

# Business Paper

## ORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6:00pm, Tuesday 27th September, 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, 27th September, 2022 at 6:00pm**

The agenda for the meeting is enclosed.

Les McMahon  
Interim General Manager

#### **Live Streaming of Meetings Statement**

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

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

# AGENDA

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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 23 AUGUST 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 23 August 2022

#### RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 23 August 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 23RD AUGUST, 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, 23 AUGUST 2022 AT 6:00PM**

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

**IN ATTENDANCE:** Glen McAtear (Acting General Manager), Matt Stubbs (Deputy General Manager - Operations), Ganesh Ganeshamoorthy (Manager Assets), Mark Ellis (Manager Civil Works), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities),

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 OPEN FORUM**

Nil

**3 APOLOGIES**

**RESOLUTION 261/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

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

**CARRIED**

**4 DISCLOSURES OF INTEREST**

Nil

**5 CONFIRMATION OF MINUTES**

**5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 26 JULY 2022**

**RESOLUTION 262/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

**The Minutes of the Ordinary Meeting of Council held on Tuesday 26 July 2022 be confirmed as a true and correct record of the meeting.**

**CARRIED**

## 6 MAYORAL MINUTES

### 6.3 MAYORAL MINUTE - THE END OF AN ERA

#### RESOLUTION 263/2022

Moved: Cr Leigh Bowden

Seconded: Cr Penny Nicholson

The information in the Mayoral Minute be received and noted.

CARRIED

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

#### RESOLUTION 264/2022

Moved: Cr David Graham

Seconded: Cr Abb McAlister

The information in the Mayoral Minute be received and noted.

.CARRIED

### 6.2 MAYORAL MINUTE - ACCOUNTING TREATMENT OF RURAL FIRE SERVICE (RED FLEET) ASSETS

#### RESOLUTION 265/2022

Moved: Cr David Graham

Seconded: Cr Trevor Glover

#### THAT:

1. Cootamundra-Gundagai Regional Council writes to the Treasurer the Hon Matt Kean MP, Minister for Emergency Services and Resilience the Hon Stephanie Cook MP and the Minister for Local Government the Hon Wendy Tuckerman MP:
  - (a) Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
  - (b) Advising of the impact of the Government's position on Council finances of this accounting treatment;
  - (c) Informing that Council will not carry out RFS assets stocktakes on behalf of the NSW Government and will not record RFS assets in Cootamundra-Gundagai Regional Council's financial statements;
  - (d) Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service (RFS) assets by acknowledging that rural firefighting equipment is vested in, under the control of and the property of the RFS; and
  - (e) Amending s.119 of the Rural Fires Act 1997, so that the effect is to make it clear that RFS assets are not the property of councils.
2. Cootamundra-Gundagai Regional Council writes to the Shadow Treasurer Daniel Mookhey MLC, the Shadow Minister for Emergency Services Jihad Dib MP, the Shadow Minister for Local Government Greg Warren MP, the Greens Spokesperson for Local Government Jamie Parker MP and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties Robert Borsak MLC, Emma Hurst MLC and Mark Latham MLC:

- (a) Advising Members of Cootamundra-Gundagai Regional Council's position, including providing copies of correspondence to NSW Government Ministers; and
  - (b) Seeking Members' commitments to support NSW Councils' call to amend the Rural Fires Act 1997 as set out in correspondence.
3. Cootamundra-Gundagai Regional Council writes to the Auditor General advising that notwithstanding any overtures of future qualified audits, it will not carry out RFS stocktakes on behalf of the NSW Government, and will not record RFS assets in Cootamundra-Gundagai Regional Council's financial statements, noting that the State Government's own Local Government Accounting Code of Practice and Financial Reporting provides for councils to determine whether or not they record the RFS assets as council assets.
  4. Cootamundra-Gundagai Regional Council promotes these messages via its digital and social media channels and via its networks.
  5. Cootamundra-Gundagai Regional Council re-affirms its complete support of and commitment to local RFS brigades noting that Cootamundra-Gundagai Regional Council's action is entirely directed towards the NSW Government's nonsensical position that rather than being owned and controlled by local brigades, RFS assets are somehow controlled by councils, which councils consider to be a cynical financial sleight of hand abdicating the NSW Government's responsibilities at the cost of local communities.
  6. Cootamundra-Gundagai Regional Council affirms its support to Local Government NSW (LGNSW) and requests LGNSW continue advocating on Council's behalf to get clarification once and for all from the State Government about the accounting treatment of RFS assets.

**CARRIED**

Item - 6.3 Mayoral Minute - The End of an Era - has been moved to before Item 6.1.

## **7 REPORTS FROM COMMITTEES**

### **7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 11 AUGUST 2022**

#### **RESOLUTION 266/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

1. The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 11 August 2022 attached to the report be received and noted.
2. Council consider the recommendations, if any, contained within the Minutes.

**CARRIED**

## **8 GENERAL MANAGER'S REPORT**

### **8.1 BUSINESS**

#### **8.1.1 MOTIONS FOR THE LGNSW ANNUAL CONFERENCE**

#### **RESOLUTION 267/2022**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The motions, listed below, and detailed in the report, be submitted to Local Government NSW by Monday, 29<sup>th</sup> August 2022.**

- (a) Addressing Professional Skills Shortage In Local Government**
- (b) Agritourism and Small-Scale Development Planning Changes**

**CARRIED**

#### **8.1.2 DELIVERY PROGRAM/ OPERATIONAL PLAN QUARTERLY PROGRESS REPORT**

##### **RESOLUTION 268/2022**

Moved: Cr Les Boyd

Seconded: Cr David Graham

**The Delivery Program incorporating the Operational Plan 2021/22, quarterly progress report, (4th Quarter 1 April – 30 June 2022), attached to the report, be received and noted.**

**CARRIED**

#### **8.1.3 ALGWA CONFERENCE 2022**

##### **RESOLUTION 269/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Logan Collins

**The report by Councillor Bowden in relation to the Australian Local Government Women's Association (ALGWA) Conference, be received and noted.**

**CARRIED**

#### **8.1.4 STOCKINBINGAL ELLWOOD'S HALL S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**

##### **RESOLUTION 270/2022**

Moved: Cr Abb McAlister

Seconded: Cr Trevor Glover

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting and Annual General Meeting held on 28 July, 2022 attached to the report, be received and noted.**
- 2. Membership of the Stockinbingal Ellwood's Hall s.355 Committee, as detailed in the report, be endorsed.**

**CARRIED**

#### **8.1.5 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP**

##### **RESOLUTION 271/2022**

Moved: Cr Logan Collins

Seconded: Cr Les Boyd

1. **The Minutes of The Arts Centre Cootamundra s.355 Committee Ordinary Meeting held 28 July 2022 and Annual General Meeting held on 21 July 2022, attached to the report, be received, and noted.**
2. **Membership of The Arts Centre Cootamundra s.355 Committee as detailed in the report, be endorsed.**

**CARRIED**

#### **8.1.6 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES**

##### **RESOLUTION 272/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Abb McAlister

**The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held 6<sup>th</sup> June 2022, attached to the report, be received and noted.**

**CARRIED**

#### **8.1.7 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES**

##### **RESOLUTION 273/2022**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

**The Minutes of the Muttama Hall Management s.355 Committee meeting held 13<sup>th</sup> July, 2022 attached to the report, be received and noted.**

**CARRIED**

### **8.2 FINANCE**

#### **8.2.1 CGRC LOAN DETAILS**

##### **RESOLUTION 274/2022**

Moved: Cr David Graham

Seconded: Cr Trevor Glover

**The information on Councils existing loans, detailed in the attachment, be received and noted.**

**CARRIED**

#### **8.2.2 INVESTMENT REPORT - JULY 2022**

##### **RESOLUTION 275/2022**

Moved: Cr Abb McAlister

Seconded: Cr David Graham



**The Investment Report for July, 2022 be received and noted.**

**CARRIED**

### **8.3 COMMUNITY AND CULTURE**

#### **8.3.1 HIPCAMP REPORT PRESENTED TO TOURISM COMMITTEES**

##### **RESOLUTION 276/2022**

Moved: Cr David Graham

Seconded: Cr Penny Nicholson

**The HipCamp presentation summary, which includes Council advice, attached to the report, be received and noted.**

**CARRIED**

#### **8.3.2 GUNDAGAI TOURISM ACTION GROUP (ADVISORY COMMITTEE) MONDAY 1ST AUGUST 2022 - MINUTES**

##### **RESOLUTION 277/2022**

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

- 1. The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 1<sup>st</sup> August, 2022, attached to the report, be noted.**
- 2. Relevant staff give a 12-month update on the amount of money that has been collected from the RV Camps and Dump Point in Gundagai.**

