

Business Paper

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 26TH JULY, 2022

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

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

Tuesday, 26th July, 2022 at 6:00PM

The agenda for the meeting is enclosed.

Live Streaming of Meetings Statement

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

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

AGENDA

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1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM**2 OPEN FORUM****RESUME OPEN MEETING****3 APOLOGIES****4 DISCLOSURES OF INTEREST**

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 28 JUNE 2022

REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Ordinary Meeting of Council held on Tuesday 28 June 2022

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 28 June 2022 be confirmed as a true and correct record of the meeting.



**COOTAMUNDRA-
GUNDAGAI REGIONAL
COUNCIL**

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Minutes

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, TUESDAY 28th June, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 28 JUNE 2022 AT 6:00PM**

PRESENT: Cr Charlie Sheahan (Mayor), Cr Leigh Bowden (Deputy Mayor), Cr Les Boyd, Cr Logan Collins, Cr Trevor Glover, Cr David Graham, Cr Gil Kelly, Cr Abb McAlister, Cr Penny Nicholson

IN ATTENDANCE: Les McMahon (Interim General Manager), Glen McAtear (Acting Deputy General Manager), Mark Ellis (Manager Civil Works), Andrew Brock (Manager Facilities), Wayne Bennett (Manager Waste, Parks & Recreation Services), John Blackman (Manager Finance)

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPEN FORUM

Nil

3 APOLOGIES

Nil

4 DISCLOSURES OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 31 MAY 2022

RESOLUTION 203/2022

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

The Minutes of the Extraordinary Meeting of Council held on Tuesday 31 May 2022 be confirmed as a true and correct record of the meeting.

CARRIED

5.2 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 24 MAY 2022

RESOLUTION 204/2022

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

The Minutes of the Ordinary Meeting of Council held on Tuesday 24 May 2022 be confirmed as a true and correct record of the meeting.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) AND RIVERINA JOINT ORGANISATION (JO) MEETING WITH STATE MINISTERS AT PARLIAMENT HOUSE.

RESOLUTION 205/2022

Moved: Cr Abb McAlister

Seconded: Cr David Graham

The information in the Mayoral Minute be received and noted.

CARRIED

6.2 MAYORAL MINUTE - MARY DONNELLY OAM

RESOLUTION 206/2022

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

The information in the Mayoral Minute be received and noted.

CARRIED

6.3 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

Note: the following amendments were made at the meeting:

19th – 22nd June 2022

Cr Bowden (Deputy Mayor) did not attend the Australian Local Government National General Assembly in Canberra with the Interim General Manager and me.

20th June 2022

Cr Bowden (Deputy Mayor) attended the ALGWA Breakfast held at the Australian Local Government National General Assembly.

RESOLUTION 207/2022

Moved: Cr Logan Collins

Seconded: Cr Penny Nicholson

The information in the Mayoral Minute be received and noted.

CARRIED

6.4 RIVERINA REGION TRAINEE OF THE YEAR 2022 - CASEY POLSEN

RESOLUTION 208/2022

Moved: Cr David Graham

Seconded: Cr Abb McAlister

Council congratulate Miss Casey Polsen for her outstanding achievement of being awarded the Riverina Region Trainee of the Year for 2022.

CARRIED

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 12 MAY 2022

RESOLUTION 209/2022

Moved: Cr Logan Collins

Seconded: Cr David Graham

- 1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 12 May 2022 be confirmed as a true and correct record of the meeting.**
- 2. Council consider the recommendations, if any, contained within the Minutes.**

CARRIED

At 6:22 pm, Cr Penny Nicholson left the meeting.

7.2 MINUTES OF THE COOTAMUNDRA AERODROME USERS ADVISORY GROUP MEETING HELD ON WEDNESDAY 8 JUNE 2022

RESOLUTION 210/2022

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

- 1. The Minutes of the Cootamundra Aerodrome Users Advisory Group Meeting held on Wednesday 8 June 2022, attached to the report, be received and noted.**
- 2. Recommendations in the Minutes, as detailed in the report, be considered by Council.**

CARRIED

8 GENERAL MANAGER'S REPORT**8.1 BUSINESS****8.1.1 ORGANISATIONAL STRUCTURE****RESOLUTION 211/2022**

Moved: Cr Logan Collins

Seconded: Cr David Graham

- 1. The draft Organisational Structure, attached to the report, be received, and endorsed by Council.**
- 2. Council acknowledge the anticipated savings of \$400,000 in salaries.**
- 3. Council accept a number of staff will be made redundant and their entitlements paid out as part of Award provisions.**

CARRIED

At 6:29 pm, Cr Penny Nicholson returned to the meeting.

8.1.2 FINAL DELIVERY PROGRAM, OPERATIONAL PLAN AND RESOURCING STRATEGY**RESOLUTION 212/2022**

Moved: Cr David Graham

Seconded: Cr Leigh Bowden

- 1. The submissions in response to the public exhibition of the draft 2022/2025 Delivery Program and draft 2022/2023 Operational Plan (incorporating Revenue Policy, Fees & Charges and budget) and draft 2022/2032 Long-Term Financial Plan be considered.**
- 2. The draft Cootamundra-Gundagai Regional Council 2022/2025 Delivery Program and 2022/2023 Operational Plan be adopted by Council.**
- 3. The draft Cootamundra-Gundagai Regional Council 2022/2032 Long Term Financial Plan (Part of the Resourcing Strategy), be adopted by Council.**
- 4. The draft Cootamundra-Gundagai Regional Council 2022/2025 Workforce Management Plan (Part of the Resourcing Strategy) be endorsed by Council.**
- 5. Submissions received after the creation of the business paper, be considered, and appropriate changes be incorporated into the required plans prior to adoption.**

CARRIED

At 6:35 pm, Cr Penny Nicholson left the meeting and did not return.

8.1.3 COOTAMUNDRA BEACH VOLLEYBALL 2023**RESOLUTION 213/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

1. That Council award the coordination of the Coota Beach Volleyball event for 2023 to Business Cootamundra.
2. That the \$20,000 already allocated to the event be transferred to Business Cootamundra.

CARRIED

8.1.4 APPLICATIONS FOR COMMUNITY DONATIONS**RESOLUTION 214/2022**

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

1. The Donations budget be increased annually in line with the consumer price index.
2. Council approves the Community Donation Applications as detailed in the report.
3. That the policy be reviewed and submitted to Council for approval.

CARRIED

8.1.5 RECONNECTING REGIONAL NSW - COMMUNITY EVENTS PROGRAM**RESOLUTION 215/2022**

Moved: Cr Trevor Glover

Seconded: Cr Abb McAlister

1. Council note the large number of event proposals submitted by the community.
2. Council approve the proposed events listed in this report being submitted as part of an application to the Reconnecting Regional NSW - Community Events Program.

CARRIED

8.1.6 AUTHORITY TO AFFIX THE COMMON SEAL OF COUNCIL - RIVERINA REGIONAL LIBRARY DEED OF AGREEMENT**RESOLUTION 216/2022**

Moved: Cr Leigh Bowden

Seconded: Cr David Graham

Authority be granted to the Mayor and Interim General Manager to affix the common seal of Council and sign the Riverina Regional Library (RRL) Deed of Agreement for the period 2022/2026.

CARRIED

8.1.7 LGNSW DESTINATION AND VISITOR ECONOMY CONFERENCE

RESOLUTION 217/2022

Moved: Cr Leigh Bowden

Seconded: Cr Gil Kelly

The report on the Local Government NSW Destination and Visitor Economy Conference be noted.

CARRIED

8.1.8 THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MEETING MINUTES

RESOLUTION 218/2022

Moved: Cr David Graham

Seconded: Cr Les Boyd

The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Ordinary Meeting held on 2nd May, 2022, attached to the report, be noted.

CARRIED

8.1.9 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

RESOLUTION 219/2022

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 4th April, 2022 attached to the report, be received and noted.

CARRIED

8.1.10 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

RESOLUTION 220/2022

Moved: Cr Trevor Glover

Seconded: Cr Gil Kelly

The Minutes of the Muttama Hall Management s.355 Committee meeting held 4th May, 2022 attached to the report, be received and noted.

CARRIED

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

RESOLUTION 221/2022

Moved: Cr Gil Kelly
Seconded: Cr Logan Collins

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held 26th May, 2022, attached to the report, be noted.

CARRIED

8.1.12 COOTAMUNDRA TOURISM ACTION GROUP (ADVISORY COMMITTEE) - 2ND JUNE 2022 - MINUTES

RESOLUTION 222/2022

Moved: Cr Les Boyd
Seconded: Cr Abb McAlister

The Minutes of the Cootamundra Tourism Action Group (Advisory Committee), attached to the report be noted.

CARRIED

8.2 FINANCE

8.2.1 INVESTMENT REPORT - MAY 2022

RESOLUTION 223/2022

Moved: Cr Abb McAlister
Seconded: Cr David Graham

The Investment Report for May, 2022 be received and noted.

CARRIED

8.2.2 2022/23 RATES AND ANNUAL CHARGES

RESOLUTION 224/2022

Moved: Cr David Graham
Seconded: Cr Logan Collins

1. ORDINARY RATES

In accordance with the provisions of Section 535 of the *Local Government Act 1993* Cootamundra Gundagai Regional Council hereby resolves to make the following rates for the 2022/23 rating year:

- a) Farmland Category Rate of 0.29266 cents in the dollar, with a base amount of \$427.00 per assessment, for all rateable land within the Farmland Category in Council's area, as defined in Section 515 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019. The base amount for the Farmland Category is estimated to realise 10.55% of the total yield in this category.
- b) Residential Category Rate of 0.67946 cents in the dollar, with a base amount of \$427.00 per assessment, for all rateable land within the Residential Category in Council's area, as defined in Section 516 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019. The base amount for the Residential Category is estimated to realise 45.49% of the total yield of this category.
- c) Business Category Rate of 1.67157 cents in the dollar, with a base amount of \$427.00 per assessment, for all rateable land within the Business Category in Council's area, as defined in Section 518 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019. The base amount for the Business Category is estimated to realise 19.51% of the total yield of this category.
- d) Mining Rate of 0.29266 cents in the dollar, with a base amount of \$427.00 per assessment, for all rateable land within the Mining Category in Council's area, as defined in Section 517 of the *Local Government Act 1993*, based upon the land value at a base valuation date of 1 July 2019.

2. WASTE MANAGEMENT CHARGES

In accordance with the provisions of Sections 535, 496 and 501 of the *Local Government Act 1993* Council hereby resolves to make the following domestic waste management and waste management charges for the 2022/23 rating year:

- a) Domestic Waste Management Charge of \$486.00 per annual service for each parcel of rateable residential land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 120 litre bin for domestic rubbish and a fortnightly service of one 240 litre bin for recyclable domestic rubbish.
- b) Green Waste/Organics Charge of \$63.50 per annual service for each parcel of rateable residential land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas for which the service is available, excluding vacant and unoccupied land. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for green domestic waste.
- c) Residential Waste Management – Other Charge of \$486.00 per annual service for each assessment of residential land outside of the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular weekly service of one 140 litre bin for domestic rubbish, a fortnightly service of one 240 litre bin for recyclable domestic rubbish. (Ratepayers for whom this service is requested and available, may also elect to be provided with a Green Waste/Organics service subject to the charge as noted in d) below.)
- d) Green Waste/Organics Charge – Other Charge of \$63.50 per annual service for each assessment of residential land outside of the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging Areas, for which the service is available and required. The levying of such charge is to entitle the ratepayer to a regular fortnightly service of one 240 litre bin for domestic green waste
- e) Rural Waste Charge of \$72.00 on each parcel of rateable land outside the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging areas, and for which there is no service being provided as noted in c) above.
- f) Commercial Waste Management Charge of \$486.00 per service for the removal of waste (one 240 litre general waste pickup per week and one 240 litre recyclable waste pickup per fortnight) from Non-Residential properties for which the service is requested and available. Multiple services will be charged for multiple bins and/or collections per week.

- g) Unoccupied (Vacant Land) Waste Charge of \$72.00 on each parcel of rateable land within the Gundagai, Cootamundra, Stockinbingal & Wallendbeen Scavenging areas for which a domestic waste management service is available, but the land is vacant and unoccupied.

3. STORMWATER MANAGEMENT SERVICE CHARGE

In accordance with the provisions of Section 535, 496A and 510A of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual stormwater management service charges, in respect of occupied rateable land within the urban area of Cootamundra, excepting Council owned or controlled parks, land and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, for the 2022/23 rating year:

- a) Residential Stormwater Management Charge of \$25.00 per annum per residential assessment of occupied rateable land within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*, and excluding land that is part of a residential strata allotment.
- b) Residential Strata Stormwater Management Charge of \$12.50 per annum per residential Strata assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) Business (Non-Residential) Stormwater Management Charge of \$25.00 for each 350 square meters of area of land or part thereof of land categorised as business, subject to a minimum of \$25.00 per annum per assessment and a maximum charge of \$250.00 per annum per assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.
- c) Business (Non-Residential) Stormwater Management Charge being the greater of \$5.00, or the assessment's proportion of the charge that would apply if the total land area was not strata'd, per annum per business strata assessment within the townships of Gundagai & Cootamundra, excepting Council owned or controlled parks, lands and buildings, or other land exempt as per Section 496A(2) of the *Local Government Act 1993*.

4. ON-SITE SEWERAGE MANAGEMENT ADMINISTRATION CHARGE

In accordance with the provisions of Sections 535 and 501 of the *Local Government Act 1993* Council hereby resolves to make the following domestic waste management and waste management charges for the 2022/23 rating year:

On-Site Sewerage Management Administration Charge of \$49.00 per annum for properties for which on-site sewerage services are available and connected.

5. WATER CONSUMPTION CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following water consumption charges for the 2022/23 rating year:

- a) Water Usage Charge of \$2.16 per kilolitre for usage up to and including 39 kilolitres per quarter, and thereafter \$3.24 per kilolitre for water usage exceeding 39 kilolitres per quarter, for all land connected to the water supply, excepting that land as identified as subject to the charges in 5.b) below.
- b) Non-Residential Community Water Usage Charge of \$1.62 per kilolitre for usage up to and including 39 kilolitres per quarter, and thereafter \$2.43 per kilolitre for usage exceeding 39 kilolitres per quarter, for land to which the water supply is available and connected and whereby Council has by resolution identified the assessment as being subject to Non-Residential Community Water Usage charges.

6. NON-RESIDENTIAL SEWER USAGE CHARGES

In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following non-residential sewer usage charges for the 2022/23 rating year:

Non-Residential Sewer Usage Charge of \$2.87 per kilolitre of the volume of sewerage discharged. The volume of sewerage discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected

to the property, based on actual usage per kilolitre, by the sewerage discharge factors (SDF) for the predominant use of the land as follows:

PROPERTY USE	SDF %
Concrete Plant, Park Watering	2
Pool	10
Bowling Green, Clubhouse	20
Caravan Park	60
Community use (as defined in Community Based Not For Profit Organisations)	50
Hospital, Motel	85
General business, RLPB, Pharmacy, Medical Centre, Bakery, Restaurant/Hotel/Club, Takeaway food, McDonalds, Service Station, Dentist, Butcher, Hairdresser, Supermarket, Carwash	95
Sewer Well	100

7. WATER ACCESS CHARGES

The annual water access charges as identified below are charged quarterly in arrears.

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual water access charges for the 2022/23 rating year:

- a) Residential Water Access Charge on residential land to which the water supply is available and connected, excluding land that is part of a residential strata allotment, in accordance with the number and size of water service meters connected to the land as follows;

Water Meter Size	Annual Charge
20mm	\$432.00
25mm	\$676.00
32mm	\$1,108.00
40mm	\$1,730.00
50mm	\$2,704.00
63mm	\$4,293.00
75mm	\$6,084.00
80mm	\$6,922.00
100mm	\$10,816.00

- b) Residential Strata Water Access Charge of \$432.00 per annum per residential Strata assessment for which the water supply is available and connected.
- c) Non Residential Water Access Charge in respect of non-residential land to which the water supply is available and connected, excluding land that is part of a strata allotment and that land that is identified as liable for charges outlined in 7.e) below, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$432.00
25mm	\$676.00
32mm	\$1,108.00
40mm	\$1,730.00
50mm	\$2,704.00
63mm	\$4,293.00
75mm	\$6,084.00
80mm	\$6,922.00
100mm	\$10,816.00

- d) Non-Residential Strata Water Access Charge of \$432.00 per annum per non-residential Strata assessment for which the water supply is available and connected.
- e) Non-Residential Community Water Access Charge in respect of non-residential land to which the water supply is available and connected, and whereby Council has by resolution identified the assessment as being subject to Non-Residential Community Water Access charges, in accordance with the number and size of water service meters connected to the parcel as follows (excluding fire service meters):

Water Meter Size	Annual Charge
20mm	\$216.00
25mm	\$338.00
32mm	\$554.00
40mm	\$865.00
50mm	\$1,352.00
80mm	\$3,461.00
100mm	\$5,408.00

8. VACANT WATER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant water access charges for the 2022/23 rating year:

- a) Vacant Residential Water Access Charge of \$432.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Vacant Non-Residential Water Access Charge of \$432.00 per annum per non-residential assessment to which the water supply is available but not connected.
- c) Vacant Non-Residential Community Water Access Charge of \$216.00 per annum per non-residential assessment whereby Council has by resolution identified the assessment as being subject to the Vacant Non-Residential Community Water Access Charge.

9. SEWER ACCESS CHARGES

The annual sewer access charges as identified below are charged quarterly in arrears.

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual sewer access charges for the 2022/23 rating year:

- a) Residential Sewer Access Charge of \$649.00 per annum per residence to which sewerage services are available and connected.
- b) Non-Residential Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, excepting land identified as liable for the charges as outlined in 9.c) below, in accordance with the number and size of the water service meters connected to the land as follows (excluding fire service meters);

Water Meter Size	Annual Charge
20mm	\$541.00
25mm	\$649.00
32mm	\$757.00
40mm	\$1,038.00
50mm	\$1,298.00
63mm	\$1,635.00
75mm	\$1,947.00
80mm	\$2,076.00
100mm	\$2,596.00

- c) Non-Residential Community Sewer Access Charge in respect of non-residential land to which sewerage services are available and connected, and whereby Council has by resolution identified the assessment as being subject to Non-

Residential Community Sewer Access charges, in accordance with the number and size of water service meters connected to the land as follows (excluding fire service meters):

Water Meter Size	Annual Charge
20mm	\$270.50
25mm	\$324.50
32mm	\$378.50
40mm	\$519.00
50mm	\$649.00
80mm	\$1,038.00
100mm	\$1,298.00

10. VACANT SEWER ACCESS CHARGES

In accordance with the provisions of Section 535 and 501 of the *Local Government Act 1993*, Cootamundra Gundagai Regional Council hereby resolves to make the following annual vacant sewer access charges for the 2022/23 rating year:

- a) Vacant Residential Sewer Access Charge of \$379.00 per annum per residential assessment to which the water supply is available but not connected.
- b) Vacant Non-Residential Sewer Access Charge of \$379.00 per annum per non-residential assessment to which the water supply is available but not connected.
- c) Vacant Non-Residential Community Sewer Access Charge of \$189.50 per annum per non-residential assessment to which sewerage services are available but not connected, and whereby Council has by resolution identified the assessment as being subject to Vacant Non-Residential Community Access Charges

11. LIQUID TRADE WASTE CHARGES

The annual trade waste charges as identified below are charged bi-annual in arrears. In accordance with the provisions of Section 535 and 502 of the *Local Government Act 1993*, Council hereby resolves to make the following trade waste charges for the 2022/23 rating year:

- a) Trade Waste Annual Fee on non-residential land connected to the sewerage service of \$250.00 where liquid trade waste is discharged.
- b) Trade Waste Usage Charge on (Category 2) non-residential land connected to the sewerage service of \$4.33 per kilolitre of the estimated volume of liquid trade waste discharged to the sewerage system with prescribed pre-treatment. The volume of liquid trade waste discharged shall be calculated by multiplying the volume of water measured at the water meter(s) connected to the property, based on actual usage per kilolitre, by the trade waste discharge factors (TWDF) for the predominant use of the property as follows:

PROPERTY USE	TWDF %
Concrete Plant, Park Watering & Sewer Well	1
Pool, Bowling Green, Clubhouse & General Business	10
RLPB, Pharmacy, Medical Centre	20
Caravan Park, School & Bakery, Community use (as defined in Community Based Not For Profit Organisations)	25
Motel, Restaurant, Hotel, Club	30
Takeaway food	50
McDonalds	62
Service Station	70
Dentist	80
Hospital	85
Butcher, Hairdresser, Supermarket, Carwash	90

12. INTEREST ON OVERDUE RATES & CHARGES

Interest on overdue rates and charges for the 2022-23 rating year has been set by Council at the maximum rate of interest payable as determined by the Minister of Local Government of 6.0% per annum, calculated daily, in accordance with Section 566 of the Local Government Act 1993.

13. COMMUNITY BASED NOT FOR PROFIT ORGANISATIONS

Cootamundra-Gundagai Regional Council hereby resolves to make the assessments shown below as being those assessments to which Non-Residential Community Water Access Charges, Non-Residential Community Sewer Access Charges, Non-Residential Community Water Usage Charges, and Community Use Sewerage and Trade Waste Discharge Factors shall apply as follows:

<u>Assessment</u>	<u>Name of Owner/Occupier</u>	<u>Use of Land</u>
<u>Religious Organisations</u>		
10001451	Sacred Heart Parish	Convent and Place of Worship
10001477	Catholic Church Trustees	Place of Worship
10001485	Catholic Church Trustees	Minister's Residence/Place of Worship
10008142	Presbyterian Church	Place of Worship
10013340	Jehovah's Witnesses Congregations	Place of Worship
10013423	Salvation Army	Minister's Residence/Place of Worship
10015444	Church Of The Foursquare Gospel	Place of Worship
10015832	Baptist Church Of NSW	Place of Worship
10017119	Anglican Church Property Trust Diocese	Minister's Residence/Place of Worship
10017135	Anglican Church Of Australia	Place of Worship
10029445	Uniting Church	Church Hall and Place of Worship
10029478	Uniting Church	Place of Worship
10039766	Australasian Conference Association Ltd	Place of Worship
11011715	Anglican Church Property Trust Dc & G	Place of Worship
11018389	Anglican Church Property Trust Dc & G	Place of Worship
11019627	Roman Catholic Church	Place of Worship
<u>Local Sporting, Charitable & Community Groups</u>		
10006328	Society of St Vincent de Paul	Public Charity
10008399	Boy Scouts Association	Community Group
10008431	Cootamundra Ex-Servicemen's and Citizens Club	Community Facility
10008837	Australian Red Cross Society	Public Charity
10008845	Australian Red Cross Society	Public Charity
10009660	Showground Users Committee	Community Facility
10010320	The Cootamundra Country Club Ltd	Community Facility
10010882	CADAS Coota West	Community Group/Facility
10011955	Southern Cross Care - Retirement Village	Community Facility
10012060	Elouera Association Incorporated	Public Charity/Community Organisation
10015725	Cootamundra Wattle Guides	Community Group/Facility
10017556	Cootamundra Squash Assoc	Community Sporting Facility
10018877	Elouera Association Incorporated	Public Charity/Community Organisation
10030450	Town Tennis Club	Community Sporting Facility
10030468	Cootamundra Rugby League Club	Community Sporting Facility
10033223	Cootamundra Preschool Incorporated	Community Facility
10035780	Cootamundra Lions Club	Community Group
10039246	Coota Health Care Co-Op - Nursing Home	Community Facility
10039865	Elouera Cootamundra Assn Pty Ltd	Public Charity/Community Organisation
10045698	Cootamundra Strikers Soccer Club	Community Sporting Facility
10046159	Elouera Association Incorporated	Public Charity/Community Organisation
11011913	Gundagai Pre-School Kindergarten	Community Facility
11015922	Gundagai Common Trust	Community Group/Facility

11016136	Gundagai Racecourse and Showground Land	Community Sporting & Rec Facility
11019452	Gundagai District Services Club Ltd	Community Facility
11019460	Gundagai District Services Club Ltd	Community Facility
11019569	Valmar Support Services Ltd	Community Facility
11019965	Gundagai District Services Club Ltd	Community Facility
11019973	Gundagai District Services Club Ltd	Community Facility
11021318	Gundagai Scout Group	Community Group/Facility
11021730	Gundagai District Services Club Ltd	Community Facility
11032836	Gundagai Historic Bridges Committee Inc.	Community Group/Facility
11037132	South Gundagai Common Trust	Community Group/Facility

CARRIED

8.3 COMMUNITY AND CULTURE

8.3.1 EXTENSION OF MEMORANDUM OF UNDERSTANDING WITH PARANORMAL ENTERTAINMENT

RESOLUTION 225/2022

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

- 1. Council extend Memorandum of Understanding with Paranormal Entertainment (trading as APPI Ghost Hunts & Tours) to conduct ghost hunts and other activities at the Old Gundagai Gaol until 31st July, 2023.**

CARRIED

8.3.2 GUNDAGAI TOURISM ACTION GROUP (ADVISORY COMMITTEE) 6TH JUNE 2022 - MINUTES

RESOLUTION 226/2022

Moved: Cr Abb McAlister

Seconded: Cr David Graham

- 1. The Minutes of the Gundagai Tourism Advisory Group meeting held 6th June, 2022, attached to the report, be noted.**
- 2. Council considers the recommendations contained within the minutes and acknowledges the work that needs to be done and the various matters contained within the minutes and will address the Committee concerns accordingly.**

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS MAY 2022

RESOLUTION 227/2022

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

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

CARRIED

8.4.2 DEVELOPMENT APPLICATION 2022/63 CONSTRUCT DWELLING AND SHED AT 15 GEORGE STREET WALLENDREEN - VARIATION TO DEVELOPMENT STANDARD

RESOLUTION 228/2022

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

Council approve the following development subject to the consent conditions below:

- Application No: DA2022/63
- Property: Lot: 2 DP: 1103227
15 George Street
WALLENDREEN NSW 2588
- Development: New dwelling and attached shed

GENERAL CONDITIONS

(1) GEN Condition - Compliance Standards

Any building and associated works shall comply with the statutory requirements of the Environmental Planning & Assessment Act, Local Government Act, 1993 and the Building Code of Australia (BCA).

***Reason:** The legal obligations of the Council to administer the New South Wales building and planning laws in order to provide satisfactory standards of living and development.*

(2) GEN Condition - Compliance with Council

The Development being completed in accordance with plans and specifications stamped by Council listed in the table below and the Statement of Environmental Effects, except where varied by conditions of this consent.

Document Reference	Description	Author	Date
	Site Plan	Applicant	April 2022
	Elevations / Top View	Applicant	April 2022
Job No. 65-21-2	Site Plan Elevations	Inkspot Design Services	April 2022
Job No. 65-21-1	Floor Plan Window/Door Schedule Member Size Schedule	Inkspot Design Services	April 2022

Job No. 65-21-3	Cross Section Bracing Detail	Inkspot Design Services	April 2022
Project No. 2107S02 Drawing No. GA1	Footing Plan	Applicant	April 2022
Project No. 2107S02 Drawing No. GA2	HD Bolts Plan	Applicant	April 2022
Project No. 2107S02 Drawing No. GA3	Gable Elevations	Applicant	April 2022
Project No. 2107S02 Drawing No. GA4	Gable Elevations	Applicant	April 2022
Project No. 2107S02 Drawing No. GA5	Side Elevations	Applicant	April 2022
Project No. 2107S02 Drawing No. GA6	Side Elevations	Applicant	April 2022
Project No. 2107S02 Drawing No. GA7	Roof Framing	Applicant	April 2022

Reason: To confirm the details of the application as submitted by the applicant and as approved by Council.

(3) GEN Condition - Utilities

Approval is given subject to the location of, protection of, and/or any necessary modifications to any existing public utilities situated within or adjacent to the subject property.

Reason: To ensure that any public utilities are maintained and protected from damage.

(4) Gen Condition – Not certify compliance with BCA or NCC

The issue of this Development Consent does not certify compliance with the relevant provisions of the Building Code of Australia or National Construction Code Series.

Reason: This consent does not certify compliance with the BCA or NCC.

PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

(1) PCC Condition - Section 94A Contributions.

At the time of submission of a Construction Certificate all owing monies as they relate to Section 94A contributions must be paid in full.

Section 94A contributions are calculated on the estimated cost of development as specified on the Development Application at time of lodgement and may be subject to change with the coming of a new financial year or revised estimated cost of development.

Reason: So that the Section 94A Developer Contributions are paid in accordance with Council's Section 94A policy as adopted 2011.

(2) PCC Condition - Certificates in Relation to Energy Efficiency.

Prior to obtaining a Construction Certificate, the Applicant shall furnish Council with Certificates in relation to energy efficiency. In general terms, these certificates shall be provided by appropriately qualified persons and reference compliance of the particular element of construction with requirements of BASIX. Certificates shall be provided for the following parts of construction:

1. Building Fabric
2. External Glazing
3. Air Movement
4. Air Conditioning and Ventilation Systems
5. Artificial Lighting and Power
6. Hot Water Supply
7. Access for Maintenance

Reason: To ensure the development meets the energy requirements of BASIX.

(3) PCC Condition – New Connection: Plumbing and Drainage Works.

An application shall be lodged and approved by Cootamundra Shire Council under Section 68 of the Local Government Act for any new water, sewerage or drainage connection prior to the issue of a Construction Certificate.

All plumbing works must be undertaken by a licenced plumber or drainer. They must submit their Notice of Work (N.O.W) and pay for any associated inspections 48hrs before the first inspection. They also must submit a correct Sewer Service Diagram (S.S.D) for all works. The C.O.C and S.S.D. must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A).

The proponent shall comply with all requirements tabled under any approval issued under section 68 of the *Local Government Act 1993*, NSW Fair Trading and The Plumbing Code of Australia.

Reason: Statutory compliance.

(4) PCC Condition - Onsite Sewerage Management System.

An application shall be lodged and approved by Cootamundra Shire Council under Section 68 of the Local Government Act for the installation of an onsite sewerage management system prior to the issue of a Construction Certificate. Details of the proposed system are to be included with the application detailing the tank capacity, type and location and size of effluent disposal area.

The proponent shall comply with all requirements tabled under any approval issued under section 68 of the Local Government Act.

Reason: To comply with the requirements of Section 68 of the Local Government Act.

PRIOR TO COMMENCEMENT OF WORKS

(1) PCW Condition – Prior to Building Work Commencing.

The erection of a building in accordance with the development consent must not commence until:-

1. a construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
2. the person having the benefit of the development consent has:
 - a. appointed a principal certifying authority for the building work, and
 - b. notified the principal certifying authority that the person will carry out the building work as an owner-builder, if that is the case, and
3. the principal certifying authority has, no later than 2 days before building works commences:
 - a. notified the consent authority and the council (if the council is not the consent authority) of his or her appointment, and
 - b. notified the person having the benefit of the development consent of any critical stage inspections and other inspections that are to be carried out in respect to the building work, and
4. the person having the benefit of the development consent, if not carrying out the work as an owner-builder, has,
 - a. appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential work is involved, and
 - b. notified the principal certifying authority of any such appointment, and
 - c. unless that person is the principal contractor, notified the principal contractor of any critical stage inspection or other inspections that are to be carried out in respect of the building work.

***Reason:** To ensure compliance with the requirements of the Environmental Planning and Assessment Regulations.*

(2) PCW Condition – Signage.

Site signage shall apply and must be erected on the site in a prominent, visible position for the duration of the construction. The signage must include:

1. Statement that unauthorised entry to the site is not permitted
2. Show the name of the builder or another person responsible for the site and a telephone number at which the builder or other person can be contacted outside working hours
3. The name, address and telephone contact of the Principal Certifying Authority for the work

Any structures erected to meet the requirements of this condition must be removed when it is no longer required for the purpose for which it was erected.

***Reason:** To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

(3) PCW Condition – Notice of Commencement.

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

***Reason:** To meet the minimum requirements of the Environmental Planning & Assessment Regulation.*

(4) PCW Condition – Builders Toilets.

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

***Reason:** To ensure minimum standards of hygiene for onsite workers.*

(5) PCW Condition – Residential Building Work.

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:

1. In the case of work for which a principal contractor is required to be appointed:
 - a. In the name and licence number of the principal contractor, and
 - b. The name of the insurer by which the work is insured under Part 6 of that Act.
2. In the case of work to be done by an owner-builder:
 - a. The name of the owner-builder and,
 - b. If the owner builder is required to hold an owner builder permit under the Act, the number of the owner-builder permits.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under subclause (1) becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

***Reason:** Statutory compliance.*

(6) PCW Condition – Siting of Building.

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

***Reason:** To ensure the development is carried out on the correct allotment.*

(7) PCW Condition – Waste Storage During Construction.

Provision shall be made on site for the proper storage and disposal of waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. Paper, sheets of iron, ridge capping, cement and lime bags and the like.

Reason: *To ensure that the site is not a source of wind-blown litter.*

(8) PCW Condition – Soil Erosion Control.

Site erosion control measures shall be incorporated into site management during construction. Seepage and surface water shall be collected and diverted clear of the building site by a drainage system. Care shall be taken to ensure that no nuisance is created to adjoining properties or public space by way of sediment run off.

Reason: *To ensure that adequate measures are in place so that damage from sediment run off to adjoining sites and waterways is minimised.*

(9) PCW Condition – Underground Services.

The applicant shall locate and identify all existing underground services prior to commencement of works and ensure there shall be no conflict between the proposed development and existing infrastructure including areas external to the development site where works are proposed.

Reason: *To ensure the utility services are protected and satisfactory for the proposed development.*

DURING CONSTRUCTION

(1) DUR Condition – Works to be undertaken in Accordance with the Approval.

All proposed works to be undertaken are to be carried out in accordance with the conditions of development consent, approved construction certificate drawings and specifications.

Reason: *ensure all works are carried out in accordance with the development consent.*

(2) DUR Condition – Hours of Construction Site Works.

Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-

Monday to Saturday from 7.00am to 7.00pm

Sundays and public holidays from 9.00am to 12.00pm

The applicant is responsible to instruct and control subcontractors regarding hours of work.

Reason: *So that the development does not reduce the amenity of the area.*

(3) DUR Condition – Waste Removal.

All debris and any waste fill are to be removed from the site and disposed of at Cootamundra Garbage Depot, in the building refuse section of the garbage depot. Please note that a separate fee applies for disposal of waste at Council's waste depot. You should contact Council's Works Operations Manager for an estimate of costs in this regard.

Reason: *To ensure that the amenity and unsightly condition is minimised.*

(4) DUR Condition – Tree Protection - Nature Strip.

Existing trees which are located on the nature-strip shall be protected during the construction period.

Reason: *The Council's concern that the amount of vegetation in the Shire should continue to increase to improve the climate and appearance.*

(5) DUR Condition - BCA Compliance.

All building work (other than work relating to the erection of a temporary building) must be

carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

Reason: *To ensure the building complies with the BCA.*

(6) DUR Condition – Inspections.

The Principal Certifying Authority is to be given a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection nominated by the Principal Certifying Authority via the notice issued under Section 91A of the Environmental Planning and Assessment Act 1979.

All building work (other than work relating to the erection of a temporary building) must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate was made).

Reason: *To ensure that adequate time is given of required inspections.*

(7) DUR Condition – Restricted Public Access.

It is the responsibility of the applicant to restrict public access to the building site, building works or materials or equipment on the site when building work is not in progress or the site is otherwise unoccupied in accordance with WorkCover Regulations.

Reason: *To ensure public safety is maintained.*

(8) DUR Condition – Termite Protection.

The building and immediate surrounds shall be treated in accordance with Australian Standard 3660.1 for protection against subterranean termites, and a copy of the guarantee submitted to Council.

NB: If a chemical system is selected for use as a barrier against termite attack, a durable notice shall be attached to the house providing information relating to the treatment supplied and the chemical used. This notice should be affixed permanently in either the electric meter box or at the entrance to the subfloor area.

Whilst the Building Code of Australia (BCA) and AS 3660.1 prescribe measures for protection in relation to the structural elements of a building, there are many other elements which may be susceptible to termite attack. Council therefore, encourages builders and owners to take general protective measures against termite attack according to approved industry standards and practices.

No protective measure is permanent. Owners should therefore, arrange regular inspections of their building by appropriate experts.

Reason: *To protect the building from attack.*

(9) DUR Condition – Storm Water.

Storm water is to be discharged: -

1. Clear of the building and septic tank disposal area
2. To diffusion pit a minimum 3m from any building and in such a position that it does not cause nuisance to neighbours
3. To the requirements of the BASIX Certificate, and any overflows to be without nuisance

Reason: *To ensure that roof water is disposed of without nuisance to neighbours, without overloading Council's laneways system and so as to minimise input to the ground water system*

(10) DUR Condition – Water Proofing - Wet Areas.

An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's

licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the

Council or an accredited Private Certifying Authority. The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

Reason: *To ensure that water proofing of internal wet areas are competently carried out to the required Standard and Code of Practice.*

(11) DUR Condition – Slab on Ground Construction.

The following points must be complied with: -

1. Internal floor level must be a minimum of 150mm above the external finished surface level adjacent to the building
2. External paths and ground surface adjoining the walls of the building must be graded and drained away from the dwelling in such a manner as not to cause a nuisance

Reason: *To ensure minimum requirements for surcharge gully heights are met and to minimise problems caused by flooding.*

(12) DUR Condition – Scalding.

The Hot Water System to the bathroom/ensuite is to be set not to exceed 50°C to prevent accidental scalding of children and the infirm. The licensed Plumber is to complete the attached certificate of compliance for the completed installation.

Reason: *Statutory requirement.*

(13) DUR Condition – Smoke Alarms.

Install AC operated hard wired smoke alarms as per Australian Standard AS3786 to the building, where there is more than one smoke alarm installed all alarms must be interconnected.

Reason: *To provide for fire safety in residential buildings.*

(14) DUR Condition – Storm Water / Ground Water Diversion.

Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable ag drain or dish drain.

Reason: *To minimise the opportunity for ponding and flooding.*

(15) DUR Condition – Residential Driveway Safety Requirements.

The connecting door to the garage/shed from the dwelling shall comply with the requirements within 'Residential Driveway Safety Requirements' of the Cootamundra Development Control Plan (DCP) 2013.

If a door adjoins a 'covered vehicle area' on or within the *immediate adjoining wall* (parallel or at any angle thereto but not including the front entrance door to the dwelling), the door must have at minimum the following to comply:

- Door shall swing inward of the dwelling,
- No sliding or concertina door of any type to be used,
- The door leaf shall be fitted with a hydraulic self-closing fixture that is at minimum a size 2 spring strength in accordance with AS4145.5.
Note: In the case of unusually high or heavy doors, windy or draughty conditions, or special installations a larger power size of door closer should be used); and
- any door latch or passage set shall be installed at a minimum of 1500mm above finished floor level; and
- Any bolt or function that could, in normal usage, render a door leaf non-self-latching shall not be incorporated.
Note: A non-self-latching bolt (e.g. a dead bolt) will prevent the door from closing if left protruding while the door is open. Any electrically operated locking devices or bolts shall be self-latching in the event of power failure and any activation switches installed 1500mm above finished floor level.

- If pairs of doors are used both leaves are to be self-closing and self-latching and shall include a selective sequence closing device.

NOTE: for the purpose of this condition, *immediate adjoining wall* includes any wall of a dwelling or part thereof within 3 metres of the bounding construction of the 'covered vehicle area' whether attached or covered or not.

Reason: *To incorporate building design elements and prevention methods that could reduce the risk of Low Speed Roll Overs (LSRO) associated with residential dwellings.*

POST CONSTRUCTION

(1) POC Condition – Occupation of Building.

A person must not commence occupation or use of the whole or any part of the buildings unless an occupation certificate has been issued by the appointed Principal Certifying Authority.

Reason: *So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

(2) POC Condition – Compliance Certificates.

Prior to occupation of the building an Occupation Certificate is to be obtained. If Council is requested to issue the Occupation Certificate, all relevant compliance certificates must be submitted.

Reason: *So that the development is substantially completed to a safe standard to allow use or occupation of said building.*

(3) POC Condition – BASIX.

The development is to be carried out in accordance with the current BASIX certificate and schedule of commitments approved in relation to this development.

Prior to an Occupation Certificate being issued, the applicant is to provide certification certificates to the PCA which specifies that all commitments listed in the BASIX Certificate have been completed.

Reason: *To ensure the development meets State Government energy and water efficiency targets*

(4) POC Condition – Property Identification.

Street numbers of a size and type satisfactory to Council being affixed to the building or fence. Such numbers to be clearly visible from the street.

In rural areas, the number should be affixed near your property entrance at the fence line. The property is 15

Reason: *To ensure that the development is clearly identifiable and easily found by emergency, trade and other services.*

ONGOING USE

(1) USE Condition – Clean and Tidy.

The premises are to be maintained in a clean and tidy condition at all times.

Reason: *So that the development does not reduce the amenity of the area.*

(2) USE Condition –Amenity General.

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil, by causing interference to television or radio reception or otherwise.

Reason: *So that the development does not reduce the amenity of the area.*

VOTING RECORD	
FOR RESOLUTION	AGAINST RESOLUTION
Cr Charlie Sheahan (Mayor) Cr Leigh Bowden Cr Les Boyd Cr Logan Collins Cr Trevor Glover Cr David Graham Cr Gil Kelly Cr Abb McAlister	Nil
ABSENT	DECLARED INTEREST
Cr Penny Nicholson	Nil

CARRIED**8.5 REGULATORY SERVICES****8.5.1 REGULATORY REPORT****RESOLUTION 229/2022**

Moved: Cr David Graham

Seconded: Cr Les Boyd

The Regulatory Report for June, 2022 be noted.**CARRIED****8.6 ASSETS**

Nil

8.7 CIVIL WORKS**8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JUNE 2022****RESOLUTION 230/2022**

Moved: Cr Abb McAlister

Seconded: Cr Logan Collins

That the Civil Works and Technical Services Report for the month of June 2022 be noted.**CARRIED**

8.8 TECHNICAL SERVICES**8.8.1 CGRC DEVELOPMENT STRATEGY****RESOLUTION 231/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Trevor Glover

- 1. Council note the report on the Cootamundra-Gundagai Regional Council Development Strategy.**
- 2. The Interim General Manager be delegated to proceed with the sale of 39 Harold Conkey Drive, Cootamundra with a further report to be provided to a future meeting.**

CARRIED

8.8.2 NSW LOCAL ROADS CONGRESS 2022**RESOLUTION 232/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

This report in relation to the NSW Local Roads Congress be received and noted.

CARRIED

8.9 FACILITIES**8.9.1 SHERWOOD FOREST DRAFT MASTER PLAN****RESOLUTION 233/2022**

Moved: Cr Abb McAlister

Seconded: Cr David Graham

This matter be deferred to the July 2022 Meeting.

CARRIED

8.10 WASTE, PARKS AND RECREATION**8.10.1 WASTE, PARKS & RECREATION SERVICES MONTHLY WORKS REPORT****RESOLUTION 234/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

The Waste, Parks & Recreation Monthly Works Report be received and noted.

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

Nil

The Meeting closed at 7.38pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 26 July 2022.

.....
CHAIRPERSON

.....
GENERAL MANAGER

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - LIVVI'S PLACE

DOCUMENT NUMBER	374001
AUTHORISING OFFICER	Les McMahon, Interim General Manager
REPORTING OFFICER	Charlie Sheahan, Mayor
ATTACHMENTS	Nil

RECOMMENDATION

1. Council congratulate the Cootamundra-Gundagai Regional Council Staff, and all involved, in the design and construction of the Livvi's Place Playground, for their achievement in winning the Australian Sport, Recreation and Play Innovation Award 2022 for Playground Design.
2. The information in the Mayoral Minute be received and noted.

Introduction

I would like to notify Council and the community that the 'Touched by Olivia Foundation' has won the Australian Sport, Recreation and Play Innovation Awards 2022 in Playground Design, for the Livvi's Place playground located at Albert Park in Cootamundra.

The award category won was Playground Design - *Designs and developments that allow and encourage more children to play, have fun and be active.*

I would like to congratulate the Staff at Cootamundra-Gundagai Regional Council that assisted in the design and construction of the playground. This is a nationally recognised award and is quite an achievement for Council and the Community.

6.2 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	373708
AUTHORISING OFFICER	Les McMahon, Interim General Manager
REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
ATTACHMENTS	Nil

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

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

21 June 2022

Cr McAlister attended a Prince Alfred Bridge meeting.

23 June 2022

Cr Nicholson attended a Department of Tourism (DOT) meeting at Gundagai.

Cr McAlister attended a Goldenfields Water meeting.

Cr McAlister and I attended a Dog on the Tuckerbox meeting with developers.

Cr McAlister represented Council at Gundagai Cricket Association Life Membership Presentations.

Cr Sheahan (Mayor) attended a Riverina Eastern Regional Organisation of Councils (REROC) Board meeting.

Cr Sheahan (Mayor) attended a Joint Organisations Board meeting.

25 June 2022

Crs Bowden (Deputy Mayor), Collins, Glover, Nicholson, McAlister and I attended the National Aborigines and Islanders Day Observance Committee (NAIDOC) Corrobboree meeting.
(Commemorating 170th Anniversary of the Great Flood and the bravery of Yarra and Jacky Jacky).

Crs Collins and Glover travelled to Adjungbilly to view possible Transfer Station sites

26 June 2022

Crs Nicholson and Collins attended the National Aborigines and Islanders Day Observance Committee (NAIDOC) Family Day.

Cr Collins Attended the 'Sundy in Gundi' Markets.

27 June 2022

Cr Bowden (Deputy Mayor) and I attended a meeting with the Interim General Manager and Acting Deputy General Manager.

28 June 2022

Crs Bowden, Collins, Glover and I attended the Opening of Livvi's Place at Albert Park.

Crs Bowden (Deputy Mayor), Nicholson, McAlister, Graham, Collins, Glover, Kelly, Boyd and I attended a Council Workshop and Ordinary Council meeting.

29 June 2022

Cr Bowden (Deputy Mayor) attended the Business Cootamundra Board meeting.

30 June 2022

Cr Bowden (Deputy Mayor) and I created a video chat for CGRC website and FB Page.

Cr Sheahan (Mayor) attended the Adina Care Board of Directors meeting.

1 July 2022

Cr Bowden (Deputy Mayor) attended a Business Gundagai Networking event.

4 July 2022

Cr Bowden (Deputy Mayor) and I attended a meeting with the Interim General Manager and Acting Deputy General Manager.

5 July 2022

Cr Glover July met with Acting Deputy General Manager and Acting Manager Regulatory Services.

6 July 2022

Crs Bowden (Deputy Mayor), Glover and I attended the National Aborigines and Islanders Day Observance Committee (NAIDOC) Flag Raising Ceremony and morning tea, hosted by Cootamundra-Gundagai Regional Council (CGRC).

Cr Bowden (Deputy Mayor) attended the Community Meeting at Stockinbingal with the Interim General Manager.

7 July 2022

Cr Nicholson attended the combined Cootamundra Tourism Action Group & Gundagai Tourism Action Committee meeting in Cootamundra.

7-10 July 2022

Cr Bowden (Deputy Mayor) attended the Australian Local Government Women's Association (ALGWA) NSW Conference at Fairfield.

8 July 2022

Cr Sheahan (Mayor) attended a Riverina Joint Organisations Workshop.

11 July 2022

Cr Bowden (Deputy Mayor) and I attended a meeting with the Interim General Manager and Acting Deputy General Manager.

Cr Bowden (Deputy Mayor) attended a meeting with Grant Johnson, Inland Rail.

12 July 2022

Crs Bowden (Deputy Mayor), Glover, Graham, Kelly, Nicholson, McAlister, and I attended the Councillor Workshop in Gundagai.

Crs Glover and Graham attended an Audit, Risk and Improvement Committee meeting in Cootamundra.

13 July 2022

Cr Glover attended a Riverina Regional Library meeting in Wagga Wagga.

Cr Glover attended a Muttama Hall s.355 Committee meeting.

16 July 2022

Cr Glover attended the Cootamundra Rugby Union's appreciation "thank you" function.

18 July 2022

Cr Bowden (Deputy Mayor) attended a meeting with the Interim General Manager and Acting Deputy General Manager.

19 July 2022

Cr McAlister attended a Prince Alfred Bridge meeting.

21 July 2022

Crs Bowden (Deputy Mayor) Nicholson and Collins attended The Art Centre Cootamundra Annual General meeting.

Cr Collins met with the Local Traffic Advisory Committee to inspect Parker Street, Cootamundra

22 July 2022

Cr Bowden (Deputy Mayor) and I attended a meeting with the Mayor, Interim General Manager, Acting Deputy General Manager and Consultant Project Manager.

23 July 2022

Cr Bowden (Deputy Mayor) and Cr McAlister attended the 10th Anniversary Dinner of 7th Light Horse Gundagai.

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON TUESDAY 12 JULY 2022

REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Linda Wiles, Coordinator Business
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 Audit, Risk and Improvement Committee (ARIC) Meeting held on Tuesday 12 July 2022

RECOMMENDATION

The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Tuesday 12 July 2022 (attached) are submitted for adoption.

Minutes

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

10AM, TUESDAY 12th July, 2022

Administration Centres: 1300 459 689

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON TUESDAY, 12 JULY 2022 AT 10AM**

PRESENT: Chairperson Tony Donoghue, Ms Courtney Armstrong, Cr David Graham, Cr Trevor Glover
IN ATTENDANCE: Interim General Manager Les McMahon, Finance Manager John Blackman, Acting Manager Business Linda Wiles

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES

2.1 MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING HELD ON TUESDAY 5 APRIL 2022

COMMITTEE RESOLUTION

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held on Tuesday 5 April 2022 be confirmed as a true and correct record of the meeting.

CARRIED

3 REPORTS

3.1 ANNUAL ENGAGEMENT PLAN (EAP)

COMMITTEE RESOLUTION

Moved: Cr David Graham

Seconded: Ms Courtney Armstrong

The Annual Engagement Plan (EAP) for the audit of the Cootamundra-Gundagai Regional Council's financial statements for the year ending 30 June 2022, attached to the report, be received and noted.

CARRIED

3.2 INTERNAL AUDIT AND EXTERNAL AUDIT RECOMMENDATIONS REGISTERS

COMMITTEE RESOLUTION

Moved: Cr Trevor Glover

Seconded: Ms Courtney Armstrong

The updated Internal Audit and External Audit Recommendations Registers, attached to this report, be received and noted.

CARRIED

3.3 CONTRIBUTION PLAN

COMMITTEE RESOLUTION

Moved: Cr David Graham
Seconded: Ms Courtney Armstrong

The Contribution Plans Audit Methodology and Report, attached to this report, be held over until the November 2022 meeting.

CARRIED

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

COMMITTEE RESOLUTION

Moved: Cr David Graham
Seconded: Ms Courtney Armstrong

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

CARRIED

3.5 OTHER BUSINESS

COMMITTEE RESOLUTION

Moved: Cr Trevor Glover
Seconded: Ms Courtney Armstrong

The Interim General Manager prepare a report to Council outlining the concerns of Rural Fire Service (RFS) ‘Red Fleet’ being recorded as Council assets.

CARRIED

The Meeting closed at 11:41am.

The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee Meeting held on 1 November 2022.

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CHAIRPERSON


.....

GENERAL MANAGER

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 REVIEW OF COUNCIL FINANCES - FINCH CONSULTING

DOCUMENT NUMBER	373839
REPORTING OFFICER	Les McMahon, Interim General Manager
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	The cost of the report and consultation is \$9,750 ex GST, plus travel and accommodation estimated at \$2000.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Financial Review report from Finch Consulting ↓ 

RECOMMENDATION

1. That Council accept the report by Finch Consulting and the review of Council finances as at July 2020
2. That the seventeen (17) recommendations of the report, as listed, be received;
 - (a) Review the 2022/23 Operating Budget with a view to improving the operating result in General Fund. The review should also consider the matter raised on page 14 of the attached report.
 - (b) Revisit the Long-Term Financial Plan for all funds to ensure financial sustainability over the longer term, including the adoption of surplus budgets. Consider budget repair strategies as outlined on page 15 of the attached report.
 - (c) Revisit budget drafting techniques and processes to incorporate a “zero based” budgeting approach with appropriate input from Managers.
 - (d) Adopt a Reserves policy that ensures a minimum of \$3m is available as unrestricted cash to fund working capital requirements before setting aside funds as Internal Restrictions.
 - (e) Consider rationalising the number of Internal Restrictions to ensure they are fully funded and supported by a Council resolution.
 - (f) Modify the budget reporting framework to ensure that there is clear disclosure of operating results and remaining estimates by fund, capital budget funding sources and detailed commentary on adverse trends known to management.

- (g) Consider a fourth quarter budget review report to ensure that Council's financial position and performance is sound and that the budget for the ensuing year is based on current information.
 - (h) Establish an appropriate Project Management framework that is best practice, together with a reporting architecture that ensures accountability for budget variances. Projects should not be initiated in the General Ledger unless there is a fully funded budget allocation.
 - (i) Implement annual Performance Reviews for Managers which incorporates KPIs for budget performance.
 - (j) Ensure that Managers periodically report on their budget outcomes at regular Executive/Manager meetings.
 - (k) Review and update the existing Investment Policy and consider the appointment of an investment advisor to improve portfolio performance.
 - (l) Consider the effectiveness of the Council's Finance Committee. If the Committee is to be maintained, Council should adopt a suitable Terms of Reference which complies with accepted meeting practice and reporting and is not in conflict with the Terms of Reference (Charter) of the Audit, Risk and Improvement Committee.
 - (m) Ensure that the Audit, Risk and Improvement Committee complies with its existing Charter. Implement a review of the Charter to incorporate current legislation, audit standards and the OLG's proposed Internal Audit and Risk Management Framework. The inclusion of clearer guidelines in relation to the overview of financial management and performance should also be considered.
 - (n) Review the membership of the ARIC to ensure that collectively there is a broad range of skills and experience relevant to the Committee's responsibilities. Total membership should be an odd number to avoid quorum issues. Although there may be a cost to Council, the appointment of a prequalified Chair should be given serious consideration.
 - (o) Review all Policies that are overdue for review. Ensure that adopted policies are appropriately implemented across the organisation and that compliance is regularly monitored.
 - (p) Consider introducing a training program for Councillors on the basics of local government accounting and interpretation of financial reports.
 - (q) Ensure that sufficient resources are provided within the organisation to address the above recommendations.
3. That the Finance Manager report back to the Council on each recommendation and the actions taken.

Introduction

I have after consultation with the Mayor, initiated a report on the review of Council finances, following my concern on the processes and financial status of Council.

