Sir or Madam:

**AHIMS Web Service search for the following area at Lot : C, DP:DP382924, Section : - with a Buffer of 50 meters, conducted by Kenneth Filmer on 25 June 2025.**

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



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

0	<b>Aboriginal sites are recorded in or near the above location.</b>
0	<b>Aboriginal places have been declared in or near the above location. *</b>

**If your search shows Aboriginal sites or places what should you do?**

- You must do an extensive search if AHIMS has shown that there are Aboriginal sites or places recorded in the search area.
- If you are checking AHIMS as a part of your due diligence, refer to the next steps of the Due Diligence Code of practice.
- You can get further information about Aboriginal places by looking at the gazettal notice that declared it. Aboriginal places gazetted after 2001 are available on the [NSW Government Gazette \(https://www.legislation.nsw.gov.au/gazette\)](https://www.legislation.nsw.gov.au/gazette) website. Gazettal notices published prior to 2001 can be obtained from Heritage NSW upon request

**Important information about your AHIMS search**

- The information derived from the AHIMS search is only to be used for the purpose for which it was requested. It is not to be made available to the public.
- AHIMS records information about Aboriginal sites that have been provided to Heritage NSW and Aboriginal places that have been declared by the Minister;
- Information recorded on AHIMS may vary in its accuracy and may not be up to date. Location details are recorded as grid references and it is important to note that there may be errors or omissions in these recordings,
- Some parts of New South Wales have not been investigated in detail and there may be fewer records of Aboriginal sites in those areas. These areas may contain Aboriginal sites which are not recorded on AHIMS.
- Aboriginal objects are protected under the National Parks and Wildlife Act 1974 even if they are not recorded as a site on AHIMS.
- This search can form part of your due diligence and remains valid for 12 months.

## 7.5 ENGINEERING COOTAMUNDRA

**7.5.1 DRAFT ROAD SAFETY ACTION PLAN 2026-2030**

DOCUMENT NUMBER	457117
REPORTING OFFICER	Kylie Grybaitis, Road Safety Officer
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.1 Known for our good road network
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Road Safety Action Plan 2026-2030 (under separate cover) <a href="#">⇒</a>

### RECOMMENDATION

1. That the Draft *Cootamundra-Gundagai Regional Council Road Safety Action Plan 2026–2030*, as attached to the report, be placed on public exhibition for a period of twenty-eight (28) days.
2. That a further report be presented to the Ordinary Meeting of Council scheduled for 24 March 2026, outlining any submissions received during the public exhibition period and seeking formal endorsement of the *Cootamundra-Gundagai Regional Council Road Safety Action Plan 2026–2030*.

### Introduction

The *Draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2026–2030* has been developed to align with and support the strategic priorities outlined in Council’s *2025–2035 Community Strategic Plan (CSP), 2025–2029 Delivery Program, and 2025–2026 Operational Plan*.

The Draft Action Plan is now presented to Council and the community for consideration. In accordance with Sections 404 and 405 of the *Local Government Act 1993*, the document is required to be placed on public exhibition for a period of twenty-eight (28) days, during which submissions from the community are invited.

### Discussion

The *Cootamundra-Gundagai Regional Council Road Safety Action Plan 2026–2030* outlines Council’s strategic approach to improving road safety across the local government area over the next five years. The Plan provides a coordinated framework for the delivery of targeted road

safety initiatives, programs, and partnerships aimed at addressing key risk factors on the CGRC road network.

The overarching objective of the Action Plan is to enhance the safety of all road users and reduce the incidence and severity of road trauma within the community. By focusing on evidence-based actions, local crash data, and community priorities, the Plan seeks to minimise the social, emotional, and economic impacts that road incidents have on individuals, families, and the broader region.

The document positions Council to work collaboratively with government agencies, stakeholders, and the community to achieve meaningful and measurable improvements in road safety outcomes throughout the 2026–2030 period.

#### Financial

There are no financial consequences for Council regarding this report.

#### OLG 23a Guideline consideration

The report purpose does not conflict with guidelines.

**7.5.2 COOTAMUNDRA ENGINEERING REPORT - JANUARY 2026**

DOCUMENT NUMBER	457932
REPORTING OFFICER	David Brodie, Acting Manager Engineering Cootamundra
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**That the Cootamundra Engineering Report for the month of January 2026 be noted.**

Introduction

The Cootamundra Engineering Report for the month of January 2026 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 as part of the RMAP Routine maintenance works.