**CARRIED**

### **8.4 DEVELOPMENT, BUILDING AND COMPLIANCE**

#### **8.4.1 DEVELOPMENT APPLICATION APPROVED JULY 2022**

##### **RESOLUTION 278/2022**

Moved: Cr David Graham

Seconded: Cr Les Boyd

**The information on Development Applications Approved in July 2022, be received and noted.**

**CARRIED**

*Note: Amendment required to correct Application Number and Address for Gundagai Preschool Development.*

**8.4.2 DRAFT LIQUID TRADE WASTE POLICY****RESOLUTION 279/2022**

Moved: Cr Trevor Glover

Seconded: Cr David Graham

- 1. Council endorse the draft Liquid Trade Waste Policy as presented;**
- 2. Council place the Liquid Trade Waste Policy on exhibition for a period of 28 days;**
- 3. If no submissions are received during the exhibition period that require material alterations to the draft Liquid Trade Waste Policy, it be adopted and forwarded to the Trade Waste Regulation Team at Department of Planning and Environment for endorsement.**

**CARRIED**

**8.5 REGULATORY SERVICES****8.5.1 REGULATORY REPORT****RESOLUTION 280/2022**

Moved: Cr Logan Collins

Seconded: Cr Abb McAlister

**The Regulatory Report for July, 2022 be noted.**

**CARRIED**

**8.6 ASSETS**

Nil

**8.7 CIVIL WORKS****8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - AUGUST 2022****RESOLUTION 281/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Logan Collins

- 1. The Civil Works and Technical Services Report for the month of August 2022 be noted.**
- 2. Council to thanks and congratulate relevant council staff and emergency services for the efforts put in during the heavy wet weather we have received in August 2022.**

**CARRIED**

**8.8 TECHNICAL SERVICES**

Nil

## **8.9 FACILITIES**

### **8.9.1 SHERWOOD FOREST DRAFT MASTER PLAN**

#### **RESOLUTION 282/2022**

Moved: Cr Abb McAlister

Seconded: Cr Penny Nicholson

- 1. The report on the Proposed Sherwood Forest Masterplan by Sala4D - dated 18 May 2022 be received.**
- 2. The proposed Sherwood Forest Masterplan by Sala4D – dated 18 May 2022 be placed on public exhibition for a period of 28 days inviting submissions, with a further report, to be prepared for consideration of Council and final adoption at the end of the exhibition period.**
- 3. If no material submissions are received during the exhibition period, council in principle adopt the Sherwood Forest Masterplan to allow construction works to proceed in a timely manner.**

**CARRIED**

### **8.9.2 FACILITIES WORKS REPORT AUGUST 2022**

#### **RESOLUTION 283/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Logan Collins

**The Facilities Works Report for August 2022 be noted.**

**CARRIED**

## **8.10 WASTE, PARKS AND RECREATION**

### **8.10.1 FEASIBILITY OF BULK KERBSIDE COLLECTION**

#### **RESOLUTION 284/2022**

Moved: Cr Les Boyd

Seconded: Cr Trevor Glover

- 1. No action be taken to implement a free Bulk Kerbside Collection Service.**
- 2. Council investigates the feasibility of introducing a programmed community Bulk Waste Collection Service to interested CGRC residents.**
- 3. Any programmed Bulk Waste Collection service offered would be at full cost recovery.**
- 4. The Bulk Waste Collection Service feasibility study and associated recommendations be presented to Council for consideration.**

**CARRIED**

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil

**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT****RESOLUTION 285/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Abb McAlister

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

**11.2 PURCHASE OF LAND FOR RELOCATION OF SUBSTATION**Provisions for Confidentiality

Section 10A (2) (a) – The Confidential Report contains personnel matters concerning particular individuals (other than councillors).

Public Interest

Disclosure of the land price may put council at a competitive disadvantage in it's negotiations to achieve the 'best value for money' outcome.

**11.3 REQUEST RELIEF FROM DEVELOPER CONTRIBUTION - DA 2022/101**Provisions for Confidentiality

Section 10A (2) (b) – The Confidential Report contains discussion in relation to the personal hardship of a resident or ratepayer.

Public Interest

Personal and sensitive information.

**CARRIED**

**11.2 PURCHASE OF LAND FOR RELOCATION OF SUBSTATION****RESOLUTION 286/2022**

Moved: Cr Logan Collins

Seconded: Cr Trevor Glover

1. **Council Endorse the acquisition of proposed Lot 47, in the subdivision of Lot 33 DP 1270489 (approved in DA 2021/85).**

2. Council delegate authority to the Acting General Manager to negotiate the terms of the acquisition in accordance with the confidential report to Council, and execute all documents associated with the acquisition of this property.
3. The insurance company supply Council with information as to exactly what we are covered for, in this regard.

**CARRIED**

### **11.3 REQUEST RELIEF FROM DEVELOPER CONTRIBUTION - DA 2022/101**

#### **RESOLUTION 287/2022**

Moved: Cr Penny Nicholson

Seconded: Cr Abb McAlister

1. Council advise the applicant that it has no power to waive payment of development contributions and those contributions must be paid in accordance with conditions of consent and the *Environmental Planning & Assessment Act 1979*.
2. Council refuse the request to make a contribution on behalf of the owner due to financial hardship.

**CARRIED**

### **11.5 RESUMPTION OF OPEN COUNCIL MEETING**

#### **RESOLUTION 288/2022**

Moved: Cr Trevor Glover

Seconded: Cr Logan Collins

**The Open Council meeting resume.**

**CARRIED**

### **11.6 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS**

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

**The Meeting closed at 7:12pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 27 September 2022.**

.....  
**CHAIRPERSON**

.....  
**GENERAL MANAGER**

**5.2 MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON TUESDAY 6 SEPTEMBER 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 Extraordinary Meeting of Council held on Tuesday 6 September 2022

**RECOMMENDATION**

**The Minutes of the Extraordinary Meeting of Council held on Tuesday 6 September 2022 be confirmed as a true and correct record of the meeting.**



**COOTAMUNDRA-  
GUNDAGAI REGIONAL  
COUNCIL**

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# Minutes

## EXTRAORDINARY COUNCIL MEETING

**COUNCIL CHAMBERS, GUNDAGAI**

**6.00PM, TUESDAY 6TH SEPTEMBER, 2022**

**Administration Centres: 1300 459 689**

**MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI  
ON TUESDAY, 6 SEPTEMBER 2022 AT 6.00PM**

**PRESENT:** Cr Charlie Sheahan (Mayor), Cr Leigh Bowden (Deputy Mayor), Cr Les Boyd, Cr Trevor Glover, Cr Gil Kelly, Cr Abb McAlister, and Cr Penny Nicholson

**IN ATTENDANCE:** Glen McAtear (Acting General Manager), Matt Stubbs (Deputy General Manager - Operations), Linda Wiles (Manager Business), Ganesh Ganeshamoorthy (Manager Assets), Mark Ellis (Manager Civil Works), Andrew Brock (Manager Facilities), Janelle Chapman (Acting Manager Regulatory Services), Wayne Bennett (Manager Waste, Parks & Recreation Services), Zac Mahon (Manager Finance), Phil Chapman (Accounting Officer) and Lauren Eccleston (Tourism and Economic Development Officer).

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES**

**RESOLUTION 235/2022**

Moved: Cr Leigh Bowden

Seconded: Cr Les Boyd

**Apologies from Cr David Graham and Cr Logan Collins be received and leave of absence granted.**

**CARRIED**

**3 DISCLOSURES OF INTEREST**

Nil

**4 NO OPEN FORUM HELD**

**5 MAYORAL MINUTES**

**5.1 MAYORAL MINUTE - CGRC DE-MERGE**

**RESOLUTION 236/2022**

Moved: Cr Charlie Sheahan

Seconded: Cr Trevor Glover

**The information detailed in the Mayoral Minute and attachment be discussed and noted.**

**CARRIED**



**5.2 MAYORAL MINUTE - GRANT FUNDING**

NOTE: DOTT project is ineligible for the Riverina Tourism Activation Fund as per the criteria.