Mr Bob Finch of Finch Consulting was engaged to undertake the review under the terms of engagement, detailed below:

1. Undertake an independent review of the Council's financial performance and current position with the focus on:
 - (a) Performance against the Operating Budget and Strategic Plan (*note: General Fund 2020/21 accounts appear unfunded*)
 - (b) Utilisation and funding of Reserves. (*Note: The majority of Internal Restrictions in 2020/21*)
 - (c) Sustainability and funding of Capital Works
2. Review the systems and processes supporting the finance functions. (This review will not be an audit under the Auditing Standards but a desktop analysis via review of documentation and staff enquiry during an on-site visit).
3. Examine the effectiveness of financial reporting to the elected Council.

Discussion

Mr Finch has 45 years professional career speciality in both internal and external Local Government audits with client portfolios of up to fifteen (15) Councils. He is a long-term board member of the LG Audits Association and Chair for many years. He has served on a number of Audit and Risk Committees and has undertaken a number of council financial reviews, including two reviews for Wingecarribee Shire Council and Armidale Regional Council.

Mr Finch was engaged by me at Wingecarribee Shire Council when I was appointed Acting General Manager last year. In that council, Mr Finch had made many recommendations to improve the efficiency of the organisation and I expect the same to occur here.

The final report by Finch Consulting has seventeen (17) recommendations. I have requested that the Finance Manager report back to Council on each of these recommendations.

Financial

The cost of the report and consultation is \$9,750 ex GST, plus travel and accommodation estimated at \$2000.

Finch Consulting

ABN 364 304 931 06

GPO Box 389

Armidale NSW 2350

18 July 2022

Interim General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

Dear Sir,

Review of Council Finances

In accordance with an engagement agreement dated 30 May 2022 we have been commissioned to undertake a review of Councils finances, specifically:

- a. Performance against the Operating Budget and Strategic Plan.
- b. Utilisation and funding of Reserves.
- c. Sustainability and funding of capital works

Our review has been conducted with the assistance of the Council's Finance Team. We would like to commend the Manager Finance and his team for their valuable assistance in providing the necessary information and documentation during the course of the review and responding to queries in a timely manner.

The capacity to interview Management Team members was restricted as key personnel employed in the early years are no longer with Council.

From a governance perspective we have relied on Council resolutions and reports presented to Council or Council Committees. We have not considered reports, discussions or decisions that may have been part of Councillor workshops.

Recommendations arising from our review are included on page 17/18 of the report.

We would be happy to respond to any questions in relation to this review

Yours faithfully



Robert Finch
Finch Consulting

Review of Council Finances

1. Background

The Cootamundra-Gundagai Regional Council (CGRC) was formed on 13 May 2016 as a result of the amalgamation of the former Cootamundra Shire Council (CSC) and Gundagai Shire Council (GSC). The Council governance structure operated under an Administrator until Sept 2017 and an elected Council since Sept 2017.

The audited General Purpose Financial Reports of the former entities for the period ended 12 May 2016 (11.5 months) indicate that both Councils achieved modest surpluses and were in a relatively stable financial position, but with limited reserves to fund future commitments and asset renewals and doubts over future financial sustainability.

The two former entity Financial Reports disclosed cash and investment balances (excluding external restrictions) of \$12.4m for CSC and a smaller balance of \$2.9m for GSC, giving a combined \$15.3m transferred to the new Council. The General Fund unrestricted current ratio for CSC was 5.1 and GSC 3.1. The industry accepted minimum benchmark is 1.5. Combined Loan liability stood at a relatively low \$4.2m as at 12 May 2016.

The Boundaries Commission has submitted a report to the Minister for Local Government on a proposal to effectively demerge the Council. Our report and the recommendations assume that CGRC will continue as a going concern.

As a merger incentive, the NSW Government provided CGRC with \$15m in grants comprising Community Projects (\$1m), Merger Implementation costs (\$5m) and Major Capital Projects (\$9m).

The \$1m from the Community Grants Program was distributed to not-for-profit community groups during 2016/17. Merger Implementation grants of \$5m were expended over three years ending June 2018. We have not considered whether Council has received value for money for merger implementation expenditures.

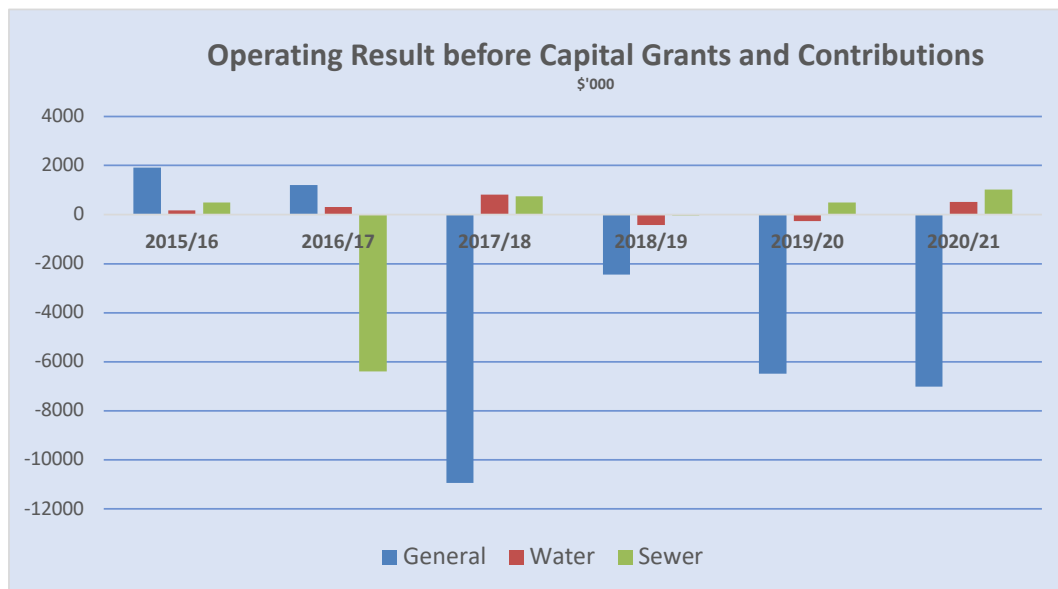
2. Past Financial Performance

In assessing Council's financial performance since the merger we have relied upon the annual audited Financial Statements and associated Special Schedules together with Quarterly Budget Review (QBR) reports.

The audited Financial Statements of the CGRC disclose the following consolidated operating results since merger.

The audited Financial Reports are consolidated accounts for the General, Water and Sewer Funds. The Water and Sewer Funds are restricted funds to the extent that their financial resources cannot be utilised to fund General Fund operations or capital projects without Ministerial approval.

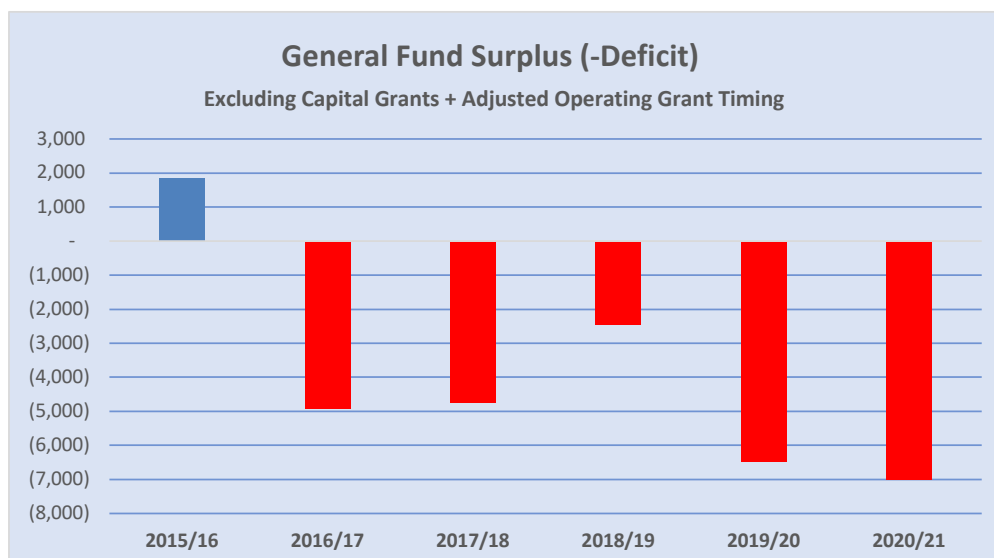
Review of Council Finances



Water and Sewer Funds recorded modest surpluses in most periods other than 2016/17 when the Sewer recorded a deficit of \$6.4m due to significant re-valuation impairment.

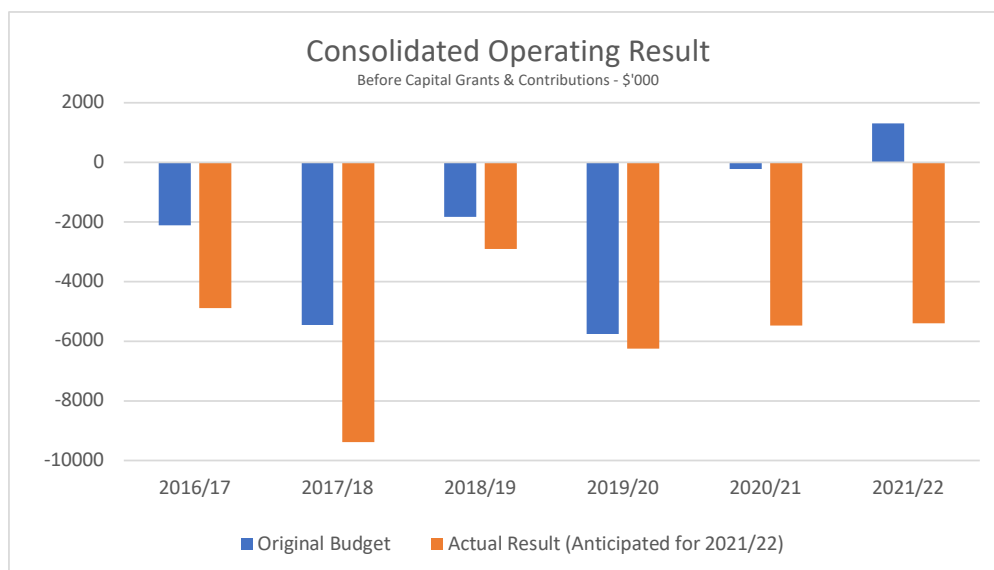
The General Fund operating surplus reported in 2016/17 includes merger grants totalling \$6m, of which \$3.7m was carried forward for expenditure in subsequent years. In addition, the Federal Government provided an advance for the 2017/18 Federal Assistance Grant which was treated as income in the 2016/17 financial year.

The following graph demonstrates the General Fund surplus/(deficit) position for each year had the above grant incomes been recognised in the year of expenditure. *(The 2015/16 bar relates to the combined surplus result of the former Councils).*



Review of Council Finances

The consolidated operating results were also unfavourable compared with the original adopted budgets.



Of significance, is the substantial operating deficit compared to budget in financial years 2017, 2018 and 2021 and anticipated for 2022. Over the five year period to FY2021, accumulated deficits exceeded the original budget by a total of \$15.8m.

2021/22 Financial Year results are still subject to finalisation and audit, however the third quarter budget review submitted to Council on 31 May 2022, anticipates a consolidated operating deficit before capital grants and contributions of \$5.4m. This compared with the original budget surplus of \$1.3m.

Councils' inability to achieve budget expectations since merger has significantly impacted on available funding for future capital works and reserves.

OPERATING REVENUES

Income from general fund rates and annual charges has not grown to match the rate of expenditure, mainly due to the impact of a Rates freeze. The lack of growth in "own source" revenue has contributed to Councils current financial standing.

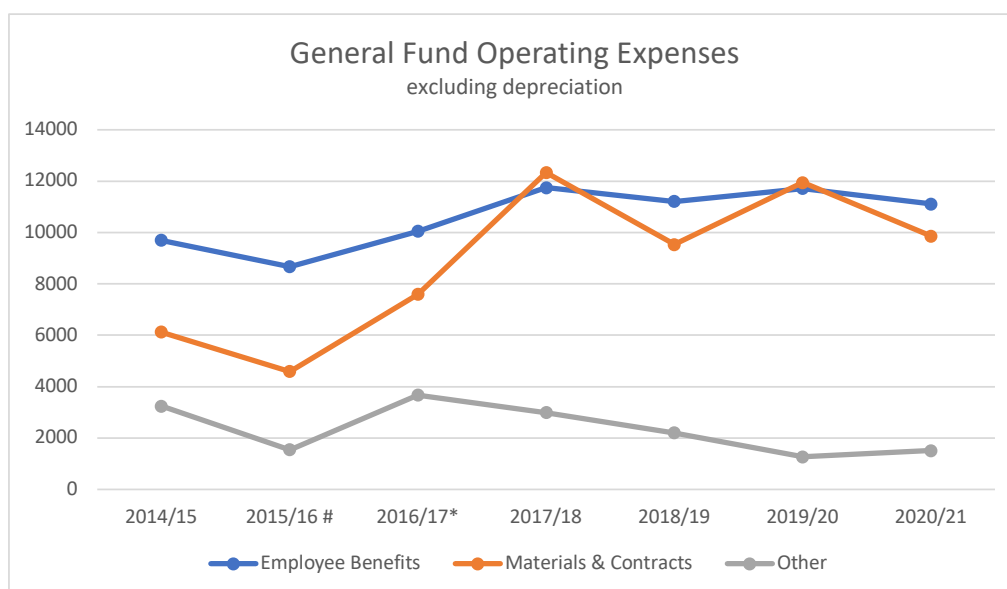
The ability to generate own source revenue remains a challenge for many rural councils, who are more reliant on external funding from grants. In 2018-19 the Audit Office reported that 68% of rural Councils did not achieve the own source operating revenue benchmark of >60%. For the last five years Council has an average ratio of 54%. For the financial year 2021 the ratio was 50%.

Review of Council Finances

OPERATING EXPENSES

General Fund Operating deficits have arisen as a result of marked increases in operating expenses which have not been matched by increases in revenue.

The following graph demonstrates that employee benefits and materials and contracts have increased significantly compared with the two years prior to merger. *(Note: The audited Financial Reports of the respective Councils for 2015/16 # cover a 10.5 month period and the 2016/17* reports cover a 13.5 month period. In attempting to compare the operating expenses of the Council both pre and post merger, pro-rata adjustments have been made to the following graph for these respective years to approximate a twelve month reporting period. It is accepted that the apportionment methodology may result in some inaccuracies between the two years, however the purpose is to highlight trends.)*



Employee Benefits increased as a result of an increase in EFT staff, harmonisation of award rates and contract staff terminations.

Employment benefits and oncosts (before capitalisation) have grown by approximately 28% since 2015/16 reflecting the growth of equivalent fulltime staff (EFT) of 8.9% since 2015/16, but the expenditure was within budget expectations. As at June 2020, Council had a population of 76 per each EFT staff member compared with OLG published group 11 average of 84.

The increase in EFTs together with award harmonisation and rate increases has led to a higher cost organisational structure without any realisation of economies of scale expected from the merger. The use of contract staff for project management and to temporarily fill key positions has also impacted on the cost base.

The **Materials and Contract** category incorporates raw materials, consumables, contractor and consultancy costs. An increase was to be expected, given the subsequent expenditure

Review of Council Finances

of the \$5m Merger Operating Grant. However, after adjusting for merger grant expenditure, there are still apparent substantial over expenditures averaging \$4.1m per annum for the five years ending FY2021 when compared with the pre-merger average.

It is apparent that budgetary control over the Merger Grants and other project expenditure was inadequate. The existence of appropriate project management protocols, budgetary controls and reporting accountability appeared lacking in the FY2017 and FY2018. There was no budget allocation to specific merger projects in the ledgers and project managers appeared to have been given freedom to complete projects without budget accountability.

Whilst Council's cost base has increased substantially, anecdotal evidence suggests that there has been a positive increase in service levels and infrastructure improvement.

Further analysis of these results follows:

Financial Years 2016/17

Council's first operational plan was adopted on 25 Jul 2016 and included the consolidation of the two separate 2016/17 operating plans of the former Councils.

In its first year of operations, the new Council appeared to be struggling in consolidating accounting systems and processes and managing projects. The two general ledger systems were not consolidated until April 2018 and budgetary controls over projects appeared inadequate or non-existent. Therefore, it would have been challenging to obtain any meaningful management reporting in a timely manner.

Management is required to provide council with quarterly budget review reports detailing actual versus budget income and expenditure. The Regulations also require that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer believes the report indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure.

Council considered the third quarter budget review report at its meeting on 29 May 2017. As nine months of actual results had been recorded, Council should have been in a position to more accurately determine the anticipated operating result at year end.

This QBR report anticipated a consolidated operating surplus (excluding capital grants and contributions) of approximately \$790,000 by 30 June 2017. This projection included the \$5m in merger operating grants that had to be disclosed as operating revenue in the year of receipt in accordance with the Accounting Standards. The actual consolidated result as disclosed in the audited financial statements was a deficit of \$4.8m mainly due to a revaluation impairment of \$6.9m in Sewer assets.

The General Fund, after excluding \$3.2m in unexpended Merger Grants and \$2.4m in FAG grants received in advance, recorded a deficit \$4.4m.

Review of Council Finances

Financial Year 2017/18

The Consolidated Operating Result graph on page 4 demonstrates that Council recorded an operating deficit (excluding capital grants and contributions) of \$9.4m. This result compares unfavourably with the original budget deficit of \$5.4m. Part of the variance is due to the carry-over of approximately \$3.2m in Merger Project expenditure from the previous year, whereas the grant income was booked to the 2016/17 financial year.

Council continued to operate two separate ledgers until April 2018. The third quarter budget review report in May 2017 included a qualification to the effect that the *“third quarterly budget review has been produced from the two separate financial systems that currently exist at Cootamundra and Gundagai, and the accuracy of the information is dependent on the internal controls in place in those two systems”*.

This qualification would suggest that management had some doubts about the accuracy of the information being provided to Council.

The third quarter review was presented to Council 22 May 2018. With only a little over a month to go before year end, it would be expected that any substantial blowout in the budget would be apparent. The review indicated that the estimated operating deficit at year end would be a deficit \$5.9m. The actual consolidated result at year end was \$9.4m with the General Fund recording a deficit of \$10.9m.

Significant growth in General Fund Employment Benefits and Material and Contracts have contributed to the result. Even after excluding the \$3.2m in one off merger grant expenditure the total cost in these two categories exceeded that of the predecessor Councils by 35%.

Expenditure on fixed assets amounted to \$11.1m compared with the original budget of \$9.8m. As the consolidated deficit exceeded the depreciation expense, funding of this expenditure relied on capital grants and cash reserves rather than operating revenue.

The report on the on the adoption of audited Financial Statements at the Council meeting of 11 Dec 2018 provided no explanation as to the significant budget variance, other than a statement that *“Council remains in a satisfactory financial position with adequate reserves to meet current commitments”*.

As the Operating Plan for 2018/19 was being drafted at the same time as the third quarter budget review, the impact of the budget variance, which may not have been apparent until the completion of the audit in Dec 2018, was not factored into the 2018/19 budget.

Financial Years 2018/19

The net consolidated Operating Result (before capital grants and contributions) for 2018/19 was a deficit of \$2.9m. this result compares with the original budget deficit of \$1.8m. General Fund recorded a deficit of \$2.4m. This result was after recording an additional \$3.4m in Stronger Communities Grants.

Whilst the variation between the original budget and the actual operating result was not significant, progressive reporting of the expected result during the year varied considerably.

Review of Council Finances

The Finance report presented to Council on 30 Apr 2019 indicated that “no major concerns had been identified”. The third quarter Budget Review tabled on 28 May 2019 advised Council that the original budget deficit of \$1.8m would revert to a surplus of \$3.3m. A further Finance report to the Council meeting of 29 Jun 2019 confirmed that “There are no major concerns identified, with most variances attributable to timing”. With the finalisation of the audited Financial Statements, the expected surplus of \$3.3m reverted to a deficit of \$2.9m.

Capital expenditure amounted to \$20.9m compared with an ambitious original budget of \$32.1m. The approved Operating Plan included “routine” capital expenditure of \$6.4m and “major projects” amounting to \$25.7m. Grant funding for capital works was estimated at \$13.6m, which meant that after utilising the net operating surplus before depreciation, Council intended drawing on \$9.9m in Reserves.

Financial Year 2019/20

After a reasonable operating result in the 2018/19 year, Council approved a 2019/20 Operating Plan that anticipated a significant operating deficit of \$5.7m. The actual operating result was a deficit of \$6.2m.

The original budget again provided for an ambitious capital works program totalling \$29.6m. Funding for these projects relied on drawing down \$14.4m in cash reserves. Project delays resulted in actual expenditure of only \$21.9m, thus delaying a significant draw down on the majority of Council’s unrestricted cash.

Financial Year 2020/21

Council approved an original budget for the 2020/21 with a modest deficit of \$221,000, which was appropriate given the poor financial performance in earlier years.

However, ineffective budgetary control again prevailed, resulting in an actual consolidated deficit of \$5.4m.

The second quarter Budget Review report considered by Council on 27 Jan 2021 stated that “no budgetary concerns have been identified” and the third quarter Budget Review, considered by Council on 25 May 2021 predicted a budget surplus \$506,000.

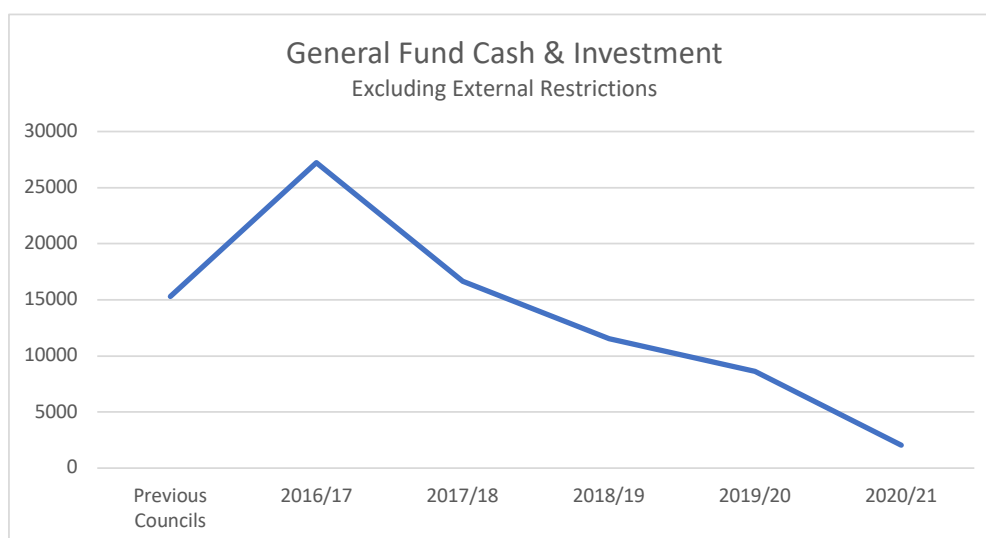
The original capital budget of \$25.5m was all but expended resulting in a further reduction in unrestricted cash reserves of \$6.7m.

3. Current Financial Position

Since amalgamation, the General Fund’s financial standing has substantially eroded. The last audited Financial Reports of CSC and GSC for the period ended 12 May 2016 disclose combined Net Current Assets for General Fund amounting to \$18.3m compared with a balance of \$4.2m for CGRC as at 30 June 2021.

The practice of deficit budgeting and Council’s inability to operate within budget over the last five years has had a substantial impact on cash reserves. The following graph demonstrates the significant decline in unrestricted cash since merger.

Review of Council Finances



The increase in 2016/17 is attributable to the \$14m in Merger Operating and Capital Grants, the majority of which was not expended until future years.

Net Current Assets

The Net Current Asset balance is an important financial performance indicator because it is a measure of Council's capacity to fund day to day working capital needs, meet liabilities or unexpected expenditures arising in the next twelve months and the ability to fund reserves.

Included in current assets is cash that is externally restricted. External restrictions include unexpended grants, contributions and loans for specific purposes and are therefore not available to fund day to day working capital needs.

Council may also elect to set aside cash in Reserves (Internal Restrictions) to fund future projects. Where cash is internally restricted, it is not available to fund working capital unless Council resolves to utilise such reserves accordingly.

The internal Restrictions recorded in the audited Financial Statements as at 30 June 2021 are as follows

Internal restrictions

Council has internally restricted cash, cash equivalents and investments as follows:

Plant and vehicle replacement	1,645
Employees leave entitlement	1,752
Aerodrome bitumen resurfacing	166
Bradman's birthplace	83
Cootamundra caravan park	132
Development	1,897
Heritage centre	20
Prepaid financial assistance grant	2,802
Quarries and pit restoration	239
Southern Phone Proceeds	780
Cemetery	59
Waste Management	413
Saleyards	15
Total internal restrictions	10,003

Review of Council Finances

Our assessment of the working capital balance of Council As at 30 June 2021, was as follows:

Working Capital 30 June 2021	General Fund	Water Fund	Sewer Fund
	\$'000	\$'000	\$'000
Net Current Assets			
Current Assets	17,870	4,336	10,195
Current Liabilities	(10,785)	(692)	(1,616)
ELEs and Payables > 12 Mnths	4,043	-	-
Adjusted Net Current Assets	11,128	3,644	8,579
Less: External Restrictions	6,005	-	-
Unrestricted NCA	5,123	3,644	8,579
Less: Internal Restrictions (Reserves)	10,003	-	-
Available to fund Working Capital	(4,880)	3,644	8,579

The above table demonstrates that the general fund had a negative working capital balance after funding internal restrictions.

An alternative approach in assessing working capital needs is to consider the utilisation of cash and investments. As at 30 June 2021, Council's General Fund had \$8m in current cash and investments. There were significant delays in lodging grant claims before year end so an additional \$7.2m needs to be added to cash to reflect the expected cash balance had those claims been paid. After deducting both external and internal restriction from the adjusted cash balance of \$16m, this cash balance reduces to \$200,000 which we believe is insufficient to fund working capital needs.

We are therefore of the view that Council did not have the financial capacity to fully fund internal restriction (reserves) in 2021 or alternatively that internal restrictions in 2021 were being partly funded by cash needed for working capital.

We believe that an appropriate working capital balance for a Council the size of CGRC is approximately \$3m. Had this formula been applied at year end there would have been a shortfall of \$7.8m in cash available to fund the \$10m in internal restrictions.

The decline in Net Current Assets since merger is due in part to Council adopting operating budget deficits and actual operating expenditure substantially exceeding budget, thus exacerbating the deficits, together with major project expenditure overruns.

Financial Year 2021/22

The finalisation of the accounts and audit for 2021/22 will still be in progress over the next few months, so our comments are qualified to the extent that we have relied on budget review reports to Council rather than audited Financial Statements.

The third quarter budget review report to Council on 31 May 2022 indicates that Council's original consolidated budget surplus (before capital grants and contributions) of \$1.3m will revert to a deficit of \$5.4m by year end. This again is mainly due to an expected increase in employment costs of \$2m and materials and contracts of \$4.9, partly offset by an additional \$1m in operating grants.

Review of Council Finances

The original capital works budget of \$16.3m was substantially increased in conjunction with the first Quarter Budget Review approved by Council on 30 Nov 2022. Total capital expenditure for the year is expected to total \$33.9m.

Capital Budget 2021/22	Original Budget	Revised Budget	Actual to 31/03/22	% Spend
Land	2,550,465	62,182	29,645	48%
Buildings	1,666,786	3,483,453	1,087,700	31%
Road Infrastructure	8,788,870	14,907,942	6,913,790	46%
Open Space & Recreational Projects	-	3,026,948	863,152	29%
Water Supply	1,000,000	2,050,000	467,144	23%
Sewerage	750,000	7,850,000	4,180,347	53%
Other	1,542,288	2,608,589	1,612,130	62%
TOTAL	16,298,409	33,989,113	15,153,908	45%

The above table compiled from the QBR suggests that the Sewer Fund still has a further \$3.5m+ to expend. After enquiry and further investigation, it has been determined that this amount is incorrect. Project expenditure on the Gundagai sewerage treatment plant is expected to reach approximately \$20m compared with the original estimate in the 2018/19 Operational Plan of \$13.5, thus requiring Council to raise an additional \$4m in loans in FY 2021 to fund the additional costs.

The QBR report indicated that funding for the extra \$17.6m in capital projects would be met by an increase in capital grants and contributions and loans, and \$7.3m from Reserves as per the table below:

Projected Consolidated Operating Result FY 2022 & 2023				
	Consolidated 2022 Original Budget \$'000	Consolidated 2022 Revised Budget (Mar) \$'000	Consolidated 2022/23 Budget \$'000	General Fund 2022/23 Budget \$'000
Surplus (Deficit) before Capital Grants	1,317	(5,420)	(3,007)	(4,313)
Add back Depreciation	9,509	10,440	10,536	9,609
Surplus before Depreciation	10,826	5,020	7,529	5,296
Less Loans Repaid	1,265	1,324	1,315	557
Net Available for Capital Funding	9,561	3,696	6,214	4,739
Capital Funding				
Surplus	9,561	3,696	6,214	4,739
Capital Grants	7,923	19,337	5,014	5,014
Loans	1,000	4,700	-	-
Sale Proceeds	-	455	-	-
Transfers from (to) Reserves	(1,481)	7,319	2,741	(1,033)
TOTAL	17,003	35,507	13,969	8,720
Capital Expenditure	16,298	33,989	15,104	8,854
Excess / (Shortfall)	705	1,518	(1,135)	(134)
Excess / (Shortfall) - Excluding Reserves	2,186	(5,801)	(3,876)	899

In light of our comments above in relation to cash assets available to fund the Reserves balance at 30 Jun 2022, we are doubtful that all of the \$7.3m allocated to capital projects in FY2022 would be available.

Review of Council Finances

We also note that nine months into the year Council had only expended 45% of the capital budget, so it likely that there may be a substantial carryover of projects into the new financial year which have not been factored into the 2022/23 Operating Plan.

Council should review the level of internal restrictions when preparing the Financial Statements for the year ended 30 June 22 to ensure that there is adequate funding to back such reserves.

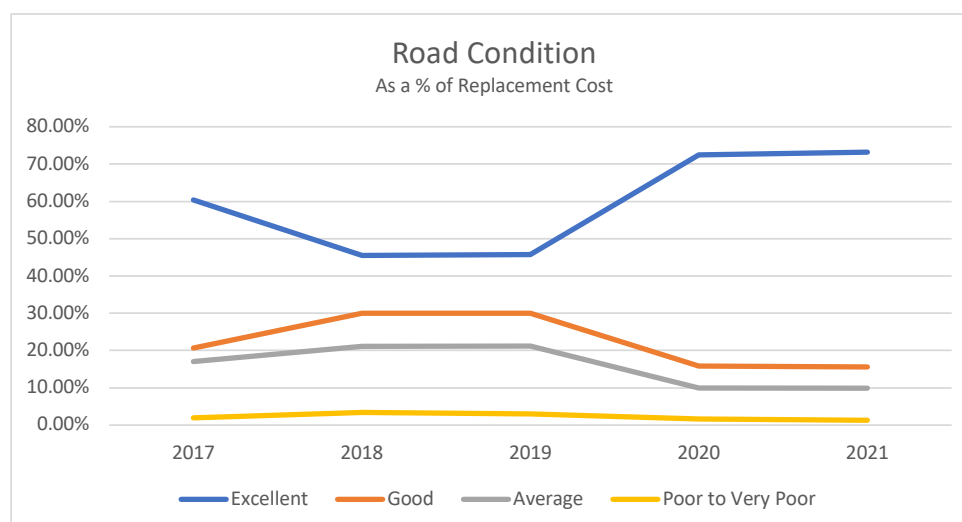
Council should also review the current 2022/23 Operating Plan to ensure that carry over projects (revotes) from 2021/22 do not impact on the operating result.

Building and Infrastructure Renewal

As part of the annual reporting compliance process, Council is required to report a Building an Infrastructure Renewals Ratio. This ratio is an assessment of the rate that these assets are being renewed relative to the rate at which they are depreciating. It is important to note that “renewals” represent the replacement and/or refurbishment of existing assets to an equivalent capacity as opposed to the acquisition of new assets (or the refurbishment of old assets that increases capacity or performance).

It is pleasing to note that the average ratio for all funds for the five years ending FY2021 exceeded the benchmark of 100%.

Road and Bridge assets comprise 77% of the net carrying value of all assets owned by Council. Council’s annual Financial Statements disclose the condition scores of infrastructure assets, however it is relevant to note that these indicators are not subject to audit and are somewhat subjective. The following graph demonstrates the condition of road infrastructure assets and the improvement in recent years.



These indicators suggest that as at 30 June 2021 73% of road assets require no work other than normal maintenance and a further 15.6% only require minor maintenance work.

Review of Council Finances

Debt Service Cover Ratio

The audited Financial Statements as at 30 June 2021 show that Council had loan borrowings totalling \$9.6m, an increase of \$3m on the previous year.

The debt service cover ratio, published in the Financial Statement measures the operating cash to service debt including interest, principal and lease payments. The accepted benchmark is a ratio greater than two times.

Council's General Fund had a ratio of 2.78x, Water 11.9x and Sewer fund 41.6x as at 30 Jun 2021. The Long Term Financial Plan indicates that the ratios for all funds should stay within benchmark. These ratios demonstrate that Council has positive borrowing capacity.

Investments

As at 31 May 2021, Council had \$22.7m held in cash and investments with 61% held in term deposits and the balance at cash at call. The average yield on these investments is now below 0.5%. Recent cash rate increases by the Reserve Bank should improve this return.

Council adopted an Investment Policy in Aug 2017. The policy states that "Preservation of capital is the principal objective of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters." The policy references "risk management" guidelines such as credit risk and market risk but does not set any parameters to guide Council Officers. For example, Credit Risk should describe what percentage of the portfolio should be invested in products that have S&P long term and short term ratings. Many Councils traditionally allow up to 100% investment in AAA rated investment institutions but limit exposure to BBB rated products to say 20% of the investment portfolio.

In this regard, we note that Council has invested with approximately 50% of term deposits in AMP, Mebank and BOQ which have credit ratings of BBB or below.

Whilst the credit risk is low, it is important that Council consider its risk appetite and revise the policy accordingly. Any review of the policy should also consider whether the services on a licenced investment advisor is appropriate.

Plant Utilisation

Council's Plant and Vehicle fleet has a carrying value of \$9m as at 30 June 2021. This compares with a closing carrying value of \$6m for the predecessor Councils.

Vehicles (cars and utilities etc) have valued at \$1.2m. We suspect that the market value of the vehicle fleet has a substantially higher value due to current market conditions.

We note from plant utilisation reports that many items of plant have utilisation rates below benchmark. Whilst we acknowledge that plant geographical positioning and availability for emergency work is appropriate, we recommend that Council review fleet management to ensure value for money.

Review of Council Finances

This review should consider:

- Availability and cost of plant hire from private contractors
- Utilisation of leasing facilities for the vehicle fleet.

Converting to leasing would assist Council in injecting cash reserves into the Balance Sheet.

Long Term Financial Plan

Council's Long Term Financial Plan (LTFP) was adopted by Council on 28 Jun 2022. This plan recognises the injection of additional revenue as a result of the Special Rate Variation.

Council's decision to apply for Special Rates Variation (SRV) was appropriate and essential for Council's medium to long term financial sustainability.

The LTFP anticipates that the "own source" ratio will be above benchmark due to the additional income associated with the SRV and an expected decline in grant income.

However, it is noted that Council has adopted a 2022/23 budget that predicts a consolidated deficit (before capital grants and contributions) of \$2m with General Fund incurring a deficit of \$4.3m. We understand that the 2022/23 budget is subject to review and when undertaking this review, we recommend that Council consider the following issues:

- The anticipated delay in completing the capital works program for 2021/22 may result in significant project revotes which have not been factored into the 2022/23 budget. Whilst a carry-over of grant funding would also be expected, the extent to which these revotes are unfunded, should to be considered.
- The approved Organisational Restructure will involve both costs and savings and should be factored into any review.
- Since the preparation of the Budget there has been a significant change in the economic outlook with inflationary pressures and significant increase in fuel and energy costs.

Forward budget projections for the three years to 2025/26 indicate that Council will expect further budget deficits, despite the SRV rate increases, although the overall result will be cash neutral. However, these projections will result in a significant reduction in consolidated capital expenditure to an average of \$7.8m per annum compared with the average of the last three years of approximately \$25m and limited capacity to build on Cash Reserves. Undoubtedly, this will impact on the condition of Council's infrastructure without the input of additional capital grants.

In order to improve Council's financial sustainability, the LTFP to 2025/26 should be reviewed with a view to implementing budget repair strategies that will enable elimination of budget deficits, after depreciation, by 2025/26, including:

Review of Council Finances

- Identifying operating cost savings to reduce the overall cost base.
- Consider shared service strategies.
- Review workforce planning in conjunction with the organisational restructure.
- Identify and seek further Grant opportunities.
- Consider utilisation of loan funding for capital projects that deliver revenue.
- Consider asset leasing versus outright ownership.
- Assess the need for a further rate variation and/or increases in user charges.

4. Budget Monitoring, Reporting and Financial Governance

Since merger there has been a significant turnover in key personnel including General Managers and Finance Managers which has impacted on stability and the quality of financial management. There have been significant gaps and inconsistencies in financial reporting hindered by delays in consolidating systems and implementing strong budgetary controls.

Project ledgers lacked appropriate budget allocations or were not updated for changes resulting from quarterly budget reviews. Project financial information provided to Managers required complex and time consuming analysis, making budget monitoring difficult and contributing to delays in lodging grant claims. Accountability among Managers for maintaining costs within budget was not apparent in the earlier years. Performance reviews of Managers has not been undertaken on at least an annual basis.

Development of draft operating plans appeared to be based on prior year results plus inflation and the involvement of relevant managers appeared limited.

The quarterly budget review reports submitted to Council were rudimentary, inconsistent, lacked appropriate supporting commentary from Management and in some cases failed to predict the deficit outcomes. Rather than attempting to predict likely outcomes, QBR reports simply relied on a "Balance Remaining" column (budget less expended to date). In some years, QBR reporting was on a consolidated basis, so positive results for Water and Sewer partly masked deficits in the General Fund.

Budget scrutiny from a Council governance perspective was hindered by the above factors and what appears to be, from reviewing Council records, a lack of appropriate oversight by the Finance Committee and the Audit, Risk and Improvement Committee.

FINANCE COMMITTEE

The minutes of the Council meeting of 28 July 2020 contained a resolution "that development of a detailed ten year strategic plant management plan be referred to the Finance Committee for ongoing review". This appears to be the first reference in the Council minutes to the existence of a Council Finance Committee.

There appears to be no resolution of Council approving the establishment of the Committee nor the adoption of a Committee "Terms of Reference". The only minutes tabled at a Council meeting was in relation to a Finance Committee meeting held on 8 Sept 2021. There are further references to the Finance Committee in the minutes through to Feb 2022.

Review of Council Finances

It appears that this Committee met on an ad hoc basis with no formalised Term of Reference, agendas, minutes or reporting structure. As such, it has been difficult to gauge the effectiveness of this Committee in regard to budgetary oversight.

AUDIT, RISK AND IMPROVEMENT COMMITTEE

The NSW Government issued Internal Audit Guidelines in 2010 to encourage all councils in NSW to appoint an Audit and Risk Committee and establish an internal audit function. The Guidelines recommend that each council's internal audit activities comply with international internal auditing standards issued by the Institute of Internal Auditors.

In 2016, the Local Government Act 1993 was amended to require councils to appoint an Audit, Risk and Improvement committee (ARIC).

Council did not establish an ARIC until 25 Sept 2018. The ARIC operated without a formal Terms of Reference until Council approved an Audit Charter on 29 Oct 2019.

The Audit Charter adopted by Council was a comprehensive Terms of Reference and satisfied the relevant auditing standards, however the Committee did not appear to operate under the terms of the Charter. Up until Mar 2021 the ARIC only considered the reports of the contracted Internal Auditor and many of the tasks and functions required by the Audit Charter were not observed or followed. Consideration of the reports from the External Auditor was not apparent until Nov 2021 and the Audit Office's Annual Engagement Plan was never considered by the ARIC.

On several occasions the ARIC met without a quorum as prescribed in the Audit Charter and the ARIC minutes failed to acknowledge this fact, suggesting that it was not apparent to members at the time.

Whilst it is positive to see that the ARIC is now considering a broader range of risk issues, there is still significant room for improvement. Recommendations that would enhance the functioning of the ARIC are contained in supplementary management report to the Interim General Manager.

POLICIES

Council's website lists a full suite of both Council and Management Policies. We have noted that many of these policies are overdue for review and in some cases the policies have not been effectively implemented.

In March 2021 the ARIC "received and noted" a draft Enterprise Risk Management (ERM) Policy and Plan which was subsequently approved by the General Manager in May 2021. The ERM Plan requires that Managers develop appropriate Risk Registers and observe relevant reporting guidelines. Our discussions with Managers indicate that this program has not been implemented. Under the Policy the ARIC is required to review and report on the level of compliance with the ERM.

A Fraud Control Plan was adopted by Council on 27 Aug 2019 and was due for review in Aug 2021. The Plan requires the implementation of appropriate training programs and detection systems including *"audits which regularly examine samples of medium and high*

Review of Council Finances

risk financial decision making across the organisation and outcomes reported to Executive management of a regular basis.” We did not sight any evidence that the Plan had been effectively implemented. We also noted that the induction program for new staff made no mention of the Fraud Control Plan.

ACCOUNTING SYSTEMS AND PROCESSES

It is apparent from this report that there have been shortcomings in the accounting systems and reporting framework. Budget information in the financial database is incomplete and the capacity to generate accurate and timely financial data to enable informed decision making at the manager level is complex. Delays in consolidating ledgers and the turnover of key finance staff has aggravated the situation.

Council relies on Civica’s Authority Financial Applications for general and subsidiary ledger processing. The general ledger structure is not conducive to project management and reporting and therefore Council relies on the Civica “BIS” reporting tool to extract data and generate dashboards and drill down reports. However, this tool requires further development to enable timely consolidated dashboard reporting for each Managers budget portfolio.

Management has expressed doubts as to whether the BIS application is powerful and flexible enough to provide a state-of-the-art financial reporting and project management framework. If this is the case, Council should evaluate alternative business intelligence tools to satisfy informed decision making at all levels of the organisation.

At the governance level, Quarterly Budget Review reports should be enhanced by disclosing operating results by fund. Capital project reports should clearly identify funding sources and provide more accurate estimating of year end results.

It is encouraging to note recent initiatives introduced by the Interim General Manager and the recent employment of a permanent Finance Manager, backed by a skilled finance team should assist in developing the changes that are needed.

5. Recommendations

As a result of issues identified during the review, we propose that Council and Management consider the following recommendations:

1. Review the 2022/23 Operating Budget with a view to improving the operating result in General Fund. The review should also consider the matter raised on page 14 of this report.
2. Revisit the Long Term Financial Plan for all funds to ensure financial sustainability over the longer term, including the adoption of surplus budgets. Consider budget repair strategies as outlined on page 15 of this report.
3. Revisit budget drafting techniques and processes to incorporate a “zero based” budgeting approach with appropriate input from Managers.

Review of Council Finances

4. Adopt a Reserves policy that ensures a minimum of \$3m is available as unrestricted cash to fund working capital requirements before setting aside funds as Internal Restrictions.
5. Consider rationalising the number of Internal Restrictions to ensure they are fully funded and supported by a Council resolution.
6. Modify the budget reporting framework to ensure that there is clear disclosure of operating results and remaining estimates by fund, capital budget funding sources and detailed commentary on adverse trends known to management.
7. Consider a fourth quarter budget review report to ensure that Council's financial position and performance is sound and that the budget for the ensuing year is based on current information.
8. Establish an appropriate Project Management framework that is best practice, together with a reporting architecture that ensures accountability for budget variances. Projects should not be initiated in the General Ledger unless there is a fully funded budget allocation.
9. Implement annual Performance Reviews for Managers which incorporates KPIs for budget performance.
10. Ensure that Managers periodically report on their budget outcomes at regular Executive/Manager meetings.
11. Review and update the existing Investment Policy and consider the appointment of an investment advisor to improve portfolio performance.
12. Consider the effectiveness of the Council's Finance Committee. If the Committee is to be maintained, Council should adopt a suitable Terms of Reference which complies with accepted meeting practice and reporting and is not in conflict with the Terms of Reference (Charter) of the Audit, Risk and Improvement Committee.
13. Ensure that the Audit, Risk and Improvement Committee complies with its existing Charter. Implement a review of the Charter to incorporate current legislation, audit standards and the OLG's proposed Internal Audit and Risk Management Framework. The inclusion of clearer guidelines in relation to the overview of financial management and performance should also be considered.
14. Review the membership of the ARIC to ensure that collectively there is a broad range of skills and experience relevant to the Committee's responsibilities. Total membership should be an odd number to avoid quorum issues. Although there may be a cost to Council, the appointment of a prequalified Chair should be given serious consideration.
15. Review all Policies that are overdue for review. Ensure that adopted policies are appropriately implemented across the organisation and that compliance is regularly monitored.
16. Consider introducing a training program for Councillors on the basics of local government accounting and interpretation of financial reports.
17. Ensure that sufficient resources are provided within the organisation to address the above recommendations.

8.1.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022

DOCUMENT NUMBER	366572
REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Approximate cost to attend the conference is \$2500 per person.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

- 1. The attendance of the Mayor, Deputy Mayor, Interim General Manager and 1x Councillor at the 2022 Local Government NSW Conference, be endorsed.**
- 2. Council determine the 1x Councillor to attend the conference, for 1. above.**
- 3. The Mayor and Deputy Mayor be nominated as voting delegates for the 2022 Conference.**
- 4. LGNSW be advised of the voting delegates before 5pm Monday, 10th October, 2022.**
- 5. Motions to be submitted for discussion at the Conference, be considered at a Councillor Workshop.**
- 6. Council submit any motions, considered from 5. above, to Local Government NSW by Monday, 29th August 2022.**
- 7. The October Council meeting date be moved to one week prior, that being, 18th October, 2022, for reasons detailed in the report.**

Introduction

This Local Government NSW (LGNSW) Annual Conference is the annual policy making event for NSW general purpose councils and its associate members. It is the pre-eminent event of the local government year where local councillors come together to share ideas and debate issues that shape the way the state is governed at a local level.

The Conference is to be held between Sunday 23rd October 2022 - Tuesday 25th October 2022. As Tuesday the 25th is the last day of the conference, and the scheduled day of the October Council meeting, it is recommended that Council Meeting date be moved to the week prior, that being 18th October 2022.

Cootamundra-Gundagai Regional Council is entitled to 2 voting delegates for both voting on motions and Board Elections. Nominations must be received by 5:00pm Monday, 10th October, 2022. Nominations submitted after this time will not be accepted, however, a member may notify LGNSW

of a change to the name of an already nominated voting delegate, a substitute delegate, for voting at the Annual Conference subject to the LGNSW rules.

Registration will be made for the attendance by the Mayor, Deputy Mayor and 1x Councillor. The Interim General Manager will be attending as Chair of Trustee of the Bluett Committee and all expenses and costing will be covered by LG NSW.

Financial


The Costs per person are as follow:

- Member Early bird registration cost is \$1088.00 per person;
- Conference dinner \$250 per person;
- Accommodation at the Twin Trees Country Cottages (10 min drive to Crowne Plaza) has been booked and totals \$2984.00 for all three (3) attendees; and
- Any travelling, parking and meal allowances.

The cost to attend the 2022 LGNSW Conference is to be funded through the Mayor and Councillor's annual budget.

The Interim General Manager's associated costs are not paid via Cootamundra-Gundagai Regional Council.

8.1.3 REQUEST FOR DONATION - VETERAN'S WELLBEING DROP IN CENTRE

DOCUMENT NUMBER	373933
REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	1. A vibrant and supportive community: all members of our community are valued 1.3 Our community members are healthy and safe
FINANCIAL IMPLICATIONS	There may be a 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. Letter of Request for IN-Kind Painting Work ↓ 

RECOMMENDATION

- 1. Council consider allocating Council resources, and associated costs, to assist the Cootamundra RSL Sub Branch with their request to paint the building at 224A Parker Street, as detailed in their request attached; or**
- 2. Council consider donating a determined amount to the Cootamundra RSL Sub-Branch; or**
- 3. Council advise the Cootamundra RSL Sub-Branch that we are unable to provide an in-kind donation at this time.**

Introduction

The Cootamundra RSL Sub-Branch are in the process of converting the shopfront of 224A Parker Street, which they own, and is currently vacant, into a Veteran's Wellbeing Drop-in Centre. This initiative is being modelled on the highly successful drop-in Centre located in Wagga Wagga.

Discussion

The building at 224A Parker Street will need to be painted as it is currently in a state of disrepair. The Cootamundra RSL Sub-Branch is hoping that Council will be able to provide this service as an in-kind donation to our organisation. Their request is for Council's employed painter to complete this work at no, or low cost, to the sub-branch. In turn they will post an acknowledgment and thank you to CGRC on their display boards.

Financial

To be determined. Please note that Council has already allocated its annual budget for Community Donations for the 22/23 period.



The Returned and Services League of Australia

(New South Wales Branch)
Cootamundra RSL Sub-Branch



President: Kenneth You
Secretary: Jacqui Vincent OAM JP
Treasurer: Jacqui Vincent OAM JP

All Communications to be addressed to:
The Secretary
Post Office Box 113,
COOTAMUNDRA NSW 2590

5 July 2022

General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
Cootamundra NSW 2590

To the General Manager,

Re: In Kind Donation

The Cootamundra RSL Sub-Branch are in the process of converting the shopfront of 224A Parker Street, which we own and is currently vacant into a Veteran's Wellbeing Drop In Centre.

This initiative is being modelled on the highly successful drop-in Centre located in Wagga Wagga and we anticipate that it will be an invaluable resource to veterans living in Cootamundra, as well as surrounding villages. Our long-term goal is to include all first responder / emergency services once we are established in our functionality.

In order to get the building up and running we are needing some remediation works, thus our request to Council. The building at 224A Parker Street will need to be painted as it is currently in a state of disrepair, and we are hopeful that Council will be able to provide this service as an in kind donation to our organisation. We would be most grateful if Council's employed painter could complete this work at no, or low cost, to the sub-branch. In turn we would post an acknowledgment and thank you to CGRC on our display boards.

This drop-in Centre has gained significant support and there are many people invested in its opening and successful running – including Minister for Emergency Services / Member for Cootamundra, The Hon. Steph Cooke, who is providing support and advice as we move forward.

Please do not hesitate to give me a call on 0429 693 095 or email on cootamundrasb@rslnsw.org.au if you have any questions or require any additional information before presenting the request to Council.


I look forward to hearing from you,

JACQUI VINCENT OAM JP (NSW116683)
Secretary/Treasurer/Trustee

P: 0429 693 095
E: cootamundrasb@rslnsw.org.au

8.2 FINANCE

8.2.1 INVESTMENT REPORT - JUNE 2022

DOCUMENT NUMBER	373701
REPORTING OFFICER	John Blackman, Manager Finance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.3 Cootamundra-Gundagai Regional Council is a premier local government Council</p>
FINANCIAL IMPLICATIONS	Council's investment income for June 2022 was \$14,641.55, 187% over the budgeted figure of \$5,096.00
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW), 1993, Local Government (General) Regulation, 2005 paragraph 212.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31 st July 2018 and was due for review on 31 st July 2021.
ATTACHMENTS	1. Investment Report June 2022 ↓ 

RECOMMENDATION

The Investment Report for June, 2022 be received and noted.

Introduction

The monthly investment report provides an overview of Council's investments, and their performance for the month.

Discussion

Investments for the month have produced interest of \$14,641.55 being over the budget for the month.

INVESTMENT REPORT

As at: 30/06/2022

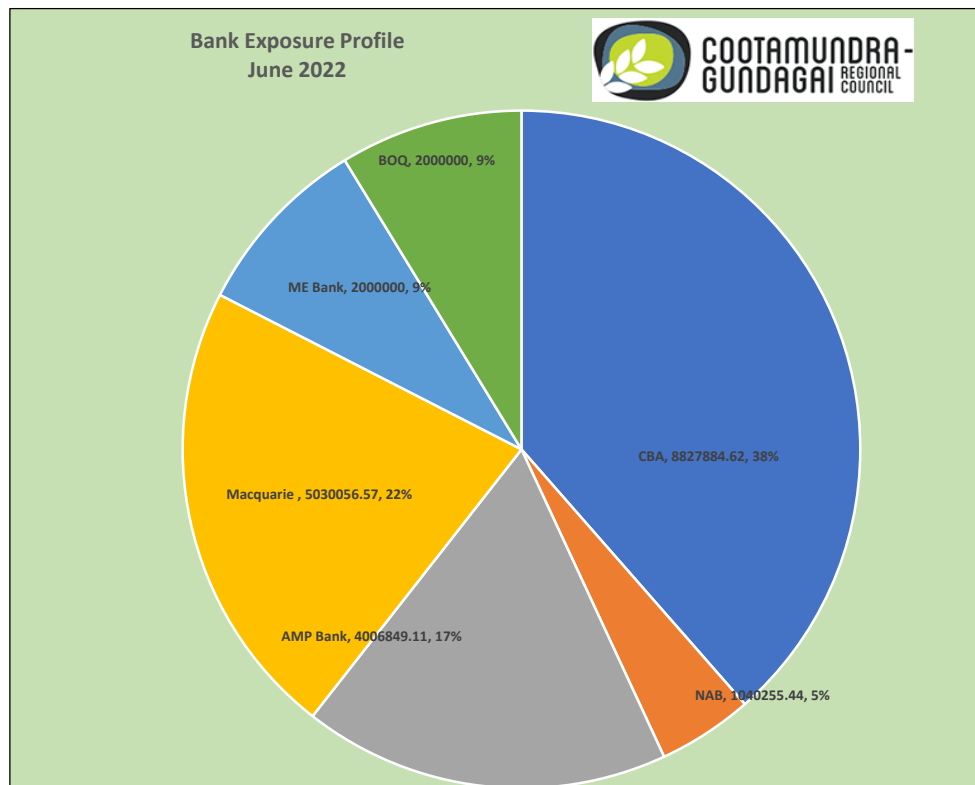


Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
18 Jan 2022	0.55%	182	\$1,003,377.88	ME Bank	\$ 453.58	19 Jul 2022
1 Mar 2022	0.95%	182	\$1,000,000.00	Macquarie	\$ 780.82	30 Aug 2022
20 Sep 2021	0.80%	365	\$2,000,000.00	AMP	\$ 1,315.07	20 Sep 2022
21 Sep 2021	0.38%	365	\$2,003,471.23	BOQ	\$ 625.74	21 Sep 2022
21 Sep 2021	0.35%	365	\$2,000,000.00	National Australia Bank	\$ 575.34	21 Sep 2022
22 Feb 2022	1.25%	333	\$1,011,009.65	AMP	\$ 1,038.71	21 Jan 2023
1 Mar 2022	0.95%	329	\$1,000,000.00	Macquarie	\$ 780.82	24 Jan 2023
1 Mar 2022	0.85%	365	\$1,002,243.84	ME Bank	\$ 700.20	1 Mar 2023
1 Mar 2022	0.95%	365	\$1,000,000.00	Macquarie	\$ 780.82	1 Mar 2023
14 Jun 2022	3.85%	364	\$2,027,812.73	AMP	\$ 6,416.78	13 Jun 2023
		AC	\$4,719,530.88	Commonwealth Bank		At Call
		BOS	\$4,108,353.74	Commonwealth Bank	\$ 1,136.52	At Call
		AC	\$29,245.79	National Australia Bank	\$ 37.15	At Call
Total			\$22,905,045.74			
Matured in Report Month						
Totals					\$ 14,641.55	

Budgeted Interest for Month	\$ 5,096
Combined Interest Rate	0.77%
BBSW Benchmark Rate	1.5993%

This report is produced in accordance with section 625 of the local Government Act 1993 and all Investments have been made in accordance with the Act, the Regulations and council's investment policy.
Signed

John Blackman
Responsible Accounting Officer



8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED JUNE 2022

DOCUMENT NUMBER	373688
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications Approved in June 2022, be noted.