Cootamundra RMCC have received Quarter 4 (Oct-Dec25) Performance Report achieving an overall score of 74%, resulting in an overall score of “Good”. RMCC performance reports over the past 12 months have shown an overall improvement from 71% to 74%.

**Local Roads**

Patching Works

The Jetpatcher has carried out works on West Jindalee, Old Wallendbeen, Rosehill Roads and Muttama Road.

Maintenance Grading

Crews have undertaken maintenance grading on Rawilla Road, Sheep Station Creek Road, Fontenoy Lane, Colorado Road, Back Nubba Road, Haines Lane and Glenroy Lane.

Footpath Maintenance

Cootamundra concrete crew have been working through Yass Road and Parker Street completing minor works repairs.

Event Management

Cootamundra Work Health and Safety Officer and Road Safety Officer have been working with organisers of the Anzac Day Parades, Beach Volleyball Events and a number of future Aerodrome Car events being scheduled for 2026.

Open Drain Maintenance

Excavator and associated plant have been cleaning out drains on Stockinbingal Road, Morrisons Hill Road, Old Gundagai Road, North Jindalee Road.

Traffic Counters

- 2x installed in conjunction with VMS boards speed campaigns located at Temora Street and Gundagai Road.
- 3x installed in response to speed concerns and the intersection of Olympic Highway and Old Gundagai Road.
- 1x installed at Rinkin Street in response to resident complaints regarding excessive speeding.

**Road Safety**

National Heavy Vehicle Regulator

Council have received and reviewed a total of 38 Access Permit Applications during January 2026.

<b>Applications</b>	<b>Pre-Approvals</b>	<b>Approved with Conditions</b>	<b>Refusals</b>	<b>Closed</b>
36	2	30	2	2

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).

**Cootamundra Water**

Maintenance

Quarterly meter replacements = 40

Leaking service repairs = 5

Main bursts = 1

Capital

Completed Tender Review for FY25-26 Water Mains Replacement.

Cootamundra Standpipe Income January 2026

<b>2025/2026</b>		<b>Income</b>	<b>Number of Transactions</b>
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
2026	January	\$1,457.59	77
<b>2025/2026</b>	<b>Totals</b>	<b>\$13,999.83</b>	<b>608</b>

The Cootamundra Standpipe is currently out of order following mechanical and electrical circuit board failures due to the age of the infrastructure. The facility will be unavailable for use until the end of February / early March 2026. Council has sourced quotes from relevant suppliers for a system replacement.

Alternate water sources are located at Gundagai, Stockinbingal and Harden and have been communicated to relevant stakeholders.

## **Cootamundra Sewer**

### Maintenance

Sewer chokes = 7

### Capital

Betts Street Rising Main – Cutover and commission of new line successfully completed with new asset performance being monitored and asset is performing to design criteria.

Completed Tender Review for FY25-26 Sewer Mains Replacement.

## **Floodplain Management (FMP)**

### FMP 0058 – Cootamundra Turf Club detention basin and McGowan Street Levee Feasibility Study

The project completed its community consultation phase and is still in the process of completing its draft options assessment. Options Assessment is expected to be completed and reported on in the next two months.

### FMP 0057 – Flood Warning System Review

Final Flood Warning System Review Report has been completed, with a report and recommendations to be provided at the March 2026 Council meeting.

### 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.

## 7.6 ENGINEERING GUNDAGAI

### 7.6.1 GUNDAGAI ENGINEERING REPORT - JANUARY 2026

DOCUMENT NUMBER	458583
REPORTING OFFICER	Thomas Hogg, Acting Manganer Engineering Gundagai
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

#### RECOMMENDATION

**That the Gundagai Engineering Report for the month of January 2026 be noted.**

#### Introduction

The Gundagai Engineering Report for the month of January 2026 is submitted for the information of Council and the community.

#### General

Gundagai commenced Level 2 water restrictions in January. Level 2 water restrictions are triggered when either Blowering Dam or Burrinjuck Dam reach 30% full. Level 3 water restrictions will occur when either dam reaches 20% full. Council staff are monitoring the dam levels and will adjust the water restriction level as each trigger point is reached.