**RESOLUTION 237/2022**

Moved: Cr Abb McAlister

Seconded: Cr Trevor Glover

1. The following projects be considered for application to the Stronger Country Communities Fund Round 5.
  - (a) Fisher park upgrade
  - (b) Ellwood's Hall Stockinbingal amenities block
  - (c) Old Mill Gundagai
  - (d) Gundagai Visitors Information Centre upgrade
  - (e) Cootamundra Visitors Information Centre upgrade
  - (f) Muttama Hall – supper room upgrade
  - (g) Toilets on the River Project
2. Council staff investigate the viability of these projects and council staff priorities the projects accordingly.

**CARRIED**

The Meeting closed at 7:26pm.

The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 27 September 2022.

**CHAIRPERSON**

**GENERAL MANAGER**

## 6 MAYORAL MINUTES

### 6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	377564
AUTHORISING OFFICER	Les McMahon, Interim General Manager
REPORTING OFFICER	Charlie Sheahan, 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.**

#### 15 August 2022

Cr Nicholson and McAlister attended a meeting with CGRC Project Manager regarding Old Gundagai and River Project.

#### 18 August 2022

Cr Nicholson attended the Cootamundra Heritage Centre 21<sup>st</sup> Birthday Celebration.

#### 23 August 2022

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

#### 31 August 2022

Cr Bowden attended a Business Cootamundra Board Meeting.

#### 1 September 2022

Cr Bowden attended Ellwood's Hall s355 Committee Meeting.

Cr McAlister and I attended a virtual meeting with Steph Cooke and the Acting General Manager regarding the de-merge.

#### 2 September 2022

Cr Bowden and I attended a meeting with the Acting General Manager.

Cr Bowden attended an Eastern Riverina Arts Advisory Committee Meeting at Coolamon.

Cr Bowden and I attended the Business Cootamundra Business Awards.

#### 5 September 2022

Cr Sheahan (Mayor) attended a Cootamundra Youth Council Meeting.

6 September 2022

Crs Bowden (Deputy Mayor), Nicholson, McAlister, Glover, Kelly, Boyd and I attended an Extraordinary Council Meeting.

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

Cr Sheahan (Mayor) attended a Riverina Joint Organisations virtual meeting.

7 September 2022

Cr Bowden attended a Business Cootamundra Board Meeting.

Cr Sheahan (Mayor) attended a meeting with Acting General Manager and Angus Westaway.

8 September 2022

Crs Bowden, Collins and I attended the R U OK Day at the Cootamundra TAFE.

Cr Sheahan (Mayor) attended a meeting with Transport NSW and the Wallendbeen Committee.

9 September 2022

Cr McAlister attended a virtual meeting with representatives of the Riverina Murray Tourism destination and Dog on the Tucker Box developers.

9-10 September 2022

Cr Bowden attended the Australian Local Government Women's Association (ALGWA) Executive Meeting at Forbes.

12 September 2022

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

13 September 2022

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

14 September 2022

Crs Bowden, Nicholson, Collins, Kelly, Boyd and I attended a Dinner with Council's Management Staff.

Cr Sheahan (Mayor) attended an Aerodrome Advisory Committee meeting.

Cr Kelly and I attended a Cootamundra Flood Risk Committee meeting.

Cr Glover and CGRC's Manager Facilities attended Day 1 of the Riverina Eastern Regional Organisation of Councils (REROC) Innovations and Energy Conference in Wagga Wagga.

15 September 2022

Cr Glover and CGRC's Manager Facilities attended Day 2 of the Riverina Eastern Regional Organisation of Councils (REROC) Innovations and Energy Conference in Wagga Wagga.

16 September 2022

Cr Bowden (Deputy Mayor) and I attended the opening of the Soroptimist International Cootamundra Art Show at the Cootamundra Town Hall.

17 September 2022

Cr McAlister attended a meeting with the Project Manger and River Project Committee.

**7        REPORTS FROM COMMITTEES**

Nil

**8        GENERAL MANAGER'S REPORT**

## 8.1 BUSINESS

### 8.1.1 CGRC ADVERSE EVENTS MANAGEMENT PLAN

DOCUMENT NUMBER	377499
REPORTING OFFICER	Linda Wiles, Manager Business
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Draft CGRC Adverse Events Management Plan <a href="#">↓</a>

### RECOMMENDATION

**The Draft CGRC Adverse Events Management Plan, attached to the report, be adopted.**

#### Introduction

The objective of this policy is to provide clear direction to staff and Councillors in the case of an Adverse Event impacting the CGRC area.

#### Discussion

Council was required under funding guidelines for the Drought Communities Programme to have an adopted Adverse Events Management Plan. This Policy sits as a stand-alone policy and in no way replaces Councils Emergency Management Plan.



# ADVERSE EVENTS MANAGEMENT PLAN 2022

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## PART 1 – ADMINISTRATION

### 1.1 Authority

The Cootamundra-Gundagai Regional Council Adverse Events Plan has been prepared by Cootamundra-Gundagai Regional Council (CGRC) in response to the requirements of the Federal Government's Drought Communities Program.

This plan was endorsed by Council on 26 April 2022.

### 1.2 Purpose

The purpose of the CGRC Adverse Events Plan is to provide detailed guidance for Council and the community to prepare for, and manage, adverse events that directly and indirectly affect Cootamundra-Gundagai Regional Council. Local Government plays a critical role in community planning, capacity, and resilience building. This document aims to provide a practical approach for how CGRC might undertake recovery tasks within their existing responsibilities from a range of adverse events which might affect their community.

### 1.3 Principles

The following principles are applied in this plan:

1. Responsibility for preparation, response, and recovery rests initially at Local level. If Local agencies and available resources are not sufficient, they are augmented by those at State and Federal level.
2. Control of adverse event response and recovery operations is conducted at the lowest effective level.

The elements of **preparedness** and **prevention** are covered in many areas of emergency management. Regarding Council operations, tools such as planning regulations, business continuity plans, and risk management plans both consider and optimize Council's prevention and preparedness strategies.

In terms of response, the activity is under the remit of the Regional / Local Emergency Planning Committee – where the Council is represented via the LEMO. Therefore, the focus of this plan is on **recovery**, in line with Council leadership and operations.

### 1.4 Objectives

The objectives of this plan are to:

1. Identify roles and responsibilities of Local Government as they relate to adverse event management, particularly recovery.
2. Build community leadership capability and resilience to ensure capacity to adapt and cope with chronic stresses and acute shocks caused by adverse events.
3. Demonstrate a guided pathway to undertake recovery activities across a range of possible adverse events at the Local Government level, including but not limited to:



- **Natural resource management:** water supply, ground cover and trees, erosion, and biodiversity.
  - **Economic diversification and community resilience:** infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership.
  - **Communication and coordination:** managing community messaging (how and when to communicate).
4. Formalise the existing mechanisms in place within CGRC to build **community leadership** capability and **community resilience** to adapt and cope with chronic stresses and acute shocks caused by adverse events.
  5. Identify key strategies and actions to be undertaken by Council and other relevant stakeholders to prepare for and manage adverse events that affect CGRC.
  6. Streamline the approach of Council to meet the needs of the community in dealing with adverse events.

## 1.5 Definitions

### 1.5.1 Adverse events:

An **adverse event** is defined as an event or incident that has a negative impact on the wellbeing of the community.

Generally, an adverse event causes serious disruption of community functioning by creating widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources<sup>1</sup>.

To be an adverse event, an occurrence does not need to be declared a disaster by the State. Adverse events may include (but are not limited to):

- **Extreme weather:** heat wave, storms (hail, wind, downpour), drought, tornado.
- **Natural:** flood, bushfire, structural fires, earthquake, riverbank collapse.
- **Man-made:** power outage, air pollution, contamination (food, water, soil), chemical spill, terrorism.
- **Biological:** pandemic, epidemic, animal and plant disease, insect plague.
- **Other:** regulation or policy change impacting one area disproportionately, civil unrest.