Introduction

The following development applications were approved by Cootamundra-Gundagai Regional Council in June 2022:

Discussion

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
10.2021.110.1	New Carport (Refused)	Lot A DP417201 Morris Street, Cootamundra
10.2022.10.1	Alterations & Additions to Commercial Premises (Office)	Lot 1 DP781898 Parker Street, Cootamundra
10.2022.63.1	New Dwelling & Shed	Lot 2 DP1103227 George Street, Wallendbeen
10.2022.72.1	Demolition of Part Commercial Premises & Alterations & Additions to Commercial Premises (Hotel)	Lot 2 DP562670 Parker Street, Cootamundra
10.2022.74.1	New Fence	Lot 1 DP331953 Cooper Street, Cootamundra
10.2022.76.1	Alterations to Commercial Premises (Service Station)	Lot 4 Sec 48 DP758915 Mount Street, Gundagai
10.2022.82.1	Installation of Antenna – Satellite Dish	Lot 2 DP335659 Hibernia Street, Stockinbingal

10.2022.67.1	New Dwelling (Group Home)	Lot 19 DP1117012 Bourke Street, Gundagai
10.2022.78.1	Dwelling, Garage, Swimming Pool, Retaining Walls & Water Tanks	Lot 1 DP385257 Tor Street, Gundagai
10.2022.79.1	Continued Use of Un-Approved Structure (Office/Studio)	Lot 11 DP15923 Carrs Road, Gundagai
10.2022.85.1	New Swimming Pool	Lot 8 DP864886 Springfield Lane, South Gundagai
10.2021.166.1	intensive land-based aquaculture development (Refused)	Lot 6 DP841293 Reno Road, Gundagai
10.2022.005.1	Subdivision (6 lots) – to subdivide the land into five (5) lots of approximately 5 ha each and one (1) lot of approximately 8 ha	Lot 2 DP583945 Back Brawlin Road, Cootamundra
10.2022.008.1	Alterations to Abattoir	Lot 1 DP611755 Stockinbingal Road, Cootamundra
18.2022.004.1	Dwelling with Garage	Lot 2 DP1282896 Crown Street, Cootamundra

VALUE OF WORK REPORTED TO THIS MEETING:**\$ 17,909,691.00****VALUE OF WORK REPORTED YEAR TO DATE****\$ 74,897,947.00**

THIS TIME LAST YEAR:

VALUE OF WORK – JUNE 2021-

\$ 3,745,627.00

VALUE OF WORK – YTD 2021-

\$ 30,481,789.00

8.5 REGULATORY SERVICES

8.5.1 REGULATORY REPORT

DOCUMENT NUMBER	373218
REPORTING OFFICER	Janelle Chapman, Senior Regulatory Officer
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Regulatory Report for June, 2022 be noted.

Introduction

The following report details the main activities that were undertaken by Regulatory staff during the month of June 2022.

Cemetery Activities

The cemeteries had general maintenance undertaken with, mowing and whipper snipping. The topping up of sunken graves continues and the backfilling of feral animal holes mostly rabbits at Coolac Cemetery was undertaken.

Burial/Interments: In the following Cemeteries – Cootamundra 8, South Gundagai 1 & North Gundagai 2.

Burial enquiries undertaken - locate graves, provide maps and information for family research: 43
Cemetery staff attended Confined Spaces training.

Ranger Activities

The Animal Care Facility (ACF) and holding facilities were cleaned, mowed, whipper snipped and maintained. The parks along with the fenced off leash dog park and other off leash areas in both Cootamundra and Gundagai had all Dog Waste Stations refilled with bags. Additional Dog Waste stations with dog waste bag dispensers have been installed in Stockinbingal and Wallendbeen.

Along with regular patrols around the Local Government Area (LGA), Council Rangers attended to several Animal complaints: 8 Nuisance animal issues, 2 straying livestock. There have been 5 illegal dumping cases and related clean-ups, areas include Cootamundra, Gundagai and Adjungbilly. 5 Dog

attack incidents, 2 in Cootamundra, 2 in Stockinbingal and 1 in South Gundagai and 1 Penalty notices was issued in June.

The Companion Animals Audit is continuing with further letters sent to dog and cat owners this month reminding them to Lifetime Register their pets. NSW Companion Animal Registrations: 36 - Amount received: \$2,260.00

Total number of Dogs and Cats seized across the LGA for this period were: 17.

14 animals seized in Cootamundra, 1 in Gundagai, 1 in South Gundagai, and 1 in Stockinbingal. The outcomes of these animals seized were: 12 returned home, 1 were Euthanised, 2 rehomed and 2 animals remain impounded going into July and are now available for rehoming from the Animal Care Facility. Information is available on Councils website.

The Ranger was also able to conduct a drone recording of the opening of Livvi's Play Park in Cootamundra.

Biosecurity Activities

Weed spraying is continuing around town streets and lanes, along with more concentrated areas of roadside spraying. Regulatory staff accepted used chemical drums from farmers under the drumMUSTER collection program. Staff have also assisted the Parks and Gardens staff with line-marking and tree removals.









Saleyard Activities

- Sheep Sales held – Cootamundra: 2 - Yarding information: Total sheep sold: 3131 head.
- Total amount of Vendor sales - \$484,938.70 - Top price: \$222.00, Average Price: \$154.88
- Cattle Sales held – 1 - Yarding information: Total cattle sold: 2225 head.
- Total amount of Vendor sales - \$4,238,330.00 - Top price: \$2,450.00, Average Price: \$1,904.87
- Truck wash Registered Operators: Cootamundra Saleyards: 39, Individual usages 109 - Amount received \$4,184.51
- Truck wash Registered Operators: Gundagai Saleyards: 33, Individual usages 128 - Amount received \$3,706.10
- Transit Fees Received: Cootamundra Yards: 0 Gundagai Yards: \$77.00

General yard maintenance, hosing and repairs were undertaken at both saleyards. Weed spraying and tree maintenance and whipper snipping was conducted at Cootamundra and Gundagai yards. Minor welding of pen gates and trough repairs were also undertaken. Cootamundra truck wash maintenance was carried out with excess manure removal from pit and truck wash bay maintenance and tank flushing.

8.6 ASSETS

8.6.1 WATER AND SEWERAGE CAPITAL WORKS PROPOSAL AND LONG-TERM FINANCIAL PLAN

DOCUMENT NUMBER	373988
REPORTING OFFICER	Ganesh Ganeshamoorthy, Manager Assets
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	As detailed in the report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> 1. McDonalds SPS Investigation Report ↓  2. Proposed Design and Installation of SCADA system for Water and Sewerage Assets ↓  3. Refurbishment of Cootamundra STP Preliminary Assessment ↓  4. Preliminary Investigation Report on Betts Street Sewage Pumping Station and Rising Main ↓  5. Proposal from PWA for the Design and Project Management ↓  6. Gundagai Sge Finance Report ↓  7. Gundagai Sge Progress Report ↓  8. SSWF 151 - Schedule A - Signed ↓ 

RECOMMENDATION

To approve funding to deliver the following capital works program for water and sewerage works at Cootamundra and Gundagai:

1. Renewal of Sewage Pumping Station South Gundagai \$100,000 for pump and pipework replacement, future work on the asset in accordance with the Long-Term Financial Plan, to be noted.
2. Approval be granted for Design and Installation of a Telemetry / SCADA (Supervisory Control and Data Acquisition) for Water and Sewerage Assets \$1,800,000, \$900,000 from Water Funds and \$900,000 from Sewer Funds.
3. Approval be granted for Design and Construction of Aeration System Renewal at Cootamundra Sewage Treatment Plant, \$1,500,000.
4. Approval be granted for the Replacement of DN375 Sewer Rising Main and Renewal of Betts Street Sewage Pumping Station, \$2,500,000.

5. **Approval be granted for Water Quality Management Reservoir Chlorination Program at Cootamundra \$900,000 and engagement of PWA for Design and Project Management.**
6. **Construction Progress of Gundagai Sewage Treatment Plant (STP) associated works, be received and noted, and approve \$600,000 for renewal of ponds.**
7. **The anticipated cost of the Gundagai STP is now at \$20,027,550.**

Introduction

Many of the water and sewerage assets were constructed a long time ago and the condition of these assets have deteriorated to an extent significant capital injection would be required to improve the condition, reliability and serviceability of these assets.

The following capital works are essential to upgrade the reliability of water supply and sewerage systems.

No.	Project Name	Description
1	Sewage Pumping Station, South Gundagai (near McDonalds Restaurant)	This Sewage Pumping Station (SPS-SG-01) was constructed during early 1970s and pumps were changed nearly 20 years ago, and these pumps require replacement. Additionally, the electrical switch board is the original construction which is now obsolete and require replacing to facilitate implementation of Telemetry / SCADA and the reliability of operation of the SPS.
2	Design and Installation of a Telemetry / SCADA (Supervisory Control and Data Acquisition) for Water and Sewerage Assets	Telemetry / SCADA (Supervisory Control and Data Acquisition) enables the Water & Sewerage Operating staff to monitor and control the assets and various components of the assets with on time data. Additionally, this provides early warning on the asset performance and potential failure of assets as well as enable to acquire valuable data for regulatory reporting.
3	Design and Construction of Aeration System Renewal at Cootamundra Sewage Treatment Plant	Cootamundra STP was upgraded in the early 90s with new surface aerators. The aeration system is the essential element of the sewage treatment plant and without providing appropriate level of aeration it is highly likely that the treatment process will fail to achieve the required quality standards stipulated by NSW EPA. The aerators, electrical switch board and other assets of this treatment plant have deteriorated significantly and require renewal and refurbishment. Aeration
4	Replacement of DN375 Sewer Rising Main and Renewal of Betts Street Sewage Pumping Station	The sewage pumping station at Betts Street, Cootamundra was renewed more than 30 years ago. The mechanical and electrical equipment is outdated and near obsolete and requires renewal and refurbishment. The existing DN375 rising main has had several breaks in the recent past and preliminary investigation revealed that internal and external corrosion was evident, several sections of the rising main are beyond repair and require complete replacement of this 2.3 km (approx. only subject to survey and design) and it is required replace this rising main as a matter of urgency.

5	Water Quality Management Reservoir Chlorination Program	Cootamundra-Gundagai Regional Council is responsible for distribution of potable water to Cootamundra Town Centre. Bulk water is sourced from Goldenfields Water County Council which is stored in two reservoirs with a combined capacity of 5.3 ML and reticulated to customers. Reticulated water quality needs to comply with Australian Drinking Water Management Guidelines. Bulk water supplied by Goldenfields Water Country Council is disinfected at the treatment plant. While it is pumped and delivered through transmission pipelines, residual chlorine in the water gradually decays, therefore it is necessary to take necessary steps to monitor chlorine concentration and boost the residual chlorine at the reservoirs so that there is adequate residual chlorine level is maintained at critical control points.
6	Construction Progress of Gundagai Sewage Treatment Plant (STP) and associated works	Construction works are progress to replace the existing Sewage Treatment Plant (STP) at Gundagai, which is a Trickling Filter sewage treatment system, passed its use by date. The scope of work associated with this project included construction of a 3000 EP (Equivalent Population) sewage treatment plant based on IDEA (intermittently Decanted Aerated Lagoon) treatment, inlet works, disinfection and used of recycled water for golf course and Municipal Irrigation and sludge dewatering facilities.

1. Renewal of Sewage Pumping Station South Gundagai

The SPS serving the southern part of South Gundagai requires renewal work to make it compliant with current technical standards and codes. This SPS is more than fifty (50) years old and an initial condition assessment indicates significant refurbishment work will be required to improve the reliability of this asset.

The existing pumps are more than twenty (20) years old and require immediate replacement along with station electrical, telemetry and control system are obsolete and require renewal of these assets.

Due to the age of this asset, many of its components do not comply with current Water Services Association Codes and Standards. Therefore, renewal work must be undertaken to bring it up to current standards and codes.

Attachment 1: McDonalds SPS - Investigation Report

2. Design and Installation of a Telemetry / SCADA (Supervisory Control and Data Acquisition) for Water and Sewerage Assets

SCADA (Supervisory Control and Data Acquisition) is a technology is used by many Water Utilities in Australia since late 1990s. At present SCADA system monitoring and control is also used by many Local Water Utilities. Installation of SCADA system will enable remote monitoring of critical assets such as water reservoirs, water pumping stations, water treatment plants, sewage pumping stations, sewage treatment plant and effluent reuse pumping stations.

SCADA system also allows control and monitoring of critical assets thus reducing the potential for failure of critical assets going unnoticed by operating staff. This will enable preventive action to be

taken on time so that potential surcharge and overflows of the sewerage system is reduced and prevented.

Additionally, SCADA equipment allows data acquisition and monitoring of various instrumentation including flow meters at water and sewage treatment plants and water reservoirs so that regulatory reporting and system performance monitoring is made easier.

Attachment 2 provides further details on the assets included and the estimated cost.

Summary

Pre – Tender Cost Estimate	\$1,500,000
Contingencies @10%	\$150,000
Design review and Project Management @10%	\$150,000
Total Estimated Cost	\$1,800,000

3. Design and Construction of Aeration System Renewal at Cootamundra Sewage Treatment Plant

Preliminary assessment was done on the current operation of the sewage treatment plant (STP) which requires asset renewal. Due to its age, mechanical and electrical assets have deteriorated and require renewal/refurbishment based on further condition assessment and performance assessment.

Routine and preventive maintenance is undertaken on these assets however, a complete review and condition assessment of the treatment process, aeration system, electrical installation and civil assets need to be completed and a detailed asset renewal program must be developed.

Failure of the aeration unit will lead the sewage treatment plant to produce effluent not meeting the license requirements which will jeopardise the operation of the plant and the treated effluent quality will fall below the standard specified in the license for municipal irrigation.

Funding is sought to commence survey, investigation, and concept development for the renewal of the aeration system and other associated treatment process for Cootamundra STP. Upon completion of this renewal, the plant reliability will be significantly improved, additional instrumentation will be installed to enable monitoring plant performance and regulatory reporting.

Attachment 3: Refurbishment of Cootamundra STP - Preliminary Assessment



4. Replacement of DN375 Sewer Rising Main and Renewal of Betts Street Sewage Pumping Station

The sewage pumping station SPS-C01 and the DN375 rising main is a critical asset, delivering the sewage from the entire town to Cootamundra Sewage Treatment Plant (STP). The SPS was renewed nearly thirty years ago as the recommended useful life of electrical and mechanical assets is 25 years a detailed investigation is required which would lead to renewal and refurbishment of mechanical and electrical assets pumps, pipe work, electrical switch board and control systems.

There were seven breaks recorded on the DN375 rising main over ten-year period and four further breaks were recorded during the last three months. Such breaks would lead to pollution incidents and has the potential to discharge raw sewage into the natural environment including catchment of sensitive water way.

Preliminary investigation has been completed on the current condition of the sewage Pumping Station and rising main which revealed inherent issues with the operation of the SPS and rising main. A copy of this report is presented at *Attachment 4*. Operational issues associated with this Sewage Pumping Station (SPS) such as low velocity within the rising main, inadequate electrical control system along with obsolete equipment was identified during this preliminary assessment.

Further investigation and concept development will be required prior to completion of detailed design including, survey, development of a long section detailing creek and road crossing and preparation of pre-tender cost estimates, technical specification and tendering.

Even though the Sewage Pumping Station and the Rising main are separate assets, operation of the sewage pumping station controls the flows through the rising main, Therefore, these assets cannot be assessed in isolation and renewal of the rising main work also need to take into consideration of the operation of the sewage pumping station.

5. Water Quality Management Reservoir Chlorination Program

Bulk water supplied by Goldenfields Water County Council is disinfected with gas chlorine at the Water Treatment Plant at Jugiong and delivered to the two reservoirs owned and operated by Cootamundra-Gundagai Regional Council by pumping through trunk mains. During the transmission process residual chlorine decays during transmission through pipelines and reservoirs, therefore further boosting of residual chlorine at Cootamundra Reservoirs.

The reservoirs were constructed without an automated chlorination system. At present the Water & Sewer work crew make measurements at the reservoirs and boost the chlorine levels by adding hypochlorite solution to the reservoirs by climbing on the ladder and carrying 15 L capacity plastic containers of hypochlorite solution and pour it into the reservoir at the top through the access cover.

This has been a potential WHS issue with the risk of workers falling off the ladder injuring themselves. Additionally, there is no effective mixing mechanism within the reservoirs which will lead to stratification of water body in the reservoirs which make this process ineffective.

Therefore, it is proposed design and install a suitable chlorination at both reservoir sites to improve the process and make it more efficient and enable to achieve optimum results with residual chlorine is maintained at critical control points of the distribution system.

Project Cost Estimate

Reservoir Chlorination - Cootamundra

	Description	QTY.	Unit.	Rate	Amount
1	Supply and install chlorinators				
1.1	Supply and install gas chlorinators	2	Ea.	\$150,000.00	\$300,000.00
1.2	Chlorination building (prefabricated building units)	2	Ea.	\$60,000.00	\$120,000.00
1.3	Foundation Raft slab	2	Ea.	\$10,000.00	\$20,000.00
1.4	Reservoir mixing system	2	Ea.	\$40,000.00	\$80,000.00
1.5	Online chlorine analyser	2	Ea.	\$9,000.00	\$18,000.00
1.6	Site clearing and drainage work	2	Ea.	\$10,000.00	\$20,000.00
	Subtotal				\$558,000.00
	Contingencies	20	%		\$111,600.00
	Total Estimate				\$669,600.00
	Power supply to Reservoir site				\$75,000.00
	Project Management and Design Review				\$114,940.00

Total Estimated Cost

\$859,540.00

Budget Allocation from Water Funds

Attachment 5: Proposal from PWA for the Design and Project Management.

6. Construction Progress of Gundagai Sewage Treatment Plant (STP) and associated works

Construction of Gundagai Sewage treatment plant and associated work is in progress since early 2020 a now achieved 95% completion of the treatment works and laying of rising main from two sewage pumping stations (SPS) SPS-G01 (Royal Sewage Pumping Station) and SPS-SG01 (Boys Club Sewage Pumping Station) were completed. Construction of two sewage pumping station work is in progress and all Civil and pipe installation work has been completed at SPS-SG01 (Boys Club Sewage Pumping Station) including electrical installation.

Final Inspection and testing and running the plant for a 14 day trial period is scheduled to commence at end of June 2022.

However, construction works are impacted by wet weather and flooding of work site due to water release from upstream dams on the Murrumbidgee River system for airspace creation at Burrinjuck and Blowering dams by Water NSW.

Australia's weather is influenced by many climate drivers. El Nina and La Nina have the strongest influence on year-to-year climate variability for most of the country. They are part of a natural cycle known as the El Nino Southern Oscillation (ENSO) El Nina typically means increased rainfall across much of Australia. Bureau of Meteorology forecast Climate Models suggest the 2021-22 EL Nina will persist early in the southern hemisphere autumn/ winter.

Bureau of Meteorology predicts above average rainfall during spring and summer which is likely to continue beyond winter / spring 2022. Dewatering methods are evaluated to proceed with

construction of this sewage pumping station. At present wet well has been constructed and an alternative route for the rising main from Royal SPS is being investigated.

It is proposed to commission the plant by diverting the existing rising main from SPSP-G01 (Royal Pump Station).

Recycled Water Management System- Gundagai Sewage Treatment Plant

Irrigation with recycled water was based on the treatment plant storage which UV ling disinfected and chlorinated and stored in a 1 ML storage tank at the top of the mound which was built to be above 1% AEP and major treatment processing unit the inlet structure and Intermittently Decanted Aerated Lagoon (IDEA) top of the concrete wall is above 0.2% AEP.

Initial project cost estimate and scope included cost associated with treated effluent / recycled water storage and delivery for irrigation, However, this did not include any works associated with rehabilitation and lining of the existing irrigation pond.

Due to limited space, it is not possible to store large volumes of water at the mound, The existing irrigation pond which has an estimated capacity of 22 ML approx. and used for irrigation is an unlined open pond, Storing the recycled water from the new sewage treatment plant is not acceptable to the regulatory authorities as this has the potential to re-contaminate the recycled water and require further treatment prior using it for irrigation. Therefore, it is proposed to remove the sludge from the existing pond, cleaning and disposing the sludge at an approved waste depot, levelling and lining the pond so that impact on the environment and ground water contamination is minimized. Public Works Advisory was engaged to provide professional services. Risk Assessment has been conducted and report, *attachment 6*, has been prepared with cost estimate for renewal of the existing irrigation pond. Use of this pond to store water for irrigation is subject to approval from NSW EPA and DPIE.

Financial

Better Building Regions Fund (BBRF) Round 1 Federal Government funds \$3.5M

Safe and Secure Water Program (SSWP) NSW Government funds 10.0M

	Forecast Final Cost	Grant Funding	Total
Project Forecast costs	\$19,427,550		
BBRF Funds		\$3,500,000	
SSWP Funding		10,000,000	
Council Contribution			\$5,927,550
Recycle water management Stage 2 (estimate)	\$600,000		\$600,000
		13,500,000	13,500,000
	\$20,027,550		\$20,027,550

BBRF Grant funding is a matching contribution 1:1, as part of the funding deed Council must make a matching contribution of \$3.5M towards this project. Whereas SSWP grant requires no matching contribution form Cootamundra Gundagai Regional Council which is a Milestone Payment as per Schedule A.

Total Council Contribution for this project from sewer fund is \$6,527,550.



Sewage Pump Station SPS – SG02,
Gundagai South
(Near McDonalds Restaurant)

Preliminary Investigation Reprt

March 2022

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Abbreviation

ABBREVIATION	INTERPRETATION
AC	Asbestos Cement
ADWF	Average Dry Weather Flow
AHD	Australian Height Datum
ARI	Annual Recurrence interval
AS	Australian Standard
AS/NZ	Australian New Zealand Standard
BOD	Biological Oxygen demand
BS	British Standard
BSP	British Standard pipe
CCTV	Closed circuit colour Television
DI	Ductile iron
DN	Nominal diameter
EP	Equivalent population
ET	Equivalent tenements
MH	Maintenance hole or Manhole
m/s	Meter per second
MS	Maintenance shaft
NATA	National Association of Testing Authorities
NPSHA	Net positive suction head available
NPSHR	Net positive suction head required
PDWF	Peak Dry weather flow
PE	polyethylene
PLC	Programmable logic controller
PN	Pressure number
PWWF	Peak wet weather flow
RPZD	Reduced pressure zone device
SCADA	Supervisor Control and Automated Data Acquisition
SDR	Standard dimension ratio
SPS	Sewage pumping station
WAC	Work as constructed drawings
WSSA	Water Services Association of Australia

Summary

A sewerage system was designed and constructed to serve for Gundagai South during 1970 which make the system more than fifty years old.

The sewerage system consists of reticulation sewers sizes from DN150 to DN225 and two sewage pumping stations. These pumping stations are known as Sewage Pumping Station SPS-SG-01 (Boys Club well / Pumping station) and SPS-SG-02 (McDonald's Pumping Station).

Based on available information there is no significant renewal work has been done to any of these pumping stations. However, the Sewage Pumping Station SPS-SG-01 (Boys Club SPS) and the rising main from this SPS is being replaced by a new sewage pumping station and rising main under the current Gundagai Sewerage Project. Construction of this SPS has been completed and electrical installation is in progress to prepare the new SPS for commissioning.

The SPS-SG-02 (The sewage pumping station located near McDonald's restaurant at South Gundagai) is of similar age which require renewal and refurbishment. In the past pumps were replaced more than 20 years ago which has shown deterioration and potential failure. The report identifies the status, potential future developments with the catchment along with technical details.

A part of the proposed refurbishment the SPS will be fitted with new pumps, pipe work, enlarged valve chamber with rising main scour and bypass facilities. The SPS has an obsolete mechanical, electrical, control and telemetry system and it is proposed to upgrade this as part of the renewal proposal. The proposed renewal work will need to comply with WSSA SPS Code and other relevant standards and codes.

Due to the nonavailability of adequate information on the design, construction, mechanical installation, electrical and control system the contained in this report must be validated by further investigation, survey, and design.

1.0 Introduction and Background

1.1 Introduction

Gundagai Sewerage system consists of sewer reticulation pipe sizes from DN150 to DN225, five sewage pumping stations (SPS) and a sewage treatment plant using trickling filter. Figure 1 provides the schematic diagram of Gundagai Sewerage system. Based on the available information Gundagai sewerage system was constructed during 1930s and the Gundagai South Sewerage system was construction during 1970s, which makes this system more than fifty years old.

Sewerage system for Gundagai and South Gundagai are two separate systems separated by Murrumbidgee River in between. At present a new sewage treatment plant is under construction as part of Gundagai sewerage system upgrade to replace the existing sewage treatment plant, two sewage pumping stations SPS-G01 (Royal Pumping Station) and SPS-SG01 (Boys Club Pumping Station) along with rising mains from these two pumping stations is also constructed.

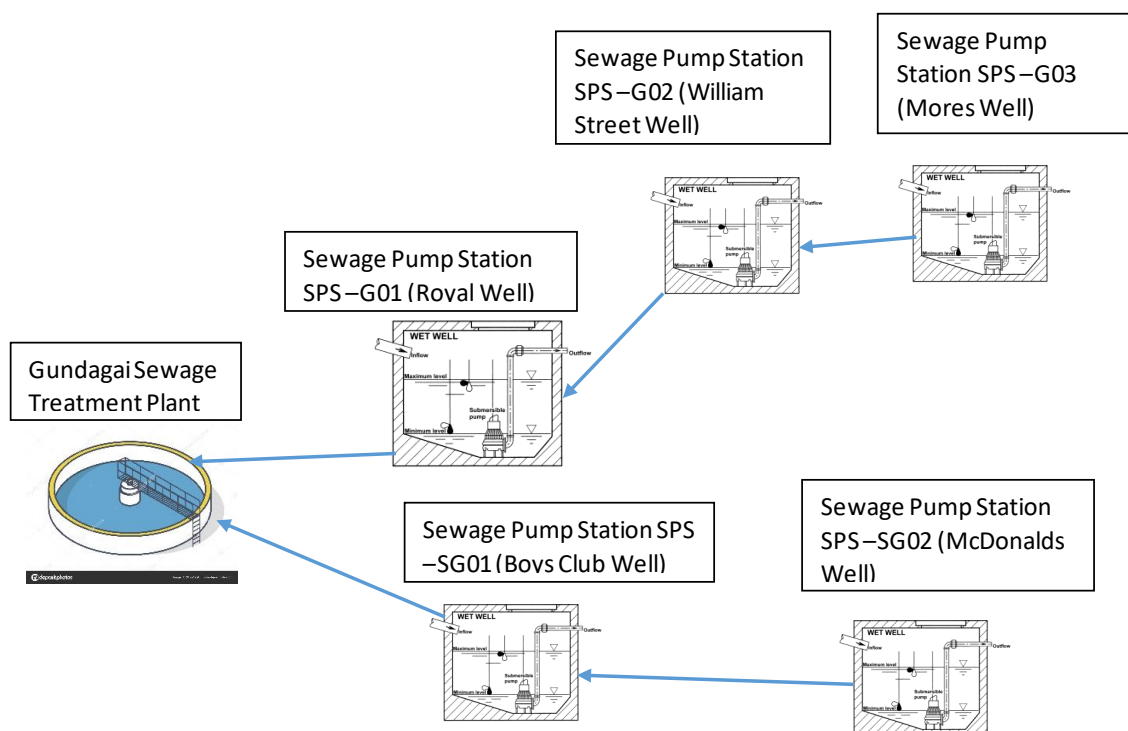


Figure 1- Gundagai Sewerage System

South Gundagai Sewerage system is shown in Figure 2. Which consists of reticulation sewers and two sewage pumping stations.

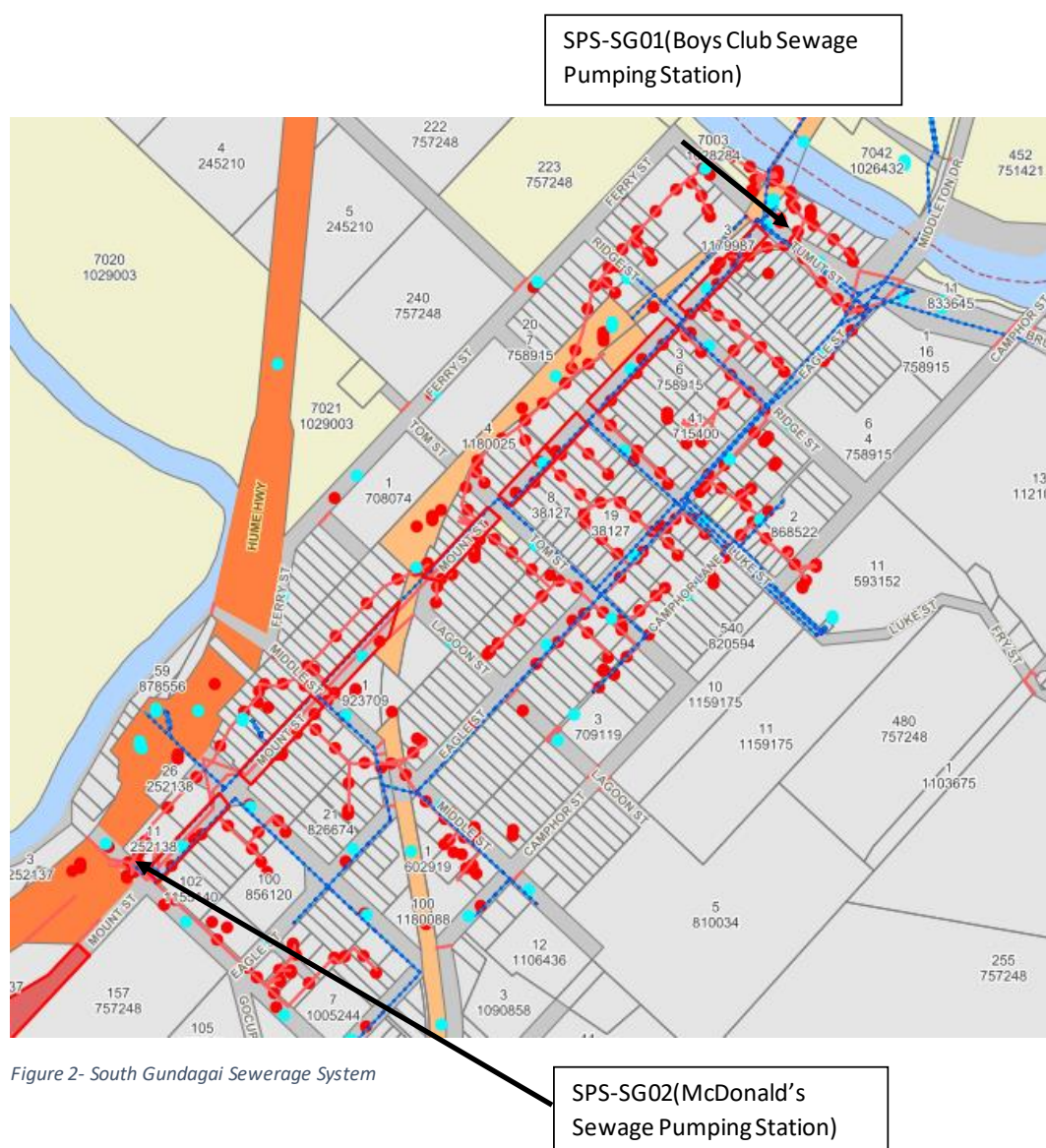


Figure 2- South Gundagai Sewerage System

1.2 Background

SPS - SG02 is located at the corner of South Street & Hume Highway at South Gundagai near the McDonald's Restaurant is a conventional sewage pumping station fitted with two submersible pumps Duty + Standby.

This SPS was designed and constructed in 1970 as part of Gundagai South Sewerage system along with another SPS (Boys Club Pump Station) which is being replaced as part of the current Gundagai Sewerage System upgrade. There has been minor repair works done to this sewage pumping station however, no major refurbishment was done. The SPS require renewal and refurbishment with new pumps pipe work, new switch board, telemetry and level sensing equipment and control systems.

Neither Operation and maintenance manual nor the design details were sighted, therefore existing asset details civil, mechanical, and electrical work are based on the onsite information which will have to be further investigated and validated during Planning and Design Phase.

The location of the SPS is shown below;



Figure 3 - Location of SPS

SPS-SG02

Rising Main

2.0 Design Criteria

The design criteria information under this section was developed by referring various available documents and work as constructed drawings. However, the accuracy of these documents cannot be guaranteed. These deficiencies required to be rectified during concept and details design of the refurbishment of the SPS.

2.1 Gundagai Town Planning

The catchment for this Sewage Pumping Station consists of R1 – General Residential and B4 – Mixed Use land use zones. Northern part of the catchment consists of residential zoning with minimum lot size of 450 sq.m when each of the lot is capable of being connected to the council water reticulation

Figure 4- Gundagai LEP

2.2 Sewage inflow and Population

As no records available other than the drawings it is not clear what design criteria was used for design of the existing SPS. The existing population details are developed by estimating the current building lots, Equivalent Tenement (ET). Also assumed that on ET is 2.5 EP (Equivalent Population).

Refer the flow schedule in Appendix A which provides potential ET available with the catchment of this sewage pumping station.

Table 1 – Current and Future Projections for Gundagai ET

	2019		IWC (ET)		Potential ET	Land Use
	ET	EP	Low Growth	High Growth		
Mount Street Sewer	43	108				Tucker Box Motel, Hungry Jacks, Shell service Station and McDonalds Restaurant. 'Residential
Mount Street Sewer, East	16	40				Residential / commercial
South Street	17	43				Council depot and RMS depot
Total	76	191	85	90	120	

Table 2- Growth Projections - EP

	2019	Low Growth	High Growth	Development Potential	
EP	190	213	225	300	
ADWF(L/s)	0.40	0.44	0.47	0.68	
PDWF					
PWWF	4.0	4.4	4.7	6.8	

The above growth forecast was based on 2019 population estimates. Due to recent COVID-19 pandemic and demand for residential house and land has the potential to accelerate subdivision of the remaining land and to lead to larger population growth. This will further contribute sewage inflow into this catchment which could lead to additional residential lots to be created which could lead to up to 120 ET which corresponds to 300 EP contributing to this SPS catchment.

2.3 Overflow Containment

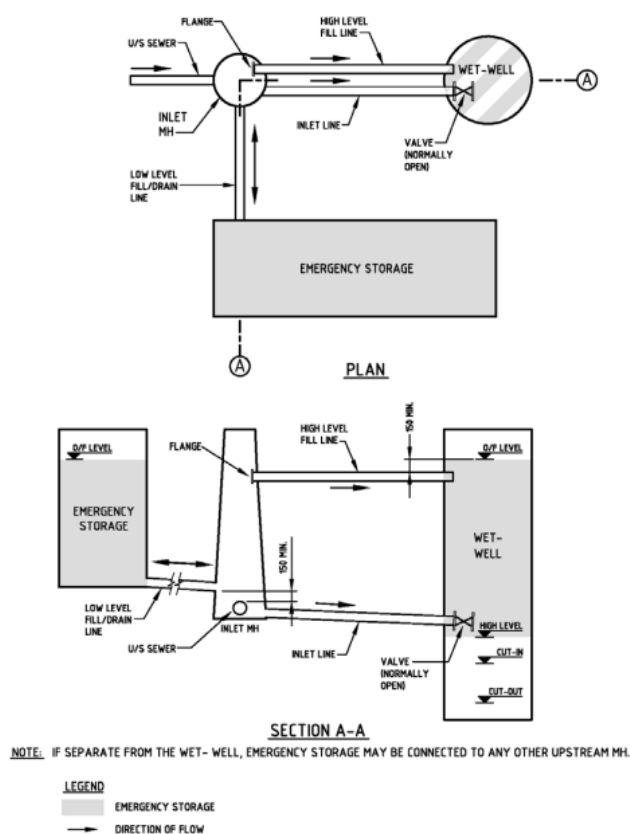
The existing SPS does not have a history of sewage overflow from the system. There is adequate storage within various components of this SPS and sewerage system will provide adequate storage to meet the response time.

However, this must be assessed, and available system storage must be calculated so that regulatory compliance can be achieved. Sewage overflow from a sewerage system is a reportable pollution incident and Water Utility must take steps to contain overflow. If the system storage is not adequate an Emergency Storage facility must be created to increase the response time.

The Figure 5 shows the typical emergency storage configuration taken from WSA Sewage Pumping Station Code.

WSA 04—2005-2.1

80

**FIGURE 5.1 TYPICAL EMERGENCY STORAGE- CONFIGURATION 1***Figure 5- Emergency Storage Arrangement*

The new design for renewal of this SPS must comply with the relevant provisions of SPS Code, WSA 04 – 2005 -2.1, Cluses 5.6 and subclauses referred therein.

The intention of this clause is to provide adequate time for operations/ maintenance personnel to respond to an emergency, overflows may need to be contained or avoided by provision of one or more of the following on site facilities.

- a) Emergency Storage and/or
- b) Permanent generator and/or
- c) Permanent bypass pumping

The SPS and the Inlet Maintenance Holes being located at the lowest point and the absence of Collecting MH being the current overflow

Alarm level settings are shown in Figure 8.1 (Refer also to Table 8.1).

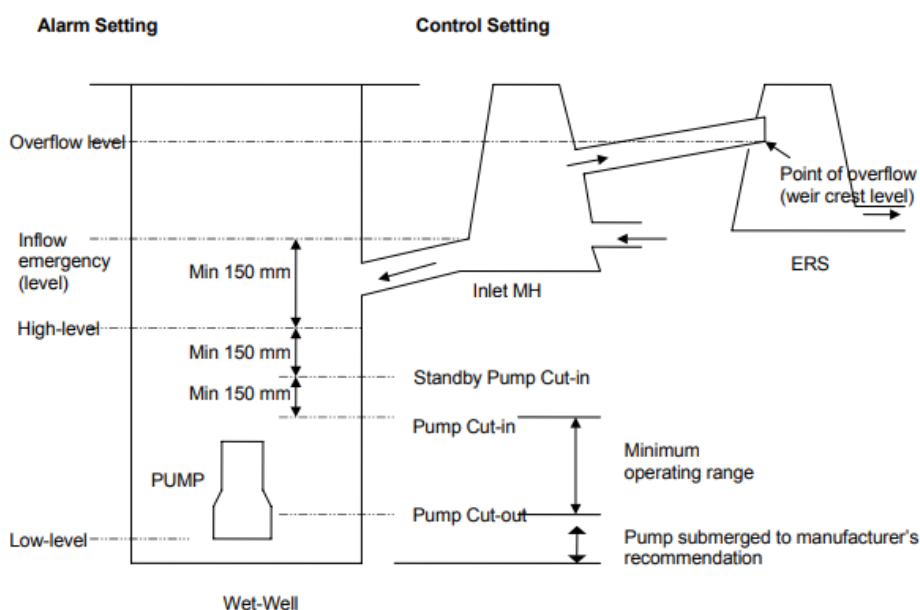


FIGURE 8.1 ALARM LEVEL CONTROL SETTINGS

Figure 6 - Alarm Level and Control Settings

The above diagram is adopted from WSA - Sewerage Pumping Station Code of Australia.

3.0 Existing Infrastructure

3.1 Sewage Pump Station wet well and valve chamber

The wet well dimensions and levels are given below are taken from available documents and the reliability of these critical dimensions are not very accurate and has to be confirmed by onsite survey and measurements.

The station pipe works are DN100, and sewage is pumped through approx. 985 metres long DN100 (4 inch) rising main AC, Class C pipes and the rising main discharges into a Maintenance Hole located in front of No. 61 Mount Street near the corner of Tom and Mount Streets.

Wet Well

Description	In ft	Converted (m)	
Diameter	6	1.8	
Top of wet well roof slab	715.94	RL 218.26	
Bottom of the wet well	698.58	RL 212.927	
Invert of the Inlet Pipe	705.83	RL 215.137	
TWL		RL 214.687	Estimated as no document sighted.
BWL		RL 214.187	Estimated as no document sighted.

Station pipe work is DN100.

Valve Chamber

Description	In ft	In metric	
Length	3	0.915	
Width	4.5	1.372	
Depth	3.25	1.00	
Stop Valve	2 Nos	DN100	Cast iron bitumen coated.
Non-Return Valve	2 Nos	DN100	Cast iron bitumen coated.

At present riser pipes used in the wet well are polyethylene (PE) which are not suitable for this application. Proposed to be replaced as part of the refurbishment.

3.2 Rising Main

The station rising main is DN100, Class B AC pipe. Details of this rising main is provided in Appendix. B. Hydraulic analysis will be done during design phase.

Rising Main

			Ft	Metres	Comments
Pipe Type	AC	Class C			
Length			3325	985	
Diameter	DN100				
Invert at SPS			RL793.95	242.058	
Invert at discharge point			RL881.43	268.729	At MH-19 Tom & Mount Street.
Station Pipework	DN100				

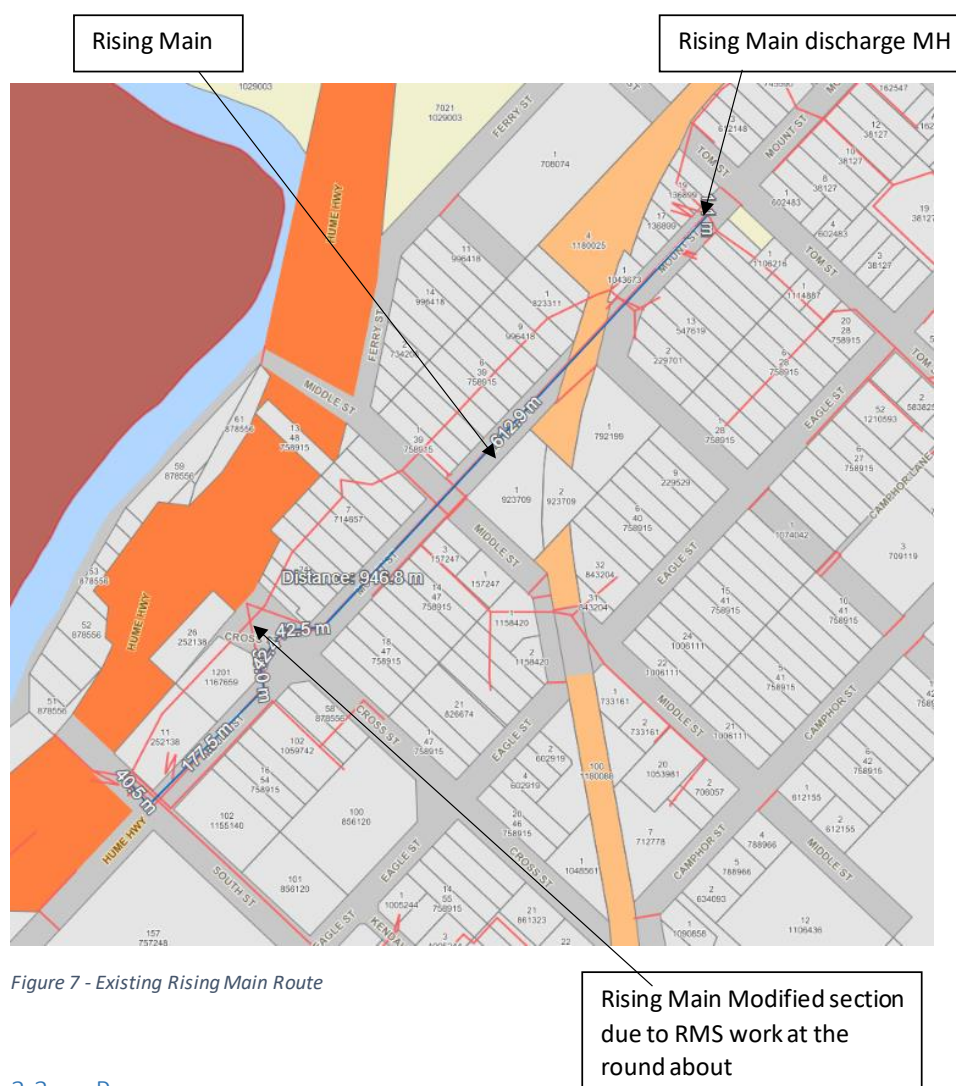
DN100 AC pipe Class C.

Length 985 m (3325 ft)

Discharge point RL268.729 (881.43 ft)

Due to road works along Mount Street by RMS rising main layout has been modified however the details of such layout modifications are not available.

Additionally, the termination of the rising main at the MH Infront of No. 63 Mount Street was done by punching a hole through the concrete wall of the MH which allows solids to collect at the base of the MH which has been partly damaged due to sewer gas attack. As part of the renewal proposal this section of the rising must be re-laid to connect to the invert of the MH.



3.3 Pumps

Pumps

The SPS consists of two submersible pumps (Duty + Standby). Based on the available information the pumps were replaced in 2001.

Make	Groundfos	Rated Power (kW)	11.5
Model	SV122BH1B513	Discharge (L/s)	0 - 40
		Head (m)	41.8 - 4
Invert at SPS		Outlet	DN100/80

The existing pumps were installed approximately 20 years ago. The pumps have been causing few call outs during the last two years. Initially due to failure of PLC. A recent inspection of the pumps

revealed that oil leaks and other associated issues and as part of this proposal the pumps will have to be replaced during refurbishment.

3.4 Electrical Switchboard

Many features and the instruments fitted on the electrical switchboard are obsolete and no longer supported by the industry. If any failure occurred, it would be difficult to repair and replace faulty spare part on this switch board.

The electrical cabinet is also rusted significantly which could allow rainwater to enter. As part of the proposed refurbishment a new electrical switch board will have to be designed and manufactured.

3.5 Land and Easement

The sewage pumping station appears to be located on the road easement / road reserve and the land is not owned by Cootamundra Gundagai Regional Council. Due to its location limited land is available for future expansion of this SPS including construction of an emergency storage facilities. This will be subject to land survey and property identification.

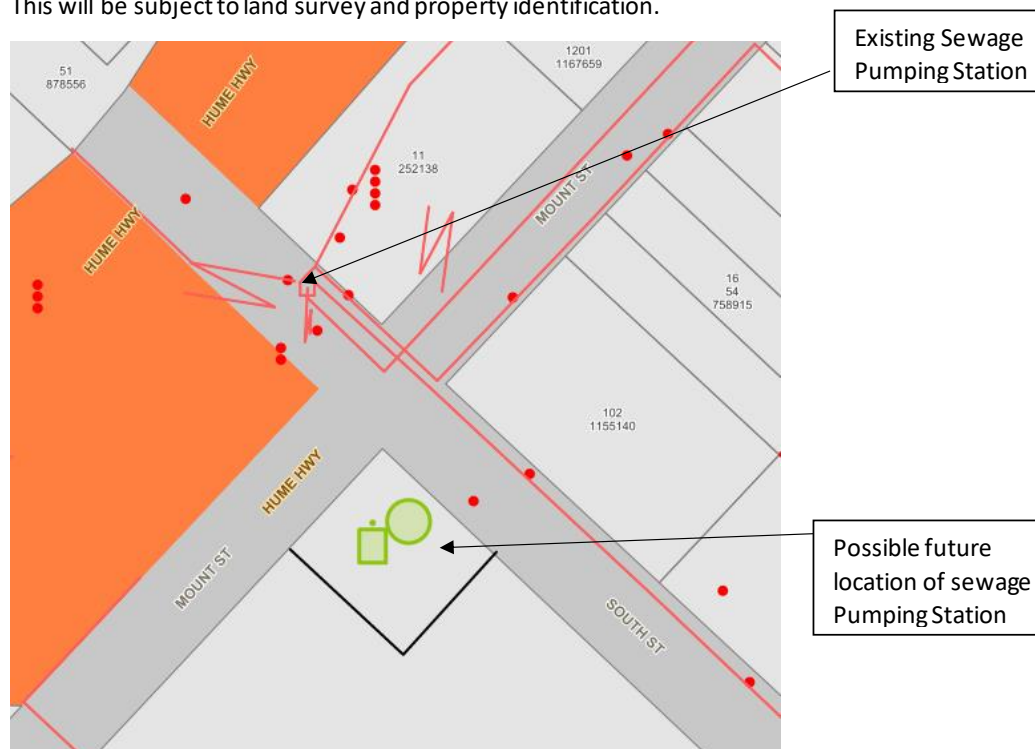


Figure 8-Location and Land Ownership

Due to limited land availability at this SPS site it is recommended to explore the possibility of land availability and acquisition of a suitable land area for future expansion of this sewage pumping station.

The issue related to land availability for future expansion of this sewage pumping station is identified for consideration and not included as part of the scope of work in this document.

4.0 Proposed work and Cost Estimate

4.1 Scope of Work

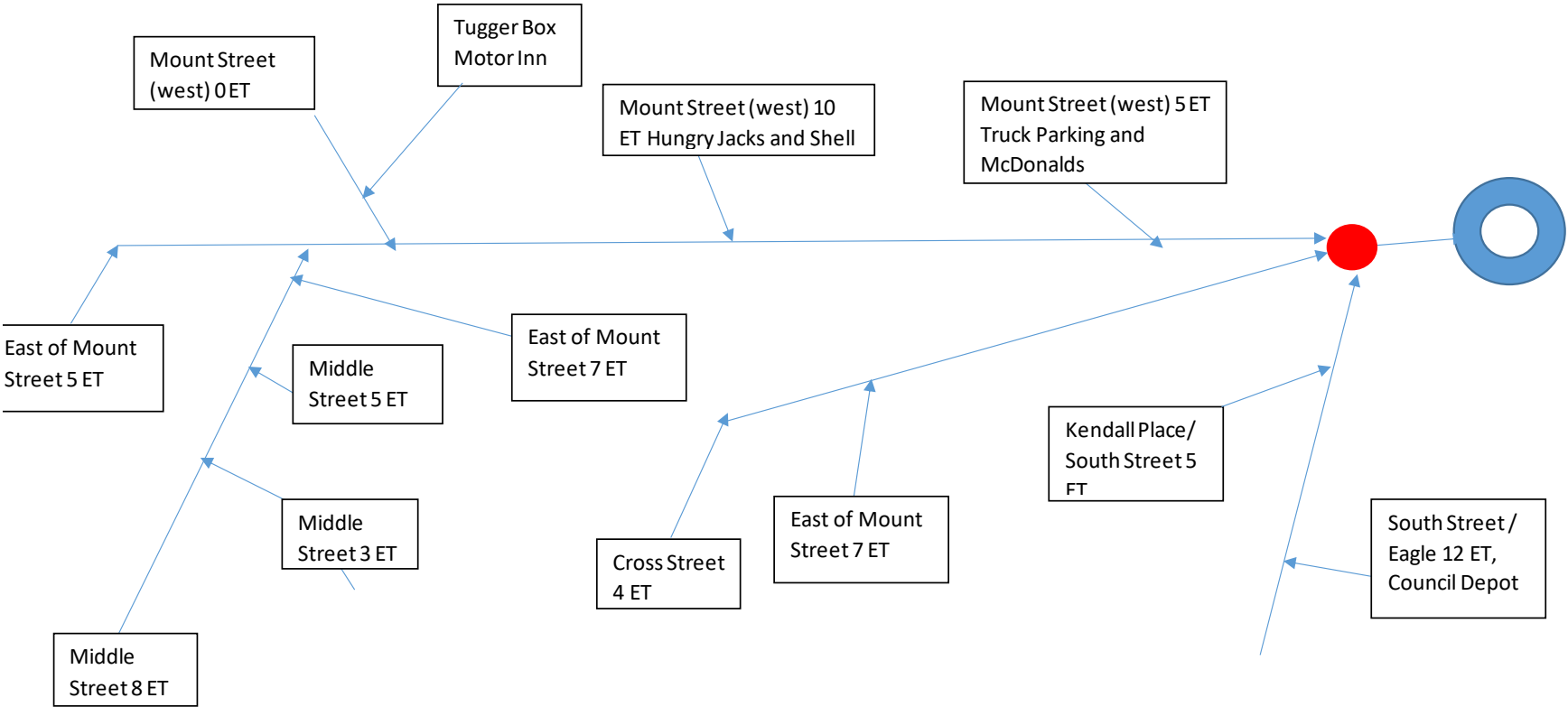
The scope of associated with this renewal includes but not limited to.

- Provision of WHS Management plans including Work method statements
- Site inspection, survey, and measurements
- Traffic and pedestrian management during work on public roads
- Design of civil, mechanical, electrical and telemetry assets by a qualified professional
- Design review workshops and finalisation of the design
- Preparation of pretender estimates along with scope of works
- Technical specification and final design plans
- Tender documents and advertise tender in the open market
- Assess and award tender
- Site establishment, preliminaries and delivering work in accordance with design plans and technical specifications
- Testing and commissioning and running the station for a proving period
- Provide operator training, operation and maintenance manuals and work as constructed drawings.
- Reinstalment and disablement

No work is proposed on the renewal of rising main other than the rectification at discharge point to comply with current standards.

A preliminary cost estimate is provided in Appendix C for the proposed renewal work.