Level 2 water restrictions are as follows:

- Fixed hoses and sprinklers banned between 9am to 6pm
- 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

#### Maintenance Works

Council have replaced two Variable Speed Drive controllers at The Gundagai Water Treatment Plant. These replace two controllers which have reached end of life and were showing signs of unreliability.

Council has continued to complete routine maintenance and upgrades across the water and sewer network. This included responding to and clearing sewer blockages, Installation of water and sewer connections when requested.

Maintenance Grading has been completed on:

- Deltroit Road and adjoining areas,
- Muttama area
- Burra areas
- Findlays Lane
- Wambidgee Road

Council identified and repaired a failing headwall on Gobarralong Road.

Footpath repairs and replacements have been undertaken at various locations within the Gundagai town streets.

Pothole repairs, as required, have also been completed across the sealed road network.

#### Capital Works

Throughout January, Council have undertaken Heavy patching and re-sealing on Local and Regional Roads. Major heavy patching was completed on West Street Gundagai near Williams Street and Old Hume Highway.

#### 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.

## 7.7 REGIONAL SERVICES GUNDAGAI

**7.7.1 GUNDAGAI REGIONAL SERVICES REPORT - JANUARY 2026**

DOCUMENT NUMBER	458695
REPORTING OFFICER	Greg Ewings, Acting Manager Regional Services Gundagai
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 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

**That the Gundagai Regional Services report for the month of January 2026 be noted.**

#### Introduction

This report is a record of the diverse works Gundagai Regional Services have performed over the month of January 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
- Marking of sporting fields.
- Fire Mitigation works
- Cleaning of transfer stations
- Maintenance at Saleyards

#### **Gundagai Memorial Swimming Pool:**

- Installation of the new dosing equipment was completed in the reporting period.
- Patronage for Nov – Dec was 1354 with numbers. January figures have not been received by the operator at the time of writing this report, however there were three days when the pool was closed in January which will potentially reduce patron numbers during the January period.

## Cemeteries – North Gundagai Lawn & Monumental, South Gundagai, Tumblong, Coolac, Mount Adrah, Muttama, Adjungbilly, Nangus, Wragobilly (Darbalara)

Cemetery work activities this month include:

- Cemetery maintenance checks.
- There have been four interments in the previous period across the Gundagai Cemeteries.
- General maintenance and lawn care across all cemeteries is routinely conducted.

### Biosecurity:

- The NSW Weed Action Program 2025 – 2029 funding deed has been executed.
- All private inspections for the Gundagai area have been completed in accordance with the WAP. With all other targets on track for completion in the allotted timeframe.

### Gundagai Public & Council Facilities income

#### Gundagai RV Park Income January 2026

- 01/01/26 – 31/01/26 - Total Income \$213.00

#### Gundagai Landfill Income January 2026

- 01/01/26 – 31/01/26 - General Income \$5019.12

#### Gundagai Standpipe Income January 2026

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
2026	January	\$11,743.19	17	\$1,914.33
<b>25/26</b>	<b>Totals</b>	<b>\$31,948.63</b>	<b>97</b>	

#### Gundagai Saleyards Truck Wash January 2026

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
2026	January	\$3,908.68	28	\$3,260.07
<b>25/26</b>	<b>Totals</b>	<b>\$26,944.96</b>	<b>208</b>	

**Compliance:**

*Compliance with the Companion Animals Act 1998 and the Local Government (General) Regulation 2021 – Reg 217(1)(f)*

**Companion Animal:**

Council currently has one dog being held in Gundagai and looking to rehome this animal.

**Abandoned Vehicles:**

Several abandoned vehicle matters have been dealt with resulting in vehicle ownership being resolved or the vehicles being impounded.

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.

**7.8 REGIONAL SERVICES COOTAMUNDRA**

**7.8.1 COOTAMUNDRA REGIONAL SERVICES REPORT - JANUARY 2026**

DOCUMENT NUMBER	458003
REPORTING OFFICER	Steven Lowe, Acting Manager Regional Services Cootamundra
AUTHORISING OFFICER	Trevor Dando, Acting Deputy General Manager Operations
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>2. A region for the future</b> 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**

**That the Cootamundra Regional Services report for the month of January be noted.**

Introduction

This report has been prepared to inform Council of the activities undertaken by the Regional Services – Cootamundra department over the month of January 2026.