### 1.5.2 Disasters:

Disasters are generally declared by the State once an adverse event exceeds the ability for a localised response.

A **disaster** is an occurrence, whether due to natural causes, that causes loss of life, injury, distress or danger to persons, or loss of, or damage to, property<sup>2</sup>. Furthermore, the Australian Institute for Disaster Resilience define disaster as:

<sup>1</sup> Humanitarian Health Action. Definitions: Emergencies, 2020

<sup>2</sup> Community Welfare Act 1987 No 52, 2015

*“A serious disruption of the function of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability, and capacity, leading to one or more of the following: human, material, economic and environmental losses, and impacts.”*

**Disaster recovery** is the coordinated process of supporting emergency-affected individuals and communities in reconstruction of the physical infrastructure and restoration of **emotional, social, economic, and physical well-being**<sup>3</sup>.

## 1.6 Adverse Event Management

In terms of adverse event management, there are four (4) recognised stages of managing events:

### Prevention

### Preparedness

### Response

### Recovery

#### Emergency Management Cycle



(PPRR4 model)<sup>4</sup>

1. **Prevention** – actions taken to reduce or eliminate the likelihood of an incident. A risk management plan can help with understanding risks, their drivers, and steps to mitigate the risk.
2. **Preparedness** – steps taken before an incident to ensure effective response and enhance the capacity of an agency to manage response and recovery. A business impact analysis is a useful tool in allowing organisations or prepare for likely response and recovery requirements.
3. **Response** – contain, control and/or manage the immediate impacts of an incident. Most Councils will have operational plans which detail their obligations in responding to events which fall under the regulatory requirements (e.g., managing road safety by clearing trees, ensuring wastewater facilities continue to operate, assisting in the management and recovery of council-owned environmental assets).
4. **Recovery** - steps taken to minimise disruption and attempt to assist the community, businesses, and government to return to a normalised state and restore wellbeing. This document details actions and steps that CGRC might consider in recovering from an event.

<sup>3</sup> Australian Institute for Disaster Resilience, 2020

<sup>4</sup> NSW Government, Resilience NSW, 2016: [resilience.across.org.au](https://resilience.across.org.au)

Under the *NSW State Emergency and Rescue Management Act 1989*, the NSW Recovery Plan 2016 defines recovery as ‘...the process of returning an affected community to its proper level of functioning after an emergency’<sup>5,6</sup>.

The plan identifies four community recovery environments: Built, Social, Natural and Economic.

*‘Community recovery is best achieved within a holistic and integrated framework that encompasses the community, the four recovery environments and supports the development of community resilience’.*

(NSW Government, Resilience NSW, 2016, p. 3)



## 1.7 Scope

The plan describes the **key strategies and actions at Local level** to prevent, prepare for, respond to, and recover from adverse events. These events may be events for which CGRC has full or partial responsibility or external events which are the responsibility of another agency (e.g., Rural Fire Service, Area Health Service) that may involve a commitment from Council.

### 1.7.1 Vision

*The intention of Cootamundra-Gundagai Regional Council via this Adverse Events Plan is to create a platform from which to pivot to enact a timely, accurate and well considerate recovered action plan should the need arise. From this, Council intends to enforce our strong rural community mindset and support local economy to ensure a sustainable and prosperous future.*

## 1.8 Adverse Event Plan, Council Community Plans and Policies

This plan shall be considered in conjunction with other relevant plans and policies, including:

- CGRC Risk Management Policy
- CGRC Local Emergency Management Plan
- Local Disaster Plan (DISPLAN) for Cootamundra-Gundagai Regional Council

<sup>5</sup> NSW State Emergency and Rescue Management Act 1989 (SERM Act, Section 5(d)) No 165

<sup>6</sup> NSW Government, Resilience NSW, 2016, p. 3

- Risk Management and Procedures
- Cootamundra Flood Study
- Gundagai Floodplain Risk Management Study
- CGRC Community Strategic Plan
- CGRC Operational and Delivery Plans
- CGRC Resourcing Plans

### 1.8.1 Level of Response

The response of Council will vary in relation to adverse events, depending on the:

- Seriousness of the event
- Numbers of people involved
- Risk exposure
- Financial impacts
- Media interest
- Need to involve other stakeholders
- Therefore, the response to each adverse event should be proportionate to its scale, scope, and complexity.



## PART 2 – RECOVERY

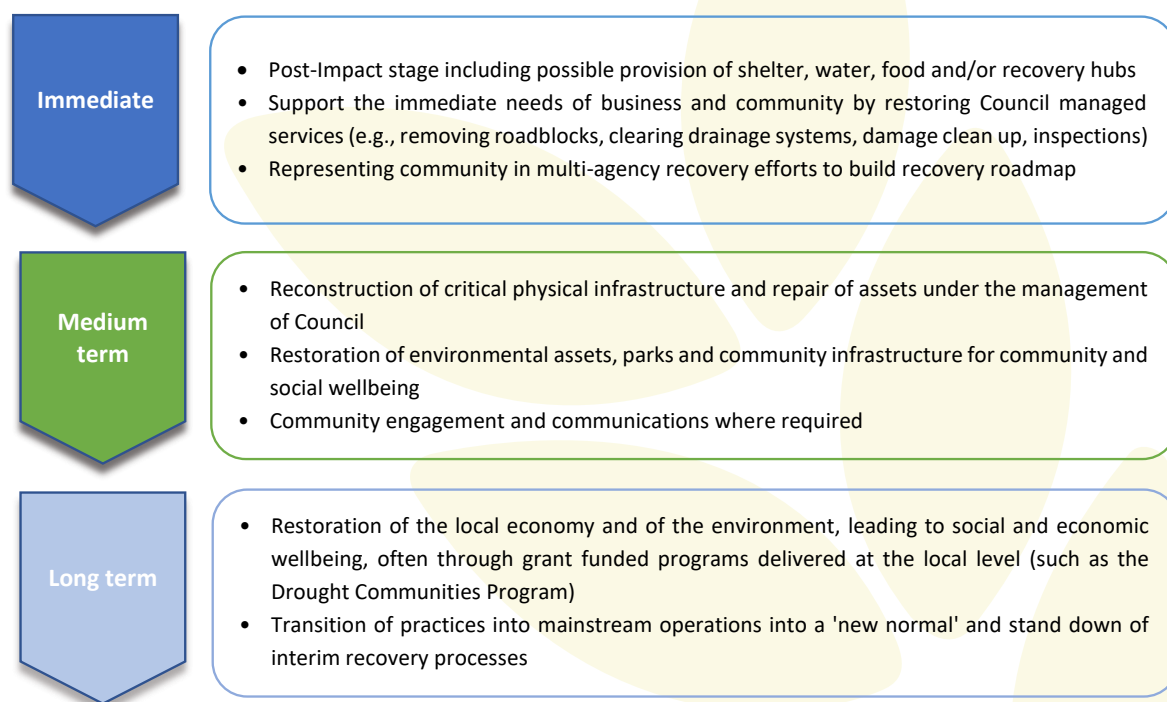
### 2.1 Stages of Recovery

Recovery operations cannot always be planned and are not always able to be executed in a linear fashion. Recovery responsibilities are also often multi-faceted, with multiple parties responsible for their execution. This is further complicated depending on the type of recovery:

- Immediate / short-term
- Medium-term recovery
- Long-term recovery

Depending on the type of adverse event, and the impact at the local level, there are varying levels of tasks which CGRC may need to consider in collaboration with their Local Emergency Management Committee and leading response and recovery agencies, as specified in the supporting Emergency Management Plans.

In the Local Government context, the initial recovery action relates to understanding the local landscape and representing the needs of the community, both in the response and early recovery stages. The types of recovery tasks then differ depending on the event, and CGRC considers the following actions, depending on the stage of recovery, may be required:



In the case of drought, for example, it can often be difficult to pinpoint a time or individual incident where a response or recovery phase may commence. Indeed, the longer, slow developing adverse events certainly require a level of long-term commitment and a decisive action to lead the community through recovery. It is also often unclear when a disaster is not declared, who is responsible for managing the recovery.

**Recovery takes places in two stages of the PPRR model, in both Preparedness and in Recovery.** The two streams of recovery look very different, with one being process and planning related, and the other operational (albeit, during a response mode).