Appendix A - Flow Schedule – Diagram, SPS – SG02, (Near McDonalds Restaurant)



Appendix B - Rising Main Analysis

Rising Main from SPS – SG01 (McDonald SPS)

C

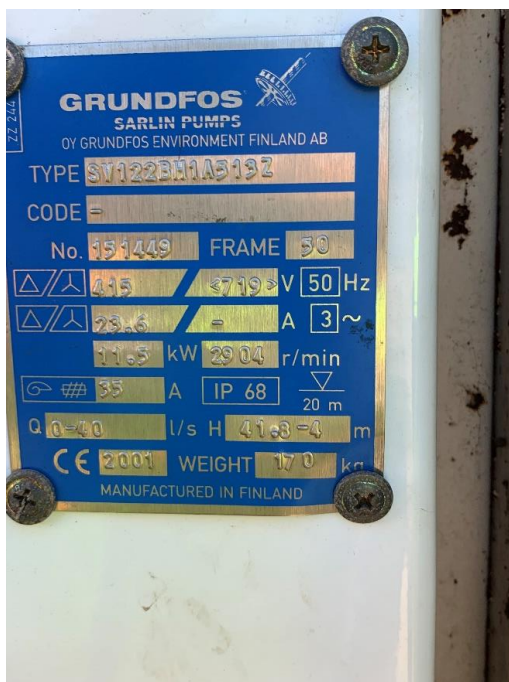
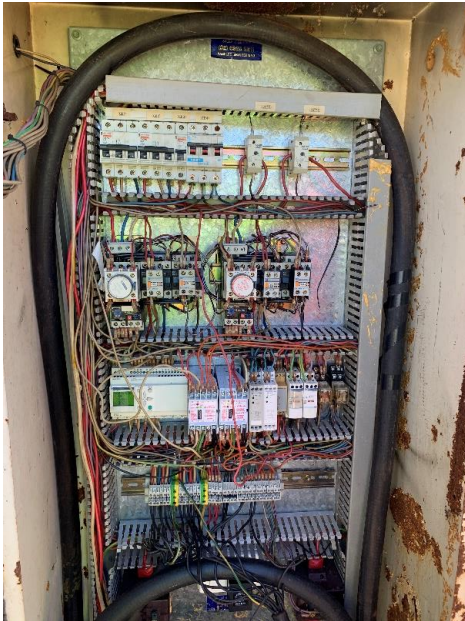
Rising Main Profile from SPS SG-02, South Gundagai						
In feet			Metres			
Chainage	Surface Level	Invert				Note
0						Position of the SPS was changed and RM from 0 to 693 was altered.
1490	723.85	731.74	454.2	220.629	223.034	
1574.9	732.08		480.0	223.138		Thrust Block
1605	732.02		489.2	223.120		Ditch crossing
1615	729.67		492.3	222.403		Watermain
1623	729.77		494.7	222.434		
1627	732.57	729	495.9	223.287	222.199	
1713	734.07	731.71	522.1	223.745	223.025	
1790	739.24	736.88	545.6	225.320	224.601	
1846	743.71		562.7	226.683		
1890	750		576.1	228.600		
2041	757.7	755.34	622.1	230.947	230.228	Top of Bank
2181	762		664.8	232.258		
2190	763.75	758.75	667.5	232.791	231.267	Railway Crossing, concrete encased
2210	764.95		673.6	233.157		
2224	766.25	766.15	677.9	233.553	233.523	Railway crossing
2551	769.15	766.15	777.5	234.437	233.523	
2959	788	784.99	901.9	240.182	239.265	
3223			982.4			Discharge point?
Reference Drawings 5 - 184 69/70 and 6 - 184 69/70						

Due to lack information on the work as constructed (WAC) drawings it was not possible to do a meaningful hydraulic analysis of the rising main characteristic. Hydraulic analysis will be done as once the detail profile of the rising main is surveyed and critical dimensions are established.

Appendix C - Project Cost Estimate

Refurbishment of SPS - SG02, McDonalds Restaurant					
Cost Estimate					
	Refurbish the SPS				
Item	Description	Qty	Unit	Rate	Total
1	Site Establishment & Preliminaries	-		-	-
1.1	Establishment & disestablishment	1	LS	\$ 7,500.00	\$ 7,500.00
1.2	Project Plans	1	LS	\$ 2,000.00	\$ 2,000.00
1.3	Service search and protection	1	LS	\$ 2,500.00	\$ 2,500.00
1.4	Environmental Protection and maintenance	1	LS	\$ 2,500.00	\$ 2,500.00
2	Bypass pumping and Demolition				
2.1	Insert a bypass tee on the existing DN150 rising main	1	LS	\$ 2,500.00	\$ 2,500.00
2.1	Establish, operate and maintain bypass pumping system(12 wks.)	1	LS	\$ 7,500.00	\$ 7,500.00
3	Demolition & disposal				
3.1	Demolish existing valve chamber	1	LS	\$ 2,500.00	\$ 2,500.00
3.2	Demolish vent shaft	1	LS	\$ 1,500.00	\$ 1,500.00
3.3	Remove pumps and strip pipework at the station	1	LS	\$ 8,000.00	\$ 8,000.00
3.4	Demolish existing CDU	1	LS	\$ 2,000.00	\$ 2,000.00
4	Construction works				
4.1	Excavation to the required depth and disposal of waste	1	LS	\$ 5,000.00	\$ 5,000.00
4.2	Treatment and disposal of ASSS	1	LS	\$ 10,500.00	\$ 10,500.00
4.3	Foundation to support new valve chamber	1	LS	\$ 6,500.00	\$ 6,500.00
4.4	Construct new valve chamber	1	LS	\$ 18,000.00	\$ 18,000.00
4.4	Refurbish existing wet well and concrete repairs	1	LS	\$ 12,500.00	\$ 12,500.00
4.5	Supply & install pipes in the wet well and valve chamber	1	LS	\$ 20,000.00	\$ 20,000.00
4.6	Application of protective coating to the surfaces of the wet well	1	LS	\$ 20,000.00	\$ 20,000.00
4.7	Install new pump pedestal and pumps	1	LS	\$ 15,000.00	\$ 15,000.00
4.8	Supply and install vent shaft	1	LS	\$ 11,500.00	\$ 11,500.00
4.9	Supply & install SS316 cable hooks, chain hooks and float support, guide rail brackets and PVC stilling tube.	1	LS	\$ 7,500.00	\$ 7,500.00
4.1	Supply and install SS ladder in the wet well	1	LS	\$ 6,500.00	\$ 6,500.00
4.11	Provision of electrical conduits and installation	1	LS	\$ 20,000.00	\$ 20,000.00
4.12	Design, supply & install multipart aluminium lids for the valve chamber and wet well	1	LS	\$ 7,500.00	\$ 7,500.00
4.13	Monowills handrail for the valve chamber and wet well	1	LS	\$ 2,500.00	\$ 2,500.00
4.14	Construct new RC infill slab	1	LS	\$ 5,000.00	\$ 5,000.00
4.15	Construct driveway	1	LS	\$ 8,500.00	\$ 8,500.00
4.16	Construct new gate / fence	1	LS	\$ 3,500.00	\$ 3,500.00
4.17	Testing and commissioning	1	LS	\$ 2,500.00	\$ 2,500.00
	Restoration and Landscaping				
	Landscaping and restoration	1	LS	\$ 5,000.00	\$ 5,000.00
	WAC, O&M Manuals drawings	1	LS	\$ 5,000.00	\$ 5,000.00
	Principal supplied Items				
	Two electric pumps	1	LS	\$ 20,000.00	\$ 20,000.00
	Pump lifting chain	1	LS	\$ 3,000.00	\$ 3,000.00
	Telemetry equipment	1	LS	\$ 9,000.00	\$ 9,000.00
	New switch board (Provisional item)	1	LS	\$ 70,000.00	\$ 70,000.00
	Subtotal				\$ 333,000.00
	Construction Contingencies - 10%				\$ 33,300.00
	Project Management 10%			10%	\$ 33,300.00
	TOTAL COST ESTIMATE				\$ 399,600.00

Appendix D Photographic Records





Proposed Design and Installation of SCADA system for Water and Sewerage Assets

Background

Before SCADA, Supervisory Control and Data Acquisition (SCADA), industrial, water utility and manufacturing operations were limited to the workers they had available to operate and monitor the equipment.

As these operations grew in scale, the need for networking capabilities began to drive water and wastewater treatment companies to use industrial control computers and telemetry in the 50s and 60s. As computer technology advanced, its application to the industrial fields grew as well. Microprocessors and programmable logic controllers led to better automated systems.

Automated monitoring processes became more sophisticated in the 80s and 90s as utilities implemented local area networks (LAN) and as updated human-machine interface software became easier to read. While these systems were superior to the older tech, third-party software was often difficult or impossible to integrate into existing water and wastewater management systems.

Open-source SCADA systems finally became the norm in the 2000s and adopted modern information technology like structured query language (SQL). Now, advanced systems can be connected through secure servers to smart devices, like tablets in remote locations. These improvements make 24/7 data integration and flow possible from across the globe. These advancements have had massive implications for public services and utilities.

Benefits of SCADA in Water and Wastewater Monitoring and Operations

- Instant access to information allows operators to make decisions and analyze data regularly rather than in segments.
- Digital monitoring makes the data received more accurate and up to date.
- Flowmeters are data loggers that are installed in strategic locations to send data to remote terminal units (RTU), then send their collected data to the treatment plant operators.
- With this data the operators have an opportunity to see problems like leaks, overflows or chemical imbalance (this is little more sophisticated)
- Access to up-to-date information on these potential problems gives water operations a chance to fix these issues in advance, reducing downtime for machinery.
- Security is also an ongoing priority for utilities. For vulnerable parts of the water utilities infrastructure, the SCADA network allows for connected camera systems, which are remotely accessible to give more peace of mind and security to these areas.
- This kind of supervision allows management staff the resources to be more efficiently distributed throughout the system for repairs or support.



- Some SCADA systems allow for automation, which helps alleviate many of the problems water and wastewater operators have dealt with throughout their history.
- In addition to advanced problem solving, water and wastewater systems are also now more energy-efficient with automated systems.
- Efficient and accurate automated monitoring is crucial to wastewater treatment facilities as problems such as overflows can result in EPA regulation violations and costly fines.
- In this scenario, an automated or cloud-connected SCADA system can alert operators to make repairs or changes to manage the flow of wastewater that needs to be treated.
- SCADA can also help reduce the cost of operating a water distribution or treatment plant by allowing operators to see what critical systems need to be further optimized and prioritized.
- SCADA has changed the way that utilities operate by vastly improving the way operators absorb and interact with system data. Now, water and wastewater treatment plants in every industry can have a detailed understanding of where and when to utilize their available workforce.

At present no working SCADA system is available to control and monitor the operation in Cootamundra. Gundagai Water Treatment Plant has SCADA on a limited scale and the new Gundagai Sewage Treatment Plant and pumping stations will have SCADA system installed.

In order for these systems to function a new SCADA system must be installed with Radio Licence to operation the system between both cities.

The Proposal

The proposal will link all the water and sewerage assets in both Town Centre's this include, pumping stations, reservoirs, treatment facilities. Also required to installation of a repeater station at Mount Parnassus in Gundagai for transmission.

The assets listed below will be included for SCADA installation. Some assets require extensive modification prior to install modern SCADA system facilities.

Appendix 1 - Asset Details which are covered under this programme.

Appendix 2 - Project Cost Estimate and funds required



Appendix 1 - Asset Details

Gundagai Sites

Water Assets		
Gundagai Water Treatment Plant		Partial telemetry system exists.
Hospital Reservoir		
Astor Reservoir 1		
Astor Reservoir 2		
Gundagai Main Reservoir 1		
Gundagai Reservoir 2		
South Gundagai Reservoir		

Sewerage Assets		
Mores Well SPS	SPS – G03	
William Street, Primary School SPS	SPS – G02	
Royal SPS	SPS – G01	To be replaced with a SPS
Boys Club SPS	SPS – SG01	To be replaced with a new SPS
McDonalds SPS	SPS – SG02	
Gundagai STP		Under Construction
Gundagai Effluent Reuse system		Existing

Cootamundra Sites

Water Assets		
Reservoir 1		
Reservoir 2		
Chlorinator at Reservoir 1		Proposed Asset
Chlorinator at Reservoir 2		Proposed Asset
Main Flow Meters		Future assets

Sewerage Assets		
New SPS at Turners Lane Industrial		Proposed future
Boundary Road Subdivision SPS	SPS – C05	Just constructed.
Aerodrome SPS	SPS – C04	
Kings Drive SPS	SPS – G03	
Strikers Oval SPS	SPS – C02	
Betts Street SPS	SPS – C01	
Cootamundra Sewage Treatment Plant		Existing system defunct and new system to be installed
Cootamundra Effluent Reuse System		New installation
Critical reuse system flow meters		New installation



Appendix 2 – Cost Estimate and Funding

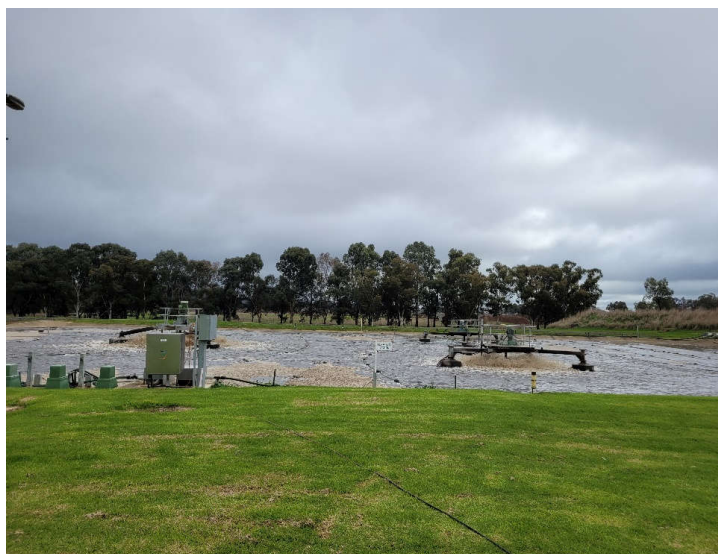
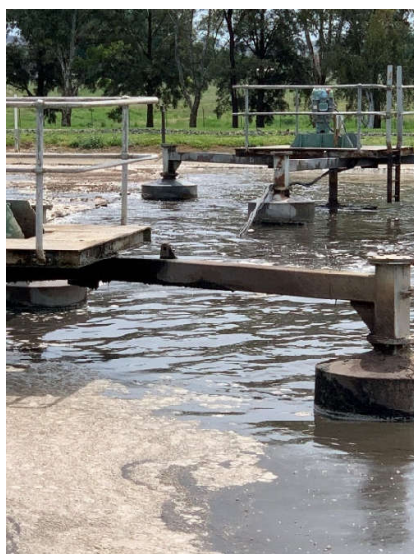


Cootamundra Gundagai Regional Council					
Telemetry / SCADA Estimated Cost					
	Description	Qty.	Unit	Rate	Amount
1	Provision of Preconstruction Activities	1	Lumsum	\$36,750	\$36,750
2	Construction, equipping, testing and commissioning of all other works not included in other milestones.	1	Lumsum	\$88,800	\$88,800
3	Design Drawings and documentation	1	Lumsum	\$120,000	\$120,000
4	BRADMAN ST. DEPOT IN COOTAMUNDRA	1	Lumsum	\$85,800	\$85,800
5	COOTAMUNDRA SEWAGE TREATMENT PLANT (STP)	1	Lumsum	\$130,000	\$130,000
6	EFFLUENT REUSE SYSTEM IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
7	IN-FLOW TO THE EFFLUENT REUSE SYSTEM IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
8	OVER-FLOW FROM THE EFFLUENT REUSE SYSTEM TO CREEK IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
9	STRIKER ST. SPS IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
10	KINGS DRIVE SPS IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
11	BETTS ST. SPS IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
12	AERODROME SPS IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
13	RESERVOIR No.1 AND REPEATER STATION IN COOTAMUNDRA	1	Lumsum	\$19,500	\$19,500
14	RESERVOIR No.2 IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
15	NEW SPS AT THE TREATMENT PLANT SUB-DIVISION IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
16	NEW SPS AT THE CRN. OF BOUNDARY AND DILLAN ST. IN COOTAMUNDRA	1	Lumsum	\$15,000	\$15,000
17	NEW REPEATER STATION SITE IN COOTAMUNDRA	1	Lumsum	\$24,600	\$24,600
18	GUNDAGAI WATER TREATMENT PLANT (WTP)	1	Lumsum	\$15,000	\$15,000
19	GUNDAGAI SEWAGE TREATMENT PLANT (STP) – NEW PLANT WITH SCADA SYSTEM	1	Lumsum	\$7,200	\$7,200
20	WILLIAM ST. SPS IN GUNDAGAI	1	Lumsum	\$150,000	\$150,000
21	WILLIAM ST. FEEDER SPS IN GUNDAGAI	1	Lumsum	\$15,000	\$15,000
22	ROYAL SPS (NEW) IN GUNDAGAI	1	Lumsum	\$6,400	\$6,400
23	McDONALD SPS IN GUNDAGAI	1	Lumsum	\$80,000	\$80,000
24	BOYS CLUB SPS (NEW) IN GUNDAGAI	1	Lumsum	\$2,400	\$2,400
25	HOSPITAL RESERVOIR IN GUNDAGAI	1	Lumsum	\$62,000	\$62,000
26	ASTORE RESERVOIR IN GUNDAGAI	1	Lumsum	\$62,000	\$62,000
27	SOUTH GUNDAGAI RESERVOIR	1	Lumsum	\$62,000	\$62,000
28	MAIN RESERVOIR IN GUNDAGAI	1	Lumsum	\$62,000	\$62,000
29	NEW REPEATER STATION SITE IN GUNDAGAI	1	Lumsum	\$24,600	\$24,600
30	FUNCTIONAL DESCRIPTION AND CHAZOP WORKSHOP	1	Lumsum	\$49,500	\$49,500
31	SOFTWARE PROGRAMMING	1	Lumsum	\$125,000	\$125,000
32	IPADS AND/OR TABLETS	1	Lumsum	\$20,400	\$20,400
33	WITNESSED TESTING AND DEMONSTRATION	1	Lumsum	\$35,000	\$35,000
34	O&M MANUAL AND OPERATOR TRAINING	1	Lumsum	\$42,000	\$42,000
35	All other work and obligations under the Contract NOT INCLUDED ELSEWHERE in this Schedule	1	Lumsum	\$24,000	\$24,000
	Subtotal(Excluding GST)				\$1,499,950
	Contingencies	10 %			\$149,995
	Design Support and Project Management	10 %			\$149,995
	Total				\$1,799,940



Asset Renewal Proposal

Cootamundra Sewage Treatment Plant



Document Control

Document control

Version	Author(s)	Reviewer	Approved for issue	
			Name	Date
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Abbreviations

Abbreviation	Description
ADWF	average dry weather flow
AGWR	Australian Guidelines for Water Recycling
BOD	biochemical oxygen demand
BWL	bottom water level
CCP	critical control point
CFU	colony-forming unit
D	day
Dia	diameter
DO	dissolved oxygen
DPIE	Department of Planning Industry and Environment
EP	equivalent population
EPA	Environment Protection Authority
EPL	Environment Protection Licence
G	gram
HACCP	Hazard Analysis Critical Control Point
IDEA	Intermittently Decanted Extended Aeration
kL	kilolitre
L	litre
LGA	Local Government Area
LRV	log reduction value
Mg	milligram
ML	megalitre
MLSS	mixed liquor suspended solids
N	nitrogen
NH ₃ -N	ammonia nitrogen
NO _x -N	oxidised nitrogen
P	phosphorus
PLC	programmable logic controller
POEO	Protection of the Environment Operations (Act)
PWA	Public Works Advisory
PWWF	peak wet weather flow
CGRC	Cootamundra Gundagai Regional Council
RWMS	recycled water management system

Abbreviation	Description
STP	sewage treatment plant
TKN	total Kjeldahl nitrogen
TP	total phosphorus
TSS	total suspended solids
TWL	top water level
UV	Ultraviolet
UVT	ultraviolet transmittance
WHS	Work Health and Safety
Y	Year

Summary

Cootamundra Sewage Treatment Plant (STP) has been in operation for more than 70 years. The first plant was designed using trickling filters, with humus tank and maturation pond as part of the treatment process. A new plant was designed and constructed from 1989 and to 1991. The new plant is an activated sludge treatment plant consisting of an inlet works with stainless steel drum screen and screw conveyor for screenings removal, chemical dosing, activated sludge aeration using three floating surface aerators, a circular secondary clarifier with return activated sludge (RAS) and waste activated sludge (WAS) pumps, two maturation ponds and two sludge lagoons. There is a trade waste storage pond is on site.

The treatment plant was designed to cater for 12,000 EP with a Tannery in the catchment which is now closed. Predicted town population growth did not reach the forecast 8,000 EP and the plant is now serving for 6500 EP approx.

The plant has been in operation for more than thirty years without major renewal / refurbishment. Most of the mechanical and electrical equipment well passed their useful life. A detailed condition assessment and replacement program is necessary for reliable operation of the treatment plant and to produce treated effluent suitable for reuse and complies with EPA License requirements..

The STP does not have adequate instrumentations at present so that close monitoring of the operation and performance of the STP and collection data for regulatory reporting can be done using reliable data.

The surface aerators at this plant have been deteriorated with rusting support frames, floats attached to the aeration units and other components. Routine and reactive maintenance of aerators is done by using an aluminium boat to access the aerators. This poses significant WHS risks. At present new technology is available so that aerators are attached at the end of hinged bridge enable the operation and maintenance activities to be carried out by easily accessing the aerators.

It is recommended to develop do a detailed condition assessment, prepare a concept and detailed design and take necessary steps to renew / refurbish various equipment including;

- Upgrading the inlet works
- surface aerators, two 30 kW and one 45kw aerator.
- Electrical switchboard and installation work
- Various pumps and pipe work
- Switch room building refurbishment including laboratory
- Instrumentation and SCADA installation for control, monitor and regulatory reporting.
- Allocate funds to proceed with renewal work.

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1. Introduction and Background

1.1 Introduction

Cootamundra sewage treatment plant was initially located at Old Treatment Works Road, off Gundagai Road was constructed in 1977 as a trickling filter plant with sedimentation tank and maturation pond. Water from maturation pond was discharged into the natural water way which is a tributary and part of to Mutamma Creek catchment.

Even though, trickling filters are lower cost sewage treatment process due to low energy consumption and lower operational and maintenance costs, the quality of the effluent produced by these plants will not satisfy the current regulatory requirements and Environmental Protection Licencing requirements. This led to design and construction of a new sewage treatment plant during 1990.

Figures 1 and 2 shows the Trickling Filter process diagram and trickling filter cross section.

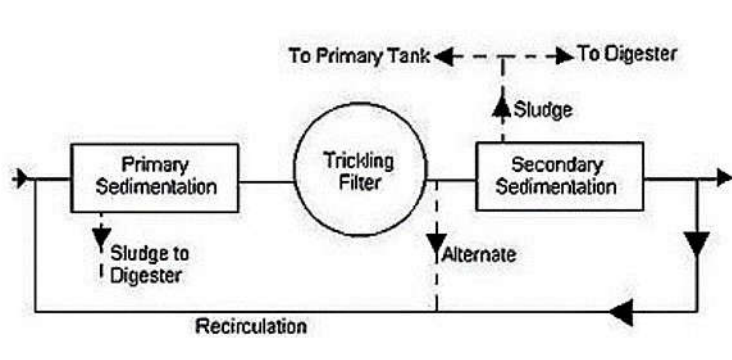


Figure 1- Trickling Filter Process Diagram

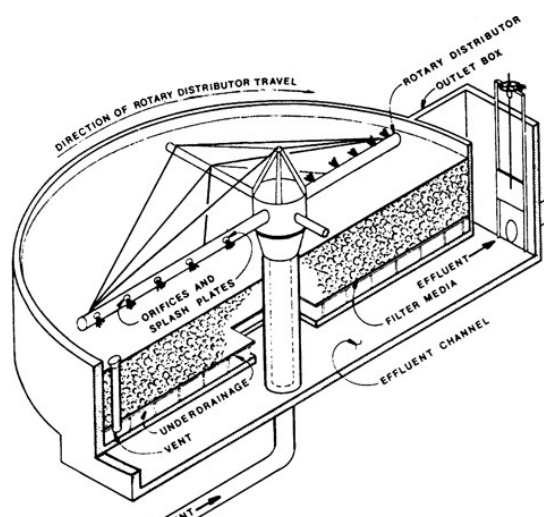


Figure 2- Trickling Filter Cross Section

1.2 Background

During 1989 detailed design work were compiled by Department of Public Services NSW to renew the plant and upgrade it with activated sludge treatment process.

The plant consists of an inlet works barscreen, storm overflow weir settled sewage is aerated in the aeration lagoon with three aerators one large, 45 kW rated and two smaller surface aerators, 30 kW rated with return activated sludge and waste activated sludge pumps and waste activated sludge is discharged into sludge lagoons which are alternatively used and biosolids are disposed at approved landfill sites.

Treated effluent passess through two maturation ponds and stored in an 80 ML storage dam as a balancing storage to meet peak irrigation demands for coucil park, school play grounds and Country club golf course.

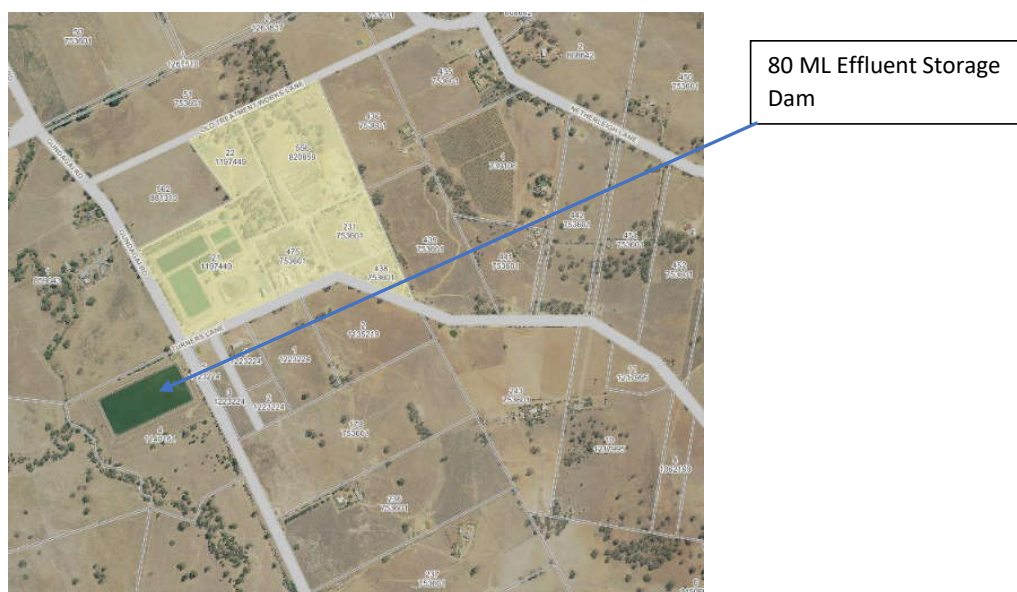


Figure 3- Location Map of Cootamundra STP

1.3 Sewage treatment Process

This section provides a background of various unit processes in sewage treatment facilities and their function. It is important to note that Cootamundra Sewage Treatment Plant does not have all these unit processes listed and discussed below.

1.3.1 General

The process of treating and reclaiming water from wastewater (any water that has been used in homes, such as flushing toilets, washing dishes, or bathing, and some water from industrial use and storm sewers) starts with the expectation that after it is treated it will be clean enough to reenter the environment.

The quality of the water is dictated by the Environmental Protection Authority (EPA NSW) and the Protection of the Environment Operations Act 1997 NSW (POEO Act) and wastewater facilities operate to specified Licences issued by Environmental Protection Authority. According to the EPA, The Protection of the environment Operations Act (POEO Act) establishes the basic structure for regulating discharges of pollutants into the natural waters and regulating quality standards for surface waters. Under the POEO, EPA sets wastewater standards for industry. The EPA has also developed water quality criteria recommendations for pollutants in surface waters. This is managed by conditions in the EPA's Environmental Protection License (EPL). Cootamundra STP has an EPL NO.1603.

It is crucial a wastewater facility / sewage treatment plant meets these expectations or risk stiff penalty.

1.3.2 Inlet Works

The aim of this process is the removal of large items from the influent to prevent damage to the facility's pumps, valves, and other equipment.

The physical process of wastewater treatment begins with screening out large items that have found their way into the sewer system, and if not removed, can damage pumps and impede water flow.

Cootamundra STP has an inlet screen rotating screw conveyor, removing large items from the influent and ultimately taken to a landfill.



Figure 4 - Inlet Works at Cootamundra STP

1.3.3 Grit Removal

Removal of grit by flowing the influent over/through a grit chamber.

Fine grit that finds its way into the influent needs to be removed to prevent the damage of pumps and equipment downstream (or impact water flow). Too small to be screened out, this grit needs to be removed from the grit chamber. There are several types of grit chambers (horizontal, aerated or vortex) which control the flow of water, allowing the heavier grit to fall to the bottom of the chamber; the water and organic material continue to flow to the next stage in the process. The grit is physically removed from the bottom of the chamber and discarded.

At present Cootamundra STP is not equipped with grit removal. Possibility of introducing a grit chamber must be investigated as part of the proposed upgrading. This includes analysis on the treatment plant hydraulics so that a grit chamber can be incorporated in the future. The sewage inflow being pumped flow it would be feasible to introduce a grit removal system. However, which might require rebuilding a new inlet structure, along with a new grit removal system.

1.3.4 Primary Clarifier

Initial separation of solid organic matter from wastewater.

Solids known as organics/sludge sink to the bottom of the tank and are pumped to a sludge digester or sludge processing area, dried and hauled away. Proper settling rates are a key indicator for how well the clarifier is operating. Adjusting flow rate into the clarifier can help the operator adjust the settling rates and efficiency.

After grit removal, the influent enters large primary clarifiers that separate out between 25% and 50% of the solids in the influent. These large clarifiers (20 m in diameter, with sloping conical shaped base as an example) allow for the heavy solids to sink to the bottom and the cleaner influent to flow. The effectiveness of the primary clarification is a matter of appropriate water flow. If the water flow is too fast, the solids don't have time to sink to the bottom resulting in negative impact on water quality downstream. If the water flow is too slow, it impacts the process up stream.

The solids that fall to the bottom of the clarifier are known as sludge and pumped out regularly to ensure it doesn't impact the process of separation. The sludge is then discarded after any water is removed and commonly used as fertilizer.

Cootamundra STP is not designed to have a primary clarifier.

1.3.5 Aeration Process

Air is pumped into the aeration tank/basin to encourage conversion of NH₃ to NO₃ and provide oxygen for bacteria to continue to propagate and grow.

Once converted to NO₃, the bacteria remove/strip oxygen molecules from the nitrate molecules and the nitrogen (N) is given off as N₂↑ (nitrogen gas).

At the nucleus of the wastewater treatment process is the encouragement and acceleration of the natural process of bacteria, breaking down organic material. This begins in the aeration tank. The primary function of the aeration tank is oxygen transfer into the tank to encourage the breakdown of

any organic material (and the growth of the bacteria), as well as ensure there is enough time for the organic material to be broken down. Aeration can be accomplished with pumping and defusing air into the tank or through aggressive agitation that adds air to the water. This process is managed to offer the best conditions for bacterial growth. Oxygen gas [O₂] levels below 2 ppm will kill off the bacteria, reducing efficiency of the plant. Dissolved oxygen monitoring at this stage of the plant is critical. Ammonia and nitrate measurements are common to measure how efficient the bacteria are in converting NH₃ to N₂↑.

A key parameter to measure in wastewater treatment is Biochemical Oxygen Demand (BOD). BOD is a surrogate indicator for the amount of organic material present and is used to determine the effectiveness of organic material breakdown. There are a number of other tests used to ensure optimal organic material breakdown (and BOD reduction) such as measuring pH, temperature, Dissolved Oxygen (DO), Total Suspended Solids (TSS), Hydraulic Retention Time (flow rate), Solids Retention Time (amount of time the bacteria is in the aeration chamber) and Mixed Liquor Suspended Solids. Ongoing and accurate monitoring is crucial to ensure the final required effluent BOD.

Cootamundra STP consists of an aeration lagoon fitted with three surface aerators and one Aspirator aerator assembly. However, there is no dissolved oxygen monitors at present. As part of the refurbishment of this plant the above parameters need to be analysed and the aeration system must be designed accordingly.

1.3.6 Secondary Clarifier

Treated wastewater is pumped into a secondary clarifier to allow any remaining organic sediment to settle out of treated water flow.

As the influent exits the aeration process, it flows into a secondary clarifier where, like the primary clarifier, any very small solids (or fines) sink to the bottom of the tank. These small solids are called activated sludge and consist mostly of active bacteria. Part of this activated sludge is returned to the aeration tank by RAS pumps to increase the bacterial concentration, help in propagation, and accelerate the breakdown of organic material. The excess is discarded, by WAS pumps into the sludge lagoons.

The water that flows from the secondary clarifier has substantially reduced organic material and should be approaching expected effluent specifications.

Cootamundra STP is equipped with a secondary clarifier, RAS and WAS pumps where the sludge is allowed to settle at the bottom of the tank and supernatant water flows into maturation ponds for further treatment.

1.3.7 Maturation Ponds

Maturation ponds (low-cost polishing ponds), which generally follow either the primary or secondary treatment, are **primarily designed for tertiary treatment, i.e., the removal of pathogens, nutrients and possibly algae.**

Cootamundra STP is equipped with two maturation ponds with adequate capacity to treat sewage.

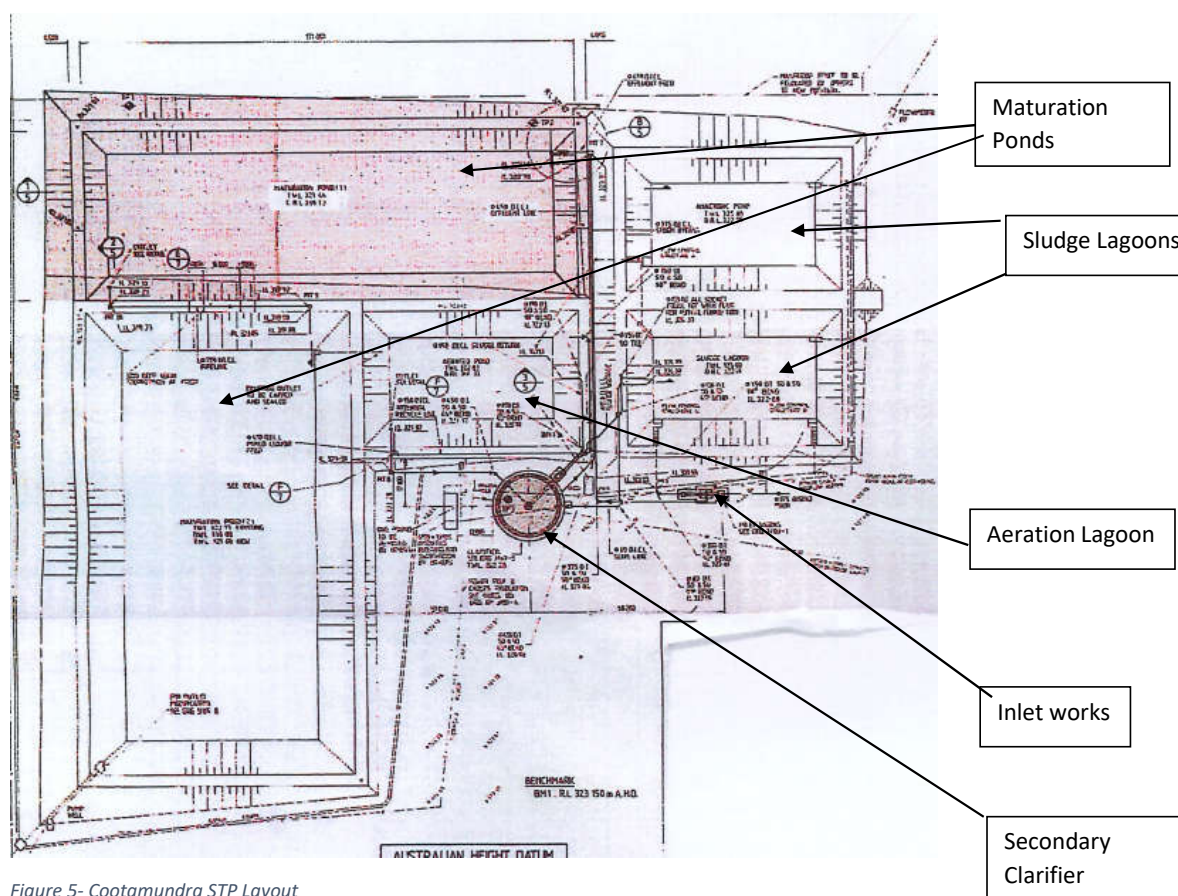


Figure 5- Cootamundra STP Layout

1.3.8 Chlorination (Disinfection)

Chlorine is added to kill any remaining bacteria in the contact chamber.

With the enhanced concentration of bacteria as part of the aeration stage, there is a need to test the outgoing effluent for bacteria presence or absence and to disinfect the water. This ensures that higher than specified concentrations of bacteria are not released into the environment. Chlorination is the most common and inexpensive type of disinfection but ozone and UV disinfection are also increasing in popularity. If chlorine is used, it is important to test for free-chlorine levels to ensure they are acceptable levels before being released into the environment.

At Cootamundra STP disinfection is done only to the recycled water used for Municipal Irrigation and no chlorination is done for the treated effluent discharged into the environment.

1.3.9 Effluent Reuse and Disposal

After meeting all licence / permit specifications, clean water is reintroduced into the environment.
Although testing is continuous throughout the wastewater treatment process to ensure optimal water flow, clarification and aeration, final testing is done to make sure the effluent leaving the plant meets license specifications.

1.4 Recycled Water Management and Effluent Reuse

During 2006, then Cootamundra Shire Council initiated a recycled effluent usage scheme to use treated effluent to irrigate parks and gardens and Cootamundra Country Club Golf Course. This enabled the council to use recycled water instead of potable water so that environmental overflow is reduced and cost reduction on irrigation water use.

As part of this scheme an 80 ML storage dam was constructed and the effluent was stored during low irrigation demand period and used during dry weather to irrigate parks & gardens and Country Club Golf Course.



Figure 6- Cootamundra STP Aerial View

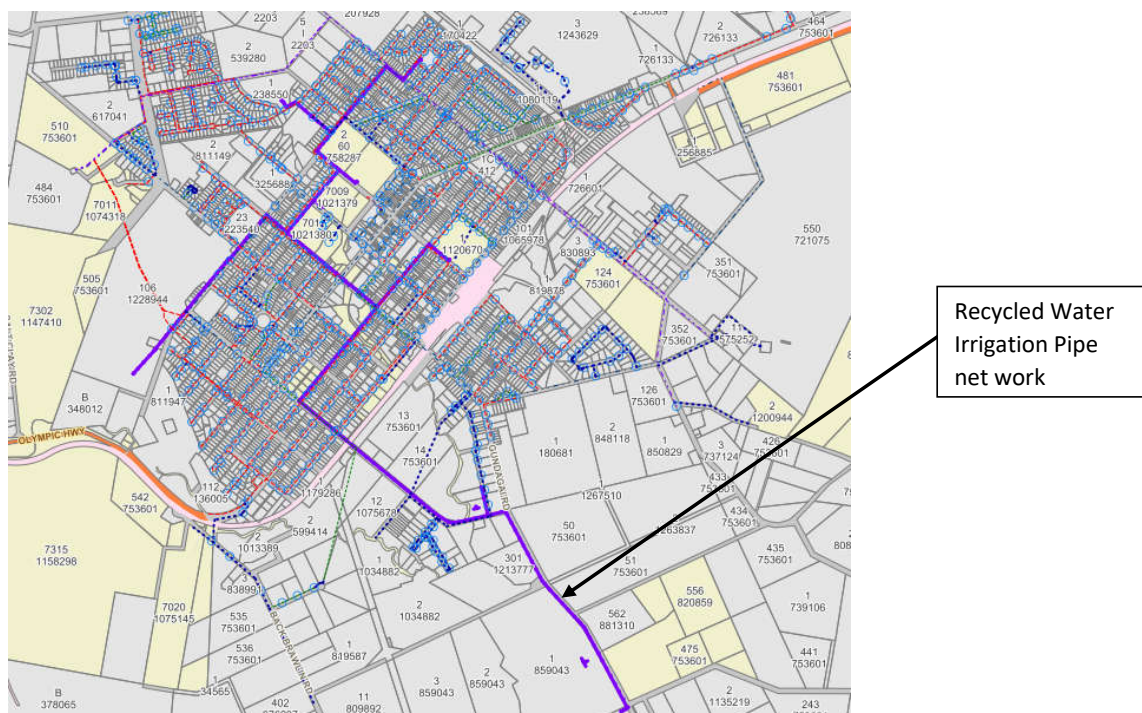


Figure 7 -Parks and Garden Irrigation Pipe Network

1.5 Design Data

The following design data was obtained from the available design drawings No. 3/89 – 1A prepared Department of Public Works.

Design Parameter	Unit	PRESENT (1988)	ULTIMATE (2008)	Comments
Equivalent Population				
Township	EP	6,300	8,000	
Tannery	EP	4,000	4,000	Tannery is closed now
Total Daily Flow				
Township	kL/d	2,300	2,700	
Tannery	kL/d	200	200	
ADWF	L/s	25	30	
PDWF	L/s	51	60	
PWWF - Pumped		57	230	The PWWF for 1988 appears to be not correct. Should be around 75 – 100 L/s
Biological Loading BOD ₅				
Township	Kg/d	440	520	
Tannery	Kg/d	280	350	This is now closed,

1.6 Hydraulic Profile

Hydraulic profile of Cootamundra STP as designed in 1989 shown the diagram below. The plant receives sewage pumped from Betts Street Sewage Pumping Station (SPS) via a DN375 rising main to the inlet works. Sewage flows through entire treatment process within the treatment plant up to the 80 ML treated effluent storage across Gundagai Road by gravity.

Limited pumping is used at the treatment work for Returned activated Sludge from the clarifier to the aeration pond for de nitrification and waste activated sludge to sludge lagoon.

Cootamundra STP does not have a grit removal system at present. If it is to be introduced as part of the plant renewal in the future, modifications will be required mainly to the inlet works.

There was a tannery operated at Cootamundra which is now closed. Since the tannery has been closed no waste from the Tannery is being processed or stored at this plant. It is understood that the wastewater from the Tannery consisted of chromium residues which was trivalent chromium (Cr^{3+}) is a heavy metal waste with among other heavy metals Lead, Mercury, Cadmium and Arsenic. The sludge produced during early operation of the treatment plant is stored at the Trade Waste Sludge Lagoon

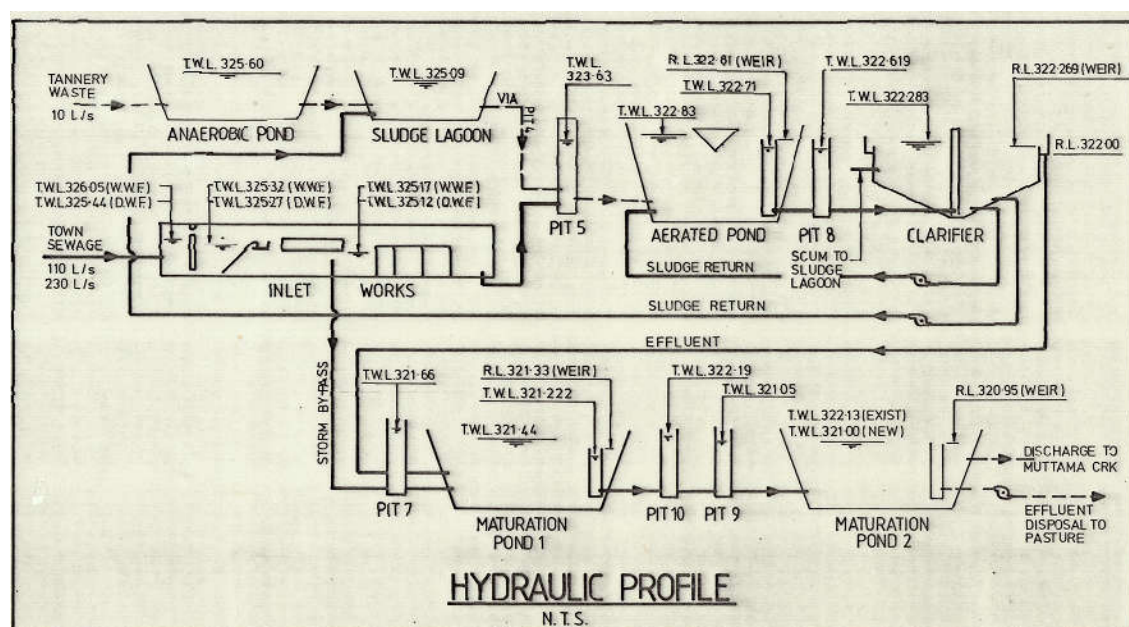


Figure 8- Hydraulic Profile of Cootamundra STP

If grit removal process is to be introduced the inlet structure must be rebuilt so that a grit removal process can be introduced as part of the treatment process so that treatment plant hydraulic profile can be maintained without introducing further pumping.

2. Asset Condition Assessment

Initial condition assessment of assets was conducted in 2017 for asset valuation of water and wastewater/ sewerage assets. The condition rating of these assets is given in appendix A.

Summary of asset condition assessment of various critical components of the treatment plant is given in Table 2(Condition assessment 2017).

Visual condition assessment and discussion with the treatment plant operator was done to do the condition assessment, these assessment revealed that several assets have further deteriorated since 2017 and require renewal and overall plant reliability upgrade.

During the asset valuation the following critical assets were rated as 7 on a 1 to 10 scale 1 being very good and 10 being the worst condition and the asset is no longer serviceable.

Many of the critical assets such as floating surface aerators rate 7 out of ten during 2017 and these surface aerators has deteriorated further since then and a detailed condition assessment and replacement is considered necessary to maintain the integrity of the sewage treatment system and to produce effluent to comply with regulatory requirements.

Table 1- Condition Assessment of Critical Assets in 2017

Subsystem	Facility	Asset Class	Component	Asset Description	Full Description	Condition
Biological Treatment	Cootamundra WWTP	Aerator	Mechanical	Surface Aerator Assembly	Cootamundra WWTP Biological Treatment Mechanical Aerator	7
Biological Treatment	Cootamundra WWTP	Mixers	Mechanical	Floating Mixing Assembly	Cootamundra WWTP Biological Treatment Mechanical Mixers	3
Biological Treatment	Cootamundra WWTP	Aerator	Mechanical	Aspirator Aerator Assembly	Cootamundra WWTP Biological Treatment Mechanical Aerator	7
Biological Treatment	Cootamundra WWTP	WAS	Mechanical	PS	Cootamundra WWTP Biological Treatment Mechanical WAS	6

Subsystem	Facility	Asset Class	Component	Asset Description	Full Description	Condition
Trade Waste	Cootamundra WWTP	Lagoon	Civil	Trade Waste Storage Lagoon	Cootamundra WWTP Trade Waste Civil Lagoon	6
Effluent Storage	Cootamundra WWTP	Lagoon	Mechanical	Effluent Treatment Lagoon - Mechanical Components	Cootamundra WWTP Effluent Storage Mechanical Lagoon	7

2.1 Condition assessment methodology

The condition of each asset on a one to five ranking scale. The definitions for the one through five conditions ranking are shown in the table. This is the current practice and recommended by asset management system.

Physical condition of the asset is done by visual inspection, maintenance records, frequency of reactive maintenance and age of the assets.

Table 2- Description of Asset Condition Rating

Physical Condition Rating	Description
1	Good condition Only normal maintenance required
2	Minor defects only. Minor maintenance required (5%)
3	Maintenance required to return to accepted level of service. Significant maintenance required. (10-20%)
4	Requires renewal. Significant renewal/ maintenance required (20-40%)
5	Asset is unserviceable. Over 50% of the asset requires replacement.

2.2 Condition assessment of critical assets

Condition assessment of selected critical assets associated with Cootamundra Sewage Treatment plant is briefly discussed in this section.

2.2.1 Inlet Works

Inlet works consists of concrete inlet channel with rotating drum screen with a screw conveyor transporting the screening to a chute where it is collected in bins and disposed at landfill.

The screen attached to the inlet works was renewed in 2021 and the asset is reasonable condition.

Concrete structure has sustained partial deterioration possibly due to gas attack. Since the structure is opened to the atmosphere concrete damage is minimal.

Stainless steel drum screen was replaced during 2021.

Table 3 - Inlet works condition Assessment

Subsystem	Facility	Asset Class	Component	Asset Description	Full Description	Condition 2017	Current
Preliminary Treatment	Cootamundra WWTP	Inlet works	Mechanical	Auger - Stainless Steel	Cootamundra WWTP Preliminary Treatment Mechanical Inlet works	5	3
Preliminary Treatment	Cootamundra WWTP	Inlet works	Electrical	Local Control Switchboard	Cootamundra WWTP Preliminary Treatment Electrical Inlet works	5	3
Preliminary Treatment	Cootamundra WWTP	Inlet works	Civil	Structure	Cootamundra WWTP Preliminary Treatment Civil Inlet works	5	3

Note:

Please note that the condition rating done in 2017 is rated 1 to 10 condition and the current rating is 1 to 5.

2.2.2 Aeration system

Aeration system along with other processes is very critical for sewage treatment to produce desired quality of effluent complying with relevant regulatory requirements. Cootamundra Gundagai Regional Council is being aware of the asset conditions total failure of this asset could be looked upon as "Negligent Act" by Regulators.

The floating aerators have deteriorated significantly, supporting galvanized frames and floats are rusted and recent a large hole was formed on the float of one of the small aerators which prevented the use of the aerator. Patch repair was done to repair the hole on this float to use this aerator into operation.

The condition of the asset could be rated as 5 thus rendering this asset unserviceable and steps must be taken to replacement / renewal.

Table 4- Aeration System Condition Assessment

Subsystem	Facility	Asset Class	Component	Asset Description	Full Description	Condition 2017	Current
Biological Treatment	Cootamundra WWTP	Aerator	Mechanical	Surface Aerator Assembly	Cootamundra WWTP Biological Treatment Mechanical Aerator	7	5
Biological Treatment	Cootamundra WWTP	Mixers	Mechanical	Floating Mixing Assembly	Cootamundra WWTP Biological Treatment Mechanical Mixers	3	3
Biological Treatment	Cootamundra WWTP	Aerator	Mechanical	Aspirator Aerator Assembly	Cootamundra WWTP Biological Treatment Mechanical Aerator	7	4
Biological Treatment	Cootamundra WWTP	WAS	Mechanical	PS	Cootamundra WWTP Biological Treatment Mechanical WAS	6	4
Biological Treatment	Cootamundra WWTP	RAS	Mechanical	PS	Cootamundra WWTP Biological Treatment Mechanical WAS		4

Note:

Please note that the condition rating done in 2017 is rated 1 to 10 condition and the current rating is 1 to 5.

2.2.3 Secondary Sedimentation Tank / Clarifier

The secondary clarifier has been in operation since 1990 along with other assets. During 2020 unusual noise was observed on the rotating scrapper arm while in operation. Inspection revealed that failure of the central bearing on the rotating scrapper arm. The repair work was done by replacing the central bearing and the clarifier was put into operation.

The Table below indicates the condition assessment done during 2017 and the current condition of the asset.

Table 5- Secondary Clarified Condition Assessment

Subsystem	Facility	Asset Class	Component	Asset Description	Full Description	Condition 2017	Current
Primary Sedimentation	Cootamundra WWTP	Sedimentation	Civil	Structure	Cootamundra WWTP Primary Sedimentation Civil Sedimentation	7	4
Primary Sedimentation	Cootamundra WWTP	Sedimentation	Mechanical	Mechanical Components	Cootamundra WWTP Primary Sedimentation Mechanical Sedimentation	6	4
Primary Sedimentation	Cootamundra WWTP	Sedimentation	Electrical	Electrical System	Cootamundra WWTP Primary Sedimentation Electrical Sedimentation	7	5

Note:

1. Please note that the condition rating done in 2017 is rated 1 to 10 condition and the current rating is 1 to 5.
2. The condition assessment done during 2017 identifies the clarifier as Primary Sedimentation which is not correct. The clarifier is a secondary sedimentation clarifier and receives aerated sewage from aeration lagoon and sludge partially returned to the aeration lagoon and wasted to sludge lagoons.

2.2.4 Switch room, Laboratory and Amenities Building

The building has three compartments, electrical switch room, laboratories, workshop area and amenities.

The workshop area is currently converted and used as administration office.

2.2.5 Telemetry and Control system

Cootamundra sewage treatment plant had a limited telemetry system at the beginning and sometime in the past the telemetry system was decommissioned due to poor maintenance. It is necessary to implement telemetry / SCADA system for Cootamundra Sewage Treatment Plant on a full scale with Clear SCADA software platform with appropriate Remote Terminal Units (RTUs). Cootamundra Gundagai Regional Council has initiated a project to install SCADA system for the entire Council's water and sewerage assets.

As part of this project Cootamundra STP will also be included.

2.2.6 Instrumentation and monitoring

At present inflow and treated effluent outflow to various monitoring points including irrigation to Parks and Gardens is measured by flow meters. However, additional instrumentation would be required to monitor the flow from RAS and WAS pumps and bio solids production.

As part of the proposed upgrade additional flow meters and instrumentations must be installed to monitor plant performance and regulatory reporting.

3. Cost Estimates

Cost estimates was prepared for refurbishment of Cootamundra STP for some selected process units and does not cover the cost associated with the entire plant renewal. This is an order of cost estimate once detailed investigation and design work are completed the estimate could be revised.

Sewage Treatment Plant Refurbishment
Cootamundra

No.	Description	Qty.	Unit	Amount
1	Preliminaries	1	Lump Sum	16500
2	Aerator Renewal			659500
3	Clarifier refurbishment			65500
4	Replacement / renewal of RAS and WAS Pumps			44000
5	Inlet works Refurbishment			26000
6	Electrical works upgrade			280000
7	Administration Building Refurbishment			70000
				1,161,500
	Contingencies		10%	116,150
	Design and investigation		10%	116,150
	Project and Contract Management		10%	116,150
				1,509,950

4. Conclusions and Recommendation

At present Cootamundra Sewage Treatment Plant is operating well and producing good quality of effluent which complies with the license conditions. However, the aeration system aerators and the electrical installation is well passed its useful life and require renewal.