Discussion

**Parks & Gardens**

Parks and Gardens staff have been undertaking general seasonal duties throughout the summer months with plenty of mowing, whipper snipping/edging, spraying and pruning of all parks and gardens areas keeping plants and turf alive through irrigation. With no real rainfall within the last two months the effluent re-use watering system is struggling to keep turf in parks and sporting fields alive due to excessive heat, wind and licencing restrictions on when use of the system is permitted.

General customer requests have been attended to throughout January. Small tree requests are being completed as workflow allows. A large gum tree had fallen in the middle of the Captains’ Walk at Jubilee Park, fortunately missing all assets within the area. Half of the tree was still standing and with a limited root plate and signs of fungus at the base of the tree, removal was prioritised to ensure safety of the public. Council’s elevated work platform was not tall enough to reach the upper limbs, requiring a contractor to be engaged to remove the remainder of the tree.

The Community Christmas Tree was severely vandalised before it was taken down in early January. Damage caused will require either staff or contractors to repair the issues or potentially replace with a more secure tree design.

Australia Day in Albert Park was a huge success with a great turnout for the event. Parks staff ensured grass was cut and watered, edges trimmed, bins provided and a staff member available on the day to assist with operational requirements.

The annual Cootamundra Touch Football Carnival was held over 10 and 11 January. Staff provided bins, clean amenities, line marking and carried out extra maintenance to the fields in the lead up to the event to ensure a suitable playing surface.

Parks staff are continuing to line mark and maintain playing surfaces for summer sports along with general turf care, irrigation troubleshooting and repairs as required.

Additional duties undertaken by staff throughout January include assisting with the replacement of a diving board at the town pool, playground inspections and removal of Pioneer Park barbeques for the summer season.

Parks staff have also assisted with the extension of the paved footpath to connect with the layback at the Rotary Peace Pavilion at Albert Park. This project is being undertaken by a local contractor.

**Saleyards / Truck Wash**

The truck wash has continued to see a high usage rate leading to extra maintenance to keep up with the demand on the system.

The truck wash recorded 136 transactions for January, generating a total of \$9,126.86 in income.

**Cemeteries**

There were four burials and two ashes interments conducted at the Cootamundra Lawn Cemetery in January.

**Biosecurity**

Thirty private inspections have been carried out over the past few weeks, along with designated High Risk Sites, Council owned and managed lands and one waterway inspection. These inspections directly contribute to the Cootamundra-Gundagai Regional Council Weed Inspection Program and WAP funding.

Upon all inspections no prohibited matter was located. Widespread weeds like Fleabane, Bathurst Burr, Scotch Thistle and Saffron Thistle were found sporadically and biosecurity advice was given to the private land holders to control such weeds. All private property owners of inspected lands have been pro-active with controlling weeds and received advice on future management and weed prevention positively.

The Council owned assets inspected are in fair condition. The spraying program has been updated to reflect priorities identified during the most recent inspections.

Activity	Location	Km/Count	Date
Regional Inspection Program - Inspection of High-Risk Pathways (roadsides) (Inspection) (Inspection) 1000km	Stockinbingal Road	23	4/2/26
	Olympic Highway	19	6/2/26
	<b>TOTAL:</b>	<b>42km</b>	

Activity	Location	Km/Count	Date
<b>(HRS) Inspection of named HRS.</b>	Stock Up Nursery	1 inspection	4/2/26
<b>Inspect Council owned and Managed Lands (≥ 2 annual):</b>  <ul style="list-style-type: none"> <li>- <b>Works Depots (3)</b></li> <li>- <b>Tip transfer stations (3)</b></li> <li>- <b>Caravan Park (1)</b></li> <li>- <b>Showground (1)</b></li> <li>- <b>Aerodrome (1)</b></li> <li>- <b>Cemetery (3)</b></li> </ul>	Stockinbingal Rec Ground	1 inspection	4/2/26
	Wallendbeen Rec Ground	1 inspection	5/2/26
	Water Sewer Area 1	1 inspection	6/2/26
	Water Sewer Area 2	1 inspection	6/2/26
	Cootamundra tip	1 inspection	6/2/26
	Cootamundra works depot 1	1 inspection	12/2/26
	Cootamundra works depot 2	1 inspection	12/2/26
	Cootamundra works depot 3	1 inspection	12/2/26
<b>Support Officers to attend and complete relevant training.</b>  <b>Target 4 events.</b>	2 x Courses (Water Weeds, and Prohibited Matter) Planned - March		
<b>Waterways Inspections (Wap target)</b>	Cunninghams Creek (Wallendbeen)	1 inspection	5/2/26
<b>Private Inspections (60 target)</b>	Stockinbingal	13 inspections	2 & 3/2/26
	Wallendbeen	9 inspections	5/2/26
	Cootamundra	8 inspections	6/2/26