### Preparedness

- Local Planning and Development
- Environmental Management (flood planning, biodiversity, crown lands, trees)
- Business Continuity Planning
- Training and operational capacity
- Identification of hazards, risks, and operational capacity gaps
- Infrastructure planning, mitigation, and asset management plans
- Information management

### Recovery

- Normal roles and responsibilities in a recovery context (specific actions in Toolbox C)
- Local knowledge application in a recovery context
- Localised two-way communications (both to and from the community)
- Resource and information sharing via LEMCs
- Business and industry specific needs, e.g., infrastructure repair

## 2.1.1 Roles and Responsibilities

The roles of various levels of Government in national emergency and disaster response are well established with national coordination and planning in place. The *2011 National Strategy for Disaster Resilience*<sup>7</sup> and the 2017 Australian Government Crisis Management Framework (AGCMF)<sup>8</sup> set out overarching strategy and decision making framework for all kinds of crises events including the above **Prevention, Preparedness, Response, Recovery** model utilised by the NSW state government.

### Commonwealth Government

An April 2020 assessment by the Department of Parliamentary Services stated 'Each Australian state and territory has generic emergency and disaster response legislation which authorises officials to declare emergencies in a variety of circumstances and make orders to deal with an emergency. The Australian Government does not have specific legislative power to deal with emergencies and has not enacted equivalent generic legislation'.

Furthermore, the Department of Parliamentary Services stated 'Under Australia's federal system, with different powers residing in state, territory and Australian governments, cooperative arrangements to deal with civil emergencies are not only desirable, but necessary, because no single government has the capacity or the authority to deal with all aspects of large emergencies'. The state and territory governments have broader legislative and executive powers, and the Australian Government has significantly more financial resources and capacity for coordination<sup>9</sup>.

### State Government

States and territories are the first responders to any incident that occurs within their jurisdiction. According to the Australian Government Crisis Management Framework (AGCMF):

<sup>7</sup>Australia's National Strategy for Disaster Resilience, 2011

<sup>8</sup>National emergency and disaster response arrangements in Australia: a quick guide, 2020, p. 3

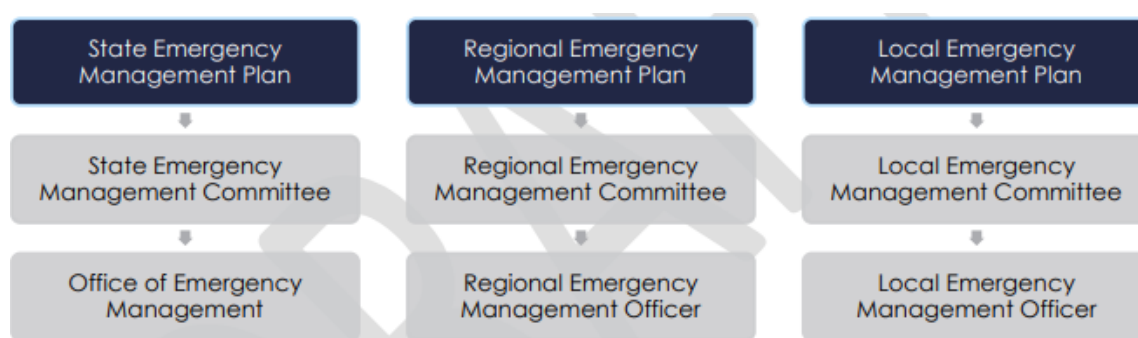
<sup>9</sup>National emergency and disaster response arrangements in Australia: a quick guide, 2020, p. 3



States and territories have primary responsibility for the protection of life, property, and the environment within the bounds of their jurisdiction. They control most functions essential for effective crisis prevention, preparedness, response, and recovery. However, where crises involve actual or potential national consequences there may be a need for high level collaboration and coordination within and across all levels of government<sup>10</sup>.

Under the *NSW State Emergency and Rescue Management Act 1989*, there are varying levels of management and responsibility, from state to regional and local. The appropriate committees have supporting risk assessments, plans, committees, and officers to support them.

#### Structure of emergency management in NSW



#### Communication

Communication in relation to any adverse events shall be in accordance with Council's media policy. Council will use a variety of communication media to provide the community with relevant information in relation to adverse events including print, radio, and social media.

#### Test and Review Process

The CGRC Local Emergency Management Committee (LEMC) will review this Plan every three (3) years, or following any:

- activation of the Plan in response to an adverse event
- legislative changes affecting the Plan; and
- exercises conducted to test all or part of the Plan.

<sup>10</sup>National emergency and disaster response arrangements in Australia: a quick guide, 2020

## PART 3 – COMMUNITY CONTEXT

### 3.1 LGA Profile

The Cootamundra-Gundagai Regional Council area is located in the Southwest Slopes and Riverina Regions of New South Wales, approximately 390 kilometres south-west of the Sydney CBD and 95 kilometres north-west of the Canberra CBD. The Estimated Resident Population for 2021 is 11,169, with a population density of 2.81 persons per square km over a land area of 3,982 square km<sup>11</sup>.

Principal employment within CGRC LGA revolves around agriculture and associated industries, including transport, rail, wholesale trade and agricultural processing. There is also growing employment in aged care, education, health services and the local government sector.

### 3.2 Relevant Assets

#### Major Roads

- Hume Highway
- Olympic Highway
- Muttama Road
- Burley Griffin Way (National Route B 94)

#### Rail Routes

- North South – Sydney - Cootamundra - Melbourne
- East West – Cootamundra - Griffith

#### Airport

##### Cootamundra Airport:

- Elevation: 1110 feet MSL (338 m MSL)
- Longitude: 148-01-40.7996E (148.028)
- Latitude: 34-37-26.0449S (-34.623901)
- Rural Fire Service water storage tanks available
- Avgas available