Any failure in the treatment plant aeration system or any other unit process will lead to low quality effluent being produced by this plant which will not comply with the licensing requirements. Any such breach would be detrimental for the reputation of the Local Water Utility (LWU) and this could lead to regulatory actions being taken.

Cootamundra Gundagai Regional Council has the responsibility to operate and maintain its assets the Sewage treatment plant to comply with accepted asset management practices.

There is no Telemetry/ SCADA system at Cootamundra STP and other associated assets which is also needs to be designed and installed so that the operation of the plant can be controlled and monitored.

In view of the above it is recommended to conduct a detailed investigation, prepare concept design and technical specifications to renew aeration system, RAS and WAS pumps and other components of the treatment systems so that the plant's operation reliability is ensured

5. References

1. Available drawings of Cootamundra STP
2. Available Operation and Maintenance Manuals of the surface aerators
3. Asset Valuation Report ,2017 Australis

Appendix A Asset Condition Assessment -2017

Location	System	Subsystem	Subsystem	Facility	Asset Class	Component	Asset Description	Full Description
Cootamundra	Wastewater	Treatment	Biological Treatment	Cootamundra WWTP	Aerator	Mechanical	Surface Aerator Assembly	Cootamundra WWTP Biological Treatment Mechanical Aerator
Cootamundra	Wastewater	Treatment	Biological Treatment	Cootamundra WWTP	Mixers	Mechanical	Floating Mixing Assembly	Cootamundra WWTP Biological Treatment Mechanical Mixers
Cootamundra	Wastewater	Treatment	Biological Treatment	Cootamundra WWTP	Aerator	Mechanical	Aspirator Aerator Assembly	Cootamundra WWTP Biological Treatment Mechanical Aerator
Cootamundra	Wastewater	Treatment	Biological Treatment	Cootamundra WWTP	WAS	Mechanical	PS	Cootamundra WWTP Biological Treatment Mechanical WAS
Cootamundra	Wastewater	Treatment	Biological Treatment	Cootamundra WWTP	Lagoon	Civil	Effluent Treatment Lagoon	Cootamundra WWTP Biological Treatment Civil Lagoon
Cootamundra	Wastewater	Treatment	Sludge Dewatering	Cootamundra WWTP	Lagoon	Mechanical	Sludge Lagoons	Cootamundra WWTP Sludge Dewatering Mechanical Lagoon
Cootamundra	Wastewater	Treatment	Sludge Dewatering	Cootamundra WWTP	Lagoon	Electrical	Sludge Lagoons	Cootamundra WWTP Sludge Dewatering Electrical Lagoon
Cootamundra	Wastewater	Treatment	Sludge Dewatering	Cootamundra WWTP	Lagoon	Civil	Sludge Lagoons	Cootamundra WWTP Sludge Dewatering Civil Lagoon
Cootamundra	Wastewater	Treatment	Trade Waste	Cootamundra WWTP	Lagoon	Mechanical	Trade Waste Storage Lagoon	Cootamundra WWTP Trade Waste Mechanical Lagoon

Location	System	Subsystem	Subsystem	Facility	Asset Class	Component	Asset Description	Full Description
Cootamundra	Wastewater	Treatment	Trade Waste	Cootamundra WWTP	Lagoon	Civil	Trade Waste Storage Lagoon	Cootamundra WWTP Trade Waste Civil Lagoon
Cootamundra	Wastewater	Treatment	Effluent Storage	Cootamundra WWTP	Lagoon	Mechanical	Effluent Treatment Lagoon - Mechanical Components	Cootamundra WWTP Effluent Storage Mechanical Lagoon
Cootamundra	Wastewater	Treatment	Effluent Storage	Cootamundra WWTP	Lagoon	Electrical	Biological Treatment Lagoon	Cootamundra WWTP Effluent Storage Electrical Lagoon
Cootamundra	Wastewater	Treatment	Effluent Storage	Cootamundra WWTP	Lagoon	Civil	Biological Treatment Lagoon	Cootamundra WWTP Effluent Storage Civil Lagoon
Cootamundra	Wastewater	Treatment	Chemical Dosing	Cootamundra WWTP	Switchboard	Electrical	Internal Electrical Switchboard	Cootamundra WWTP Chemical Dosing Electrical Switchboard
Cootamundra	Wastewater	Treatment	Chemical Dosing	Cootamundra WWTP	Pump	Mechanical	Chemical Dosing Pump	Cootamundra WWTP Chemical Dosing Mechanical Pump
Cootamundra	Wastewater	Treatment	Chemical Dosing	Cootamundra WWTP	Structure	Civil	Chemical Storage Bund	Cootamundra WWTP Chemical Dosing Civil Structure
Cootamundra	Wastewater	Treatment	Chemical Dosing	Cootamundra WWTP	Tank	Mechanical	Chemical Storage Tank	Cootamundra WWTP Chemical Dosing Mechanical Tank
Cootamundra	Wastewater	Treatment	Primary Sedimentation	Cootamundra WWTP	Sedimentation	Civil	Structure	Cootamundra WWTP Primary Sedimentation Civil Sedimentation
Cootamundra	Wastewater	Treatment	Primary Sedimentation	Cootamundra WWTP	Sedimentation	Mechanical	Mechanical Components	Cootamundra WWTP Primary Sedimentation

Location	System	Subsystem	Subsystem	Facility	Asset Class	Component	Asset Description	Full Description
								Mechanical Sedimentation
Cootamundra	Wastewater	Treatment	Primary Sedimentation	Cootamundra WWTP	Sedimentation	Electrical	Electrical System	Cootamundra WWTP Primary Sedimentation Electrical Sedimentation
Cootamundra	Wastewater	Treatment	Process	Cootamundra WWTP	Electrical	Process Systems	Process Systems	Cootamundra WWTP Process Process Systems Electrical
Cootamundra	Wastewater	Treatment	Process	Cootamundra WWTP	Mechanical	Process Systems	Process Systems	Cootamundra WWTP Process Process Systems Mechanical
Cootamundra	Wastewater	Treatment	Process	Cootamundra WWTP	Civil	Process Systems	Process Systems	Cootamundra WWTP Process Process Systems Civil
Cootamundra	Wastewater	Treatment	Preliminary Treatment	Cootamundra WWTP	Inlet works	Mechanical	Auger - Stainless Steel	Cootamundra WWTP Preliminary Treatment Mechanical Inlet works
Cootamundra	Wastewater	Treatment	Preliminary Treatment	Cootamundra WWTP	Inlet works	Electrical	Local Control Switchboard	Cootamundra WWTP Preliminary Treatment Electrical Inlet works
Cootamundra	Wastewater	Treatment	Preliminary Treatment	Cootamundra WWTP	Inlet works	Civil	Structure	Cootamundra WWTP Preliminary Treatment Civil Inlet works
Cootamundra	Wastewater	Treatment	Siteworks	Cootamundra WWTP	Civil	Site services infrastructure	Siteworks	Cootamundra WWTP Siteworks Site services infrastructure Civil

Appendix B - Photographic Records.

Inlet Works





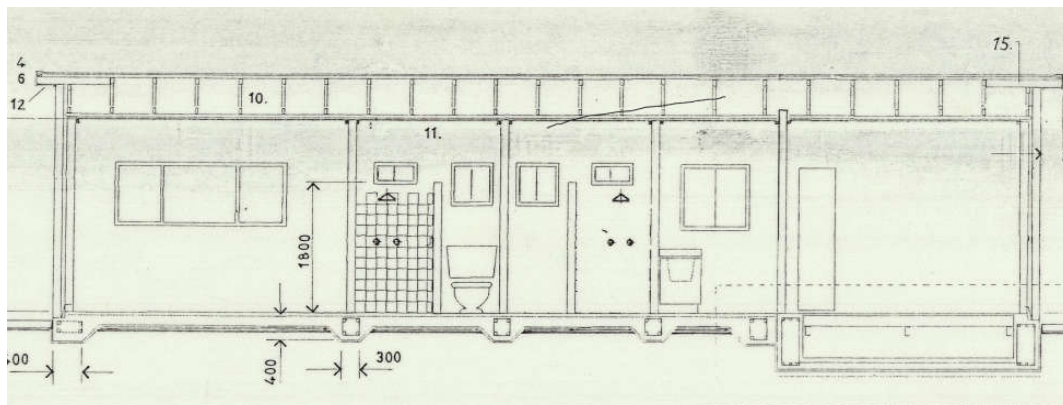
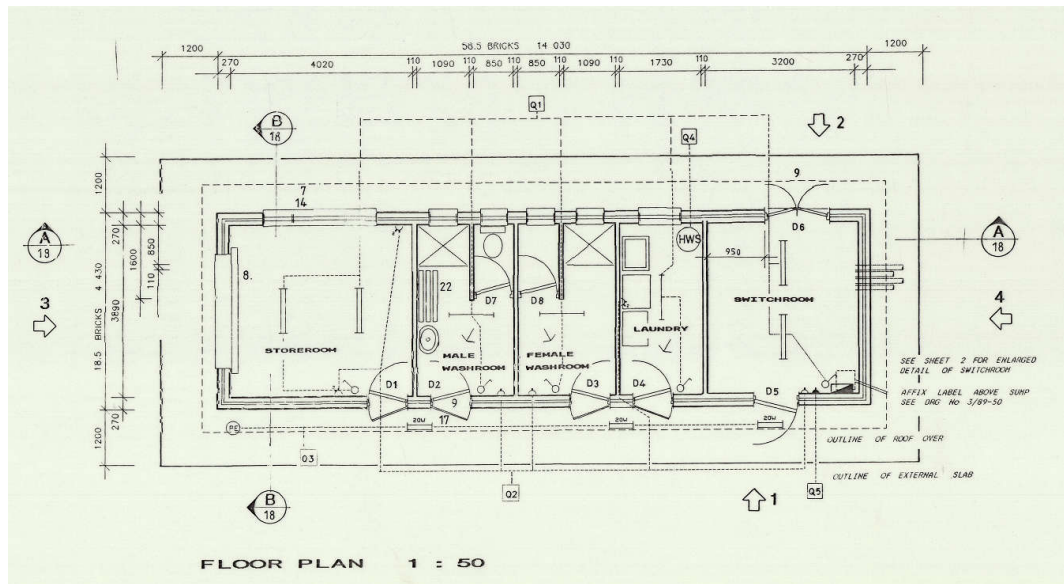
Aeration Lagoon

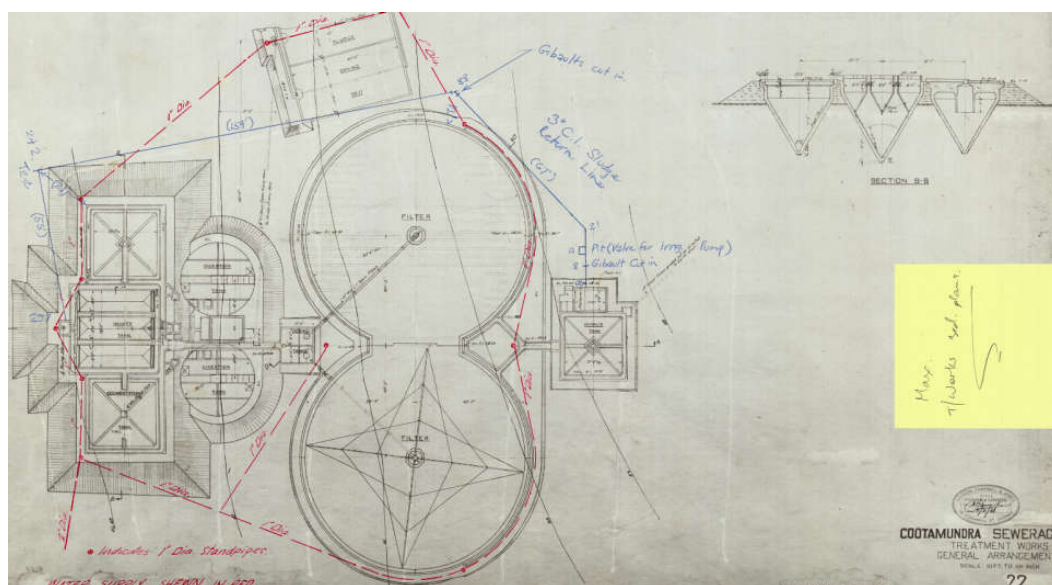
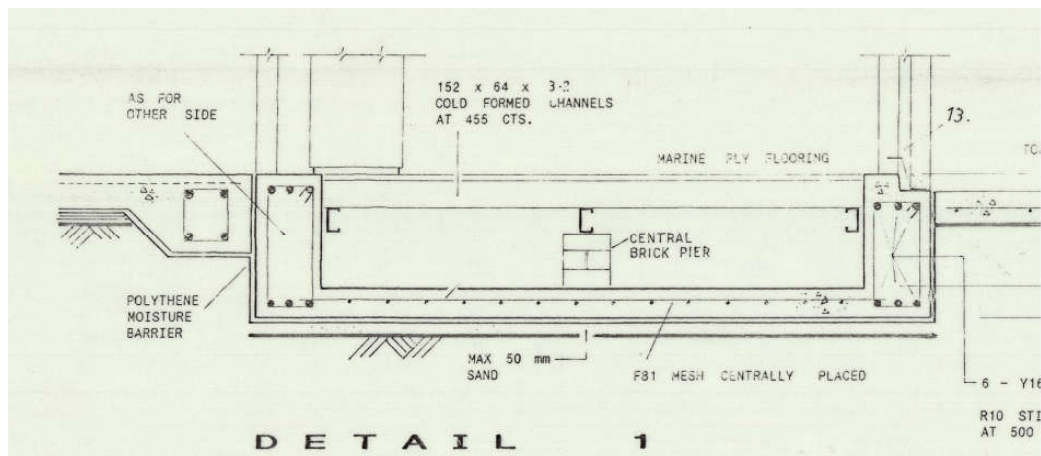


Floating Surface Aerator on bridge (Sewage Treatment Plant at Junee Shire Council)



Appendix C – Design Drawings.







Betts street Sewage Pumping Station (SPS-C01) and Rising Main

Preliminary Investigation Report





Cootamundra Gundagai Regional Council

Preliminary Investigation of Sewage Pumping Station (SPS-C01) and DN375 Rising Main

Document Control

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Summary

The existing Sewage Pumping Station (SPS) at Betts Street, Cootamundra is a critical asset for the operation of the Cootamundra Sewerage system. It is a conventional submersible pumping station with two pumps (duty + standby) and these pumps are two speed pumps and run-on low speed (720 RPM) and at high speed (960RPM).

Major renewal works were completed 30 years ago, and the electrical mechanical assets are at the end of their useful life. Minor renewal works were completed at this pumping station, replacing rusted galvanized pump guide rails (2019/20) with new stainless steel guide rails. At present, quotations have been invited to replace a 2T capacity chain hoist which is necessary for routine maintenance work including removal & installation of the pumps from the wet well.

The rising main from this SPS is a DN375 ductile iron (DICI) pipe and has had seven (7) breaks in the past ten years. Two more breaks were recorded on this rising main during September and October 2021. A section of this rising main was replaced ten years ago from Gundagai Road up to the sewage treatment plant inlet works. There was a major break on this section of the rising main and the damage sustained by the pipe during its short service life is unacceptably high, with clear evidence of a sewer gas attack.

Hydraulic analysis of the Rising Main reveals that at a low-speed pumping rate the velocity within the existing DN375 rising main is very low and not large enough to transport solids thus allows the solids to settle within the pipe. High speed operation occurs only during persistent wet weather periods, and it is possible that during a prolong drought pumps will never run-on high speed, allowing solid deposits to build up within the rising main. Sewage within the rising main could also turn septic which will lead to generating sewer gas, attacking the cement lining and metal on the pipeline, and potentially impacting the biological treatment process.

Due to the absence of instrumentation and the SCADA system, reliable pumping records are not fully available to do a detailed analysis of the operation of the pumping station.

It is recommended to make electrical mechanical modifications to increase the current low speed pumping rate 92 – 100 L/s to 150 L/s so that self-cleansing and slime control velocities are achieved in the existing rising main. If this option is not feasible it is proposed to recode the PLC to run the pumps at a high-speed during morning and afternoon peak so that transportation of solids occurs within the rising main.

It is also recommended to complete a survey and detailed investigation, develop options and concept design for the renewal of the pumping station and rising main.

1.0 Introduction and Background

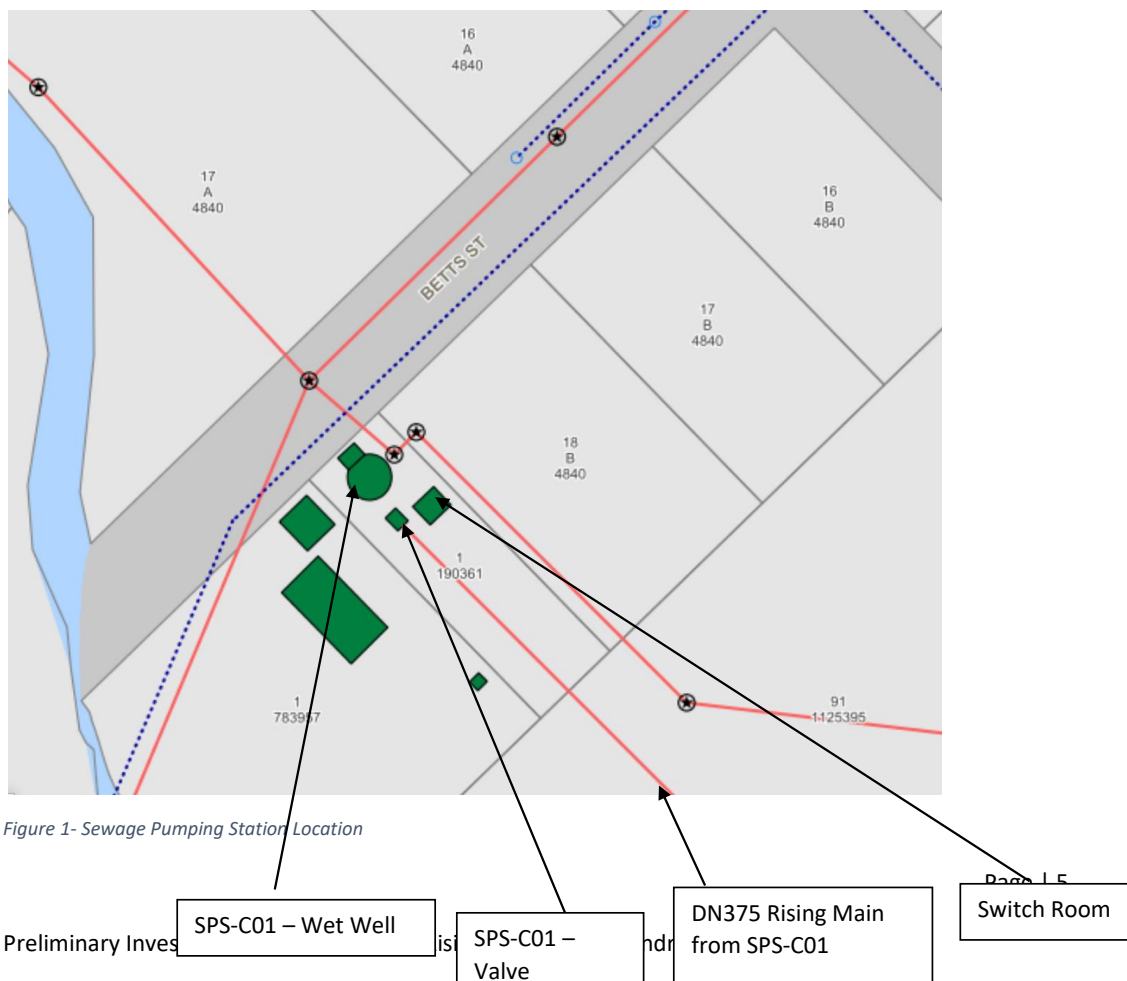
1.1 Background

The existing Sewage Pumping Station (SPS) at Betts Street, (SPS-C01) is located at the no-through end of Betts Street, adjoining Muttama Creek, which is a major creek running across the Cootamundra town centre.

This is a major sewage pumping station, pumping the entire sewage from the Cootamundra town centre to the Sewage Treatment Plant (STP) located at the corner of Gundagai Road and Turners Lane, Cootamundra, serving a population of over 6000 with a future population of approximately 6500.

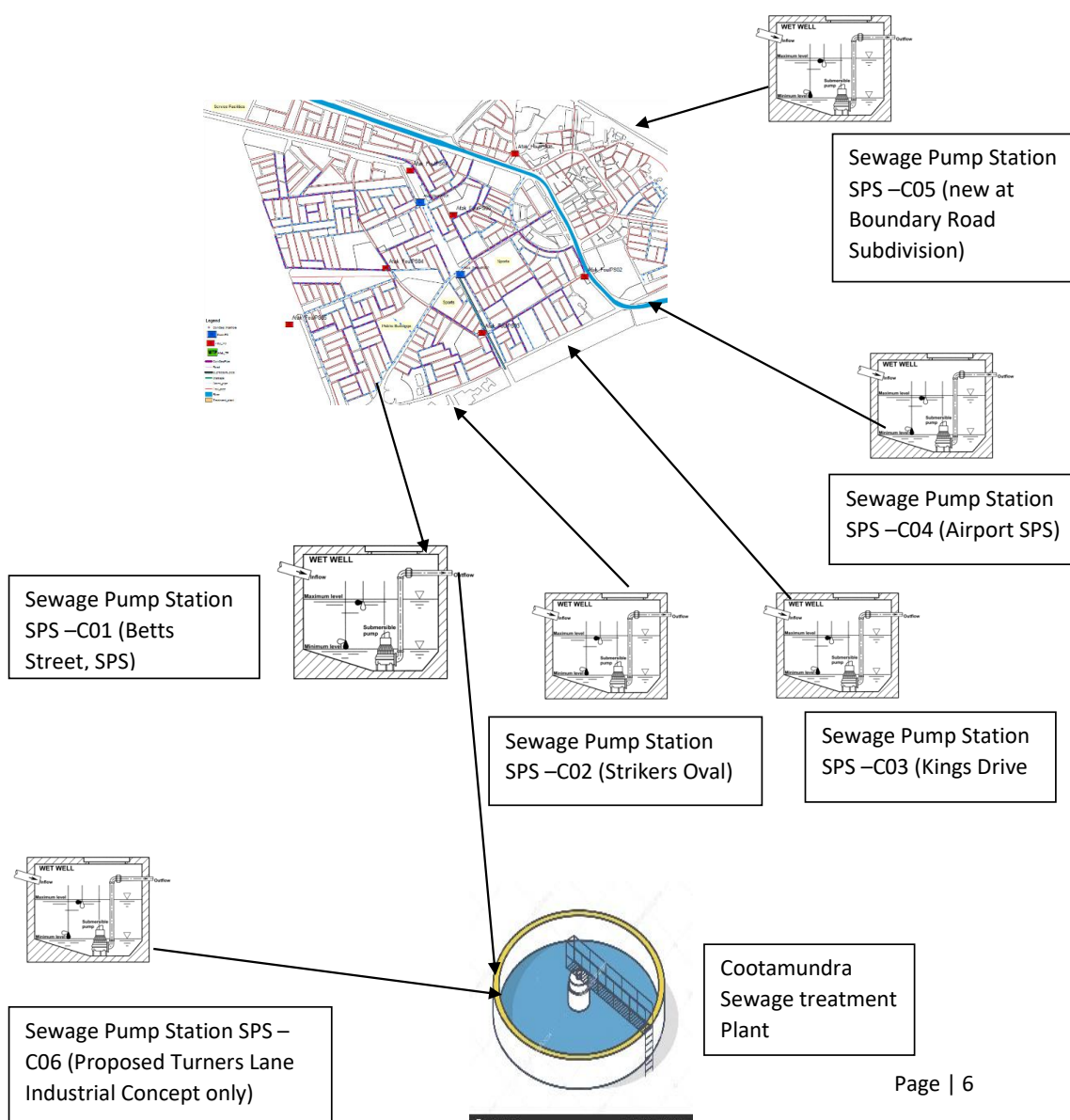
The SPS is fitted with two submersible pumps (Duty + Standby). They are KSB Ajax Pumps driven by 60 kw motors.

Renewal and refurbishment work was completed during 1990 to 1992 with two pumps and pipe work.



1.2 Cootamundra Sewerage System

The sewerage system at Cootamundra consist of four minor sewage pumping stations, a large sewer network consisting of pipe diameters DN150 to DN450, and a major sewage pumping station at Betts Street which is pumping the entire sewage to the existing sewage treatment plant. Figure 2 shows the system layout.



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2.0 Design criteria

2.1 Population served

Previous design assumptions for this SPS were not sighted. Therefore, details are calculated using acceptable standards, norms and principles and available information on the basis of WSA Sewage Pumping Station Code.

Cootamundra town centre current and future population forecast is given in the Table below.

Table 1- Population Forecast

	2018	2019	2024	2029	2034	2039	2044	2049
Private Dwelling Population	5,425	5,427	5,440	5,452	5,464	5,477	5,489	5,502
Non-private dwelling population	149	149	149	150	150	150	151	151
Average Visitor	108	108	108	108	109	109	109	109
Peak Visitor	331	332	333	334	335	335	335	336
Average sewerage	5,682	5,684	5,697	5,710	5,723	5,736	5,749	5,762
Peak sewerage	5,905	5,908	5,921	5,935	5,948	5,962	5,975	5,989

For Planning and design of the Sewage Pumping Station the population is taken as 6,500.

2.2 Sewage flows

There is no evidence of any sewer flow gauging completed in the recent past to monitor the sewage inflow into this SPS to confirm the flow estimates calculated using the population and per capita flows. Gauging provides the benefit of measuring cumulative flows and diurnal flow patterns. This will enable the optimisation the design of the sewage pumping station and associated assets.

It is recommended to do sewer gauging for at least a 3-month period at the inlet Manhole to this SPS to measure the catchment sewage flows and to confirm the established flow estimation. Predicted ADWF for existing pumping stations in Cootamundra is given in the table below.

Table 2- Sewage Flow Estimation

		2018	2019	2024	2029	2034	2039	2049
Betts Street	SPS -C01 and (STP)	15.65	15.68	15.81	15.94	16.06	16.19	16.45
Strikers	SPS-C02	0.054	0.054	0.054	0.054	0.055	0.055	0.055

Oval								
King Drive	SPS-C03	0.12	0.12	0.12	0.12	0.12	0.12	0.12
Airport	SPS-C04	0.011	0.011	0.011	0.011	0.011	0.011	0.011
New SPS	SPS-C05							
Planning	SPS-C06							

However, flow records are available at Cootamundra STP. This is the discharge rate of the rising main from SPS-C01 at Betts Street.

Table 3- Design Flows ADWF, PDWF and PWWF

Description	Unit	Quantity	Criteria
ADWF	L/s	16.5	
PDWF	L/s	66.0	4 x ADWF
PWWF	L/s	115.5	7 x ADWF

ADWF of the station is 16.6 l/s.

2.3 Critical Dimensions

These dimensions and levels at the SPS are required to be designed correctly for efficient operation of the sewage pumping station. Layout drawings were sighted, and no other concept design or detailed design reports were sighted. These reports usually consist of information related to the SPS including design criteria, design assumptions, summary of hydraulic engineering calculations. In the absence of above data, the information is taken from available drawings and documents and missing information was derived from existing documents.

Table 4- Critical Dimensions of the SPS

Wet well	Dimensio	Valve Chamber	
External diameter	7461 mm	Length	2800 mm
Internal diameter	2743 mm	Width	2200 mm
Wall thickness	300 mm	Wall thickness	200
Top of the slab	326.25 AHD	Top of valve chamber	324.580 RL
Bottom of the well	314.705AHD	Rising main invert	323.410
Top of Platform	320.25 AHD	Bottom of the valve Pit	323.160
Top of dividing wall	318.108 AHD		
Incoming sewer invert level	317.117 AHD		

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Bottom Landing	315.361
Bottom of the structure	313.713
Natural Surface Level (NSL)	324.38

The following critical dimensions were not sighted in any of the available documents and therefore calculated and estimated using the available documents.

BWL (Bottom Water Level)

TWL (Top Water Level) and

ATWL (Above Top Water Level)

The parameters developed by deducing from the available information is given in the Table below.

Table 5- Operation Control Level

Contol Levels	AHD
Bottom Water Level (BWL)	315.60
Top Water Level (TWL)	316.60
Above Top Water Leve (ATWL)	316.80
Flood Level	324.60

2.4 Existing Pumps

The existing pumping station is fitted with two KSB Ajax Pumps (Duty + Standby) fitted with two speed motors pumping at a low rate of 92 – 100 L/s and high rate of 200 - 230 L/s.

Name Plate details on the pump provide the following information in the table below.

Table 6 - Details of Existing Submersible Pumps

KSB AJAX PUMPS PTY LTD					
CONTRACT NO.	9 10 1175	SERIAL NO	48894.1		
PUMP TYP	8D 20.4	MOTOR	470		
415 VOLTAG 3 PHASE	50 HZ	80 RISE	108.63 AMPS		
KW	60:30	RMP	960:720	223 L/S	16.3 M
MADE IN AUSTRALIA FORRERSS PUMP WORKS					

Detailed investigation will include analysis of rising main profile and selection of appropriate pumps to operate near Best Efficiency Point (BEF) thus optimizing the energy consumption.

2.5 Station Pipe work and Rising Main

Station pipe is DN300 DICL pipe Class K12 and the rising main is DN375 Class K12.

Table 7- Station Pipework

Description	Size & Type		
Station Pipe work	DN300 DICL		
Gate Valves 1 on each pump line	DN300	2 Nos	
Reflux Valve	DN300	2 Nos	
Rising Main	DN375		
Length	2170	m	
High Point	RL326.6	Chainage to High Point	2050 m

2.6 Flooding at Sewage Pumping Station Site

The SPS site is subject to minor flooding. As part of the preliminary hydraulic analysis 1% AEP flood level was estimated by reviewing available information which is 324.60 AHD.

Recent flood study completed by WMA Water for Cootamundra town provides the following 1% AEP Flood Levels which is 324.65 AHD a 50 mm difference which is acceptable for flood head pumping analysis.

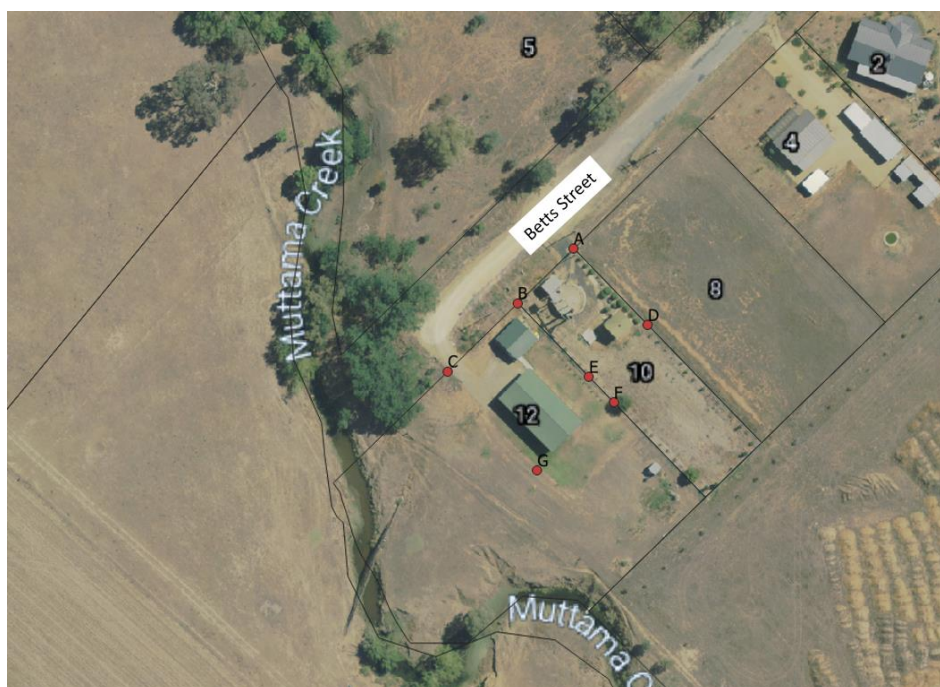


Table 8 - Flood Levels at SPS Site at 1% AEP

Point ID	Ground Level (mAHD)	Flood level (mAHD)
A	324.51	324.65
B	324.35	324.44
C	323.85	324.28
D	324.26	324.35
E	323.94	324.28
F	323.75	324.28
G	323.23	324.28

3.0 Pumping Station Design

3.1 Site Selection and land ownership

This is an existing pumping station and the parcel of land identified as Lot 1 DP: 190361 is owned by Cootamundra Gundagai Regional Council. The land parcel is 1051 Sq.m in extent and somewhat limited for potential expansion or major replacement of the sewage pumping station which will be required in the future, if a new SPS is to be constructed.

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The proposed work on the existing Sewage Pumping Station will be unlikely to require any land acquisition. However, a section of the existing rising main is located within privately owned land and easement must be acquired over the rising main for protection and maintenance of the rising main. Costs associated with easement acquisition has not been estimated.

3.2 Inlet Manhole (MH)

The inlet MH shall be located within the pumping station premises.

The function of the inlet MH is to:

- a) Collect all the sewage flowing into the station
- b) Provide access to any grit chambers
- c) Form part of an emergency relief system
- d) House overflow monitoring and telemetry equipment
- e) Provide an emergency bypass in case of a station failure

The Inlet MH at this pump station is a precast MH with 1050 mm internal diameter which was acceptable to previous design standards however if major renewal or refurbishment work is done a new Inlet MH with minimum internal diameter 1200 mm must be constructed as part of the SPS renewal program.

3.3 Overflow Containment

Sewerage Code of Australia identifies this as to provide adequate time for operations / maintenance personnel to respond to an emergency, overflows may need to be contained or avoided by provision of one or more of the following on-site facilities:

- (a) Emergency storage and/or
- (b) Permanent generator and/or
- (c) Permanent by-pass pumping.

Overflow containment capability shall be provided in the form of emergency storage.

The existing SPS does not have any specific provisions for overflow containment. However, operating experience shows that the storage within the wet well and pipe work provides adequate storage during the dry weather period. This prevents the potential dry weather overflow from this sewer catchment and provides adequate response time for the operation and maintenance crew to respond to any station failure.

However, this must be confirmed by modelling and system storage calculations.

3.4 Emergency Relieve Point

WSA Sewerage Pumping Station Code requires that Pumping stations shall be provided with an emergency relief system (ERS) which shall overflow from the inlet MH wherever practicable, or alternatively, from the emergency storage (Refer to Standard Drawing SPS-1404).

The ERS shall incorporate an overflow pipe, a weir point, and baffle arrangement and be designed to retain gross solids/trash, scum, and gas within the sewer system. The emergency relief weir shall be located to provide the maximum storage time prior to overflow whilst also ensuring that the emergency relief operates before surcharge occurs elsewhere in the system.

Where the weir is formed by the outlet (invert) of a rising pipe, it shall be fitted with a gas check/flap.

Cootamundra SPS catchment does not have a designated Emergency relief system and the relief or sewage overflows occurs through the lid of the MH.

3.5 Odour Control at the Pumping Station

The pumping station is equipped with a vent shaft and chemical dosing facilities to control odours. As part of the detailed investigation and concept design the existing ventilation and dosing system must be evaluated and checked for adequacy. If found to be inadequate, measures must be put in place to control odours at the pumping station.

3.6 Rising Main Design Velocities

Velocity in pressure mains is critical for the efficient operation of the pressure main. Pressure mains shall be designed to provide sufficient shear stress to limit the build-up of solids and to minimize slime growth and associated odour generation.

For pressure mains <DN300 a minimum velocity of 0.9 m/s shall be provided for transport of solids through a pressure main although the preferred velocity is 1.5 m/s.

Hydraulic analysis revealed that the velocity in the existing DN375 rising main is well below the required minimum velocity and the solids are not transported properly during low-speed operation.

The default maximum allowable velocity of flow in the pressure main shall be 3.5 m/s. Power considerations generally impose this limit. Additionally, velocities above this limit could gradually scour the cement lining on the pipe.

Hydraulic Analysis is provided in Appendix B of this report.

Hydraulic analysis reveals some inherent issue with the initial design of the SPS and the rising main which includes the following:

- At low-speed pumping (pumping rate of 92 to 100 L/s) self-cleansing and slime control velocities are not achieved in the existing DN375 rising main. To achieve this a minimum pumping rate of 125 L/s would be required.

- During a long dry weather period it is possible that this pumping station will operate at low speed for a prolonged period, leading settlement of solids and organic matter in the pipe which will lead to sewer gas generation and concrete cancer which could be the cause of frequent rising main failure.
- High speed pumping is likely to occur during persistent wet weather period and no detailed records available when the high flow occurred.
- It is indicated that the existing DN375 rising main is slightly larger than applicable for low-speed pumping. However, DN300 rising main would have significant friction losses thus higher energy costs would be required.

4.0 Control and Telemetry System

4.1 General

Limited details are available on the instrumentation and telemetry system.

Control systems of Sewage Pumping Station usually consists of

- Pumping control
- Alarm and'
- Telemetry system

A preliminary review of Electrical drawings indicates that pumping control is available which is achieved using an Allen Bradley PLC and there is provision made during the design and manufacture of Electrical SCA for a future Telemetry system which is not installed at present.

4.2 Alarms

An alarm generated at the sewage pump station is usually transferred to an operating centre or to another alternative arrangement. As part of this project an improvement will have to be made on control and monitoring of the Sewage Pumping Station.

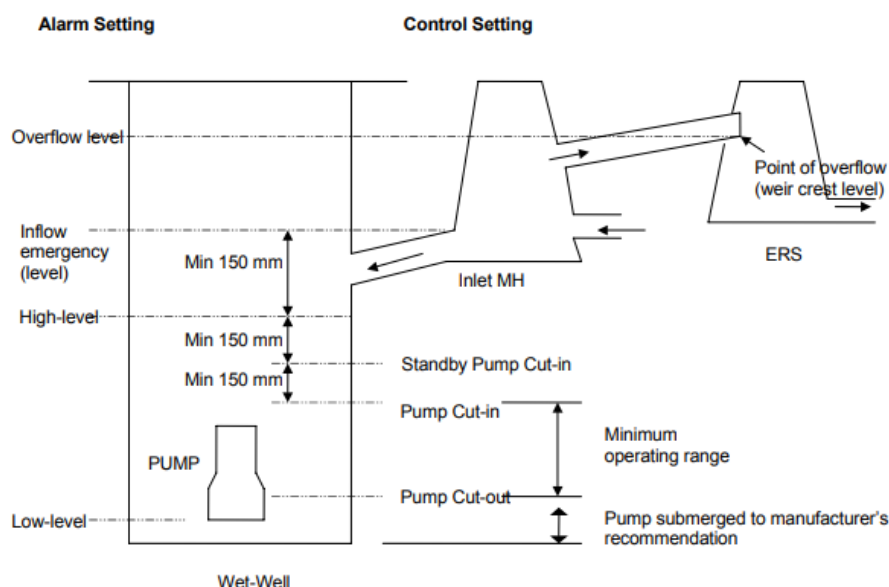


FIGURE 8.1 ALARM LEVEL CONTROL SETTINGS

The diagram above was adopted from the WSA Sewerage Pumping Station Code which indicates the system schematic diagram and alarms requirements. At present, a dedicated overflow point does not exist.

4.1 Operating Levels and Settings

Because the operating levels and settings determine the performance of the pumping station, operating levels are set to minimise the detention time in the wet well and the pressure mains without exceeding the maximum number of starts per hour.

The design drawings shall specify the following operating levels as a minimum:

- a) Cut-out level
- b) Cut-in level
- c) High level alarm
- d) Low level
- e) Overflow level

The available documents do not clearly indicate the operating levels adopted as part of the original design. Therefore, due to lack of information assumptions will have to be made. The proposed investigation and detailed design will address this issue and appropriate operating levels will be established.

5.0 Project Cost Estimate

Cost estimate for the proposed works associated with the renewal of Sewage Pumping Station and rising main are included Appendix E. These estimates were prepared based on preliminary assessment assumption and will be revised during the concept and detailed design phases.

5.1 Sewage Pumping station

Detailed investigation work must be completed prior to assessing the renewal options for the sewage pumping station. Partial upgrade work could be feasible to overcome the immediate issues of low velocity within the rising main. However, a complete renewal of the sewage pumping station will be required with new pumps, pipe work, electrical switch board and telemetry systems upgrade so that the sewage pumping station complies with current standards and codes.

Broader scope associated with this renewal will include but not limited to:

- Detailed investigation and development of critical dimensions and operating parameters.
- Conduct risk assessment including CHAIR workshop and develop procurement strategy
- Survey and detailed design of the pumping station renewal work.
- Communication plans and communication strategy with customers and stakeholder
- Asset isolation and flow management in the form of sewage bypass to maintain the services and keeping the existing station in operation during renewal work.
- Operation of the temporary system and proving performance for 72 hours prior to commencement of work on the pumping station.
- Electrical isolation and temporary electrical installation
- Procure pipe work, pumps, electrical switchboard, and associated materials.
- Removal of pipes and pumps and cleaning the wet well.
- Concrete repair works as required
- Complete Civil works
- Installation of pipe work and pumps in the wet well, valve chamber
- Factory Testing of electrical switch board and control assembly
- Installation of switch board and wiring.
- Test and commission the pumping station.
- Run and monitor the station for 48 hours proving period.
- Final documentation drawings, operation, and maintenance manual.
- Complete works and dis establishment.

5.2 Rising Main

An investigation and condition assessment of the existing rising main along with a survey and development of a long section will be required as part of the investigation and design process. The easement related issues must be identified, and if the rising main traverses through privately owned land a minimum 3m wide easement must be acquired and registered. No easement is required for the section of the pipeline located within road reserve.

Broader scope associated with this renewal will include but not limited to:

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- Investigation and condition assessment of the existing rising and preparation options for renewal
- Detailed investigation and hydraulic analysis
- Survey and detailed design of the pumping station renewal work
- Conduct risk assessment including CHAIR workshop and develop procurement strategy
- Select a route for the rising main and develop a long section
- Details the road crossing including water way crossings and develop detailed design
- Conduct detailed hydraulic analysis including hydraulic transient analysis
- Review draft drawing and finalize detailed design
- Develop procurement strategy and select preferred procurement process
- Supply and lay rising main along the selected route
- Test and commission
- Connect to the life system
- Reinstatement of damaged surfaces
- Complete and disestablish

6.0 Conclusions and Recommendations

The Sewage Pumping Station was renewed with new pumps, pipe work, a mechanical and electrical upgrade in 1992. Electrical mechanical assets have a recommended lifetime of 25 to 30 years. The following table adopted from WSA Sewage Pumping Station Code provides recommended design asset lives of various components of a sewage pumping station.

Table 9- Recommended Service Life of Asset Classes

ITEM	Sewers, pressure mains, civil structures	valves	Electrical equipment	Pumps	Pipework	Wet well appurtenances	Instrumentation SCADA and control devices
Minimum design Life years	100	30	25	25	50	20	15

Recommendations:

- The operation of the SPS must be reviewed with various level controls and steps must be taken to increase the low-speed pumping rate to be 125 L/s. if this is not feasible PLC coding must be altered so that once or twice a day the pumps run at high speed during morning and afternoon peak flow periods. This will reduce the solids build up within the

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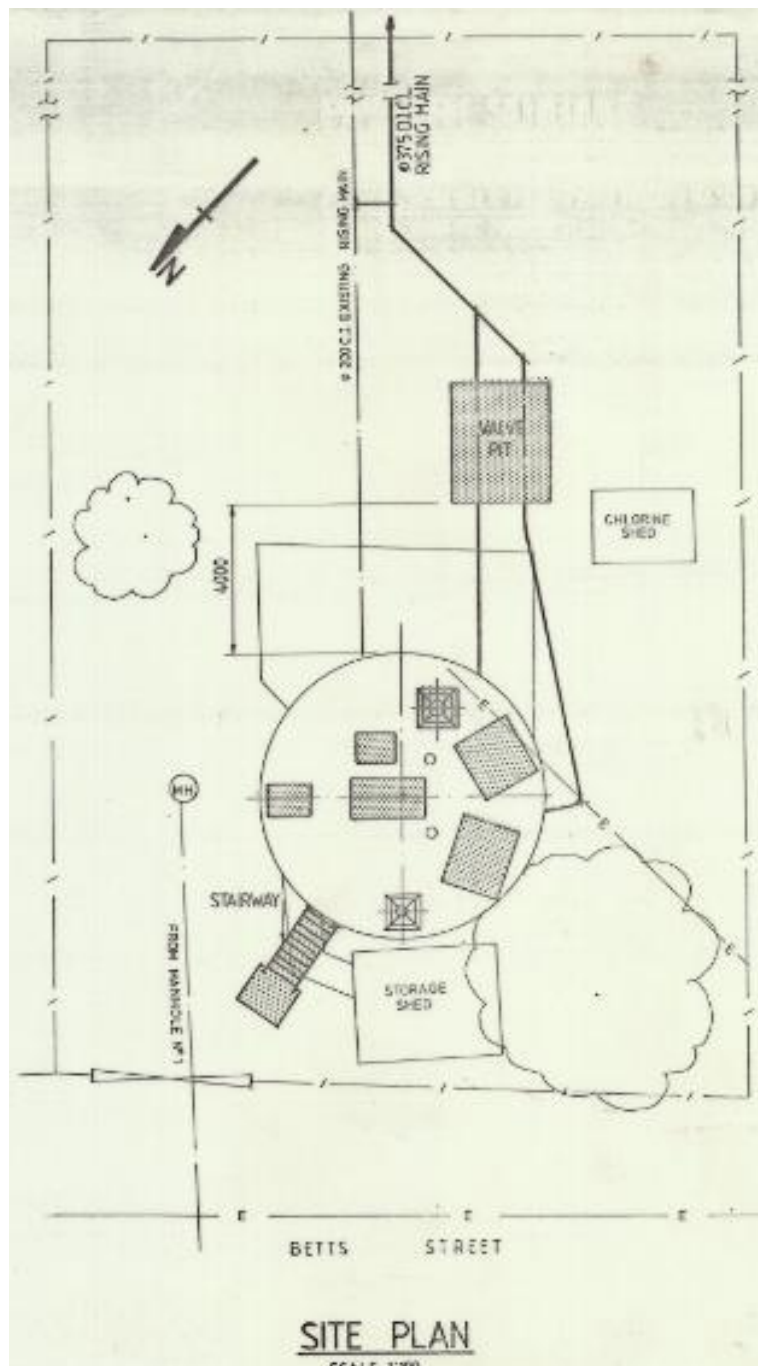
rising main. This could also involve modification to the switch board and installing new VSDs (Variable speed drives). VSDs might require ventilation and temperature control, and this is feasible since the electrical installation is contained in a brick building with concrete floor, so the switch room could be air conditioned if required.

- it is recommended to commence investigations, survey, and concept design for the refurbishment of the SPS and renewal of the existing rising main.
- A review of electrical drawings indicates that provisions were made during design to install Telemetry / SCADA system in the future which has not yet been fulfilled. It is recommended to install Telemetry/ SCADA system for the SPS and other assets.

7.0 Reference

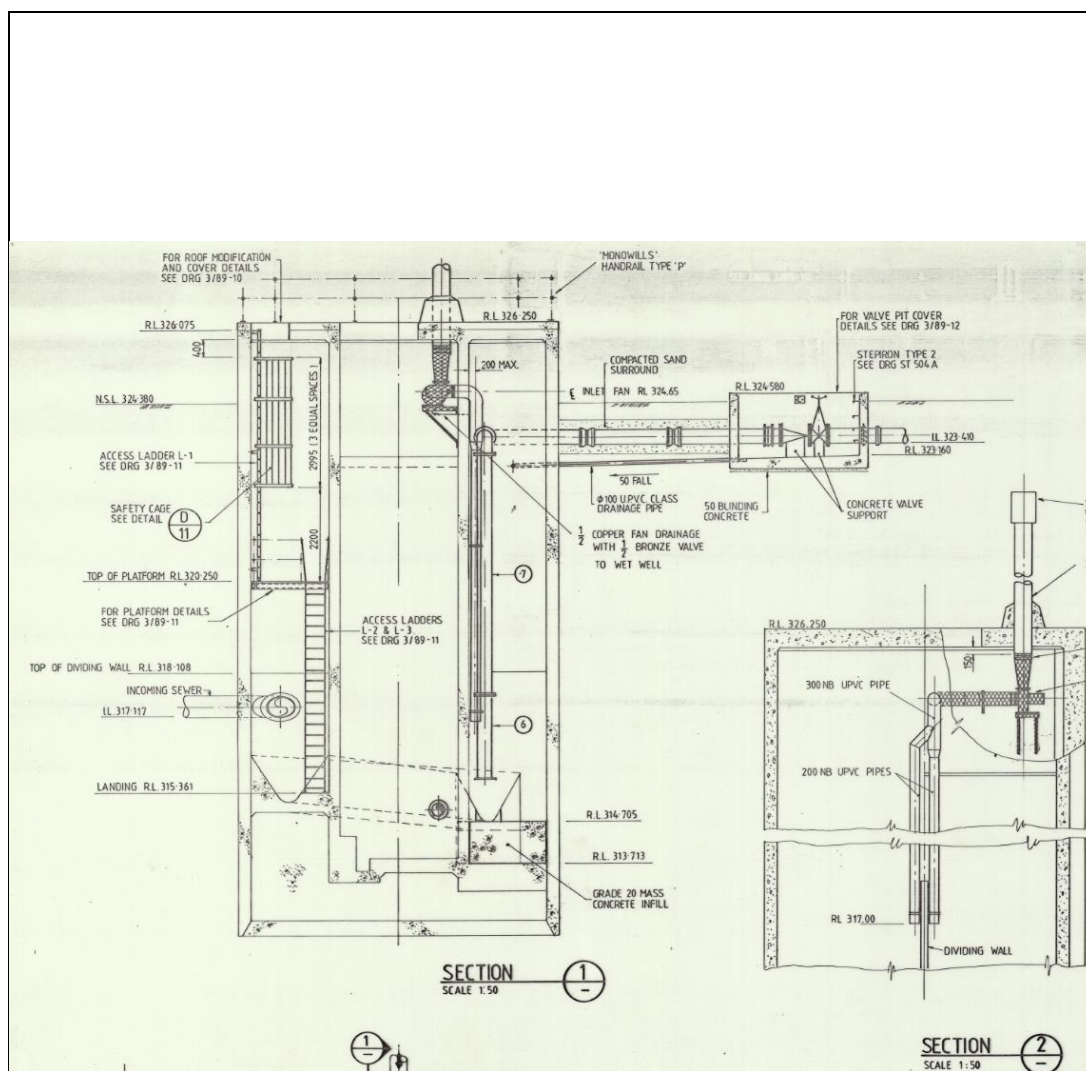
1. IWCM Issue Paper Report No. WSR- 18035(February 2020)
2. WSA-04-2005-2.1 – Sewage Pumping station Code of Australia
3. Documents related to renewal of SPS Betts Street.