**General Activity:**

- Private Inspections, Council managed land inspections, waterway and high-risk areas were conducted (listed above) as per the WAP funding and Weed Inspection Program

**Planned:**

- Spraying Council managed assets especially the Sewer Treatment areas, especially being high risk areas.
- Spot spraying local roads/lane ways for summer weeds and spraying of key areas with known incursions of State and local priority species. Customer requests about fleabane have been coming through.

**Waste Services**

The secondhand tip shop processed 60 transactions for January with a total of \$434.21 in income. During this time staff have diverted 400kg of waste from the landfill into the shop to be repurposed.

A total of 3 tonnes of recycled crushed concrete was sold this month and a total of 114 tonnes of compost soil. The crushed concrete pile has now been depleted, staff are currently obtaining updated quotes to commence the crushing process for the current 6460 tonnes of stockpiled concrete, bricks and pavers.

The scrap metal collections commenced in January. Approximately 250 tonnes of scrap metal will be removed under a group contract awarded through REROC.

**Facilities**

The diving board at the Cootamundra pool had to be replaced due to a severe crack in the existing board. The replacement board was installed before Australia Day to ensure the patrons had access to the diving board on the day. Plumbing repairs were carried out at the Cootamundra pool.

CCTV cameras have been installed around the terminal building at Cootamundra aerodrome. The cameras are hoped to reduce the volume of vandalism incidents which causing costly damage to the building.

The annual pest control spraying was carried out on all Cootamundra buildings including public toilets.

Roofing repairs were carried out at Depot 2 after several sheets were lifted during a storm. The sheets of iron were put back in place and new screws have been used to secure all sheets on the shed roof.

The Cootamundra EV charging station’s data for January is shown below:-

	Chargers installed		Charging sessions
	0		35
	kWh charged		Revenue
	554.489		\$188.34
	Petrol offset (L)		Carbon offset (kg)
	296.85		131.23

**Capital Works Projects**

Council has been successful in obtaining 22 CDS “Bin Baskets” to be located throughout Cootamundra and Gundagai. The bin baskets are designed to divert a significant number of eligible containers to be recycled that would otherwise end up in landfill. These baskets will be installed once received from the funding body.

Council staff have been liaising with a local builder and rugby league club representatives to undertake the task of starting the Fisher Park Changerooms project. Although this project is underfunded, with Council, the rugby league club and the builder working together the project will be delivered this year. Work has commenced with the water, gas and power being disconnected

from the existing infrastructure in preparation for these to be removed off site. The funding body has approved the extension date for this project to the 31 July 2026.

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.

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

Nil

**9 QUESTIONS WITH NOTICE**

Nil

**10 CONFIDENTIAL ITEMS**

**10.1 CLOSED COUNCIL REPORT**

DOCUMENT NUMBER	457827
REPORTING OFFICER	Teresa Breslin, Executive Assistant to Mayor and General Manager
AUTHORISING OFFICER	Roger Bailey, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council’s Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

**RECOMMENDATION**

1. **Items 10.2, 10.3, 10.4 and 10.5 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 10.2, 10.3, 10.4 and 10.5 be withheld from the press and public.**

**10.2 HUMAN RESOURCES REPORT**

Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors).

Public Interest

N/A.

**10.3 TENDER - COOTAMUNDRA WATER AND SEWER REPLACEMENT RFT2026/6**

Provisions for Confidentiality

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

Public Interest

Report contains confidential information relating to price submissions.

**10.4 TENDER - WATER AND SEWER MAINS REPLACEMENT IN GUNDAGAI RFT2026/7**Provisions for Confidentiality

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

Public Interest

Report contains confidential information relating to tender price submissions.

**10.5 CONTAMINATED SOIL RECYCLING FACILITY - COOTAMUNDRA**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

N/A.