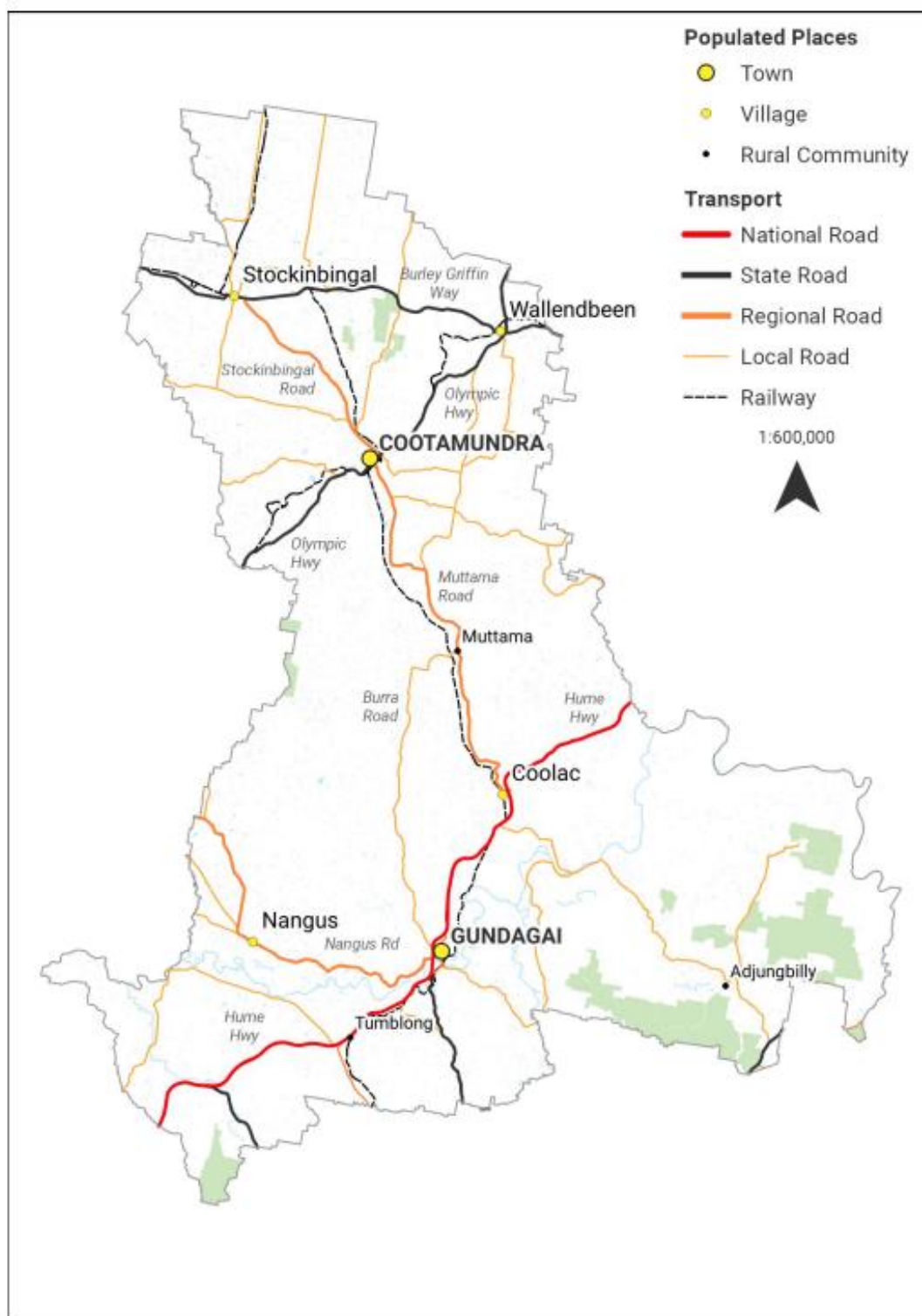
#### Agricultural Land

The Cootamundra-Gundagai Regional Council area is a diverse and varied landscape which provides a range of opportunities for agricultural land uses and other broad acre industries. From the wheat fields of Wallendbeen to the grassy slopes of Adjungbilly and the lucerne flats of Nangus, there is almost nothing which cannot be grown in this Local Government Area. The southern part of the LGA includes the Murrumbidgee River which provides water for consumption, agriculture, and industry. A number of significant village are also located in the agricultural areas of the shire, including Wallendbeen, Stockinbingal, Coolac, Muttama, Nangus and Tumblong.

<sup>11</sup> Cootamundra-Gundagai Regional Council community profile: <https://prifile.id.com.au/cgrc>



# Transport Routes and Facilities



*Note: The Cootamundra to Tumblong rail line has closed.*

### 3.3 Hazards and Risks Summary

The CGRC Adverse Events Plan identifies the following hazards as having risk of causing loss of life, property, utilities, services and/or the community's ability to function within its normal capacity. These hazards have been identified as having the potential to create an emergency. The CGRC Local Emergency Management Plan should be referenced to identify the complete list of consequences and risk descriptions.

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat / Responsible Agency
Agricultural Disease (Animal/Animal)	An agriculture/horticulture incident that results, or has potential to result, in the spread of a communicable disease or infestation	Likely	Major	Extreme	Department of Primary Industries
Communicable Disease (Human)	Pandemic illness that affects, or has potential to affect, large portions of the human population	Unlikely	Major	Extreme	Department of Health
Earthquake	Earthquake of significant strength that results in localised or widespread damage	Unlikely	Major	Low	LEOCON
Drought	A prolonged serious or severe rainfall deficiency	Likely	Major	High	Office of Drought Response (DPIE)
Fire (Bush or Grass)	Major fires in areas of bush or grasslands	Almost Certain	Major	Extreme	NSW RFS FRNSW
Fire (Industrial)	Serious industrial fire in office complexes and/or warehouses within industrial estates	Likely	Major	High	FRNSW NSW RFS
Fire (Commercial)	Serious commercial fires in shopping centres, aged persons units, nursing home and hospitals	Likely	Major Extreme	Extreme	FRNSW NSW RFS
Fire (Residential)	Serious residential fire in medium/high rise apartments	Unlikely	Insignificant	Low	FRNSW NSW RFS

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat / Responsible Agency
Flood (Flash)	Heavy rainfall causes excessive localized flooding with minimal warning time	Likely	Minor	High	NSW SES
Flood (Riverine)	Fiver flows exceed the capacity of normal river systems resulting in flood waters escaping and inundating river plains	Likely	Moderate	High	NSW SES
Hazardous Release	Hazardous material released as a result of an incident or accident	Likely	Moderate	High	FRNSW
Heatwave	A sequence of abnormally hot conditions having the potential to affect a community adversely	Likely	Minor	High	SEOCON
Explosion	Potential for explosion present in Bulk Grain Storage and imminent threat may cause community evacuations	Possible	Moderate	High	LEOCON
Storm	Severe storm with accompanying lightning, hail, wind, and/or rain that causes severe damage and/or localised flooding (includes tornado)	Almost Certain	Moderate	Extreme	NSW SES
Transport Emergency (Air)	Aircraft crashes in LGA resulting in large number of fatalities, injuries and/or damage to property	Unlikely	Major	High	LEOCON
Transport Emergency (Road)	A major vehicle accident that disrupts one or more major transport routes that can result in risk to people trapped in traffic jams, restrict supply routes and/or protracted loss of access to or from the area	Likely	Minor	Low	LEOCON

Hazard	Risk Description	Likelihood Rating	Consequence Rating	Risk Priority	Combat / Responsible Agency
Transport Emergency (Rail)	A major rail accident that disrupts one or more major transport routes that can result in risk to people, restrict supply routes and/or protracted loss of access to or from the area	Unlikely	Major	High	LEOCON / ARTC
Utilities Failure	Major failure of essential utility for unreasonable periods of time as a result of a natural or man-made occurrence	Unlikely	Insignificant	Low	LEOCON

### 3.4 Risk Mitigation Strategies

The following details the key objectives and actions in preparing for and responding to adverse events, and advance planning strategies which may mitigate the environmental, economic and social impact of such events.

#### Natural Resource Management

Area of Concern	Risks	Mitigation Strategy
Water supply and availability	Shortage of potable water for residents and emergency response	<ul style="list-style-type: none"> <li>• Advance monitoring of weather conditions</li> <li>• Alternate power supply for water treatment facilities</li> <li>• Water restrictions if required</li> <li>• Alternate source of water can be transported in extreme cases.</li> </ul>
Ground cover, trees, and soil erosion	Loss of vegetation through extreme events (i.e., bushfire)	<ul style="list-style-type: none"> <li>• Hazard reduction program implemented within council managed land</li> <li>• Liaison with emergency services to coordinate activities and promote backburning and maintenance of fire trails.</li> </ul>
Biodiversity impacts	Removal, or reduction of habitat and disturbance of threatened species	<ul style="list-style-type: none"> <li>• Management controls to reduce removal or reduction of habitat.</li> </ul>

#### Economic Diversification and Community Resilience

Area of Concern	Risks	Mitigation Strategy
Infrastructure planning	Infrastructure impacted by natural disasters and services lost.	<ul style="list-style-type: none"> <li>Develop infrastructure to be more resilient in nature. This could include advance planning and design to reduce impacts by storms or bushfire through employing innovative engineering solutions.</li> <li>Seek out grant funding for Council infrastructure protection and improvements.</li> </ul>
Tourism investment	Adverse economic and community impacts from reduction in or loss of tourism.	<ul style="list-style-type: none"> <li>Seek and encourage diverse and innovative tourism opportunities.</li> <li>Examine how other locations have been revitalised after natural disasters.</li> </ul>
Diversifying local industries	Loss of local community economic resilience.	<ul style="list-style-type: none"> <li>Encourage new and sustainable businesses and industries.</li> <li>Promote the liveability of the Shire so as to attract a skilled workforce to support local service and industry needs.</li> <li>Invest resources in projects and encourage business opportunities that create long-term employment.</li> </ul>
Capacity building for local leadership	Impact on community resilience, preparedness and recovery.	<ul style="list-style-type: none"> <li>Provide encouragement and support to local business, economic and community leaders to build capacity.</li> </ul>

### Communication and Coordination

Area of Concern	Risks	Mitigation Strategy
Communicating emergencies	Community confusion, misinformation or panic during an adverse event	<ul style="list-style-type: none"> <li>Ensure affected people know where to seek refuge or assistance</li> <li>Clearly identify primary (may be required to act) and secondary (to be kept informed) audiences</li> <li>Identify strategies to mitigate negative media coverage or misinformation</li> <li>Clearly identify core messages and ensure they are used consistently</li> <li>Select communication channels which meet the needs of the</li> </ul>

		audience and facilitate two-way communication <ul style="list-style-type: none"> <li>• Ensure contingency strategies in the event of power or internet loss</li> <li>• Ensure communications use plain English (or other community languages where necessary)</li> <li>• Consider the objectives, timeliness, and frequency of emergency messages</li> </ul>
Community recovery	Lack of community knowledge and understanding of the recovery effort	<ul style="list-style-type: none"> <li>• Clearly identify stakeholders who can assist in community recovery</li> <li>• Promote communication with local financial institutions to provide advice and work cooperatively with clients</li> <li>• Support awareness of and encourage access to Rural Financial Counselling services.</li> <li>• Facilitate two-way communication and feedback</li> <li>• Support community recovery processes by disseminating information on support services, including housing, fodder, clean-up and insurance support</li> <li>• Employ a range of communication strategies to ensure wide reach: including newsletters, website, social media, SMS, public meetings, phone hotline</li> <li>• Liaise with local or national media outlets to provide facts on the recovery effort and support requirements</li> </ul>

## PART 4 – ACTION & DELIVERY

### 4.1 Context

Adverse events can have significant social, economic, and environmental impacts. Stress affects the health and wellbeing of the entire community. Financial impacts to one sector of the community can then ripple outwards and affect the community at large.