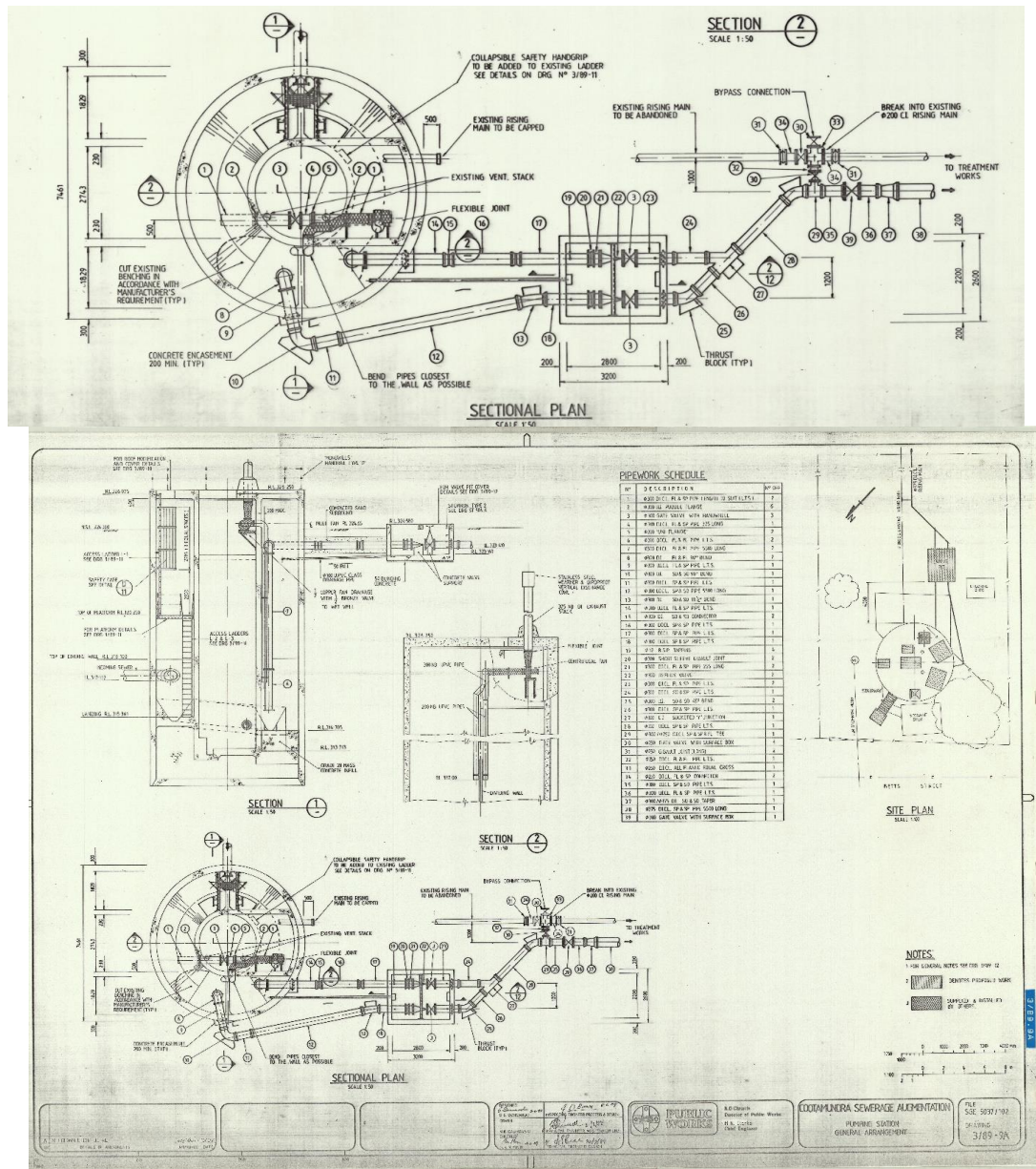
Appendix A – Site Plant and Drawings



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Appendix B - Rising main hydraulic Analysis results:

Design flow rate:	Q(L/s)	0	25	50	75	100	125	150	175	200	225	250	300
Velocity at given flow rate in DN375	V[m/s]	0.00	0.19	0.39	0.58	0.77	0.97	1.16	1.35	1.54	1.74	1.93	2.32
Velocity through DN300	V [m/s]	0.00	0.30	0.60	0.90	1.21	1.51	1.81	2.11	2.41	2.71	3.01	3.62

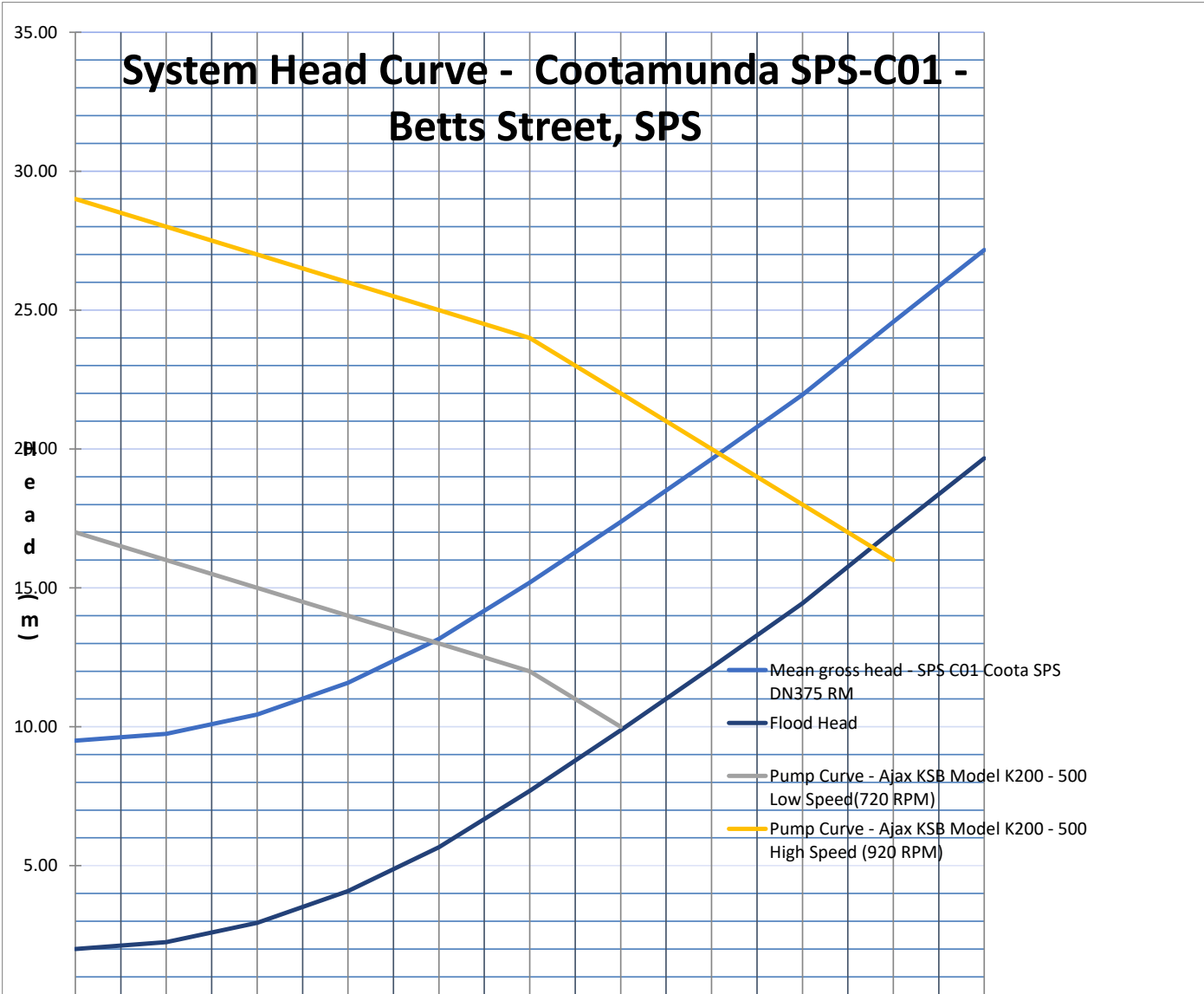
Within DN375 rising main.

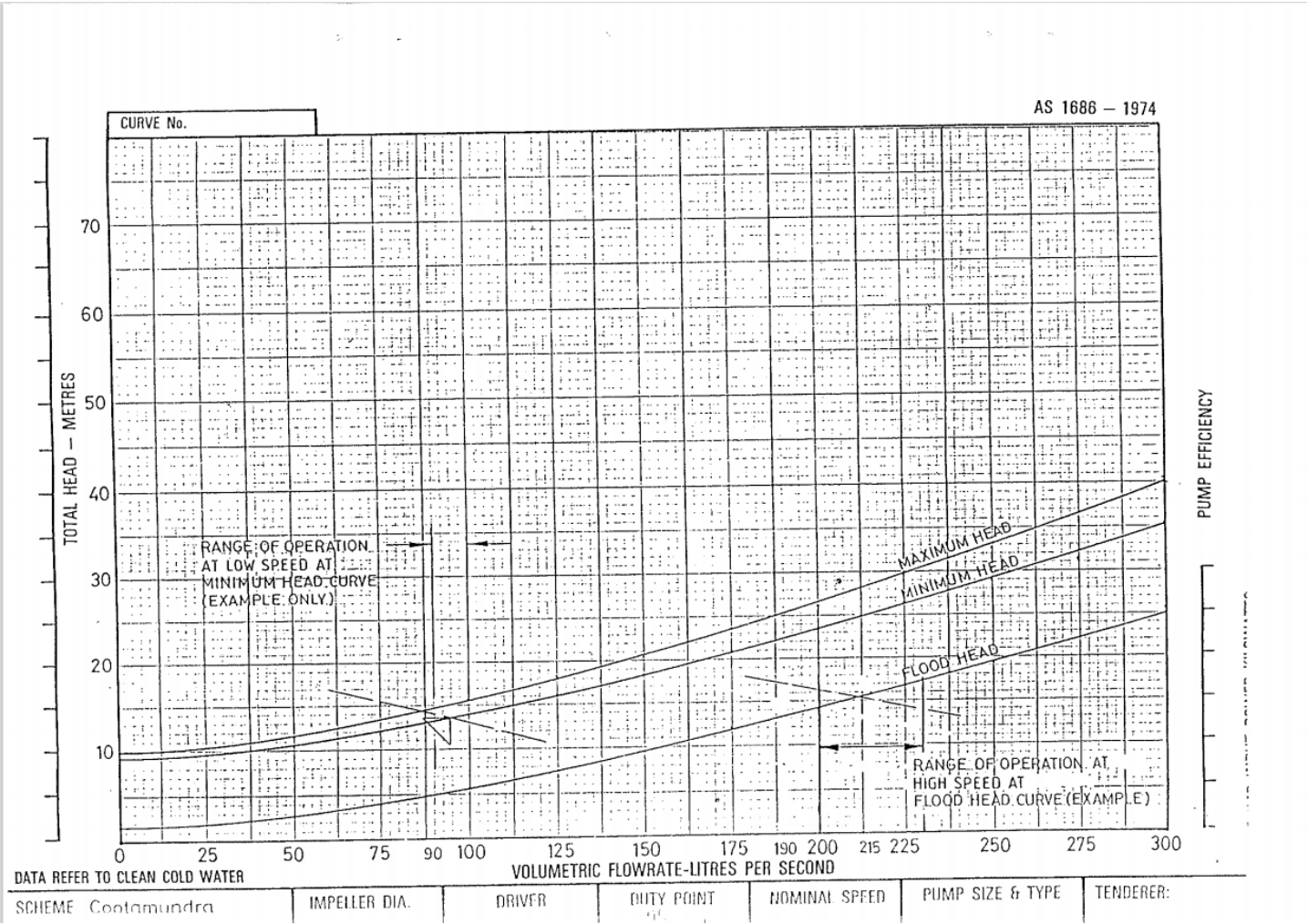
Sulphide slime control velocity 1.08

Self-cleansing velocity: 0.64 m/s

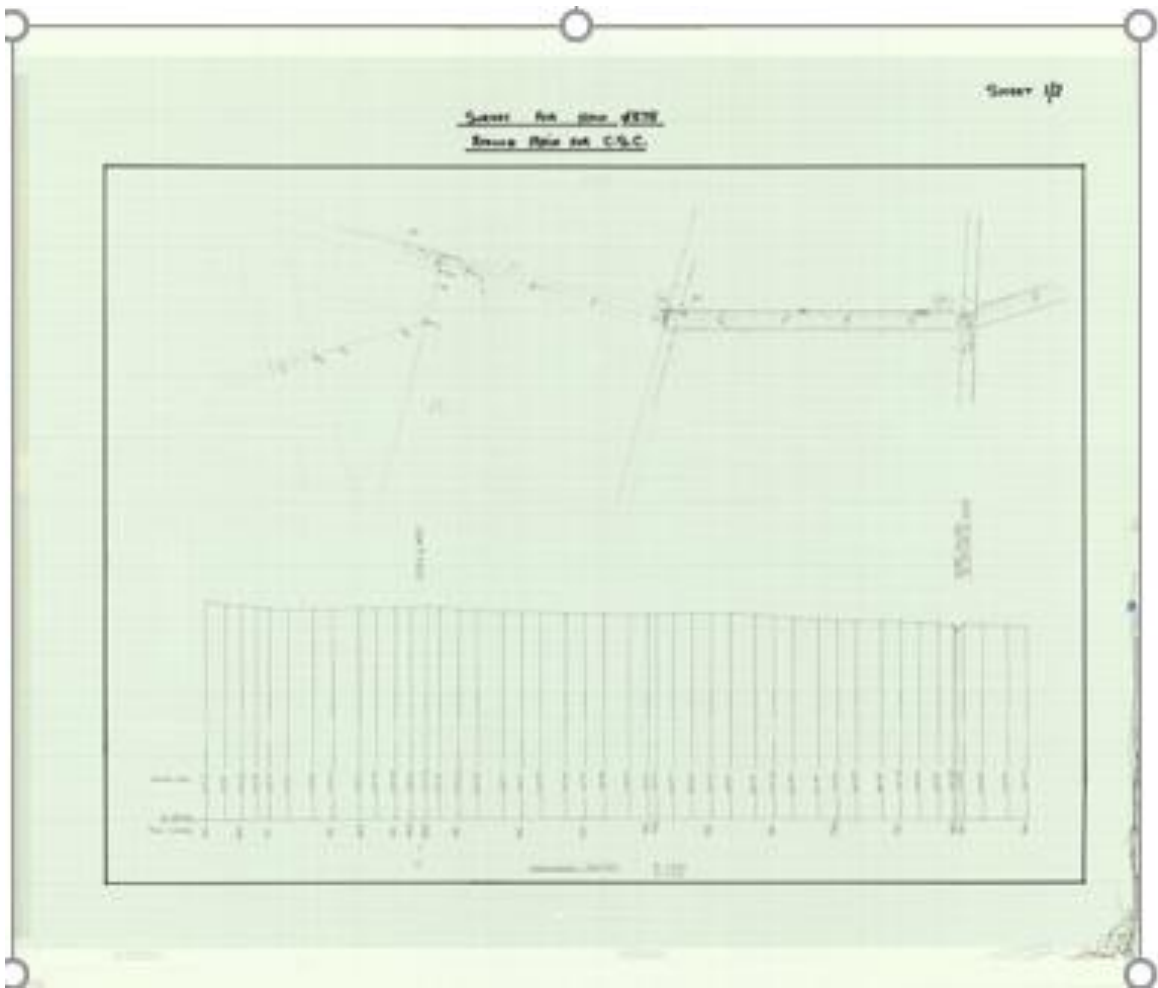
Low Speed 96 l/s @ 13.5 m

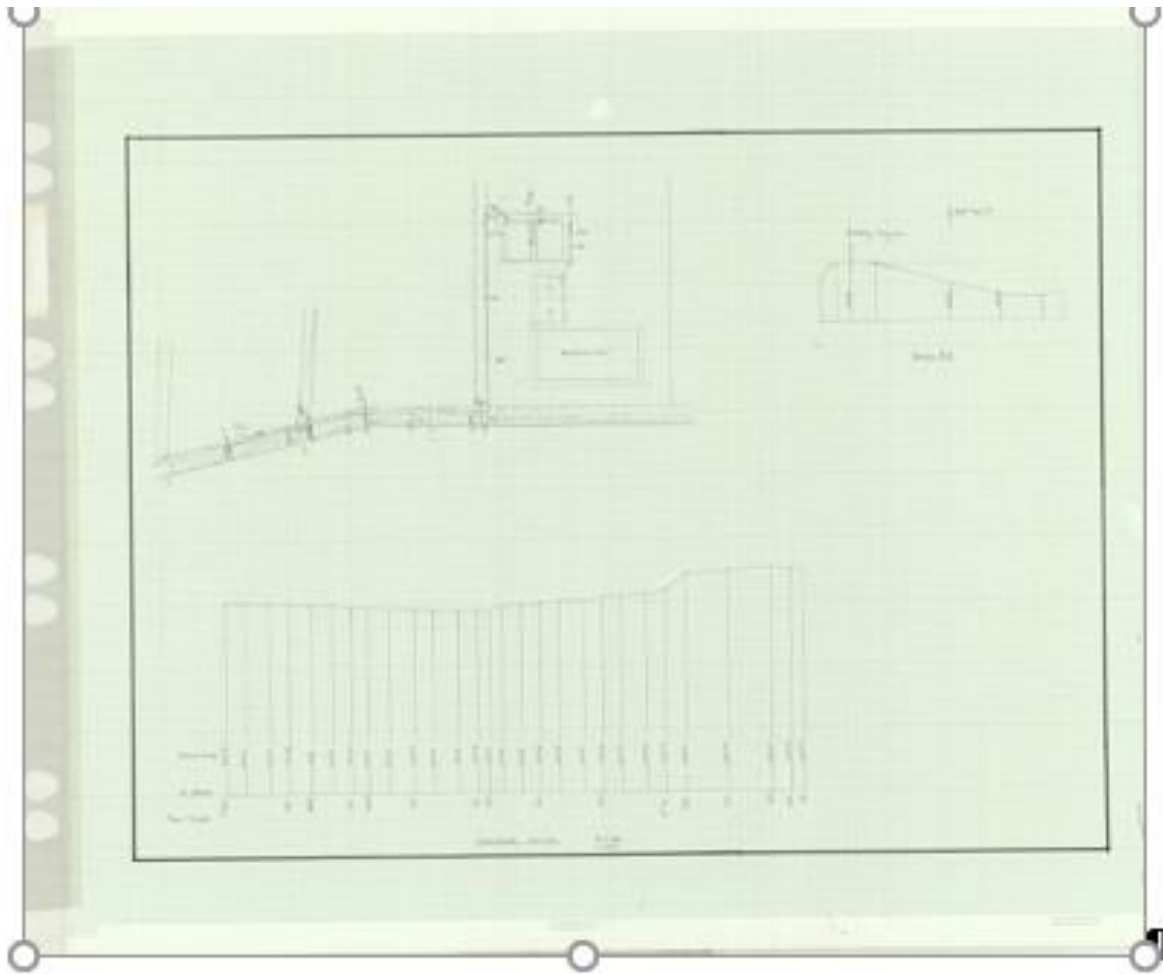
High Speed 223 l/s @ 16.3 m





Appendix C – Rising Main Details





Appendix D – Photographic Records

Rising Main break during winter 2021 – Pitted cast iron pipe



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Pump at SPS -C01 – Betts Street



Appendix E – Cost Estimates

DN375 Rising Main Replacement SPS-C01 Betts Street, Cootamundra

Item No.		UNIT	QUANTITY	RATE	\$
1	Preliminaries	Item	1	37300	37300
2	Supply and Lay pipes	Lin m	2300	500	1150000
3	Testing and commissioning	Ls	1	25000	25000
4	Reinstatement	Ls	1	112500	112500
5	Survey and Design				92736
6	Project Management				132480
7	Contingencies @10%				155002

Total

\$1,705,018

Cost estimate**Refurbishment of SPS -C01 Betts Street**

Item No.	Description	UNIT	QUANTITY	RATE	\$
1	Preliminaries	Item	1	37300	37300
2	Sewage bypass pumping	Ls	1	29940	29940
3	Civil works	Ls	1	42100	42100
4	Mechanical Installation	Ls	1	128210	128210
5	Electrical Upgrades	Ls	1	152120	152120
6	Telemetry	Ls	1	32500	32500
7	Test and commission	Ls	1	20400	20400
8	Reinstatement	Ls	1	11500	11500
9	Survey and Design				45407
10	Environmental Assessment				20838.5
11	Project Management				45407
12	Contingencies @15%				84858

Total

\$650,581

Note:

The cost estimate is an order of cost estimate only which will be revised as the investigation and concept design work progresses.



Proposal

Design Documentation, Tendering and
Contract Administration
Cootamundra Water Supply Chlorination Project

Proposal Number: FY20221226

Prepared for: Cootamundra-Gundagai Regional Council

Document control

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Cover image: Cootamundra reservoir 2 (source: Public Works)

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All references to Public Works are taken to be references to the Department of Regional NSW for and on behalf of the State of New South Wales

Executive summary

Drinking water for the Cootamundra Town is supplied from the Jugiong Water treatment plant (WTP) which is located approximately 44km from Cootamundra. A number of issues relating to residual chlorine level in the town water supply were noted in a recent report prepared by Cootamundra-Gundagai Regional Council (CGRC) and Council is now planning to upgrade the Cootamundra water supply system by providing re-chlorination facilities at Cootamundra.

This proposal from Public Works is in response to invitation by CGRC for the necessary assistance to procure the new chlorination facilities including investigation, design documentation, tendering and construction management.

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1. Project understanding

Cootamundra-Gundagai Regional Council (CGRC) provides reticulated water to approximately 5,600 people in the township of Cootamundra through one drinking water supply system. A number of issues relating to residual chlorine level in the town water supply were noted in a recent report to CGRC during a review of the Drinking Water Management System by Viridis Consultants.

Council purchases bulk drinking water from Goldenfields Water County Council. Water for the scheme is sourced from the Murrumbidgee River and is treated at the Jugiong Water Treatment Plant by Goldenfields Water before distribution to a number of consumers, including the Cootamundra supply system.

Jugiong WTP is located approximately 44km from the Cootamundra town and delivers water to two reservoirs in Cootamundra Town (Reservoir #1, Reservoir #2), with the responsibility delineated between Goldenfields Water and CGRC located at nominated handover points. The Goldenfields Water scheme includes a re-chlorination station between Cowangs Reservoir and Cootamundra Reservoir #1.

The Cootamundra reservoirs currently hold a total of 5.3 ML, with 3 ML in Reservoir #1 and 2.3 ML in Reservoir #2. Both reservoirs are operated at maximum of 60% to limit leakage losses and line breaks within the network. While the network is undergoing significant renewal, it is expected that this pressure limit will remain in place for the near and medium term future.

The Cootamundra water supply system currently do not have water quality monitoring at the handover point although the volume is monitored by CGRC. There is no automated re-chlorination within Cootamundra Town. To maintain the right chlorine level in the reservoirs, Council operators manually dose sodium hypochlorite (Hypo) which imposes operation control challenges and WHS issues.

The current feed pipeline arrangement and locations of the two reservoirs is showing in Figure 1-1.



Figure 1-1: The current feed pipeline arrangement and locations of the two reservoirs

1.1 Issues at Cootamundra chlorination system

The issues noted in the recent report include:

- a lack of monitoring of the quality of water at the Goldenfields handover point
- high variability of free chlorine residual within the reservoirs
- low chlorine in various locations within the reticulation network.

It has also been identified that consistently low chlorine was found at the saleyards and at Old Binowee Road. These locations are marked in Figure 1-2, and are both low consumption, dead end areas of the reticulation network, where water age is likely a significant factor in the poor chlorine results (Viridis Consultants, 2019).

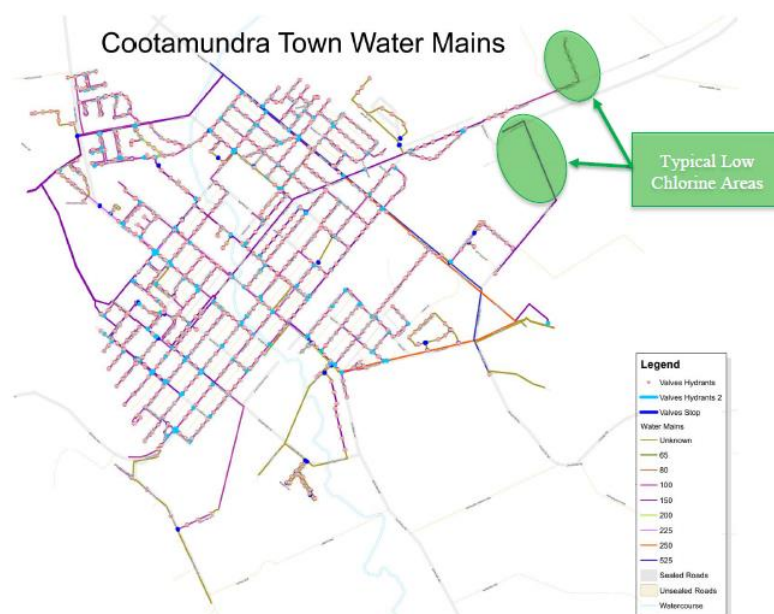


Figure 1-2: Cootamundra reticulation with low chlorine areas (Viridis Consultants, 2019)

1.2 Proposed upgrade

The *Cootamundra Chlorination Strategy Study* (Viridis 2018) completed by Council in 2018 has recommended the following work:

- implementation of re-chlorination at each reservoir
- recirculate water in the reservoir to maintain a stable chlorine residual within the reservoir.

The report has concluded that the above upgrade will address the current chlorine issue in the town. The report has also concluded that the consistent low chlorine issue at the Saleyards and at Old Binowee Road will improve after completion of the planned mains replacement works and the reservoir re-chlorination works.

Council is now planning to upgrade the Cootamundra water supply by providing booster chlorine dosing systems to dose chlorine into the reservoirs.

CGRC is planning to engage a contractor for supply, installation and commissioning of the following work using a Design and Construct (D&C) Contract, at each reservoir site.

- chlorine dosing equipment including online chlorine analyser/s
- reservoir recirculation and mixing system
- building
- site civil work for the buildings including site fence
- service water system for the chlorinator and associated facilities
- telemetry connections for the chlorinators.

Council has nominated the following preferences for the works:

- Gas chlorine is the preferred chemical.
- The building can be a prefabricated unit.
- A building with two separate rooms with one for chlorine storage and the other for the dosing equipment.
- The building can be located on the reservoir site within the fenced area.

2. Why Public Works

The benefits to CGSC from engaging Public Works for this work includes:

- Public Works has extensive experience in the design, tendering, tender review and commissioning of new chlorine dosing projects as well as the upgrading of the existing chlorination systems in NSW.
- The strength of Public Works is in its 'team of experts' in every aspect of regional town water supply projects.
- Public Works has regional project managers across NSW to assist Council's regarding project management, procurement and construction management.
- Public Works is not focused on maximising profits, and as a business unit under Department of Regional NSW, is in a unique position to provide genuine impartial advice to NSW local water utilities.

3. Scope of work

The following scope of work by Public Works is included in this proposal.

- Review of the water supply operation including existing concept design and technical specification prepared by Viridis Consultants.
- Site investigation to ascertain the scope of works required by Council.
- Prepare concept report discussing the following at each site:
 - proposed site layout
 - chlorine building layout
 - chlorine dosing philosophy
 - reservoir mixing arrangement
 - process flow diagram of the proposed dosing system
 - control philosophy
 - project cost estimates.
- Prepare technical specification for dosing equipment, buildings, site access road and fence.

- Review and prepare necessary clauses to connect the new work with the Council SCADA (currently being upgraded by Public Works).
- Prepare RFT document including commercial clauses and schedules for Council to call Tenders (D&C).
- Prepare pre-tender cost estimate.
- Manage the tendering process, advertise on NSW Government's e-tenders, conduct tender evaluation including technical compliance, and prepare recommendation report for Council to engage the most Advantageous Tenderer in accordance with the Local Government (General) Regulations 2005.
- Management and administration of the D&C contract including site inspections.
- Technical review of design submission by the Contractor including comments and recommendation for amendments.
- Technical advice during construction.
- Testing and commissioning.
- Review of O&M manuals etc.
- Site supervision of Contractor's work.
- Administration of the post completion period.

4. Methodology

4.1 Review of the existing Concept Design and Technical Specification by Viridis Consultants

We will review the Viridis concept report and technical specification to understand the water supply operation, demand patterns and the location of existing facilities.

The chlorinator design discussed in Viridis report is based on sodium hypochlorite system, but it is understood that Council's preference is to use gas chlorine. The Viridis report does not provide information on the civil work such as buildings or site layouts associated with the chlorination plants. After reviewing the available information, we will conduct a site visit to gather additional information. A design engineer from Public Works' Sydney Office and the project manager from Public Works Wagga Wagga office will visit the site.

Both reservoirs are designed with bottom inlet and outlet. We will review the service pattern of the reservoir in terms of flowrate and frequency of water supply through the reservoir to assist with the development of a chlorine dosing philosophy of the new chlorinator. This review, along with a review of the water quality, will establish the capacity of the dosing equipment and the design criteria of dosing operation, as well as the confirmation of the chlorine building footprint.

The dosing rate and dosage of chlorine will be based on the operator adjustable set point for the final free chlorine level to be maintained in the reservoir.

We will hold a virtual workshop with Council to discuss the design when the concept design is 75% complete. Sufficient drawings and clear sketches produced for this project will be used during this discussion. Photographs of similar dosing systems completed by Public Works recently will be also be used.

4.2 Concept development

A concept report will be prepared to discuss the details of the chlorination project. We will develop the following:

- a process flow diagram to describe the chlorine dosing operation and reservoir mixing concept
- building footprint and equipment arrangement in the building
- location and orientation of the new chlorinator building on the site
- access to the building

The concept report will provide sufficient information to describe the project including the following details:

- description of the water supply and current operation
- water quality information
- water flow data and reservoir operating parameters
- scheme layout
- basis of design for the overall chlorine dosing and mixing process
- site layout with preferred location for the chlorine building
- description of chlorine building and layout
- flow diagram for the reservoir mixing system
- room service water supply arrangement
- building slab requirement
- water quality monitoring requirements
- chlorine dosing operational philosophy
- Telemetry and SCADA communication requirements
- total project cost estimate including procurement and project management cost
- procurement strategy.

4.3 Technical specification

Tentative Table of Contents of the technical specification is provided below.

- Introduction
- Scope of Work
- Site Data
- Work by Others
- Information Available to Tenderers
- Contractor's Qualifications and Responsibility
- Power Supply
- Compliance
- Chlorine Dosing Arrangement and Dosing Rates
- Level of Service
- Gas Chlorination System details
- Safety Requirements

- Water Quality Monitoring Equipment
- Chlorine Building Arrangement
- Chlorine Building Civil Work
- Chlorine Building Electricals
- Telemetry Works
- Site Layout (showing the location of the building)
- Witness and Hold Points
- Drawings
- Operator Training Requirements
- Testing, Demonstration and Commissioning
- Operation and Maintenance Manuals
- Spares
- Post Completion Period

Throughout the design documentation process, we will work in close consultation with CGRC to ensure the council's requirements are met.

4.4 Commercial documentation

Public Works has a state-wide network of experienced contract management personnel, from front-line contract administrators to senior procurement specialists. We have allowed to prepare the commercial specification to accompany the technical design to complete the tender document for contract procurement. In compliance with NSW Government procurement guidelines, we recommend the commercial documentation for Cootamundra Chlorination Project be based on NSW Government's MW21 General Conditions of Contract.

One of the key elements in contract administration is cooperative contracting. Public Works experience in cooperative relationship with Contractors, reflected in Public Works jointly developed general condition with NSW Procurement, has reduced the level of disputation and cost overruns significantly since its inception in the early 2000s.

The commercial specification for Cootamundra Chlorination will stipulate details of the Conditions of Tendering, Tender Returnable Schedules, General Conditions of Contract, Contract Information and Contract Preliminaries. These specifications govern the selection of a suitable construction Contractor and sets the contractual conditions for construction engagement. The commercial specification will also include applicable Local Government tendering requirements for procurement.

In preparing the commercial specification, Public Works will work in close partnership with Cootamundra-Gundagai Regional Council to ensure the Principal's interest and risk allocation are well integrated for tender pricing and construction implementation.

4.5 Tendering procurement

Our proposal for tendering services to procure a suitable design and construction Contractor covers the advertising and calling tenders, manage tender enquiries, assessment of tenders received and make recommendations to CGRC for awarding the contract to the successful construction Contractor. Services offered under this project task includes the following.

- Preparation of a Tender Evaluation Plan for Council's approval, and formation of a Tender Evaluation Panel consisting of both Public Works and Council personnel.

- Tenders will be called in accordance with Council's requirements and the Local Government (General) Regulations 2005.
- Advertise the tender through NSW Government's eTender website.
- Manage tender process through NSW Government eTenders.
- Clarify tender enquiries and distribution of addendums.
- Conduct and chair a pretender meeting to brief potential Tenderers on site during the tender period, and issue of minutes following the site inspection.
- Manage the close of tender.
- Undertake the role of chairperson of the Tender Evaluation Panel.
- Undertake preliminary review of tenders received for commercial compliance, summary of any qualifications and departures.
- Undertake assessment of tenders with Council to identify the "Most Advantageous" Tenderer for detail assessment.
- Detail evaluation of the "Most Advantageous" Tenderer, address any qualifications and departures.
- Coordinate with Principal's design engineers to conduct detailed technical assessment of the "Most Advantageous" Tenderer for technical compliance.
- Conduct reviews with the Tender Evaluation Committee to resolve assessments findings.
- Tenders will be assessed based on base value for money, including experience and methodology to satisfy the evaluation panel and the Principal that the recommended Tenderer has the capacity to undertake a project of this complexity.
- Arrange assessment of the preferred Tenderer's financial capacity to undertake the works, through Council or an external financial assessor.
- Complete tender recommendation report for Council, and recommendation of the most advantageous Tenderer.
- Obtain Council's approval for the recommended Tenderer.
- Prepare the draft Letter of Acceptance for Cootamundra-Gundagai Regional Council as the contract Principal to issue to the accepted Tenderer.
- Prepare and distribute letters to unsuccessful Tenderers.
- Prepare the contract bond document and issue an electronic copy of the document to the Principal and successful Contractor.

4.6 Contract administration

In administering the construction works for Cootamundra-Gundagai Regional Council, Public Works experience and well-developed contract administration systems ensures the Principal's interests are protected and that they meet their obligations. This includes complying with government policy guidelines and reporting requirements. It also includes managing the risk of disputes and unnecessary additional costs and delays by dealing promptly and efficiently with matters such as contract payments, requests for information and claims. If issues arise, we are able to provide expert, independent advice on likely outcomes, risks and appropriate strategies for resolution.

In managing the works, we monitor the performance of Contractors for compliance with contract requirements such as maintaining quality and progress, and minimising additional costs and take actions when necessary. We also promote effective management of WHS and environmental requirements, and other policy requirements.

To foster cooperative contracting in administration of the MW21 contract, Public Works will facilitate a start-up meeting to initiate the contract. This is a key element in contract delivery to set the foundation and built relationship between the Principal and Contractor to work cooperatively in the best interest of the project.

In managing the construction works for CGRC, our offer of services and responsibilities as the Principal's Authorised Person (PAP) for the administration of the MW21 contract between the Principal Cootamundra-Gundagai Regional Council and the Contractor is outlined below:

- Single point of contact in coordination and integration of site activities.
- Co-ordinate and chair a start-up meeting as part of contract initiation.
- Co-ordinate and chair monthly MW21 meetings and preparation of meeting minutes.
- Monitor Contractor insurances, payment of the long service levy, submission of appropriate documentation as required under the contract, etc.
- Review the Contractor's site management plans for compliance prior to site implementation, including WHS, Environmental and Quality Assurance.
- Manage progress and works scheduling in coordination with Council's activities.
- Manage construction issues and resolve them through liaising between the construction Contractor, the designer and the Principal.
- Manage and respond to Contractor's request for information (RFI) and queries.
- Coordinate with the Principal and Public Works designer to resolve any site and design issues, including conduct site surveillance to resolve significant design modifications.
- Conduct site inspections of the construction work to monitor the Contractor's compliance with the technical and commercial conditions of contract.
- Progressive checking of work to monitor compliance with specification and drawings. Provide written advice to the Contractor in relation to matters of non-compliance. Ensure defects and incomplete works are completed as soon as possible.
- Manage and review Contractor's payment claims, prepare recommendations to the Principal for approval. Issue Payment Schedule to the Contractor, and for Council to make payment directly to the Contractor.
- Respond to Contractor's progress claims within the time requirements and in accordance, with the Security of Payments Act and alert Council to any issues that may have to be dealt with under the act.
- Monitor variations, extensions of time, requests for information, and forward recommendations for these and complete registers to the Council.
- Make recommendations as to the veracity of contract issues and variations.
- Coordinate and organise audits of Contractor's systems as appropriate.

From our understanding of the proposed chlorination works, the construction duration will likely entail 12 weeks of preconstruction activities for the Contractor to complete detail design and off-site fabrication, then 4 weeks on-site installation and a week for commissioning testing. Our proposal includes contract administration at an average of 5 hours per week over the first 12 weeks of pre-construction activities, then an average of 15 hours a week for the remaining 5 weeks of construction including site supervision twice weekly via vehicle from Wagga Wagga to Cootamundra. We believe this arrangement provides a balance approach to cost and maximise service efficiency for this project. However, we are open to negotiate alternate contract administration services as required by Cootamundra-Gundagai Regional Council.

Following construction completion, the Contractor would be liable for system performance and defect rectification over a twelve month Post Completion Period. Public Works has included a nominal allowance of 14 hours to administer the Post Completion Period and finalisation of the construction contract for Cootamundra-Gundagai Regional Council.

We acknowledge that technical input and design support is vitally essential for successful construction of the works. This responsibility will remain with the Principal design team such as for resolution of any design issues and unforeseen site conditions resulting with potential need for design amendments. In administering the construction contract, we have allowed to work concurrently and coordinate technical issues with the Principal and designers.

5. Deliverables

The following deliverables will be provided:

- Electronic copy of the draft and final concept design report.
- Electronic copy of the draft and final technical specification.
- Electronic copy of the pre-tender estimate for equipment and civil work.
- Electronic copy of the draft tender document (RFT document). The Tender documents will consist of:
 - Commercial clauses including
 - General conditions.
 - Preliminaries.
 - All required schedules including lump sum and rates, sub-Contractors and consultants, departures, technical data schedule, program information.
 - Technical specification including:
 - General section.
 - Process, Mechanical, Civil, Electrical, Testing and Commissioning, Manual, Training.
 - Drawings.
- Electronic copy of the final tender document.
- Tender evaluation plan.
- Respond to tenderer's RFIs.
- Tender evaluation report.
- Draft Letter of Award.
- Contract administration matters including minutes of meetings.
- Payment Schedules.
- Review comments for Contractor's drawings.
- Review comments for Contractor's contract design.
- Review of O&M manuals.
- Contractor's documentations.

6. Project team

NSW Public Works proposes an experienced team for this project, reflecting the requirement that works are carried out to the highest professional standard. Key members of the project team and their respective roles are as follows:

Name	Position	Project role
Jay Ariyawanse	Principal Engineer	Team lead, process engineering and documentation
Matthew Lai	Senior Project Manager	Procurement and project advice
Preethi Mary	Project Manager/Contract Administrator	Commercial specifications, procurement, and contract administration
Rasika Gunawardana	Engineer	Co-ordination, administration, process engineering and documentation
Abdur Razzak	Senior Electrical Engineer	Electrical services specification
Dayan Gunasekera	Principal Engineer – Civil and Hydraulics	Civil design
Bela Katai	Mechanical Engineer	Mechanical design advice

Further details of the roles, recent experience and CVs of key team members can be submitted on request.

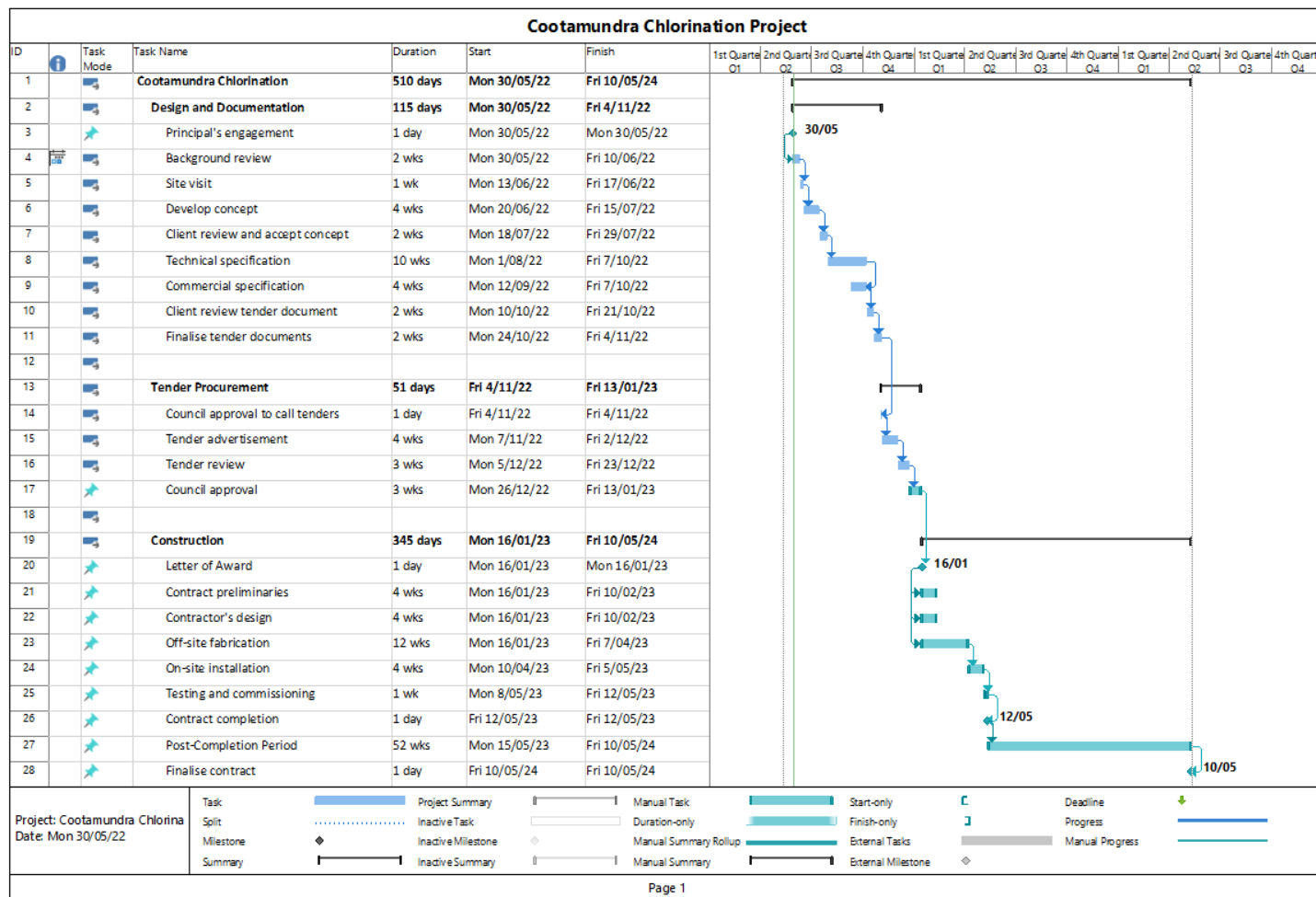
7. Project program/ schedule

Following Principal's review and approval to call open tenders, we anticipate tendering period of four weeks follow by three weeks of tender evaluation. We anticipate construction period of seventeen weeks to allow the successful Contractor to complete detailed design, off-site fabrication, site installation and commissioning.

A breakdown of the key project milestones is provided in the Gantt chart below.

Proposal | Cootamundra chlorination Project

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8. Service fee and conditions of engagement

8.1 Service fee

Public Works offers the services outlined in this proposal on a time and resources basis using our standard hourly rates for professional services. The estimated fee for the proposed services is **\$114,940** (excluding GST). The allocation of this fee is tabled below:

Task	Fee \$ (excluding GST)
Milestone 1: Concept and RFT Document	
Project Administration	5,000
Data collection and review of available reports	1,870
One-day site visit by Public Works process engineer	3,800
Prepare concept report	17,830
Prepare project cost estimate	960
Prepare technical specification for two chlorinators, mixing systems online analysers and buildings	19,800
Prepare electrical specification, necessary clauses to connect the chlorinator to Council Telemetry/SCADA	1,260
Prepare RFT document including commercial clauses and schedules	4,900
Sub Total - Concept and RFT Document	55,420
Milestone 2: Tendering and tender evaluation	
Prepare pre-tender cost estimate	1,240
Prepare Tender Evaluation Plan, and manage tender enquiries	1,890
Respond to tenderer's Technical RFIs	1,720
Tender assessment (technical and commercial clauses) and recommend the preferred tenderer	8,800
Sub Total - Tendering and tender evaluation	13,650
Milestone 3: Construction	
Technical review of detailed design and drawings by the Contractor	4,670
Review of I&TP plans and commissioning plans submitted by the Contractor prior to commissioning	880
Contract administration	24,600
Site visit by Public Works engineer to witness Contractor' demonstration, preparation of defects list etc (2-day single site visit)	6,600
Review of O&M manuals, SOPs and Functional Specification etc	1,640
Meetings, teleconferences, and project administrative work	1,600
Contract administration of Post Completion Period	2,400
Disbursements:	
Vehicle and travel	2,280
Contractor Financial assessment	1,200
Sub Total - Construction	45,870
Total Fee (excluding GST)	114,940

The above fee includes all disbursements and project management costs as well as preparation of Project Quality Plan, Safe Work Method Statements, workshop minutes and fortnightly progress reporting.

8.2 Hourly rates

Should there be a change of scope during the project, the following hourly rates will be applicable for the Public Works team members.

Name	2022/23 Hourly rate (excl. GST)
Jay Ariyawanse	\$267
Matthew Lai	\$220
Preethi Mary	\$170
Rasika Gunawardana	\$170
Abdur Razzak	\$247
Dayan Gunasekera	\$267
Bela Katai	\$190

9. Assumptions, qualifications and exclusions

9.1 Assumptions

- Council will provide sufficient information on the flowrate at the inlet of the reservoirs and demand data, and the future reservoir capacities.
- Council will liaise with the Power Supply Authority for any power supply upgrade to the site.
- Telemetry work will be limited to any hardware required at the reservoir site and providing necessary telemetry signals for others to connect to Council's telemetry system.
- The building will be a prefabricated design.
- Sufficient space is available on the reservoir site to locate the chlorine building within the reservoir fence. The location of the building is flat to install the slab without any earthwork, and access is available to chlorine cylinder delivery truck.
- A magflow meter is available on the inlet/outlet of each reservoir, or Council can provide the information on the minimum and maximum daily volume, and minimum and maximum instantaneous flowrate at the inlet or outlet of each reservoir.

9.2 Qualifications

- The work under this engagement will be limited to the installation of two chlorine dosing systems, reservoir mixing systems and the buildings at the two reservoirs.
- Telemetry work will be limited to providing telemetry signals from the chlorinators terminating on a RTU for others to connect those signals to Council's telemetry system. We will provide the list of analogue and digital signal list..
- Site layout development will be limited to providing information of the location of the reservoir, building, existing access and tentative pipe routes.
- One-day single site visit by an engineer from Public Works design team and the PM from Public Works Wagga Wagga Office included for initial site inspection.
- Two-day site attendance by an engineer from Public Works design team included to witness the demonstration of Contractor's final work.

- Fee is based on the assumption that commissioning of the new work will be completed during the 2022/23 financial year.
- Additional fee will apply if there are an excessive number of technical RFIs received from the potential tenders that need to be addressed.

9.3 Exclusions

- Environmental review.
- Site survey work.
- Site geotechnical investigation.
- Power supply to site (mains supply or solar power).
- Attendance to pre-tender meeting by Public Works design team member.
- Any work associated with implementation of a monitoring system at the two handover points from Goldenfields to CGRC or any water quality monitoring instruments at those two locations.

Appendix A Public Works Advisory – Conditions of Engagement**CONDITIONS OF ENGAGEMENT****1. PREAMBLE**

- 1.1 If any provision in these Conditions of Engagement conflicts with a provision in the Proposal to which they apply, the provision in the Proposal will apply to the extent of the conflict.

2. SERVICES WE WILL PROVIDE

- 2.1 We will provide the Services in accordance with the terms set out in the Agreement, none of which may be changed without the prior written consent of both parties.
- 2.2 We will, subject to matters beyond our reasonable control, provide the Services with the skill and care generally exercised by competent persons performing services of a similar nature at the time the Services are carried out.
- 2.3 We will provide the Services in accordance with the Timetable unless the provisions of Clause 10 apply.

3. FUNDING

It is a necessary precondition of the Agreement under these Conditions of Engagement that you are responsible for and have sufficient funds available for payment to us of the total cost of the Services and/or Project including but not limited to variations and dispute resolution processes.

4. YOUR OBLIGATIONS

- 4.1 You and your Associates will co-operate with us and not delay or vary the Services without adjusting the Timetable and the Fee as required under Clauses 10 and 11.
- 4.2 You will only communicate with us about the Services through the Public Works Advisory Representative nominated at item 3 in Schedule 1.
- 4.3 To help us understand your requirements for the Services, you will:
- inform us of your specific requirements;
 - answer any questions and provide any information we ask of you, including providing information specified in the Proposal by the specified time; and
 - provide written comments on any Contract Material, if we request you to do so.
- 4.4 We assume that any information you or your Associates provide to us for the purpose of carrying out the Services is complete and accurate and will not check it unless doing so is part of the Services. We do not accept any Liability in connection with any information you provide to us.
- 4.5 You agree to indemnify us in the event that our use of information you provide infringes the intellectual property rights of a Third Party.

5. CONFIDENTIALITY

- 5.1 All information that either of us provides to the other is confidential and must not be disclosed to any other person, unless the disclosure is authorised under this Agreement or required by law.
- 5.2 You authorise us to disclose to our Associates any information you provide for the purpose of carrying out the Services.
- 5.3 You agree that we can publish promotional and technical information relating to the Services and the Project unless you advise us otherwise in writing when we enter into the Agreement.

6. INTELLECTUAL PROPERTY RIGHTS

- 6.1 Intellectual Property Rights in all Contract Material shall be vested in us.
- 6.2 We grant you an irrevocable, non-exclusive, royalty-free and non-transferable licence to use the Contract Material for the Project. However, you must not use, adapt, publish or otherwise exploit any of the Contract Material for any other purpose or allow others to do so without our prior written consent.

7. CHANGES TO THE CONTRACT MATERIAL

- 7.1 We authorise you and your Associates to make minor changes to the Contract Material:
- to suit site conditions encountered in completing the Project, providing such changes do not affect the design intent; and
 - to produce work-as-executed drawings.

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- 7.2 If you or your Associates change the Contract Material whether pursuant to clause 7.1 or otherwise, you agree to release and indemnify us against any and all claims, proceedings, demands, losses, damages, costs or expenses, by you or any Third Party resulting from such changes; and
- 7.3 Any change made by you to the Contract Material will be annotated to indicate where and when changes were made and by whom.

8. LIABILITY AND INDEMNITY

- 8.1 You agree that, except where the law does not permit such limitation, our Liability to you is limited (in the aggregate) to the lesser of:
- \$5 million; or
 - ten times the Fee payable at the Date of Agreement (the “cap”) and you release us from any further Liability.
- 8.2 You agree to indemnify us and our Associates against any claim made against us by any of your Associates for any loss or damages which are greater than the cap. Further, you agree that our Liability to you is reduced to the extent that an act or omission by you or any of your Associates contributed to the injury, damage or loss.
- 8.3 The Services and the Contract Material are provided for your exclusive benefit. We accept no Liability to any Third Party in respect of any claim made in connection with the Services, and you agree to indemnify us against any such claim.
- 8.4 We are not liable to you or any Third Party in respect of any Consequential Loss, however it arises.
- 8.5 On the date that is three years after the date we send you our final payment claim under the Agreement, you release us and our Associates from all Liability.

9. INSURANCE

- 9.1 We will maintain self-insurance arrangements with the NSW Treasury Managed Fund in relation to professional indemnity and public liability. We will give you confirmation of such self-insurance arrangements on request, at any time before we complete the Services.

10. DELAYS TO THE SERVICES

- 10.1 If we are, or will be, delayed in carrying out the Services:
- we will give you reasonable notice after becoming aware of the delay;
 - we will advise the effect on the Timetable;
 - you will extend the time(s) for carrying out the Services provided for in the Timetable by the extent of the delay; and
 - you will reimburse us, as a Variation, for any additional costs and expenses we incur as a result of any delay that is not a result of our breach of the Agreement.

11. VARIATIONS TO THE SERVICES**Variations proposed by you**

- 11.1 If you propose a Variation, you will advise us in writing what is required and request a written quotation from us.
- 11.2 We will provide a written quotation setting out the effects of the proposed Variation on the Fee, the Timetable and any other relevant matters, for your consideration and acceptance.
- 11.3 We will not commence any Variation proposed by you until we receive your written instruction to do so (which may be before you receive or accept our written quotation).

Unavoidable Variations

- 11.4 If we become aware of any circumstances, including those listed at item 4 in Schedule 1, which have caused, or may cause, a Variation, we will notify you in writing as soon as practicable, setting out the circumstances and the likely effect on the provision of the Services, the Fee and the Timetable.
- 11.5 Unless we ask for confirmation under Clause 11.6, we will continue to carry out the Services, including any unavoidable Variation, until we receive instructions to the contrary from you in writing.
- 11.6 In some circumstances, we may ask you to confirm in writing that you will pay for a notified unavoidable Variation. If we do so, you agree that we are not required to carry out that Variation work until we receive your written confirmation and that, if this delays the Services, the provisions of Clause 10 will apply.

Adjustments for Variations

- 11.7 You will pay us the additional costs and expenses we incur in connection with any Variation instructed by you under Clause 11.3 or notified by us under Clause 11.4. Payment will be made on the basis of:
- an agreed lump sum adjustment to the Fee; or
 - in accordance with Clause 12.4(e).

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11.8 If a Variation delays the Services, you will extend the Timetable in accordance with Clause 10.

12. PAYMENT

12.1 You will pay the Fee, other amounts payable under the Agreement and applicable tax in accordance with this Clause.

12.2 Where the Fee was based on a nominated percentage of the estimated construction cost of the Project and the pre-tender estimate or accepted tendered price for the Project exceeds the estimate by more than 10%, the Fee repayable will be the Fee set out in the Proposal plus an amount calculated by applying the nominated percentage to the difference between the estimated construction cost and the tendered price. If the pre-tender estimate or accepted tendered price for the Project is less than the estimated construction cost when the Services commenced, the Fee will not be adjusted.

12.3 Unless otherwise agreed, we will submit a monthly payment claim for amounts due under the Agreement up to the date of that payment claim, less amounts previously paid.

12.4 The amounts due under the Agreement will be calculated as follows:

- a. Where the Fee is a lump sum: based on the percentage of the Services carried out;
- b. Where the Fee is to be paid on an Hourly Rates basis: based on the hours worked by our personnel multiplied by the Hourly Rates;
- c. For Disbursements: as set out at item 1 in Schedule 1;
- d. For Variations for which a lump sum Fee adjustment was agreed: based on the percentage of the Variation work carried out; and
- e. For all other Variations:
 - (i) an amount based on the hours worked by our personnel multiplied by the Hourly Rates, plus
 - (ii) any amounts due to our subContractors or sub-consultants, plus a 12.5% margin, plus
 - (iii) the costs we incurred for Disbursements of the kinds listed in paragraphs (a), (b) and (c) in item 1 of Schedule 1; plus
 - (iv) costs and expenses we incurred due to delays.

12.5 Within 20 Business Days after you receive our payment claim you will pay the amounts due under the Agreement.

12.6 All amounts in the Agreement and other documents we give you in relation to amounts payable are exclusive of GST or other applicable tax unless expressly included.

12.7 If you fail to pay any amount due under the Agreement in full within 10 Business Days after the agreed time for payment:

- a. you will pay interest at the rate of 7% per annum on all overdue amounts, until the amount is paid in full; and
- b. we may keep any Contract Material prepared in connection with the Agreement and:
 - (i) suspend carrying out the Services until the amount is paid in full and the provisions of Clause 10 will apply; or
 - (ii) end the Agreement by giving you written notice under Clause 15.

13. CIRCUMSTANCES BEYOND OUR CONTROL

13.1 We are not liable for any loss or damage caused by any failure or delay in performance of the Agreement resulting from any cause beyond our reasonable control including, but not limited to: acts of God, acts or omissions by you or your Associates, adverse weather conditions and industrial disputes.

14. DISPUTE

14.1 In the event of any dispute between the parties arising in connection with this Agreement that cannot be resolved within 20 (twenty) business days of either party giving the other party notification and details of the dispute, then either party may commence legal proceedings or, if agreed in writing by the parties commence alternative dispute resolution proceedings.

14.2 Notwithstanding the existence of a dispute, the parties must continue to perform their obligations under this Agreement.

14.3 Nothing in this Agreement is intended to stop either party from instituting proceedings to enforce payment due under the Agreement or to seek injunctive or declaratory relief.

15. ENDING THE AGREEMENT

15.1 Either party may end the Agreement at any time by giving the other party at least 10 Business Days notice.

15.2 If the Agreement is ended, we will send you a payment claim for Services carried out up to the date the Agreement is ended and you will pay us all amounts owing under the Agreement plus expenses incurred by us as a result of ending the Agreement.

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15.3 The Clauses in these Conditions of Engagement headed “Confidentiality”, “Intellectual Property”, “Liability”, “Variation”, “Payment”, “Dispute”, “Ending the Agreement” and “General Matters” continue to operate after this Agreement is ended.

16. GENERAL MATTERS

- 16.1 The only duties, obligations and responsibilities we have in connection with the Agreement are those expressly set out in the Agreement.
- 16.2 The Agreement will be governed by and interpreted in accordance with the laws in force in the State of New South Wales, Australia.
- 16.3 The parties submit to the exclusive jurisdiction of the courts of the State of New South Wales, Australia.
- 16.4 Neither party may transfer the Agreement or any right or obligation under the Agreement without the other party's prior written consent.
- 16.5 You authorise us to destroy all Contract Material and other documents we hold in connection with the Agreement seven (7) years after the date we send you our final payment claim under the Agreement.

17. DEFINITIONS

Unless the context otherwise requires, in these Conditions of Engagement:

“**Agreement**” means either:

- (a) the Agreement executed by the parties in connection with the Services; or
- (b) if the Agreement is made by a Letter of Award, it means the contract formed by the Agreement Documents, which supersede all understandings, representations and communications made between the parties in connection with the Agreement before the Date of Agreement.

“**Agreement Documents**” include:

- (a) the Proposal;
- (b) these Conditions of Engagement; and
- (c) the Letter of Award and any other documents listed therein.

“**Associates**” means the relevant party's employees, personnel and agents. Our Associates include our subContractors and sub-consultants who are involved in carrying out the Services. Your Associates include your Contractors and consultants who are involved in carrying out the Project.

“**Business Day**” means any day other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 or 31 December.

“**Consequential Loss**” includes loss of revenue, loss of profit, loss of custom, loss of goodwill, loss of overhead recovery, loss of business opportunity, loss of the use of property, loss of contract, loss of production, loss of financing charges or cost recovery, loss of the use of money and payment of liquidated sums or damages under any other Agreement.

“**Contract Material**” means all material that is produced by us or on our behalf in carrying out the Services, including but not limited to documents (including drawings, reports, specifications and bills of quantities), calculations, equipment, information and data stored in hard copy or electronic format.

“**Date of Agreement**” means the date of execution of the Agreement or the date of the Letter of Award, as applicable.

“**Disbursements**” means costs and expenses we incur in carrying out the Services that are not included in our Fee. These are set out at item 1 in Schedule 1.

“**Fee**” means either:

- (a) the lump sum amount set out in the Agreement; or
- (b) an amount calculated on the basis of hours worked multiplied by the Hourly Rates.

The Fee is adjusted in accordance with the Agreement.

“**Hourly Rates**” means:

- (a) the relevant Hourly Rate(s) set out in the Proposal; or
- (b) if relevant Hourly Rate(s) are not set out in the Proposal, the rate(s) that Public Works Advisory normally charges for the relevant personnel, at the time the Services are carried out.

“**Intellectual Property Right**” means any statutory and other proprietary right in respect of inventions, innovations, patents, utility models, designs, circuit layouts, mask rights, copyright (including future copyright), confidential information, trade secrets, know-how, trademarks and any other right in respect of intellectual property.

“**Latent Condition**” means an aspect of the Services or the Project, including physical conditions on the Project site or its surroundings, which differs materially from what could reasonably have been anticipated by us at the time we prepared the Proposal, including conditions that were known by you and not disclosed to us.

“**Letter of Award**” means written notification that you accept the Proposal.

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Public Works
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CONDITIONS OF ENGAGEMENT

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"Liability" means legal liability for injury, loss or damage arising in connection with or for breach of the Agreement, however such liability arises.

"Public Works Advisory Representative" means the person nominated in item 3 in Schedule 1.

"Project" means the project(s) that the Services relate to.

"Proposal" means the proposal (or if more than one, the final proposal) we gave you in relation to the Services.

"Services" means the services we carry out in connection with the Agreement, including any Variations. Refer to item 2 in Schedule 1.

"Third Party" means a person who is not a party to the Agreement, but does not include our Associates.

"Timetable" means any schedule included in the Agreement Documents that sets out when the Services are to be carried out.

"Variation" means any change to the scope or timing of the Services set out in the Agreement. A Variation may be caused by any of the circumstances listed at item 4 in Schedule 1.

"We", "us" and/or "our" means Public Works Advisory and all its branches and divisions, on behalf of the Crown in right of the State of New South Wales through the Department of Regional NSW.

"You", "you" and/or "your" means the client(s) addressed in the Proposal.

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Schedule 1 – Agreement Information

Item No	
1	<p><i>Mentioned in Clauses 12.4 & 17</i></p> <p>Disbursements are costs and expenses identified as Disbursements in the Proposal and costs and expenses for any of the following, unless the Proposal specifically states that they are included in the Fee:</p> <ul style="list-style-type: none"> (a) fees, charges, levies and taxes payable to authorities; (b) travel and accommodation associated with attendance at meetings, site inspections, audits etc; (c) preparation of archived material, or transfer or translation of computer files; and (d) products and services provided by subContractors or sub-consultants, such as: site investigations; Building Code of Australia ("BCA") inspections; hazardous materials or geotechnical studies; condition surveys; cadastral or infrastructure surveys; production of measured drawings of existing infrastructure; printing multiple copies of reports; and printing or production of artist's impressions/ perspectives / 3D CAD modelling, videos or other presentation material. <p>Notes:</p> <p>Unless the Proposal specifically states otherwise:</p> <ul style="list-style-type: none"> 1. The costs of word processing, phone, fax and routine photocopying are not Disbursements. 2. For Disbursements listed in (a), (b) and (c) above, you will pay us the actual costs we incur. 3. For products and services provided by subContractors and sub-consultants (as set out in item (d) above), you will pay us the costs we incur plus a 12.5% margin.
2	<p><i>Mentioned in Clauses 2 & 17</i></p> <p>The Services are described in the Proposal, subject to the following:</p> <ul style="list-style-type: none"> 1. Unless specifically stated in the Proposal, the Services do NOT include advice during the tendering period or construction phase of the Project. If the Proposal included giving such advice and you receive a Request for Information (RFI): <ul style="list-style-type: none"> (a) you will assess the RFI and only pass it on to us if you are unable to provide the information; (b) where the RFI relates to an error or ambiguity in the Contract Material, or requires details it would not be reasonable to expect an experienced and competent person to understand, we will respond at no additional cost; and (c) where the RFI relates to a matter that it would be reasonable to expect an experienced and competent person to understand, our response will be treated as a Variation. 2. If the Services include managing construction Contractors, their management systems will be relied upon for quality, safety and environmental management. We will carry out the level of audits, reviews and site visits generally required to manage a competent, experienced Contractor.
3	<p><i>Mentioned in Clauses 4.2 & 17</i></p> <p>The Public Works Advisory Representative is : Jay Ariyawanse</p> <p>[If not nominated here, we will advise the Public Works Advisory Representative at your request.]</p>
4	<p><i>Mentioned in Clauses 11, 12 & 17</i></p> <p>A Variation occurs when:</p> <ul style="list-style-type: none"> 1. There is a change to the Services because: <ul style="list-style-type: none"> (a) you request additional or reduced Services, for example due to changes in the budget; (b) there are changes to the scope or timing of the Project; (c) Latent Conditions are encountered; (d) information provided by you or your Associates is incomplete, inaccurate or contains discrepancies; (e) you request re-work, except if due to our failure to provide Services complying with the Agreement; (f) there is a change to legislative requirements affecting the Services, Project or amounts payable; or (g) we are required to provide unexpected additional resources to manage the construction work due to poor work quality or an under-performing Contractor;

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**CONDITIONS OF ENGAGEMENT**

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| | <ol style="list-style-type: none">2. Part or all of the Services are delayed by a cause (including suspension, acceleration or deceleration instructed by you or interference by you or your Associates) other than our breach of the Agreement;3. we are required to carry out work to enable safe access in order to carry out the Services;4. we incur costs in resolving a dispute with a Contractor or consultant involved in the Project; or5. during or after completion of the Services, we or any of our employees are required to give evidence before, or provide any information to, a court or other competent authority. |
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Public Works

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PROJECT FINANCIAL SUMMARY

Reporting Period:	To End April 2022 (with Council expenditures to 24th May 2022)
Project ID:	SSWP151
Project Name:	Gundagai Sewerage Treatment Plant Augmentation
Approved maximum NSW Government Grant (\$Gov):	\$10,000,000 Subsidy 61%
Committed Local Water Utility's Contribution:	\$3,500,000
Other's Contribution (BBRF):	\$3,500,000
Total approved Project Budget:	\$17,000,000
Predicted Final Total Project Cost:	\$19,393,986
Predicted cost overspend / saving:	-\$2,393,986

Claimed To-Date (\$Gov Grant):
Remaining Balance (\$Gov Grant):

PROJECT FINANCIAL DETAILS

Description	Total Project Budget (Column 1)	Total Project Approved Expenditure	Current Commitment Total (Column 2)	Total Expenditure to-date (Column 3)	Remaining Commitment (Column 2 - 3)	Forecast cost overspend / saving (Column 1 - 2)	Percentage Complete (%)	Note
Investigation and Design Phase								
Management								
Project Management	208,543	298,223	298,223	298,223	0	-89,680		
Effluent management/risk assessment		0	0	0	0	0		
Other		0	0	0	0	0		
Other		0	0	0	0	0		
Subtotal Management	208,543	298,223	298,223	298,223	0	-89,680	100%	
Investigation and Design								
Concept Design	212,573	212,573	212,573	212,573	0	0		
Detail Design	725,450	725,450	725,450	725,450	0	0		
Other		0	0	0	0	0		
Other		0	0	0	0	0		
Subtotal PWA Fee	938,023	938,023	938,023	938,023	0	0	100%	
Total Investigation and Design	1,146,566	1,236,246	1,236,246	1,236,247	0	-89,680	100%	
Procurement and Contract Administration								
Tender Procurement								
Council:								
Tender Management	0	0	0	0	0	0		
Project Manager - Consultant		0	0	0	0	0		
Other		0	0	0	0	0		
Subtotal Council Tender	0	0	0	0	0	0		
Public Works Advisory:								
Tender Management and Evaluation	23,045	23,045	23,045	23,045	0	0		
Technical Evaluation	21,500	21,500	21,500	21,500	0	0		
Subtotal PWA Tender	44,545	44,545	44,545	44,545	0	0	100%	
Total Tender Procurement	44,545	44,545	44,545	44,545	0	0	100%	
Management & Contract Administration								
Council:								
Construction Management	186,193	189,441	189,441	189,441	0	-3,247		Includes external consultants
Other		0	0	0	0	0		
Subtotal Council Mgt	186,193	189,441	189,441	189,441	0	-3,247	100%	
Public Works Advisory:								
Contract Administration	218,650	218,650	218,650	218,650	0	0		
WHS Audit	2,990	2,990	2,990	2,990	0	0		
Post Completion Period	7,560	7,560	7,560	0	7,560	0		
Procure iCare insurance for Precision Civil	0	0	0	0	0	0		\$22,648.64 invoice directly to PCI
Additional Contract Administration Services		40,000	40,000	25,035	14,965	-40,000		
Subtotal PWA Mgt	229,200	269,200	269,200	246,675	22,525	-40,000	92%	
Total PM and Contract Administration	415,393	458,641	458,641	436,116	22,525	-43,247	95%	
Technical Services								
Management and coordination	20,000	20,000	20,000	20,000	0	0		
Prepare functional description	25,500	25,500	25,500	25,500	0	0		
Factory Acceptance Testing - Electrical	5,000	5,000	5,000	5,000	0	0		
Testing and witnessing of commissioning	45,000	45,000	45,000	15,811	29,189	0		
SOTR testing	25,000	25,000	25,000	0	25,000	0		
Seeding plan and process start-up advice	8,000	8,000	8,000	0	8,000	0		
O&M Manual	34,500	34,500	34,500	0	34,500	0		
Operator training	11,000	11,000	11,000	0	11,000	0		
Review of supplier manuals	12,500	12,500	12,500	0	12,500	0		
Do-And-Charge Fees:								
Technical Review of Designs	20,000	20,000	20,000	20,000	0	0		
Technical Advice, RFIs	25,000	25,000	25,000	25,000	0	0		
Effluent Reuse:								
Effluent irrigation strategy review	15,500	15,500	15,500	15,500	0	0		
Recycle water management plan	30,000	30,000	30,000	29,600	400	0		
RWMS Golf Course Pond Design Works			75,000	0	75,000	-75,000		
Programming:								
SCADA and PLC programming	60,000	39,967	39,967	0	39,967	20,033		
V1. Boys Club PS		12,903	12,903	0	12,903	-12,903		Program for Boys Club PS
V2. SMS alarm			6,586	0	6,586	-6,586		Variation under Council review

Description	Total Project Budget (Column 1)	Total Project Approved Expenditure	Current Commitment Total (Column 2)	Total Expenditure to-date (Column 3)	Remaining Commitment (Column 2 - 3)	Forecast cost overspend / saving (Column 1 - 2)	Percentage Complete (%)	Note
V3. Outflow water meter			4,080	0	4,080	-4,080		Variation under Council review
V4. GeoSCADA licence			2,635	0	2,635	-2,635		Variation under Council review
V5. Telemetry quotation			0	0	0	0		Council likely not to proceed with this quote
Others:								
TBC (Update Pollution Response Mgt Plan)	0	0	0	0	0	0		Council to consider if require
Subtotal Technical Services	337,000	329,870	418,171	156,411	261,760	-81,171	37%	
Total Procurement and Contract Administration	796,938	833,056	921,357	637,072	284,285	-124,418	69%	

Description	Total Project Budget (Column 1)	Total Project Approved Expenditure	Current Commitment Total (Column 2)	Total Expenditure to-date (Column 3)	Remaining Commitment (Column 2 - 3)	Forecast cost overspend / saving (Column 1 - 2)	Percentage Complete (%)	Note
Construction								
Milestone 1 - Gundagai STP								
Site establishment/ de-establishment		778,079	778,079	748,099	29,980	-778,079	96%	
Earthworks		1,553,301	1,553,301	1,553,301	0	-1,553,301	100%	Committed cost includes allowance to supply fill material
Roadworks, site drainage and retaining walls		3,073,888	3,073,888	3,067,152	6,736	-3,073,888	100%	Committed cost includes allowance for road sealing
Inlet works		512,936	512,936	512,936	0	-512,936	100%	
IDEA reactor, effluent tank and sludge storage structures		3,951,745	3,951,745	3,951,745	0	-3,951,745	100%	
UV disinfection system		297,358	297,358	297,358	0	-297,358	100%	
Alum storage and dosing system		364,591	364,591	364,591	0	-364,591	100%	
Effluent reuse (storage, chlorination and pumping) system		449,087	449,087	449,087	0	-449,087	100%	
On-site potable and reuse water reticulation systems		Included	Included	0				Included in pipework, valves and fittings below
Wastewater return pump station		245,670	245,670	245,670	0	-245,670	100%	
Sludge dewatering system		436,102	436,102	436,102	0	-436,102	100%	
Amenities, blower and switch room building		548,436	548,436	548,436	0	-548,436	100%	
Pipework, valves and fittings		401,516	401,516	401,516	0	-401,516	100%	
Electrical works		1,074,128	1,074,128	1,060,920	13,208	-1,074,128	99%	
Power supply upgrade		353,930	353,930	353,930	0	-353,930	100%	Committed cost includes allowance for final easement
Automatic stand-by generator		0	0	0	0	0	0%	
Telemetry		26,931	26,931	0	26,931	-26,931	0%	
Testing and commissioning		265,410	265,410	156,864	108,545	-265,410	59%	
Miscellaneous works, eg fences, manuals, WAE's		139,289	139,289	81,698	57,591	-139,289	59%	
Milestone 2 - Royal Pump Station								
Royal Sewage Pump Station		638,011	638,011	218,463	419,548	-638,011	34%	
Milestone 3 - Royal Rising Main								
Royal Sewage Rising Main		513,622	513,622	513,622	0	-513,622	100%	
Milestone 4 - Boys Club Pump Station								
Boys Club Sewage Pump Station		532,321	532,321	501,155	31,167	-532,321	94%	
Milestone 5 - Boys Club Rising Main								
Boys Club Sewage Rising Main		535,317	535,317	535,317	0	-535,317	100%	
Milestone 6 - Effluent Reuse								
Effluent reuse under STP contract		248,290	248,290	248,290	0	-248,290	100%	Scope under review
Upgrade existing reuse scheme		0	0	0	0	0		Additional funding required to secure this work
Milestone 7 - Demolition								
Decommission and dispose of existing STP (not awarded)		0	200,000	0	200,000	-200,000		Additional funding required to secure this work
Subtotal Construction Works	15,056,495	16,939,958	17,139,958	16,246,253	893,705	-2,083,463	95%	
Construction Variation								
STP Contract:								
V1. Increase Helix plate thickness		27,324.00	27,324.00	27,324.00	0	-27,324.00	100%	
V2. Backfill behind retaining wall		5,491.75	5,491.75	5,491.75	0	-5,491.75	100%	
V3. Balance tank floor slab design change		7,152.20	7,152.20	7,152.20	0	-7,152.20	100%	
V4. Effluent storage tank geotechnical investigation		10,406.00	10,406.00	10,406.00	0	-10,406.00	100%	
V5. Additional screw pile for flow distribution pit		2,575.30	2,575.30	2,575.30	0	-2,575.30	100%	
V6. Alternate switchroom floor design		-11,587.20	-11,587.20	-11,587.20	0	11,587.20	100%	
V7. Effluent reuse scope change		-49,945.12	-49,945.12	-49,945.12	0	49,945.12	100%	
V8. Davit for WAS pump		4,130.50	4,130.50	4,130.50	0	-4,130.50	100%	
V9. Power supply for security cameras		11,421.93	11,421.93	11,421.93	0	-11,421.93	100%	
V10. Distribution flow divider valve key		0.00	500.00	0.00	500	-500.00	0%	
V11. Directional drilling into rock		11,132.00	11,132.00	11,132.00	0	-11,132.00	100%	
V12. Sludge tank pipework		2,824.80	2,824.80	2,824.80	0	-2,824.80	100%	
V13. Boys Club PS ladder security		0.00	1,479.50	0.00	1,480	-1,479.50	0%	Variation under review
V14. Boys Club PS electrical conduit		4,074.10	4,074.10	4,074.10	0	-4,074.10	100%	
V15. Sports field connection		0.00	0.00	0.00	0	0.00		
V16. Boys Club PS rotate switchboard		7,444.25	7,444.25	7,444.25	0	-7,444.25	100%	
V17. Royal Pump Station alternate strategy			62,000.00	0.00	62,000	-62,000.00	0%	Option under review
Subtotal Variations	0	32,445	96,424	32,445	63,980	-96,424	34%	
Subtotal Construction + Variations	15,056,495	16,972,403	17,236,382	16,278,698	957,685	-2,179,887	94%	
Construction Contingency								
Construction contingency		89,744						Allowed 5% of STP contract price less approved expenditures
Total Construction	15,056,495	17,062,147	17,236,382	16,278,698	957,685	-2,179,887	94%	
PROJECT TOTAL	17,000,000	19,131,449	19,393,986	18,152,017	1,241,969	-2,393,986	94%	
Current Predicted Project Contingency								
			0					
Predicted Final Project Cost			19,393,986					

VERIFICATION

Public Works Advisory Project Manager Council Project Manager



Name: Matthew Lai Date: 24/5/2022

Name: Ganesh Ganeshamoorthy Date:

DPIE Water Regional Engineer

Name: Wenrick Brown Date:

Description	Total Project Budget (Column 1)	Total Project Approved Expenditure	Current Commitment Total (Column 2)	Total Expenditure to-date (Column 3)	Remaining Commitment (Column 2 - 3)	Forecast cost overspend / saving (Column 1 - 2)	Percentage Complete (%)	Note
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Gundagai Sewerage Augmentation Construction of 3000EP Wastewater Treatment Plant and Associated Works




Progress Report 13th May 2022



**Public Works
Advisory**

Matthew Lai
Project Manager
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1. Project Data

Project data	Description	 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
Project name	Gundagai Sewerage Augmentation	
TRIM Project File Directory	DIR20/1279, File20/45376	
Client name	Cootamundra-Gundagai Regional Council	
Client's representatives	Ganesh Ganeshamoorthy Tim Morris	
PWA Project Manager	Matthew Lai	
PWA Design Lead / Manager	Brett Douglas	
PWA Project Team	Manickam Sivachandran Kandiah Tharumalingam Majeed Hameed Darek Hackiewicz Geoffrey Dong Rasha Haymour Jessica Spence	
Contractor	Precision Civil Infrastructure Pty Ltd Michael Lee Yasotharan Ganeshapillai	
Project start date	June 2020 (Award of contract for STP construction)	
Project end date	June 2022	



2. Project Background

The township of Gundagai is located in the Riverina region of NSW, with a current urban population of about 1,500. Sewage generated within the township is collected via the gravity reticulation network and pump stations transporting raw sewage to the Gundagai Sewage Treatment Plant (STP), which is located to the south-west of the town within the Bidgee Banks golf course site.

The existing STP consists of a 1923's era plant which provides secondary treatment of sewage via a trickling filter plant, with subsequent effluent disinfection and polishing within tertiary effluent ponds before it is released into the adjacent golf course storage pond. Treated effluent from the STP is also reused via irrigation of the Bidgee Banks golf course.

The STP has deteriorated in recent years, primarily due to age, flood damage, and in need of urgent replacement to avoid failure due to its current physical condition. The new treatment plant will be positioned above the 1:100 year flood level. In addition, to accommodate population growth in Gundagai, an augmented STP with a capacity of 3,000 EP is proposed to ensure that the new STP is adequate for projected load increases expected over the next 30 years to 2048, as well as to meet NSW EPA requirements for effluent reuse and environmental discharge into sensitive waters.

Since 2018, NSW Public Works Advisory has assisted Cootamundra-Gundagai Regional Council with the investigation, design and development of Gundagai Sewerage Augmentation project. Tender procurement for a suitable construction contractor was called in January 2020 and successfully awarded in June 2020 to enable commencement of the construction phase.

3. Project Scope

The proposed work is to construct a new 3000 EP capacity treatment plant, meeting projected load increases over the next 30 years. The new biological treatment is based on the Intermittently Decanted Extended Aeration (IDEA) treatment process, to which micro-organisms contained within the sewage treatment process aid to break down organic matters. Management of treated effluent continues via the existing effluent reuse system with remaining excess (if any) to discharge into the Murrumbidgee River.

Essentially the proposed augmentation works will replace the existing 1923 Trickling Filter Plant, to be constructed above the 1:100 year flood level. The contract awarded to Precision Civil Infrastructure Pty Ltd on 10th June 2020 consist of Milestones 1, 2, 3 and 6 as detailed below.

Milestone 1 – Gundagai STP

- New inlet work
- New IDEA reactor
- Two sludge tanks
- Balance tank
- Chemical dosing
- UV disinfection
- Sludge dewatering system
- Steel effluent storage reservoir
- Onsite effluent reuse system
- Wastewater pump station
- New amenities building
- Testing and commissioning
- O&M Manuals and training

Milestone 2 - Royal Pump Station**Milestone 3 - Royal Rising Main****Milestone 6 - Effluent Reuse to Golf Course/Sporting Fields**

In early April 2021, Cootamundra-Gundagai Regional Council further awarded package of works to upgrade South Gundagai pump station and transfer pipeline, essentially:

Milestone 4 - Boys Club Pump Station**Milestone 5 - Boys Club Rising Main**

Due to funding constraints, the remaining work yet to be secured is Milestone 7 - Demolition of existing treatment plant.

4. Project Status

The project is in construction phase following the award of construction contract to Precision Civil Infrastructure. An overview of the project status is provided by the RAG indicator below. The criteria assessed under each RAG indicator is provided in Appendix A.

Topic	Current Period	Previous Period	Comments
Overall	G	G	
Schedule/Program	A	A	
Financial	A	A	STP construction contract is within budget, but overall project will require additional funds for demolition of the existing Trickling Filter STP
Resources	G	G	
Deliverables	G	G	
Variations	G	G	
Risk and Issues	G	G	
Contractor/suppliers	A	A	

4.1 CONSTRUCTION PROGRESS

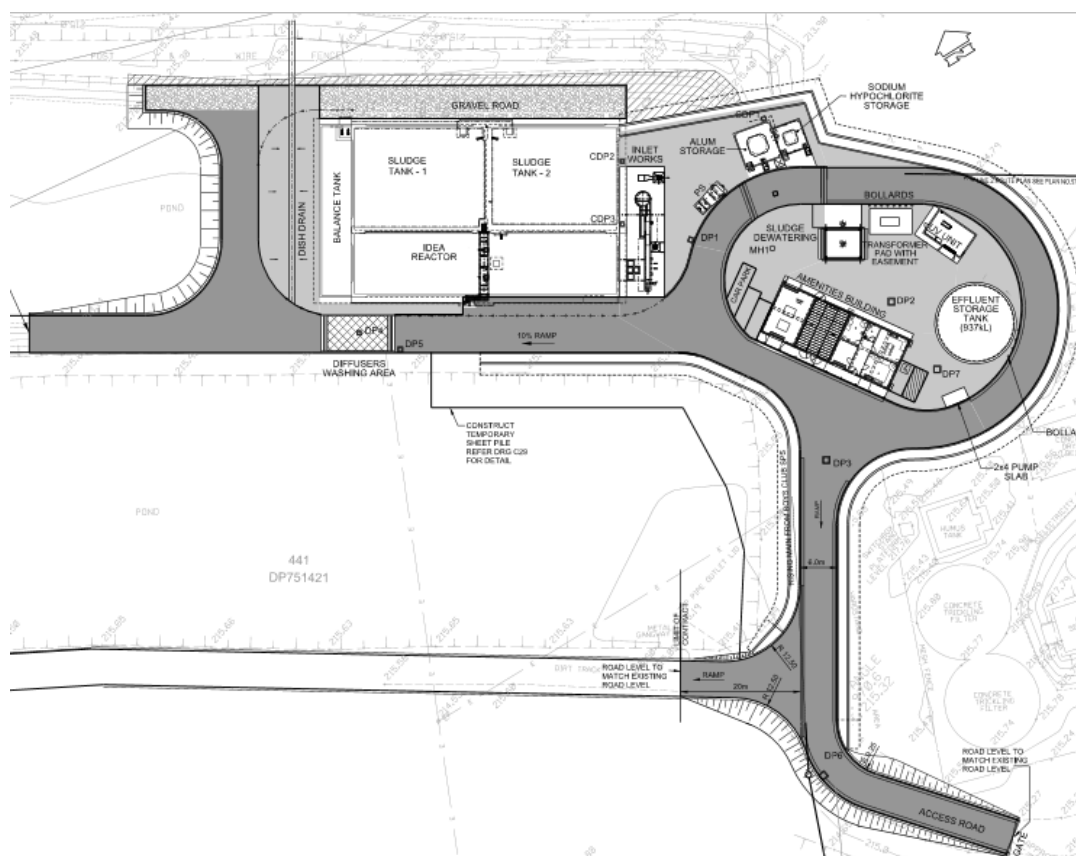
Construction progress to-date is summarised below. A layout plant for the new Gundagai Sewage Treatment Plant is provided in Figure 4.1A below. At the current position, anticipated STP Testing, and commissioning would be towards end of March 2022 follow by testing and commissioning in April 2022.

- Inlet structure complete.
- New process tank is complete (IDEA, Sludge tanks and Balance tank).
- Wastewater pump station.
- Sludge de-watering facility.
- UV system and building.
- Amenities building.
- Chemical dosing facility.
- Effluent storage tank.
- Effluent reuse pipeline to existing irrigation pump station.
- Area lighting.
- Site security system and solar system.
- Road works in progress.
- Effluent outfall pipeline.
- Rising main to Royal Pump Station.
- Construction of Royal Pump Station in progress, delayed by river water level.
- Boys Club Pump Station and rising main.
- Off-site PLC/SCADA programming.
- Application for Section 60 approval for effluent reuse.

4.2 ANTICIPATED WORKS NEXT MONTH

- Final road trim and seal.
- Review of site test results for compliance.
- Conduct site demonstration to verify technical compliance.
- Commissioning.
- Seeding and live cut-in.
- Operator training.
- Final termination of Boys Club Pump Station.
- Construction of Royal Pump Station.

Figure 4.1A: Gundagai Sewage Treatment Plant layout plan



4.3 EXISTING SEWAGE TREATMENT PLANT

The proposed construction works is located externally to the existing Gundagai Sewage Treatment Plant footprint. Site access and coordination of construction activities has been well communicated with Council and its operators, with no impact to daily sewage treatment operations.

The existing trickling filter treatment process will remain in operation by Council until the new IDEA treatment plant is constructed. Tertiary effluent treatment continues via the maturation pond prior to discharge to effluent reuse system at the golf course. An inline chlorination unit has also been installed and commissioned as recommended by the Effluent Reuse Risk Management report. Council has maintained effluent monitoring and testing to validate compliance.

5. Work Health Safety and Environmental

5.1 WHS Summary

Management of work, health and safety continues at site level including Covid safety precautions. Routine site monitoring and reviews has been maintained to identify any shortfalls and improvement measures. The WHS metrics summary for works under the Precision Civil Infrastructure contract is provided in Table 5-1 below. There is no incident to report in this month's reporting period.

Table 5-1: WHS Metrics Summary

Number of lost time injuries	0	0
Number of hours worked	815	35,871
Number of hours lost due to injury	0	0
Lost Time Injury Frequency Rate LTIFR	0	0
Number of WHS Management Audits	0	4
Number of WHS Inspections	4	91

5.2 Environmental Summary

The environmental management plans are on site and implemented by the Contractor. Environmental control measures have been erected on site and monitored against site conditions and construction activities. Surface runoffs are controlled and monitored. Silk fencing erected and maintained around the maturation pond and storm water discharge point. Dust control managed via on site sprinkler system and water cart. There is no environmental breach to report in this reporting period.

Operation of the existing Gundagai Sewage Treatment plant has been maintained by Cootamundra-Gundagai Regional Council. The resultant effluent is recycled via golf course irrigation, with chlorination system commissioned and in operation. The latest effluent water test results are provided in Appendix D.

Council is working closely with the Golf Club to manage effluent reuse/irrigation and associated potential risks to the general public, including controlled irrigation timing and management of the effluent storage ponds around the golf course. Council has also recently secured funding to upgrade the existing irrigation system, and design of the new irrigation system is in progress.

6. Timeline

The current construction program is provided in Appendix B. An overview of Project timeline and key milestones is presented below.

Description	Original Planned date	Current Target date	Actual date	Comp
Options Study			2018	✓
Investigation & Concept Design			2018	✓
Design and documentation			2019	✓
Review of Environmental Factors			Dec 2019	✓
Tender Documentation Finalised			Jan 2020	✓
Tender invitation			Jan 2020	✓
Close tender			Feb 2020	✓
Letter of Acceptance			June 2020	✓
Construction commencement			July 2020	✓
Testing and Demonstration	May 2021	May 2022		
Live Connection	June 2021	June 2022		
Construction completion	June 2021	July 2022		
Contract Finalisation	June 2022	July 2023		

OVERALL PROGRESS PERCENTAGE

	Percentage
Construction Period Expanded (STP Contract)	95%
Construction Completion by Expenditure (STP Contract)	95%
Overall Project Completion by Expenditure	95%

6.1 CONSTRUCTION PERIOD

The contract period commenced at the Letter of Award date of 10th June 2020 for a contract period of 50 weeks for Milestone 1, 3 and 6 and 51 weeks for Milestone 2.

Four formal extensions of time have been received from the Contractor and processed to end March 2022 but construction progress has since been further impacted by wet weather and resource availability due to the current market pressure. Construction of Royal Pump Station has been further impacted by high water level of Morleys Creeks infiltrating the open excavation.

At the current position, the new sewage treatment plant is complete with site test records under review. If deemed satisfactory the project can proceed to demonstration and commissioning. Construction of Royal Pump Station is however anticipated by late June 2022 weather permitting.

Activities	Contract Period	Original Completion Date	Adjusted Completion Date	Comments/Notes
Milestone 1 – Gundagai STP	50 Weeks	25/5/2021	17/3/2022	
Milestone 2 – Royal PS	51 Weeks	1/6/2021	31/3/2022	
Milestone 3 – Royal RM	50 Weeks	25/5/2021	31/3/2022	
Milestone 4 – Boys Club PS		-	24/3/2022	As approved under EOT No. 4
Milestone 5 – Boys Club RM		-	24/3/2022	
Milestone 6 – Effluent Reuse	50 Weeks	25/5/2021	9/2/2022	

EXTENSION OF TIME SUMMARY

1	Screw piles design, wet weather and process tank foundation preparation	21 days
2	Inclement weather of 7 days in October and November 2020	7 days
3	12 days EOT claim due to inclement weather	12 days
4	For 59 days of inclement weather and associated delays caused by Covid, rising river level and late award of Milestone 4 and 5, totally 180 days	180 days
	Extensions of Time Approved	220 Days
	Original Completion Date	1/6/2021
	Adjusted Completion Date	31/3/2022

7. Project Finances

Funding for Gundagai sewerage augmentation consist of \$3.5M subsidy from the Federal Government, \$10M from the NSW Government plus \$3.5M contribution from Cootamundra-Gundagai Regional Council.

The current projected project cost is \$18.980M. This amount excludes demolition works under Milestones 7. Project contingency allowance has been set as 5% of the sewage treatment plant contract value.

PROJECTED PROJECT COST

	Total (\$M)	18/19 (\$M)	19/20 (\$M)	20/21 (\$M)	21/22 (\$M)
Pre-STP Construction	6.286	0.769	4.784	0.733	
STP Construction	12.694		0.044	8.601	4.049
Project Total	18.980	0.769	4.828	9.334	4.049

CUMULATIVE CASHFLOW AND EXPENDITURE 2021/2022

	2021						2022					
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Other Works						0.067						
STP Contract	0.654	1.200	1.800	2.600	3.400	3.933	4.049					
Total Projected	0.654	1.200	1.800	2.600	3.400	4.000	4.049					
Actual Expenditure	0.654	1.244	1.713	2.051	2.257	2.414	2.598	2.828	2.987	3.12		

7.1 Project Expenditures

The project financial summary is provided below, all amounts are exclusive of GST. A detailed project expenditure report is provided in Appendix C.

Description	Approved Expenditure	Anticipated Expenditure	Expenditure To-Date
Project Management	\$241,336	\$241,336	\$241,336
Investigation and Design	\$938,023	\$938,023	\$938,023
Tender Procurement	\$44,545	\$44,545	\$44,545
Construction Management	\$214,805	\$214,805	\$214,805
Contract Administration – STP	\$269,200	\$269,200	\$246,675
Technical Services	\$186,500	\$186,500	\$66,311
Technical Review/Advice*	\$45,000	\$45,000	\$45,000
Effluent Reuse	\$45,500	\$45,500	\$45,100
Programming	\$52,870	\$52,870	\$0
Construction <ul style="list-style-type: none"> • Retaining wall • Earthworks • Power Upgrade • Effluent management and others 	\$4,891,794	\$4,959,336	\$4,891,794
Construction STP Contract <ul style="list-style-type: none"> • MS 1 - Gundagai STP • MS 2 - Royal PS • MS 3 - Royal RM • MS 4 – Boys Club PS • MS 5 – Boys Club RM • MS 6 - Effluent Reuse 	\$11,928,787	\$11,928,787	\$11,285,081
STP Construction Variations	\$32,445	\$35,945	\$32,445
Project Contingency	\$89,744	\$18,703	
TOTAL	\$18,980,549	\$18,980,549	\$18,051,116



7.2 Construction Variation

Current construction variation register is provided below. All amounts are exclusive of GST.

No	Description	V/C	Amount Anticipated	Amount Approved	Status
1	Screw pile design change to increase helix plate from 28mm to 32mm	CO		\$27,324.00	A
2	Backfill behind retaining walls	C		\$5,491.75	A
3	Balance tank floor slab design change	M		\$7,152.00	A
4	Effluent storage tank geotechnical investigation	SC		\$10,406.00	A
5	Additional screw pile for flow distribution pit	M		\$2,575.30	A
6	Alternate switchroom floor design	M		-\$11,587.20	A
7	Effluent reuse scope change	S		-\$49,945.00	A
8	Davit for WAS pump	O		\$4,130.50	A
9	Power supply for security cameras	C		\$11,421.93	A
10	Access for flow distribution pit	M	\$500.00		E
11	Directional drilling into rock for Murrumbidgee River crossing	CO		\$11,132.00	A
12	Sludge tank pipework	D		\$2,824.80	A
13	Boys Club PS ladder security	D	\$3,000.00		E
14	Boys Club PS electrical conduit	SC		4074.10	A
15	Sports field connection	C			CA
16	Boys Club PS rotate electrical board	SC		\$7,444.25	A
	Total		\$3,500.00	\$32,444.51	



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LEGEND:

Variation Code

C – Client Request
CO – Contractor initiated
D – Document Deficiency
M – Design Improvement
O – Operation Improvement
SC - Site Condition
S – Statutory Requirement

Variation Status

A – Approved
CA - Cancelled
E – Estimate
NEG – Under Negotiation
PE - Pending
R - Rejected

8. Risk and Issues

Current construction and project risk and issues are recorded below for consideration, management and resolution.

8.1 Construction Works

Date	Description	Status	Action/Recommendation
15/9/2020	Option review currently underway to change the switchroom floor as a solid concrete slab in lieu of the designed inground service trench with suspended floorboards. This change has multiple advantages including a simplified construction approach, reduces future maintenance and water infiltration risk during a flood event. The Contractor is currently reviewing costings to determine cost advantages to the Principal.	Closed	Work progressing on site. Value of saving to be resolved via contract variation process.
15/9/2020	Construction of the Royal Pump Station rising main has to be via open excavation across Morleys Creek. This activity is classified as dredging and reclamation under the Fisheries Management Act, requiring Fisheries approval. The draft application for this approval is being prepared and awaiting the Contractor's input on construction methodology. This application will need to be submitted by Council to DPI Fisheries as the project proponent.	Closed	DPI Fisheries' draft permit conditions for Morleys Creek crossing has been reviewed with the construction Contractor and is acceptable. Council to issue formal acknowledgement to formalise the permit. 16/4/2021: Council accepted Fisheries conditions to finalise permit.
17/8/2020	Due to discrepancies of the finish foundation level for the process tank, placement of the concrete blinding slab has resulted with a thicker slab than the designed 50mm thickness. It is likely that the Contractor will be submitting a claim for the additional concrete.	Closed	Adjustment to be managed within contract provisions.
12/11/2020	Local civil subcontractor has raised concerns over subcontract arrangements.	Closed	PWA clarified contractual conditions to support local content.

Date	Description	Status	Action/Recommendation
14/4/2021	Boys Club pump station and rising main work	Closed	<p>With the inclusion of Boys Club works after 12 months after the original tender closing date of February 2020, the Contractor has to validate their subcontractor's price for under boring, as well as review the time extension required to undertake this work.</p> <p>14/5/2021: Contractor offered to maintain original tender prices, but seeking additional operation cost to complete Boys Club works beyond the current anticipated STP augmentation date of end July.</p> <p>18/6/2021: Due to original resource allocation, this work will commence following completion of Royal Pump Station. Contract adjustment for time and cost will then be reviewed accordingly.</p> <p>13/8/2021: Due to rising river level, construction resource has been reallocated from Royal Pump Station to Boys Club. Construction of Boys Club rising main has commenced.</p> <p>17/9/2021: Construction of rising main is complete. Awaiting delivery of concrete wet well to construct the pump station.</p> <p>12/11/2021: Construction of civil works is complete. Electrical services installation to follow. Boys Club PS should be fully complete by end November 2021.</p>

Date	Description	Status	Action/Recommendation
14/7/2021	Rising Murrumbidgee River level resulting with flows through Morleys Creek, impacting to works at Royal pump station.	Open	<p>Monitor changes and schedule suitable work activities accordingly. Seek early warning if possible to mitigate impacts.</p> <p>13/8/2021: Murrumbidgee River level continue to rise and overtopping pipeline trench. Construction of Royal Pump Station has to be postponed for now, and construction resource shifted to Boys Club site.</p> <p>13/12/2021: Excavation reached 5 meters but ceased due to excessive infiltration. Contractor is arranging dewatering equipment.</p> <p>28/2/2022: Water level is still high, Contractor installing dewatering system to facilitate excavation.</p> <p>13/5/2022: Concrete wet well installed but Morleys Creek water level has raised again affecting further excavations for interconnecting pipeworks.</p>
14/7/2021	Covid outbreak impacting construction progress due potential local exposure sites, travel restrictions and material supply delays.	Close	<p>Comply with public Health Orders and Covid safety precautions. Monitor risks daily, provide early warning and reschedule work activities.</p> <p>13/8/2021: Covid Safety protocols implemented on site including QR code tracking.</p> <p>17/1/2022: Covid precaution measures continue to mitigate impacts to resource availability and supply delivery.</p> <p>28/2/2022: Covid restrictions relaxed from end February 2022, site precaution and monitoring continues.</p>

8.2 Project Delivery

Date	Description	Status	Action/Recommendation
16/10/2020	Update project finance and report in compliance with DPIE-Water requirements to facilitate progress reporting and invoicing.	Closed	December project report includes full project expenditures.

15/9/2020	Consultation with Crown Lands also identified the need for Crown Lands approval for the proposed Boys Club rising main under boring the Murrumbidgee River.	Closed	11/1/2021 Council submitted formal application Crown Lands for Murrumbidgee River crossing. 13/8/2021: Crown Lands offered no further comment but advised that this portion of land has been subjected to on-going Aboriginal land claim.
29/10/2020	Council to submit formal application for Section 60 Approval.	Closed	Section 60 Approval granted by DPIE-Water on 11/11/2020 with conditions.
29/10/2020	Clarification of current effluent management system and update effluent quality test results	Closed	Council has adopted recommendations of the Effluent Reuse Risk Assessment report in the management of effluent reuse. Latest effluent quality test result to 20/10/2020 has been provided to EPA and DIPE-Water. Council to publish effluent data within 14 days of each test result. 16/4/2021: Existing effluent reuse through golf course irrigation system is maintained by Council, including effluent quality testing and reporting to website.
12/11/2020	EPA requires Council to submit formal application to vary the current EPA licence due to operational changes to date and the proposed works currently in construction.	Closed	Application lodged to EPA on 9/12/2020.
12/11/2020	DPIE-Water noted potential residual infrastructure risk if the Boys Club pump station and rising will not be replaced. This is against the Safe and Secure program. If not replaced, Council may need to undertake risk assessment of the existing infrastructure.	Closed	Council to review further if need be. Additional funding is being sought to construct the new pump station and rising main. 16/4/2021: Formal instruction issued to Contractor to construct both rising main and pump station.

10/12/2020	Amendment of effluent outfall location to better suit current riverbank condition.	Closed	<p>Site investigation held with EPA on 9/12/2020. The project has provided formally notice to EPA requesting concurrence to relocate the effluent outfall headwall to a higher position on the Murrumbidgee riverbank.</p> <p>12/2/2021: Council has requested the effluent outlet to be part of EPA licence amendment.</p> <p>16/4/2021: EPA confirmed effluent outlet is part of conditions of approval issued to Council in 2020.</p>
10/12/2020	Future effluent reuse and Section 60 application.	Open	<p>Council has requested quotation from PWA to prepare this submission.</p> <p>12/2/2021: Council has engaged PWA to prepare recycle water management plan and assist with preparation of Section 60 application.</p> <p>24/2/2021: Draft risk assessment report and proposed effluent reuse strategy issued to regulatory authorities for commenting.</p> <p>8/4/2021: Preliminary draft RWMP issued for commenting.</p> <p>14/5/2021: Proceeding with staged approach to utilise existing golf course irrigation system, then future integration of storage pond.</p> <p>13/8/2021: Council to formally submit Section 60 application for Stage 1 effluent reuse, and notify intention for Stage 2 works in the future.</p>

14/7/2021	Independent geotechnical investigation has classified the fill material supporting the effluent storage tank to be uncontrolled, resulting with the Contractor redesigning a thicker reservoir foundation slab with additional screw piles for support. The additional work is estimated to cost about \$135K.	Closed	<p>NSW PWA is undertaking further investigations to explore alternate designs that is more economical and minimise constructability impacts under current Covid environment.</p> <p>13/8/2021: Additional geotechnical investigation conducted on site, awaiting final report for design review.</p> <p>17/9/2021: Geotechnical report received, foundation pile capacity review in progress.</p> <p>14/10/2021: Geotechnical investigation identified discrepancy of institute material to screw pile installation assumptions. Current installed piles at 8.5m depth did not reach the intended gravel/cobble layer (found at approximately 10.5m), which is at a much lower bearing capacity plus potential long-term settlement issues. Design review is in progress with screw pile subcontractor to revisit design assumptions and bearing capacity of installed piles. Resolution of this matter is critical to finalise design of foundation slab and construction of the effluent storage tank.</p> <p>28/2/2022: Design resolved, additional screw piles installed to construct new effluent storage tank.</p>
17/1/2022	Golf course received funding to commence design of new irrigation system.	Open	Coordinate with irrigation designer to integrate new irrigation operation with STP effluent reuse structures.
17/1/2022	Golf balls landing at STP site from adjacent golf course, creating WHS risk and potential operational issues.	Open	<p>Council to review with Golf Course to identify mitigation measures.</p> <p>13/5/2022: Arrangement reached with golf course for Council to construct a new tee off area with a better direct line of sight to the green.</p>

9. Photo Gallery

Photo 1: Access ramp at entrance to Amenities Building.



Photo 2: Access road at Northern boundary to Golf Course.



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Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability
Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying

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Photo 3: Electrical switchroom.



Photo 4: New amenities building.



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Photo 5: Royal Pump Station wet well installed.

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Appendix A RAG or Traffic Light Indicator Criteria

The RAG criteria to determine the status of the project is provided below.

Summary section	Red	Amber	Green
Schedule/Program	Project is behind or is projected to be behind schedule at completion.	Project is behind or is projected to be behind schedule, but steps are being made to bring back on schedule e.g. agreed de-scope, additional resources etc	Project is on schedule and is expected to remain on schedule at completion
Resources	There is a currently a lack of skilled resources available to fulfil key roles in the project which is likely to impact on ability to deliver to scope, time or cost.	There is an emerging lack of skilled resources available now and in the immediate future to fulfil key roles in the project which may impact on ability to deliver to scope, time or cost.	Resources are available as required to complete the project.
Financial	Project costs are over or projected to be over the agreed baseline costs by $\geq 10\%$	Project costs are over or projected to be over the agreed baseline costs by 0% to 10%	Project costs or projected costs are under or on baseline budget
Variations	Variations addressed after the fact, costs exceeding expectations, variations holding up works	Delays in notification and approval of variations, details not clear, costs unexpected	Variations being communicated and approved in a timely manner, costs for variations reasonable
Deliverables	Deliverables not in accordance with project scope. Quality issues not being resolved in a timely manner. Significant re-work required	Minor occurrences of deliverables not in accordance with project scope. Minimal need for re-work	Quality issues managed proactively and resolved in a timely manner. Deliverables in accordance with project scope and no issues identified
Risk and Issues	Project risk profile increasing, which may include potential delays, deliverables not ready or accepted, or significant issues not being resolved	Potential emerging problems with risks, or issues or deliverables which require immediate management attention to resolve	Risks, issues and deliverables being attended to as per plan with not foreseeable problems
Suppliers/Contractors	Project has major issues with supplier / contractor in terms of delivery dates, visibility of status, or quality of deliverables and cannot obtain an agreed and timely resolution	Project has issues with suppliers but there is a plan in place for timely resolution	No known supplier / contractor problems at this time



Progress Report

Gundagai Sewerage Augmentation

Appendix B	Construction Program
Appendix C	Project Financial Summary
Appendix D	Effluent Reuse Testing Results

Schedule A – Project Milestones & Assurance

Claimable now \$809,741

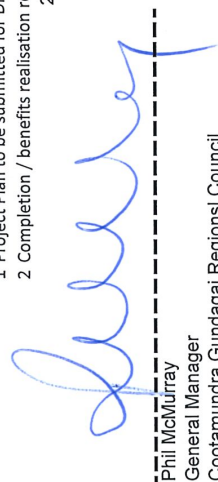
Objectives: Replace the aged existing Sewerage Treatment Plant located at Gundagai with a new plant which is capable of meeting both the requirements for effluent discharge to the

Project type: Construction of the Replacement Gundagai Sewerage Treatment Plant					
Milestone No.	Delivery Phase	Activity	Assurance Requirements (see clause 1.2)	Capped milestones percentage %	Capped milestone payment \$
1	Development	Submit Concept design for review	Department to receive Concept Design for review		
2	Detailed Design	Detailed Design Report (incl WHS Report)	Department to receive Complete Concept Design for review ¹	2.00%	\$200,000
3	Detailed Design	Tender Documentation	Department to receive tender spec's and pre-tender estimate	0.00%	\$ -
4	Construct / Implement	Construction of STP at 7.1%	Dept provided evidence of progress 7.1%	5.33%	\$ 609,741
5	Construct / Implement	Construction of STP at 20%	Dept provided evidence of progress 20%	9.68%	\$ 890,259
6	Construct / Implement	Construction of STP at 40%	Dept provided evidence of progress 40%	15.00%	\$ 1,500,000
7	Construct / Implement	Construction of STP at 60%	Dept provided evidence of progress 60%	15.00%	\$ 1,500,000
8	Construct / Implement	Construction of STP at 80%	Dept provided evidence of progress 80%	15.00%	\$ 1,500,000
9	Construct / Implement	Construction of STP at 100%	Dept provided evidence of progress 100%	15.00%	\$ 1,500,000
10	Construct / Implement	Stage 4: Construction of Royal Pumping Station & Boys Club Pumping Station 100%	Department provided evidence of construction progress to 100% Complete	10.00%	\$1,000,000
11	Construct / Implement	Stage 5: Construction of Royal Rising Main, Boys Club Rising Main & Murrumbidgee River Crossing at 100%	Department provided evidence of construction progress to 100% Complete	10.00%	\$1,000,000
12	Construct / Implement	Stage 6: Upgrade of Reuse Pipework on Golf Course at 100%	Department provided evidence of construction progress to 100% Complete	1.00%	\$100,000
13	Construct / Implement	Demolition & Disposal of existing STP.	Dept provided evidence of progress 100%	1.00%	\$100,000
14	Finalisation	Project Completion.	Dept received WAE Drawings & Final Certificate. ²	1.00%	\$100,000
			Funding capped at \$	10,000,000	\$ 10,000,000

Notes


¹ Project Plan to be submitted for DPIE concurrence (may be submitted in stages for different elements)

² Completion / benefits realisation report required for final grant release
20 % step payments


Phil McMurray
General Manager
Cootamundra Gundagai Regional Council

8.7 CIVIL WORKS

8.7.1 ROAD SAFETY ACTION PLAN 2022-2026

DOCUMENT NUMBER	373782
REPORTING OFFICER	Kylie Grybaitis, Road Safety Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p>4. Good governance: an actively engaged community and strong leadership team</p> <p>4.1 Decision-making is based on collaborative, transparent and accountable leadership</p>
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft Road Safety Action Plan 2022-2026 ↓ 

RECOMMENDATION

1. The draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026, attached to the report, be placed on public exhibition for twenty-eight (28) days.
2. A further report be submitted to the Ordinary Meeting of Council scheduled to be held 27th September, 2022, to consider submissions received, if any, during the Public Exhibition period, and to formally endorse the Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026.

Introduction

The Road Safety Action Plan builds on CGRC's 2022 Community Strategic Plan (CSP), 2022-2025 Delivery Program and 2022-2023 Operational Plan.

The draft Cootamundra-Gundagai Regional Council Road Safety Action Plan is presented to Council, and the community for consideration. To comply with s404 and s405 of the Local Government Act, 1993, plans are required to be placed on public exhibition for twenty-eight (28) days, inviting submissions from the public.

Discussion

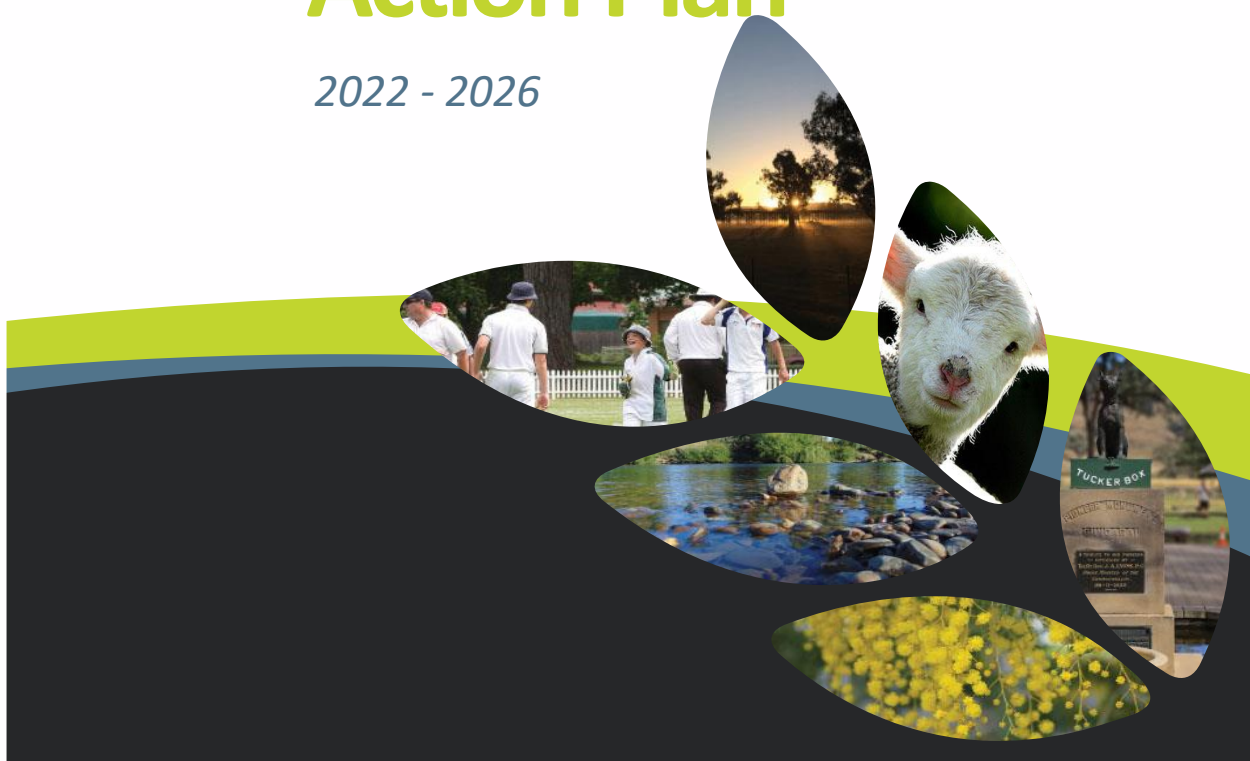
The Cootamundra-Gundagai Regional Council Safety Action Plan 2022-2026 is Council's five-year plan for the delivery of road safety outcomes in the Cootamundra-Gundagai Regional Council (CGRC) area. The aim of the Road Safety Action Plan is to improve the overall safety of the users of CGRC's road network to reduce road trauma and the impacts on the community.