The key strategies and actions within the CGRC Adverse Events Plan respond to the objectives of the plan to build community leadership capability and community resilience and capacity to adapt and cope with chronic stresses and acute shocks caused by adverse events. These adverse events can have significant social, economic, and environmental impacts. Stress affects the health and wellbeing of the entire community. Financial impacts to one sector of the community can then ripple outwards and affect the community at large.

Adverse events impact the productivity and profitability of farms, which is the main employment area within CGRC area. When farming experiences a downturn, local services and businesses suffer as less money is available to be spent locally. This may lead to staff unemployment, some businesses closing, fewer new employment opportunities and some people leaving the community to access employment elsewhere.

The CGRC Adverse Event Plan is intended to assist the Council and the community to prepare for adverse events.

The support of Federal and State Governments is essential to this process, as Local Councils do not have the capacity to respond to the full extent required to prepare their communities for future adverse events.

The outcome of responding to the key strategies and objectives is a stronger rural community and stronger local economy.

**Vision:**

*Cootamundra-Gundagai Regional Council community is prepared for and is capable of managing adverse events, to remain prosperous and sustainable into the future.*

Key Strategies and Actions

Cootamundra-Gundagai Regional Council has identified the following key strategies and actions in order to prepare for and manage adverse events that affect Cootamundra-Gundagai Regional Council area. The key strategies and actions are presented within the Federal Government's priorities framework.

Priority	Key Strategies and Actions
Stewardship of important natural resources	<p><b>Actively manage natural resources within CGRC</b></p> <ul style="list-style-type: none"> <li>Actively manage water assets within CGRC, including use of recycled water for irrigation purposes</li> <li>In conjunction with Government Departments as appropriate, address biosecurity by managing vegetation cover, pest and weed control on Council owned lands through bush regeneration activities and services.</li> </ul> <p><b>Support local landowners to manage natural resources</b></p> <ul style="list-style-type: none"> <li>Continue to support and encourage workshops and programs organised by Government agencies, including Local Land Services, to assist farmers and farm businesses with feed, pest and soil management including erosion control.</li> </ul> <p><b>Maintain Council assets to manage the impacts of adverse events on community resources and facilities</b></p> <ul style="list-style-type: none"> <li>Continue to maintain Council assets in accordance with Council's maintenance schedules to manage impacts of minor adverse events, including minor storm events through drainage work maintenance.</li> </ul>
Incentives for good practice	<b>Advocate for up-skilling or income diversification</b>

	<ul style="list-style-type: none"> <li>Promote and advocate for local training opportunities to support the provision of additional skills and economic diversification for both on and off farm work opportunities</li> <li>Encourage primary producers to consider programs that provide supplementary income, such as carbon farming, environmental stewardship, and renewable energy.</li> <li>Continue to administer the Harold Conkey Memorial Scholarship for local students to assist with much needed financial assistance and support to achieve their high school education, training, and vocation aspirations.</li> </ul> <p><b>Preserve and protect local heritage</b></p> <ul style="list-style-type: none"> <li>Continue to provide heritage advisory services and recognise the importance of historic buildings and sites in Council's strategic planning.</li> </ul>
Improving planning and decision making	<p><b>Advocate community awareness of regional, State and Federal support programs</b></p> <ul style="list-style-type: none"> <li>Support awareness of, and encourage access to, the Rural Financial Counselling Service</li> <li>Support awareness of available Government assistance, including the farm household allowance</li> </ul>
Promote resources and programs available to small business owners, such as the NSW Small Business Commissioner and Business Connect.	<p><b>Provide and advocate for community and aged care support services</b></p> <ul style="list-style-type: none"> <li>Connect local people to relevant services through Coota Local, Gundagai Local and Business Cootamundra and provide contact details for relevant organisation and service details through Councils social media and website.</li> <li>Continued support for Uralba Aged Care and hostel.</li> </ul> <p><b>Provide flexible payment options with provisions for personal hardship</b></p> <ul style="list-style-type: none"> <li>Provision of Council hardship policy that allows for deferral of Council rates with no penalty for those landholders experiencing genuine hardship.</li> </ul>
Building community resilience	<p><b>Council staff are trained and prepared to assist in managing the impacts of adverse events</b></p> <ul style="list-style-type: none"> <li>Council staff have received training relevant to their area of work to assist and protect the community in adverse events, such as clearing fallen trees from roads as a result of storms and managing road access during flood events and traffic incidents. Select staff have received Emergency Management Training.</li> <li>Council Staff are prepared and trained to respond to major repair incidents in accordance with Council works procedures, including road and building repairs.</li> </ul> <p><b>Council leaders are adequately resourced and capable to provide leadership during adverse events.</b></p> <ul style="list-style-type: none"> <li>Identify training opportunities for Councillors and senior management staff in mental health awareness, mental health first aid, advocacy and community relationship building.</li> </ul> <p><b>Advocate the needs of the Shire to State and Federal Governments</b></p> <ul style="list-style-type: none"> <li>Support continued advocacy by Councillors and the General Manager towards Federal and State Government members of</li> </ul>



	<p>parliament in the interests of Cootamundra-Gundagai Regional Council.</p> <p><b>Support economic development in Cootamundra-Gundagai Regional Council</b></p> <ul style="list-style-type: none"> <li>• Support the Manager of Community and Culture, and Tourism and Economic Development Officer to actively pursue new economic opportunities for CGRC that will strengthen the local economy</li> <li>• Support a proactive Council that is innovative and progressive in responding to opportunities to diversify the local economy and improve the provision of local infrastructure, facilities and services</li> <li>• Support capacity and resilience of individuals to support others through mental health training and counselling services</li> <li>• Actively pursue grant opportunities that benefit CGRC Community in the long term</li> <li>• Support the buy local and buy from the bush campaigns to support local businesses</li> <li>• Operate the Gundagai and Cootamundra Visitor Information Centre's to maintain robust visitor services to enhance local and regional tourism</li> </ul> <p><b>Support community participation, connectedness and community led initiatives</b></p> <ul style="list-style-type: none"> <li>• Deliver regular youth activities and facilitate annual Youth Week program.</li> </ul> <p><b>Support community inclusion, mental health and wellbeing</b></p> <ul style="list-style-type: none"> <li>• Implement CGRC Disability Inclusion Action Plan to increase the community's accessibility and inclusion for all groups.</li> </ul>
Informing farmers, communities and government	<p><b>Provide consistent and clear communication to facilitate informed decision making</b></p> <ul style="list-style-type: none"> <li>• Promote the delivery of local project, programs and services to the community through a range of media sources, particularly through social media</li> <li>• Coordinate delivery of CGRC monthly newsletter</li> <li>• Maintain UpToDate community information and resources on Council's website</li> </ul> <p><b>Facilitate education programs to increase computer and digital literacy</b></p> <ul style="list-style-type: none"> <li>• Continue to support Cootamundra and Gundagai Library literacy and computer skills programs</li> </ul> <p><b>Maintain strong partnerships and connections to regional councils</b></p> <ul style="list-style-type: none"> <li>• Support the strong connection with neighbouring council areas and shared services through the Riverina Eastern Region of Councils (REROC).</li> </ul>

## 4.2 Local Sub Plans, Supporting Plans and Policies

Responsibility for the preparation and maintenance of appropriate sub and supporting plans rest with the relevant Combat Agency Controller or the relevant Functional Area Coordinator.