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COUNCIL

Draft Cootamundra- Gundagai Regional Council Road Safety Action Plan

2022 - 2026



Draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026

Policy Approval and Distribution

Approved by	Council resolution or GM
Responsible Officer	Road Safety Officer
Council Service Unit	Civil Works
Next Review Date	01-Jun-2025
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.1 Decision-making is based on collaborative, transparent and accountable leadership

Version Control

Ref	Date	Description	Resolution Number
0.1	XX-XX-20XX	Presented to the GM & Management for review	
0.2	XX-XX-20XX	<i>Presented to Council for Adoption.</i>	TBA
0.3	XX-XX-20XX		

Approval Signatures

Manager of Civil Works

Date

General Manager

Date

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Related Links:

Cootamundra-Gundagai Regional Council Community Strategic Plan 2022-2032

[FINAL-DRAFT Cootamundra-Gundagai-Community-Strategic-Plan March-2022.pdf \(nsw.gov.au\)](#)

Cootamundra-Gundagai Regional Council Annual Operational Plan 2022-2023

[Draft COOTAMUNDRA GUNDAGAI ANNUAL-OPERATING-PLAN pages 30.5.22.pdf \(nsw.gov.au\)](#)

2026 Road Safety Action Plan

[2026 Road Safety Action Plan | Towards Zero \(nsw.gov.au\)](#)

Towards Zero – A Safe System Approach

[Towards Zero - a Safe System approach - About the Centre - NSW Centre for Road Safety](#)

Introduction

The Cootamundra-Gundagai Regional Council Safety Action Plan 2022-2026 (ACRSAP 2022-2026) is Council's five-year plan for the delivery of road safety outcomes in the Cootamundra-Gundagai Regional Council (CGRC) area. As joint partners in the State Government's Local Government Road Safety Program, Council will employ a Road Safety Officer to assist in developing, planning, implementing and evaluating road safety projects.

The aim of the Road Safety Action Plan is to improve the overall safety of the users of CGRC's road network to reduce road trauma and the impacts on the community. Council has adopted the Safe Systems model approach to Road Safety by inclusively catering for all groups using the road system, and seeks to actively educate the surrounding community and visitors by promoting safer speeds, safer travel and safer road user behaviour.

The Safe System approach is central in moving towards zero fatalities and serious injuries on NSW roads. The four elements of the Safe System approach are:

- Safer People
- Safer Roads
- Safer Speeds
- Safer Vehicles

Trauma on the road network can be reduced by improving these four elements, with the involvement of key stakeholders such as the NSW Police, Transport for NSW (TfNSW) and the local community to implement a range of strategies that address road user behaviour.



In combination with a road user education and promotion, Council is committed to providing a safer road transport system through improved road design and by providing a safer road environment. Council also recognises that there is a shared responsibility that all road users need to comply with traffic laws and behave in a safe manner when travelling on the road network.

This document builds on the Community Strategic, Operational and Delivery Plan to continue addressing road safety issues in the shire.

Cootamundra-Gundagai Regional Council

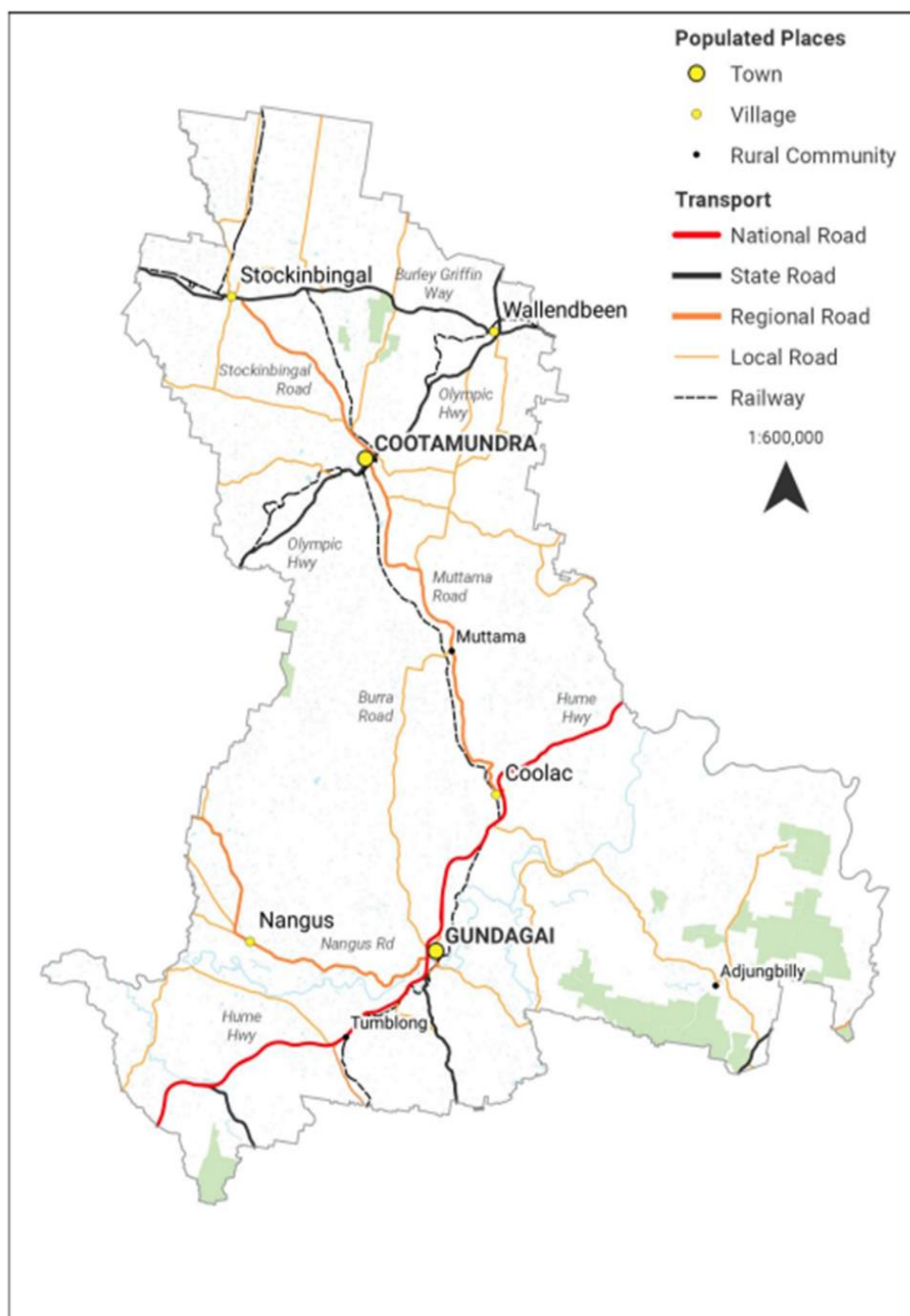
The Cootamundra-Gundagai Regional Council (CGRC) area is located in the Southwest Slopes and Riverina Regions of New South Wales, about 390 kilometers south-west of Sydney CBD, and about 95 kilometers north-west of the Canberra CBD. The Cootamundra-Gundagai Council area covers an area of 3,981 square kilometers of the Riverina region incorporating the towns of Cootamundra and Gundagai, as well as the villages of Coolac, Adjungbilly, Muttama, Wallendbeen, Stockinbingal, Nangus and Tumblong.

CGRC has a unique and advantageous location with respect to proximity to major centers such as Wagga Wagga, Canberra, Sydney and Melbourne. The transportation routes provide easy access to the Highway, passenger rail services run twice daily to Sydney and Melbourne, and coach services to various regional centers operate regularly.

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CGRC maintains 34.8 km of constructed footpaths, 131.9 km of kerb and guttering, 710.4 km of sealed roads, 606.5 km of unsealed roads, and 57 bridge structures and is dedicated to ensuring the road network is kept to the highest possible standard for the safety and well-being of our community and visitors.

CGRC has an estimated resident population of 11,225 (ABS ERP 2020) and the main industries are agriculture, manufacturing and health.



Note: The Cootamundra to Tumblong rail line has closed.

CGRC Related Strategic Documents

The Road Safety Action Plan builds on CGRC's 2022 Community Strategic Plan (CSP) and Operational Plan. The CSP is a shared common vision that has been developed by balancing what the community has asked for and what needs to be done. The CSP represents the highest level of strategic planning undertaken by local councils and helps determine Council actions over the next ten years.

Where do we want to be	How will we get there	Council's role	Partners
5.1 Known for our good road network	5.1a Revising the asset management plan 5.1b Prioritising access road maintenance and future development to provide safe and efficient road and pathway network 5.1c Considering alternate/additional road maintenance partners 5.1d Work with partners to improve access to public transport 5.1e Improve passenger and freight transport connections in the region	Leader Partner Advocate	<ul style="list-style-type: none"> Telstra/telecommunications provider Road maintenance contractors Other contractors
5.2 Easily accessible from major cities and other regional towns	5.2a Feasibility study/masterplan for development of Cootamundra airport into a true regional airport facilitating visitors, business, health services, and managing emergencies 5.2b Improve road conditions across the region, and advocate to improve access to regional cities and connection out of the region 5.2c Establish linked network of pedestrian footpaths and cycle paths through continued extension and upgrade of pedestrian and cycle paths 5.2d Seek funding to enable electric charging infrastructure	Leader Partner Advocate	<ul style="list-style-type: none"> NSW and Australian governments Murrumbidgee Local Area Health Cootamundra Airport Cootamundra Tourism Group Business Chambers Transport for NSW RMS Neighbouring Rail Trails
5.3 Secure Cootamundra as an Inland Port location serving to transfer rail freight between the Inland Rail and Sydney-Melbourne line	5.3a Target opportunities for new freight and logistics facilities in the area that maximise the use of available industrial land, access to transport and specific labour market requirements 5.3b Identify, coordinate and prioritise the delivery of local road projects that help support the regional freight network 5.3c Attend State agency and local government area roundtable meetings to achieve better regional planning outcomes, and ensuring a more collaborative approach across the region 5.3d Implement actions from Villages Strategy which target industrial and freight development	Leader Partner Advocate	<ul style="list-style-type: none"> NSW Government Freight and Logistic providers Transport Providers Local businesses and business partnerships
Outcomes	Measure	Source	
A safe, sustainable and efficient road and pathway network	<ul style="list-style-type: none"> Community satisfaction with the safety of the road network in their town or village and across the region Community satisfaction with the condition of the road network in their town or village and across the region 	<ul style="list-style-type: none"> Cootamundra-Gundagai Regional Council community survey 	
Better connectivity between towns villages, other regions, major cities and other states	<ul style="list-style-type: none"> Community satisfaction with connectivity Increased opportunity for Council 	<ul style="list-style-type: none"> NSW Government Cootamundra-Gundagai Regional Council Community survey Federal Government 	

CGRC Road Safety Priorities

The Delivery Program 2022-2025 identifies projects, programs and activities that Council will be undertaking within the next financial year.

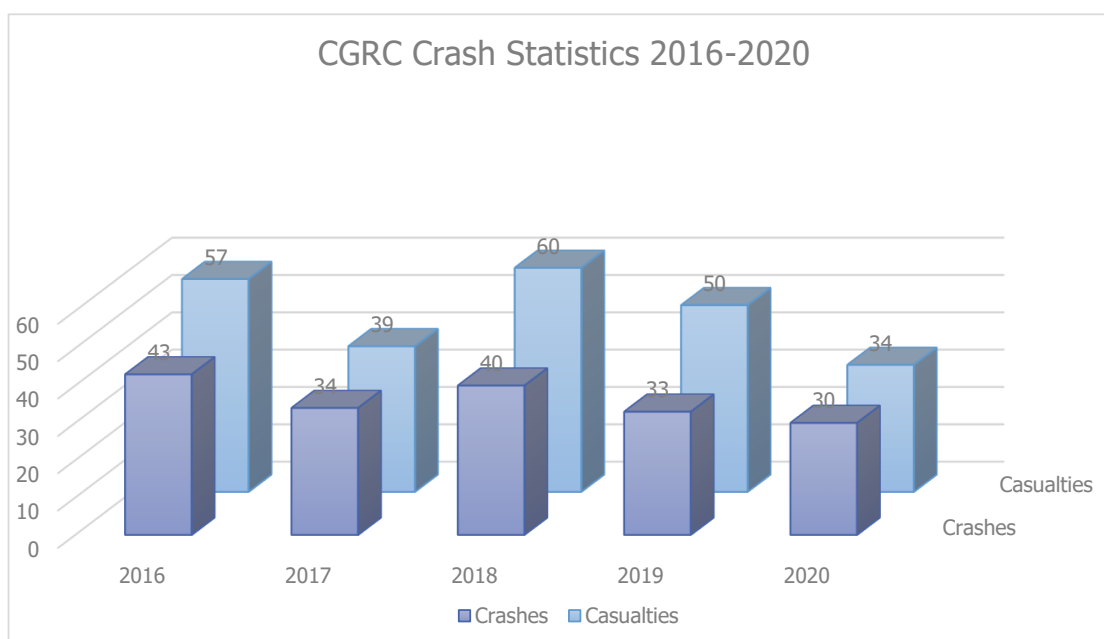
Objective 5.1: Known for our good road network					
No.	Strategy	No.	Delivery Program Activities	Measure of Success	Responsible Department
5.1a	Revising the asset management plan	5.1a(1)	Align Council’s Assets and Civil Works Departments works programs	<ul style="list-style-type: none">Consolidated asset maintenance schedule in placeAssets upgraded based on condition and priority rating	<ul style="list-style-type: none">AssetsCivil WorksTechnical Services
5.1b	Prioritising access road maintenance and future development to provide safe and efficient road and pathway network	5.1b(1)	Deliver road safety awareness projects targeted at problems identified through crash data, police information, council staff, community groups, businesses, schools and wider community	<ul style="list-style-type: none">High levels of engagement between Council’s Road Safety Officer and key stakeholdersDelivery of local road safety projects	<ul style="list-style-type: none">Civil WorksTechnical Services
		5.1b(2)	Deliver annual resealing program	<ul style="list-style-type: none">Resealing program delivered and reported annually	<ul style="list-style-type: none">Civil WorksTechnical Services
5.1c	Considering alternate / additional road maintenance partners	5.1c(1)	Council will review road maintenance contracts and consider opportunities to tender major works to ensure road maintenance is delivered efficiently	<ul style="list-style-type: none">Community satisfaction with roadsRoads constructed and upgraded to appropriate Australian Standards	<ul style="list-style-type: none">Civil WorksTechnical Services
5.1d	Work with partners to improve access to public transport	5.1d(1)	Council will perform an advocacy role and liaise with government departments and private transport operators on a needs basis with updates to be provided on a yearly	<ul style="list-style-type: none">Improved and expanded public and community transport within the region	<ul style="list-style-type: none">Development, Building and ComplianceCommunity and Culture
5.1e	Improve passenger and freight transport connections in the region	5.1e(1)	Council will perform an advocacy role and liaise with government departments and private transport operators on a needs basis with updates to be provided on a yearly	<ul style="list-style-type: none">Improved passenger and freight transport connections within the region	<ul style="list-style-type: none">Development, Building and ComplianceCivil WorksTechnical Services
		5.1e(2)	Identify freight routes for heavier vehicles	<ul style="list-style-type: none">Freight routes identified and implemented	<ul style="list-style-type: none">Civil WorksTechnical ServicesDevelopment, Building and Compliance
Objective 5.2: Easily accessible from major cities and other regional towns					
No.	Strategy	No.	Delivery Program Activities	Measure of Success	Responsible Department
5.2a	Feasibility study/ masterplan for development of Cootamundra airport into a true regional airport facilitating visitors, business, health services, and managing emergencies	5.2a(1)	Develop feasibility study/ masterplan for Cootamundra Aerodrome, with consideration to revenue generating opportunities, and long-term commercial activities	<ul style="list-style-type: none">Feasibility study / master planning commenced	<ul style="list-style-type: none">FacilitiesDevelopment, Building and Compliance

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

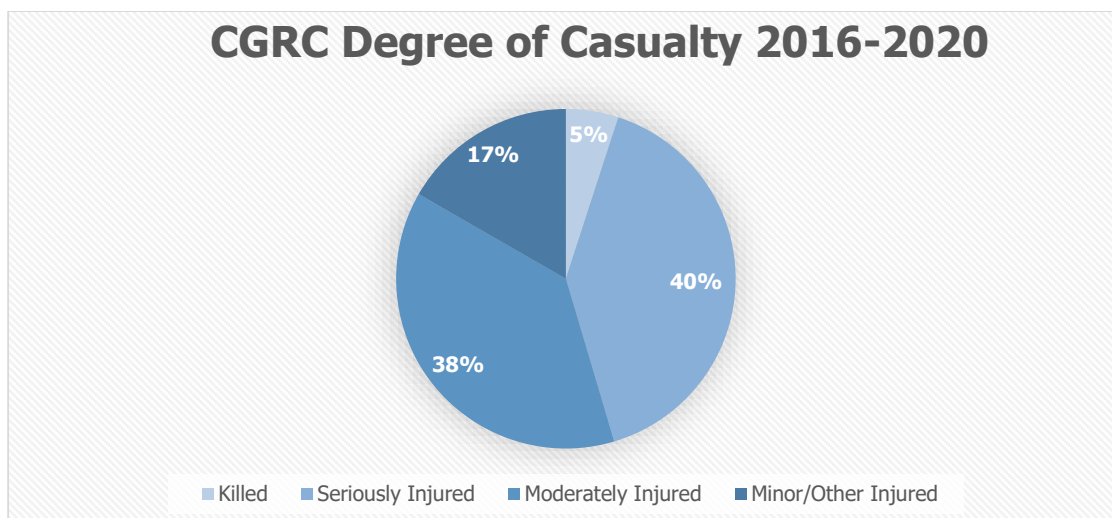
5.2b	Improve road conditions across the region, and advocate to improve access to regional cities and connection out of the region	5.2b(1)	Continue implementing the fixing local roads program	<ul style="list-style-type: none"> Local roads resealed Community satisfaction with road condition 	<ul style="list-style-type: none"> Civil Works Technical Services
		5.2b(2)	Seek funding for upgrades to Stockinbingal and Muttama Roads	<ul style="list-style-type: none"> Funding sourced and secured for road upgrade 	<ul style="list-style-type: none"> Civil Works
		5.2b(3)	Deliver Bridge Replacement Program	<ul style="list-style-type: none"> Bridges replaced in line with program 	<ul style="list-style-type: none"> Civil Works Technical Services
		5.2b(4)	Seek funding to build a bridge over low level causeway at Muttama	<ul style="list-style-type: none"> Seek sourced Plan developed 	<ul style="list-style-type: none"> Civil Works Technical Services
5.2c	Establish linked network of pedestrian footpaths and cycle paths through continued extension and upgrade of pedestrian and cycle paths	5.2c(1)	Develop program to identify and target curb and gutter upgrades	<ul style="list-style-type: none"> Program established and curb and gutter upgrades in process 	<ul style="list-style-type: none"> Civil Works Technical Services
		5.2c(2)	Develop cycleway and pedestrian access plan for the region	<ul style="list-style-type: none"> Plan developed and in place Works commenced Seek funding opportunities for upgrades and works 	<ul style="list-style-type: none"> Civil Works Technical Services
		5.2c(3)	Deliver footpath extensions and safe footpath / disabled access	<ul style="list-style-type: none"> Footpaths extended Safe walking path established in Stockinbingal between school, recreational ground, King George Park and the Post Office Disabled access addressed across footpath replacement program with access to community facilities prioritised (i.e. Stockinbingal Hall) 	<ul style="list-style-type: none"> Civil Works Technical Services

CGRC Crash Data Analysis

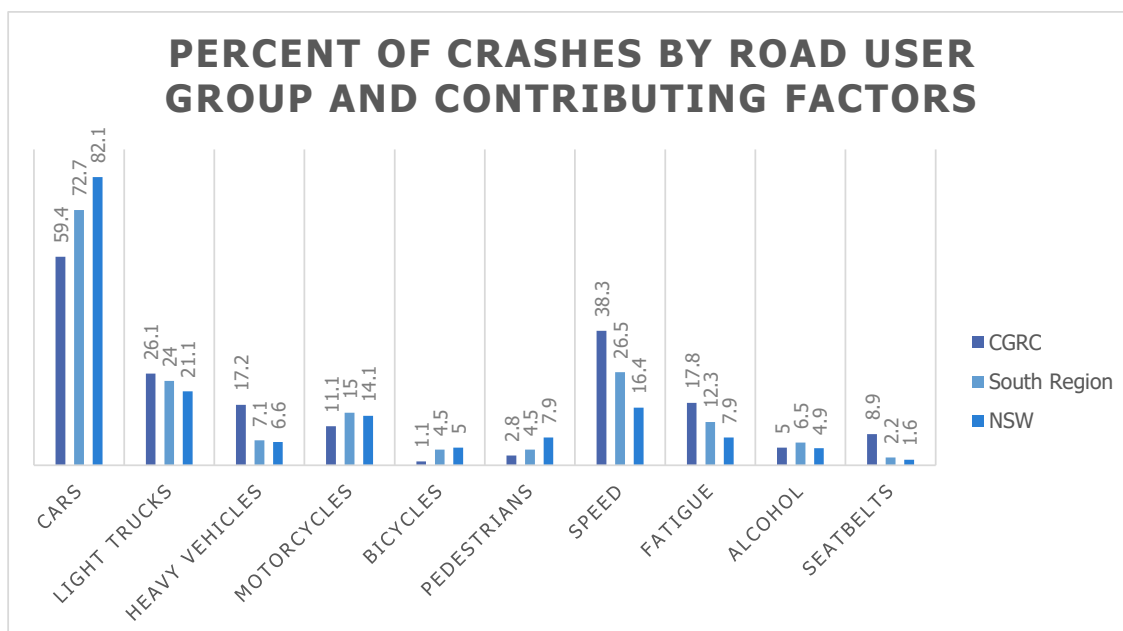
Transport for NSW provides ratified crash statistics that have been analysed over a period of 5 years for every region within the state. The current statistics are based over the period from the 1/1/2016 through to 31/12/2020 and provide valuable information in establishing community educational and promotional campaigns.



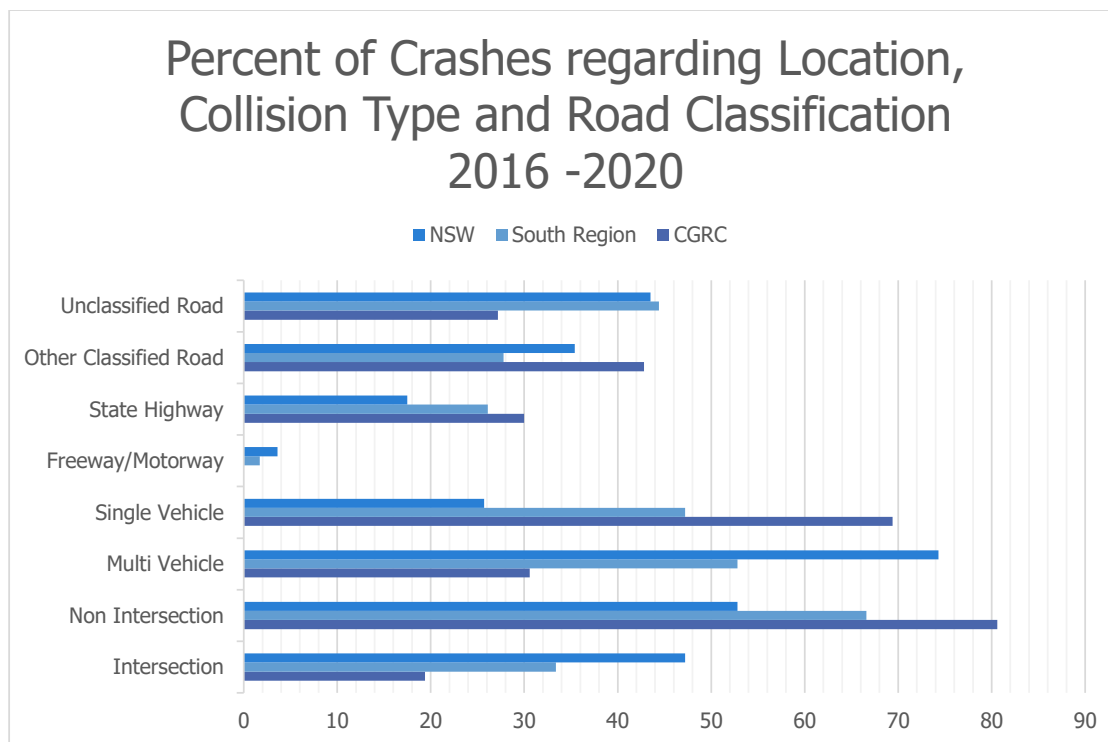
Crashes are categorised in accordance with the type of crash, the number of persons involved and the severity of injuries. The degree of injury is recorded as fatal (death within 30 days as a direct result of the crash), seriously injured (hospital admission within two days of the crash but did not die within 30 days due to crash related injuries), moderately injured (emergency department attendance but not admitted to hospital or die within 30 days due to crash related injuries), or minor or other injury (no medical treatment required within 30 days due to crash related injuries). In the CGRC region there were 180 crashes resulting in the deaths of 12 individuals. There were 240 casualties of which 97 were seriously injured and 91 were moderately injured. Statistics show a downward trend in both crashes and casualties since 2018.



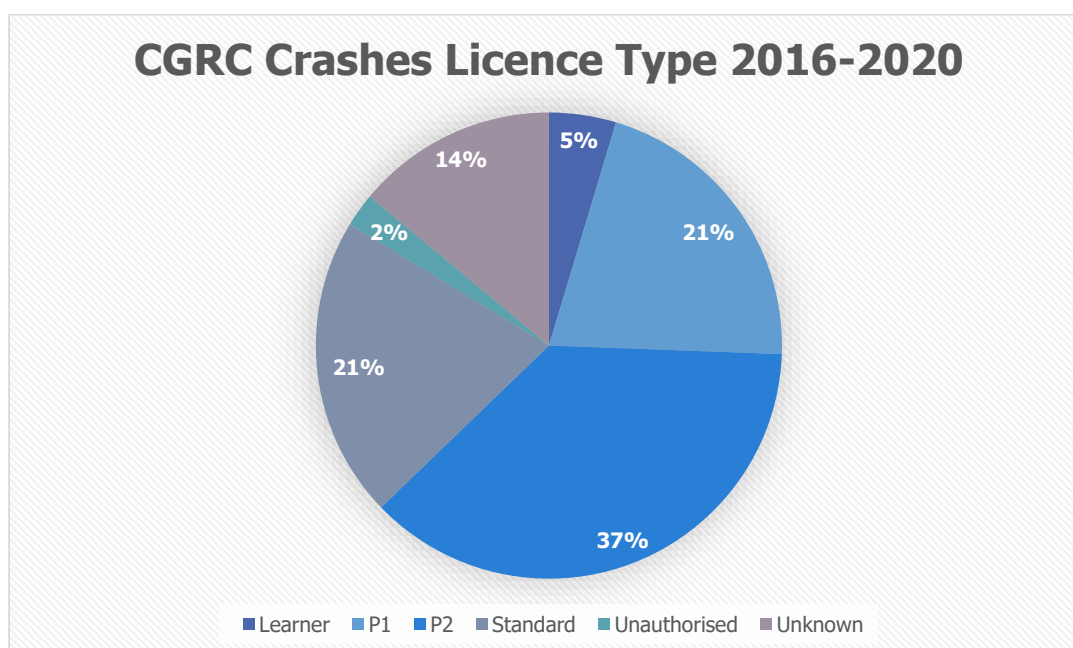
The statistics included in the graph below indicate that CGRC has a higher percentage of light truck crashes than NSW, and a substantially higher percentage of heavy vehicle crashes than both the South Region and NSW. Speeding, fatigue, alcohol and misuse of restraints have also ranked higher than State average and have been identified as areas of focus for the CGRC RSO.



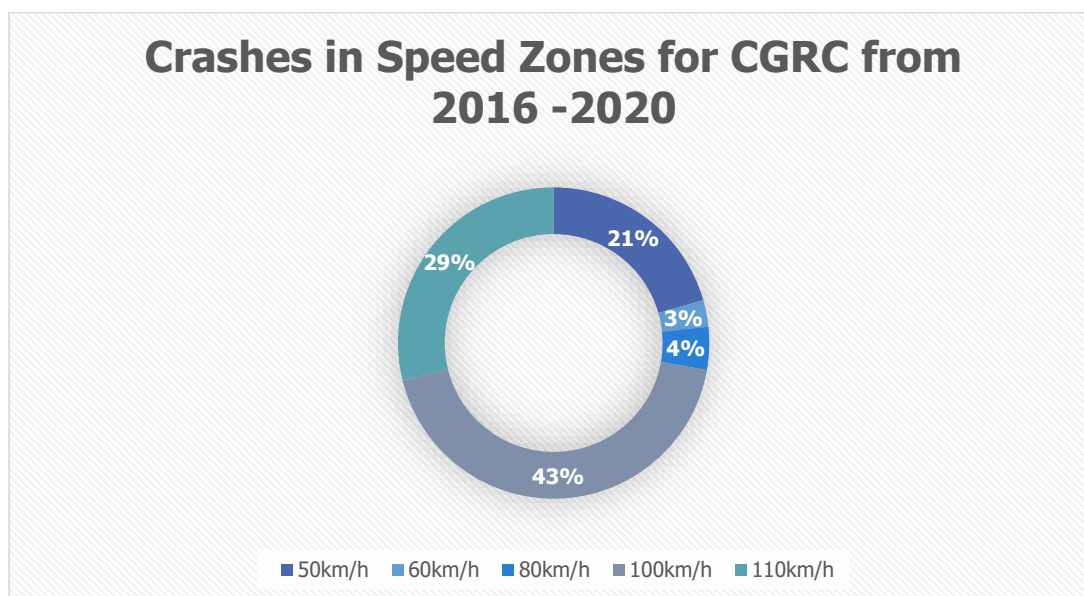
Crash data provides information regarding crash location, collision type and road classification, and identifies areas of concern. This data suggests that single vehicle crashes are an area of concern in the CGRC region, with a higher percentage of crashes occurring on classified roads and State Highways, nor are they intersection related.



CGRC statistics from 2016 through to 2020 indicate that 63% of crashes involved drivers with either a Learner, P1 or P2 licence qualification. This demonstrates that inexperience has had a concerning role in crashes in the CGRC region during this period. It also indicates that Learner's with the assistance of a supervisor are less likely to have a crash than a P1 or P2 licence holder driving independently.



Crash analysis data for CGRC from 2016 until 2022 further indicates that 72% of accidents occurred in speed limit zones of 100km/h or over. This information demonstrates that speed limits play a major role in crash statistics for the CGRC region.



An integral part of working 'Towards Zero' trauma on NSW Roads is to educate road users about contributing factors to road crashes. The promotional campaigns designed by TfNSW identify emerging trends and target groups by providing a consistent message within the community and across the state.

The Road Safety Officer Objectives

The Road Safety Officer (RSO) is primarily responsible for coordinating TfNSW funded Road Safety Projects in line with the approved Local Government Road Safety Program (LGRSP) guidelines. The RSO is also responsible for overseeing all financial matters generated with each respective project.

The Road Safety Officer must prioritise the key factors of crashes and identified road safety issues across the Council area. According to the ratified statistics provided by TfNSW, the following issues require targeted projects in 2022-2023.

- Speeding
- Fatigue
- Seatbelts/Restraints
- Drink Driving
- Learner Drivers
- Over 65+
- Truck Awareness

Throughout the project year, the RSO is required to submit a monthly progress report to RMS detailing the current progress of each funded Local Government Road Safety project. At the conclusion of each road safety project, the RSO is required to submit a Final Evaluation Report to TfNSW which lists the outcomes reached.

Road Safety Officer Projects 2022-2023

After reviewing the operational, delivery and community strategic plans, the Road Safety Officer will deliver the following road safety programs in partnership with the Transport for NSW over the 2022 -2023 financial years.

Speeding

The RSO will conduct campaigns addressing speeding across the CGRC LGA with a focus on identified speed issue areas including school zones and double demerit point periods. The RSO will utilise resources such as traffic counts and police enforcement while supporting campaigns with media releases, social media, and promotional material including brochures, banners and message boards.

Fatigue

The RSO will expand the delivery of fatigue messages to strategic community groups, council staff, local businesses and local government information sites. Driver Reviver sites will be supported with media releases, social media, promotional material including brochures, banners, and Variable Messaging Signs (VMS).

Restraints

The RSO will organise child restraint checks for the community and support restraint campaigns with media releases, social media, and promotional material including brochures, banners and message boards. The delivery of restraint messages will be expanded to strategic community groups, council staff, local businesses and local government information sites.

Drink Driving

1. Catch the Snake Gully Bus

Catch a Snake Gully Bus is a proactive initiative based on the safer people principles of avoiding the drink drive option whilst attending the local annual Snake Gully Cup racing weekend. This includes the promotion of the alternate bus transport service available to race goers on both days of the race meeting.

2. Make Your Swag Your Plan B

Make your Swag a Plan B is a proactive initiative that runs over the lead up to, and for the duration of, the Christmas/New Year period and aims to deter drink driving through increased awareness across the Cootamundra and Gundagai communities. This campaign reinforces the Plan B message by offering entrants the opportunity to win a free camping swag and is designed to both raise discussion amongst the community towards planning transport options ahead of time as well as assist the entrants to identify other options for getting home safely.

Learner Drivers Logbook Run – Youth Week

The RSO will conduct Graduated Licensing Scheme workshops targeted at providing supervising drivers with strategies to create safer drivers through education and guidance. These workshops provide teaching strategies to supervisors and increase their awareness of the importance of them as ‘teacher’ in the Learner driver process. The workshop also discusses the significance of using safer vehicles and the support networks available. This campaign will be extended to youth community groups and be supported through media releases, social media, school newsletters and promotional material.

On the Road 65 + - Seniors Week

The RSO will conduct an On the Road 65+ presentation focused on the Top Ten Misunderstood Road Rules and a discussion with regards to safe driving and mobility scooter safety. The workshop is designed to discuss issues surrounding pedestrian safety and identify other transport options available in the region. The RSO will also provide information on ANCAP ratings and promote safer vehicle choices.

Truck Awareness

The RSO will conduct a Truck Awareness information booth at a local event and organise a visit from the SafeT360 (an interactive road safety education tool for truck awareness). Campaign support will be continued throughout the year to increase road user awareness through media, social media, and promotional material including brochures, banners and message boards.

RSO Additional Responsibilities

Additional RSO responsibilities include assessing and responding to day to day road safety and traffic complaints received from the community, the coordination of the Local Traffic Committee (LTC), establishing, developing and supporting ongoing partnerships with community safety working groups and organisations, the delivery of road safety presentations to various road user groups, assess applications received from the National Heavy Vehicle Regulator (NHVR), and Rural school bus stop and route applications. The RSO also actively investigates and supports submissions for funding under both Federal and State funding streams that include the Black Spot Program, Safer Roads Program, and Active Transport Program (PAMP and Cycleway Program). This includes ongoing collaboration with the local community, Police and TfNSW to assist in addressing issues and ensure a unified approach to Road Safety.



**COOTAMUNDRA -
GUNDAGAI** REGIONAL
COUNCIL

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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8.7.2 CIVIL WORKS AND TECHNICAL SERVICES REPORT - JULY 2022

DOCUMENT NUMBER	373576
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Works costed to Grant funds or Council funds as appropriate.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil Works and Technical Services Report for the month of July 2022 be noted.

Introduction

The Civil Works and Technical Services Report for the month of July 2022 is submitted for the information of Council and the community.

Discussion*Fixing Local Roads Projects:*

First stage of the Brawlin Road (Brawlin) upgrade has seen culverts installed and preliminary works have commenced on the road alignment. This work will see approximately 1 km of gravel road upgraded to bitumen seal

Culverts have been delivered and expected to be installed in the next month on Warralong Road (Cootamundra).

At the time of reporting the relocating/redepthing of the gas main was set to commence in Cooper Lane Cootamundra. This work is necessary before any construction works can commence. Works on Cooper Lane will involve traffic disruptions and restricted access along the laneway, with public advice and businesses being provided updates regarding the works.

Local Roads & Community Infrastructure (LRCI) Program:

Works are now complete on the footpath replacement in Wallendoon Street (Cootamundra) adjacent to the Council offices. Final concrete pours were pending the adjustment of two Telstra Pits which were replaced in early July.

Works are well underway on the replacement of the footpath along Bourke Street (Cootamundra) between Cooper and Thompson Street. This new footpath will be constructed to 2.4 m wide to allow the shared pedestrian pathway from the CBD to Hovell Street and the railway station.

Natural Disaster Event Funding:

Work has been completed on the Old Gundagai Road and Muttama Road and Cullinga Creek projects. Works involved repairs to the abutments and erosion control on the Old Gundagai Road bridge. Muttama Road works involved repairs and replacement to the rock filled mattresses. These were the final projects from the 2019 event and had to be completed by 30th June before the funding expired.

Culvert replacements have been completed on Bundarbo Road (Gobarralong) along with repairs to a number of causeways. There will be additional works to be undertaken once works have been funded under the Transport for NSW Natural Disaster program.

Transport for NSW Works - Olympic Highway:

The Yass Road (Cootamundra) pavement rehabilitation works are now complete. This work seen the old pavement removed and replaced with new subgrade and 200mm deep asphalt wearing surface. This project cost \$2.9M and was totally funded by Transport for NSW.

Muttama Road REPAIR Project:

Work on the Muttama Road (REPAIR) project has now been completed following the bitumen sealing. Final line marking will be arranged as soon as the contractor can be arranged. Due to the ongoing wet conditions, work to finish off and clean up the table drains was not able to be fully completed. This work will be rescheduled for when conditions permit. The project was funded by REPAIR funds as well as Roads to Recovery funds.

General Works:

Gravel Resheeting has been completed on Armours Lane (Coolac), Nanangroe (Adjungbilly) and Wambidgee (Burra Creek) Roads.

Maintenance grading has been completed on Armours (Coolac) and Tabers (Coolac) Lanes along with Nanangroe (Adjungbilly) and Wambidgee Roads (Burra Creek). Grading is currently being undertaken in the Stockinbingal area and Brawlin Springs Road (Brawlin).

Installation of culvert pipes on Adjungbilly Village Road (Adjungbilly) have been completed, with maintenance grading to follow.

Significant repair works were undertaken on the collapsed abutment on the bridge over Mud Creek on Parsons Creek (Adjungbilly) Road. Access has now been restored to all traffic with a temporary bypass in place whilst repairs were completed.

Pavement repairs are underway on William Street, Gundagai adjacent to the Gundagai Public School.

Construction has been completed on the access driveway to the RV camp site along Pope Street, Gundagai.

Preliminary earthworks have been undertaken on the carpark at 48 Mount Street, Gundagai. Crews will resume on placement of gravel pavement once weather conditions are suitable.

Sealed road repairs have been undertaken on Muttama, Adjungbilly, Brungle and Gobarralong Roads.

A number of private works have been underway with sealing driveways and also a stabilisation job completed in the past month.

Works have resumed on the replacement of the bridge over Burra Creek on Brawlin Road (Burra Creek). Contract crews are undertaking the bridge construction before council staff will undertake work on abutments and approaches.

Council's bitumen roads are again showing signs of deterioration from the continual wet weather. Crews continue to undertake maintenance patching as conditions permit in order to try and keep on top of the deterioration. Other routine maintenance work including guidepost replacement has also been undertaken.

8.8 TECHNICAL SERVICES

8.8.1 DEVELOPMENT STRATEGY WORKING GROUP

DOCUMENT NUMBER	373697
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	2. A prosperous and resilient economy: we are innovative and 'open for business' 2.2 Strategic land-use planning is co-ordinated and needs-based
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. The Development Strategy Working Group report, be received and noted.
2. Council proceed with the sale of both 24 Bourke and 11 Temora Streets, Cootamundra.

Introduction

Council has identified a need for strategic review of all existing assets and development opportunities within the local government area. In response, Council has established an internal Development Strategy Committee with relevant representatives from across the organisation that have a role with regards to developing and managing property including departments such as engineering, planning, facilities, and finance.

The group has commenced meeting fortnightly, with individual development opportunities to be included in the agenda for discussion. The group then provides recommendations to Council on a monthly basis through this report.

Discussion

Council's working group have met twice since the last update report and during this period Council's development projects have been ranked on a priority basis with consideration given to three key elements:

1. Financial Consideration 40% - Analysis of the project with respect to the financial costs and benefits
2. Alignment with Community Strategic Plan 40% - Determination of how the project aligns with the strategic objectives outlined in Council's CSP.
3. Delivery Timeframe 20% - Determination of project delivery timeline with a higher score given to those with the ability to be delivered in the short term.

The highest ranked project is the rationalisation of Council's private residential properties, the consensus of the group is to recommend the sale of both 24 Bourke and 11 Temora Streets Cootamundra to capitalise on the current market situation and provide capital funds for future development projects. It is recommended to retain the property at 49a William St Gundagai as this site would require rezoning and subdivision along with presenting issues if sold as a private residence situated within an industrial area, immediately adjacent to Council's operations depot.

Progress is being made on the planning and design of the next two highest ranked priorities in the Bradman Street Subdivision and the Aerodrome Development with council staff working in conjunction with an external design consultant to prepare a detailed scope of work such that each project can be specified and costed appropriately.

A report is proposed to be presented to the working group on the 20th of July relating to saleyards within the CGRC LGA and it is expected a recommendation from the group will be presented to the August meeting of council.

Other projects the group is working on include the Works Depot Rationalisation, Gundagai Residential and Industrial Land Opportunities and the Turners Lane subdivision.

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 TRANSFER STATION MANAGEMENT AND REVIEW

DOCUMENT NUMBER	373802
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.1 The natural environment is valued and protected
FINANCIAL IMPLICATIONS	There will a requirement to allocate \$15,000. From the Waste Reserves.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. Council approves for the following investigations to be undertaken, with a report to come back to council prior to March 2023.
 - (a) Availability of a suitable site for a transfer station at Adjungbilly.
 - (b) Cost benefit analysis of service to transfer stations – inhouse – full cost for council to undertake full service, then place these costs against a competitive tender.
 - (c) Cost estimates to convert remaining village landfills to transfer stations and rehabilitate old landfill sites.
2. Council approves \$15,000, to be used from the Waste Reserves, for the purpose of undertaking the adopted investigations.

Introduction

This report has been prepared on the Feasibility of a Waste Transfer Station for Adjungbilly is in response to inquiries received from a number of Adjungbilly residents in relation to the construction of a Waste Transfer Station, in the vicinity of Adjungbilly, and the associated feasibility of constructing such a facility.

It has been prepared for discussion and the consideration of Council.

Discussion

Since the introduction of the Rural Waste Charge in the Gundagai area (in the time of the old Gundagai Shire Council) there has been an expectation from certain residents that Council would install a Waste Transfer Station at the village of Adjungbilly.

At this stage, there has been no detail planning or investigation of the possibility of the construction of a Waste Transfer Station for that area. Nor has any site been identified by Council as being suitable or available for its location. This delay has been due to there being no funding allocated for such works to be undertaken.

The closest Waste Transfer Station available for Adjungbilly residents is located at Coolac, approximately 40 kilometres (40 minutes) away.

The investigation into the feasibility of a Waste Transfer Station for Adjungbilly is identified within the Cootamundra Gundagai Regional Council Waste Management Strategy. Although it has been identified for funding in the Strategy, there was no funding allocated for such an investigation or construction of such a facility for the 2021/2022 and or 2022/2023 financial years.

The follow areas are also recommended to be included in any investigation into the feasibility of a Landfill at Adjungbilly. These are as follows:

1. Feasibility of a suitable site for a transfer station at Adjungbilly – this is to deal with an available site only, not the construction of as facility.
2. Cost benefit analysis of service to transfer stations – inhouse – full cost for council to undertake full service, then place these costs against a competitive tender.
3. Costs only to change remaining village landfills to transfer stations. Costs to include public consultation, designs, construction, rehabilitation etc.
4. Seek approval to fund the above investigation estimated at \$15,000. To be funded from the waste reserves.

Financial

A requirement to transfer \$15,000. from the Waste Reserve to fund the investigation.

8.10.2 SPORTGROUND & PUBLIC OPEN SPACE FEES & CHARGES 2022/2023

DOCUMENT NUMBER	373798
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There will be approximately \$13,000. reduction in lost revenue for Sports fields & Open Spaces.
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. All existing Sports Ground and Open Space User Fees & Charges be removed for the 2022/2023 financial year.**
- 2. That the adjusted 2022/2023 Sport Ground and Open Space User Fees and Charges be placed on public exhibition for a period of 28 days.**
- 3. The Sports Ground and Open Space User Fees and Charges, with any related comments and feedback received from the community during the public exhibition period, be presented back to Council for consideration and adoption.**
- 4. Council staff prepare a Sport and Recreation Facility and User Groups Policy to be presented back to Council during 2022/2023 for consideration.**
- 5. The wavier of user fees doesn't exclude the user groups from the responsibility of paying for the use of their related utilities e.g., water, power etc.**
- 6. Council acknowledges that there will be a reduction in revenue normally received for the hire of Councils Sports Grounds, associated facilities, and Open Spaces.**

Introduction

This report is submitted in response to a recommendation moved on the 12th of July 2022 Council Workshop to review the harmonisation of the Cootamundra Gundagai Regional Council's Sport Ground and Open Space Fees and Chargers.

Discussion

In an attempt to harmonise the existing sport ground and open spaces Fees & Charges a draft policy has been developed and presented to Councillors and Management in an attempt to formalise not just the related ground user charges, but the manner in which the grounds should be managed into the future.

The feeling from the meeting was that user fees and charges be removed for the 2022/2023 financial year only, until such times as all relevant Stakeholders have been consulted and had an opportunity to have input into the development of the proposed Sport and Recreation Facility and User Groups Policy. This proposal doesn't remove the requirement where applicable for the relevant user group/s to pay for the use of their utilities e.g., Water, Gas etc.

Council believes as proven by the social impacts of COVID, the importance and benefits of recreational opportunities and our open spaces for all members of our community in maintaining good health, fitness, and personal and group development. Council believes that our recreational facilities contribute to:

- Brings people together, providing opportunities for social interaction.
- Empowers, inspires, and motivates individuals.
- Keeps kids away from the TV or computer screen!
- Kids who participate learn better and are more likely to enjoy school.
- Improves mental health.
- Eases pressure on the health system.
- Contributes to social capital.
- Healthy workers are more productive and take fewer sick days.
- Creates positive alternatives to youth offending, antisocial behaviour and...
- Reduces obesity.

Sport and recreation help to bind families through shared experiences and shared achievements. Through participation, sport helps address anti-social behaviour and can support education. Sport and recreation can contribute to economic growth through business investment and employment, e.g., Aquatic Centre & Sports Stadium. Also helps sustain the environment through protecting open space and natural areas. It promotes the use of active modes of transport, such as cycling and walking.

Some comments from discussions were that it may be not at this time in the community's best interest to place financial barriers onto its community, that may limit their opportunity to have access and or participate in such related passive and or active recreational activities. It is the belief that the benefits of encouraging and promoting community recreational activity, and good health through conduits like our sporting clubs etc, far out-ways unfair financial costs and levels of revenue received.

Council also realise and appreciate the contribution our sporting organisations/groups and schools make in improving community and council facilities, but also in promoting and stimulating membership and participation in our children's growth and development.

Outcome from the meeting reflected, that by removing all fees over the 2022/2023 financial year, will hopefully remove some of the financial pressures currently being experienced by some groups, and to delay standardising user costs until the policy is developed. It is also the intent, that by involving every stakeholder in the development of the Sport and Recreation Facility and User Groups Policy, that a WIN-WIN outcome for all will be the final result.


On investigation it appears that as from the 1st of July 2022, no user group has been yet charged and or paid for the use of a council facility.

The issue of user pays is a difficult and controversial one that can and will stimulate strong debate and feeling. It is fair to say that it may not be possible to have one policy that fits all, but Council must try to come up with a methodology and management guidelines that best fits overall. This is the challenge that lays ahead.

Financial

There will be approximately \$13,000, reduction in lost revenue for Sports fields & Open Spaces.

8.10.3 PROPOSED NAME CHANGE COUNTRY CLUB OVAL

DOCUMENT NUMBER	373791
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	3. Sustainable natural and built environments: we connect with the places and spaces around us 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Costs to design, manufacture and install 4x new signs, estimated at \$7,200.
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 Rugby Club Minutes 

RECOMMENDATION

- 1. The request from the Cootamundra Rugby Club Committee to change the Council Sports ground currently named; Country Club Oval, to Bassingthwaighe Park is submitted for Council consideration and determination.**
- 2. That Council, if agreed, refer the name change for approval to the Geographical Names Board (GNB), after community consultation.**
- 3. Council notes, that the costs to design, manufacture and install 4x new signs would be approximately \$7,200, which is currently unfunded.**

Introduction

Council has received a request from the Cootamundra Rugby Club Committee to change the current name from 'Country Club Oval' to 'Bassingthwaighe Park'.

Discussion

The Committee and Members of the Cootamundra Rugby Club would like the Council to consider a name change of the Country Club Oval. The Rugby Club believe that now the new clubhouse has been completed, the committee feels that it would be appropriate and timely for a name change to the Council owned sporting facility. The grounds have never been associated with the adjacent Country Club, so the committee feel that it is rather inappropriate and confusing to call the council ground 'Country Club Oval'.

The Rugby Committee would like Council to seriously consideration to adopt to change the name to "BASSINGTHWAIGHTE PARK". The original owners of the land were the Bassingthwaighe family, who generously bequeathed it to Council as the home ground of the Cootamundra Rugby Club. The Club feel's that this generous gift should be recognised officially and in perpetuity, especially with the construction of the new clubhouse and the general improvements to the grounds.

It is recommended that any proposed name change would have to be approved by Council and the Geographical Names Board. The Geographical Names Board Changes usually discouraged any name changes unless the change has been deemed to be in the public interest or for safety reasons. The Geographical Names Board believes that changing well established names can lead to address or location confusion.

As of writing this report, it is unknown if the current name has been officially registered with the Geographical Names Board (GNB).

Council can submit a proposal to the Geographical Names Board to name or rename a geographical feature, however there are some steps that need to be outlined before making a proposal which will ensure the name assigned is appropriate and relevant to and supported by the community in which it is located.

Council must ensure the following processes have been implemented accordingly:

Selecting a name:

- Place name/s proposed to the Geographical Names Board must comply with the relevant naming GNB rules and guidelines for choosing a name.

Determining community support:

- Proposed names should be shared with the community to ensure it has community support before being proposed to the Geographical Names Board.
- Council is encouraged to consult with the local community to determine sentiment of the new name. This could include advertising and inviting comment using:
 - Local newspapers.
 - Relevant web site.
 - Local council facilities (e.g., offices, libraries etc).
 - Notices to residents in the area surrounding the feature of the proposed name.
 - Notices to local progress associations
 - When Council submits a naming proposal, it should be supported by a Council resolution.
 - Applicant/s need to speak with their local council and community regarding the proposed name prior to making an application to seek Council endorsement.
 - Any requests regarding address locality, names or boundaries will need to identify by Council.

Endorsement for Aboriginal place names

Naming a feature or place using Aboriginal language or a traditional Aboriginal name/s, requires engagement with the local Aboriginal community in the first instance. This may be the Local Aboriginal Land Council (LALC) or relevant Elders or Aboriginal community groups within the local area. Consultation with the local Aboriginal community is important to ensure:

- a culturally appropriate name is chosen,
- the word comes from the local language group,
- the story and meaning behind the word is captured; and

- the community supports the use of the name for the feature or place.

Aboriginal place names must be endorsed by the local Aboriginal community before they can be assigned.

Submitting the place name proposal

Once community support has been determined and endorsement for name has been received, the name can be proposed to the Geographical Names Board via the NSW Place and Road Name Proposal System.

Staff are unable to find an arguable reason to refuse the request, pending Geographical Names Board approval.

Financial

Costs to design, manufacture and install 4x new signs would be approximately \$7,200, which is currently unfunded/ not budgeted for.



MINUTES OF MONTHLY COMMITTEE MEETING HELD ON 29/11/2018
AT THE FAMILY HOTEL

Meeting opened: 7.40 pm.

Apologies: : Tony Hill, Alex Hill, Mick Gay, Steve Hardie, David Tozer, Jody Hegarty

Moved: Corey Nicholson **Seconded:** Justin Roberts. CARRIED

Minutes: **Moved:** Corey Nicholson. **Seconded:** Robyn Armstrong, that the minutes were a true record of the previous meeting. CARRIED

Treasurers Report: Credit balance in our CBA cheque account of **\$15,693.60**

Moved: Mel Cook **Seconded:** Peter Charker. CARRIED

Business Arising / General Business:

Mel Cook needs **ALL RECEIPTS** for any purchases made on behalf of the Club
Corey Nicholson has done an outstanding job encouraging sponsorships for the coming year.
So far we have received \$31,500 in cash and \$7,000 in kind.

MOVED: Corey Nicholson SECONDED: Mel Cook that **COOPERS COURIERS** are the major sponsors for the 2019 season. CARRIED

Committee to leave the positioning of sponsors logos on the jumper to Mel and Corey.

RSA course to be advised by Peter Charker

MOVED: Mel Cook SECONDED: Justin Roberts that Robyn Armstrong takes on the coaching of the Women's team to be assisted by a number of club members. CARRIED

Plans for the management of the new clubhouse to be discussed at the January meeting

MOVED: Corey Nicholson SECONDED: Justin Roberts that the Secretary write to Council with the proposal that Country Club Oval has its name changed to Bassingthwaighe Park, following consultation and approval by the Bassingthwaighe family. CARRIED

MOVED: Corey Nicholson SECONDED: Peter Charker that Corey sources and prices new equipment for the club. CARRIED

MOVED: Robyn Armstrong SECONDED: Justin Roberts that the club donate a lamb to the Combined Churches. CARRIED.

Secretary to write a letter to Mr. Phil Kearns AM asking if he would be available as the official opener of the new clubhouse.

Christmas Party until mid year sometime in July

Meeting Closed at 9.10 pm

NEXT MEETING ON THURSDAY 31st JANUARY

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11.1 CLOSED COUNCIL REPORT

DOCUMENT NUMBER	373885
REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	4. Good governance: an actively engaged community and strong leadership team 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

RECOMMENDATION

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

11.2 ENFORCEABLE UNDERTAKING WITH THE EPA

Provisions for Confidentiality

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

Public Interest

Not applicable.