The sub/supporting plans are developed in consultation with the CGRC Local LEMC and the community.

The plans listed below are supplementary to this Adverse Events Plan. The sub/supporting plans have been endorsed by the LEMC and are determined as compliant and complimentary to the arrangements listed in this EMPLAN.

These plans are retained by the LEMO on behalf of the LEMC and public release versions are available on the Council Website.

Plan/Policy	Purpose	Combat / Responsible Agency
CGRC Local Emergency Management Plan	Details arrangements for, prevention of, preparation for, response to and recovery from emergencies	CGRC Local Emergency Management Committee (LEMC)
SWSZ Pre Incident Plan	Tactical Incident Response	RFS
Gundagai SES Flood Plan	Identify areas of flooding and actions at nominated flood heights.	SES
CGRC Naturally Occurring Asbestos Plan	The Plan outlines the approach to dealing with naturally occurring asbestos within the LGA, sites contaminated by asbestos and emergencies or incidents involving asbestos.	CGRC
CGRC Risk Management Policy	Document Council's commitment to adopting risk management principles	CGRC
CGRC Disaster Recovery and Business Continuity Plan	Provide a systematic approach for the management of a disaster to re-establish services and operations	CGRC
Emergency response management plan – Treatment Plant	Provide Councils response to a potential Emergency incident and to meet the requirements of the Protection of the Environment Operations Act (POEO Act 1997)	CGRC

Plan/Policy	Purpose	Combat / Responsible Agency
Emergency response management plan – Waste Depot	Provide Councils response to a potential Emergency incident and to meet the requirements of the Protection of the Environment Operations Act (POEO Act 1997)	CGRC



**8.1.2 COOTAMUNDRA HERITAGE CENTRE S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	375908
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. Cootamundra Heritage Centre s.355 Committee Meeting Minutes 1 August 2022 <a href="#">↓</a></li> <li>2. The Cootamundra Heritage Centre s.355 Committee Meeting Minutes 5 September 2022 <a href="#">↓</a></li> </ol>

**RECOMMENDATION**

**The Minutes of the Cootamundra Heritage Centre s.355 Committee meetings held 1 August 2022, and 5 September 2022, attached to the report, be received and noted.**

Introduction

The attached Minutes of the Cootamundra Heritage Centre s.355 Committee meetings held on 1<sup>st</sup> August 2022 and 5<sup>th</sup> September 2022, are submitted for the information of Council and the community.

**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT  
COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE CENTRE ON MONDAY  
1 AUGUST 2022 COMMENCING AT 4.02PM**

**NB: July meeting waived through lack of a quorum**

**Present:** Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Helen Hamilton, Betti Punnett, Ros Wight, Margaret Pavitt (Visitor), Patsy Smith (Visitor)

**Apologies:** Michele Pigram, Craig Stewart

**Disclosure of Interest:** There was no disclosure of interest.

**Minutes from the Previous Meeting:** Read and confirmed on the motion of Betti Punnett, seconded by Betty Brown.  
**CARRIED**

**Business Arising:** \* Witenden request - no response to letter sent

\* Defibrillator - Yvonne Forsyth informed members that she will be training volunteers via the Internet

\* EFPOS machine - to be delivered in next few days. Betti Punnett offered to train volunteers **IF** it is the same as the one she uses at Bradman Birthplace.

\* Roxy Theatre seats - discuss in General Business

\* Meeting with Andrew Brock - held at CHC with Management Committee

**Financial Report:** Betti Punnett presented the Financial Report with June/July CHC 337 24 children \$470.40; VIC 218 \$371.00; Total \$541.70 Account for payment: Mitre 10 3 Light bulbs \$32.27 Moved Betti Punnett, seconded by Ros Wight  
**CARRIED**

**Correspondence:** **OUT:** \* June meeting Minutes

\* C/GRC Application for Community Donation

\* Birthday invitations - 43 to letterboxes; 6 posted; 8 C/GRC

**IN** \* C/GRC Application for Local Heritage Grant

\* C/GRC Community Donation \$150.00

\* Mitre 10 Invoice \$32.27 LED light bulbs

\* Mark Adams - Arthur Butler celebrations November

**General Business:** \* Birthday celebrations - *Can Assist* to be asked to provide sandwiches (*Betti Punnett*) Roxy Theatre seats - Betty Brown to prepare display. Betty/Ian Brown congratulated on their work in having the seats restored. Bob Newman paintings (presentation by Michael Finlay in memory of Os/Lucy Finlay) - Bob Newman to be asked for photograph and short biography (*Betti Punnett*). Torch, Cauldron, Uniform display - Ros Wight to obtain Job Order (C/GRC) to have newspaper article framed. Working Bee Wednesday 10 August 11.00am to prepare for Open Day. Arthur Ward's blazer to be featured at later date.

\* Betti Punnett informed members that Cootamundra Returned Servicemen & Citizens' Club may ask that the *HMAS Cootamundra* wheel be given to them. Members expressed concern that this should be suggested and that the wheel should remain at CHC as part of its collection.

\* Signal Gantry - in need of painting/maintenance. Local Heritage grant to be sought as complied with guideline "conservation and maintenance works (repair, revitalisation)". Glen Berg to be consulted (*Betti Punnett*)

\* Yvonne Forsyth suggested that the long seat on front verandah be removed (damaged) and offered to organize the setting up if the two railway seats

\* Donation - gold medallion awarded to Mary Fisher (daughter of Thomas Fisher, Mayor 1916)) for "Good conduct Convent Cootamundra 1915"

\* Betti Punnett offered sign "We are proud to acknowledge Aboriginal people as the traditional owners of these lands and waters" *ANTaR* Moved Betti Punnett, seconded Betty Brown that the sign be attached near the front door. Amendment moved Helen Hamilton, seconded Ros Wight that the matter be discussed at the next meeting.

The amendment then became the motion which was put.

**CARRIED**

**CARRIED**

Margaret Pavitt and Patsy Smith presented their Lucky Dip project as a fund raising item for CHC. Cost \$5.00 each. Members accepted their very generous contribution to the CHC.

*Cootamundra Past Imperfect 1901-1924* - Betti Punnett informed members that Pat Caskie's book had disappeared from front display. Jim Caskie has kindly donated two new copies (one to be kept in reserve).

There being no further business, the meeting closed at 5.23pm.

Betti Punnett Secretary/Treasurer

**Next Meeting 4.00pm 6 September**



**THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE  
MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE  
CENTRE ON MONDAY 5 SEPTEMBER 2022 COMMENCING AT 4.03PM**

**Present:** Geoff Larsen (Chairperson), Betty Brown, Yvonne Forsyth, Helen Hamilton, Betti Punnett, Craig Stewart

Regional Council  
Document Received

- 7 SEP 2022

**Apologies:** Michele Pigram

**Disclosure of Interest:** There was no disclosure of interest.

File No. ....

**Minutes from the Previous Meeting:** Read and confirmed on the motion of Betti Punnett, seconded by Helen Hamilton

**CARRIED**

**Business Arising:** \* 21st Birthday celebrations - members commented on the success of the event. Betti Punnett was thanked for her organization. Yvonne Forsyth was critical of the fact that ABC and Channel 7 were not invited to the event.

\* Signal Gantry - Betti Punnett reported that an application had not been made for a recent Local Heritage Grant. No local painter had submitted a quote and Shields Painting Wagga quoted \$51,497.60 which was way beyond the scope of the grant. Further quotes, local if possible, to be sought and ARTC also to be contacted (*Betti Punnett*).

\* Front seats - pleasing to see the seats installed on the front verandah thanks to C/GRC staff. The old seat to be removed. Anne Chamberlain offered to post on *Facebook*, to be sold if possible.

\* Defibrillator training - Yvonne Forsyth reported a work in progress.

\* Lucky Dip - Margaret Pavitt and Patsy Smith have replenished items. Only \$10.00 noted so far, but more sold. Volunteers to be reminded to record sales on daily sheets (*Betti Punnett*).

\* Aboriginal acknowledgement sign - Betti Punnett moved that the ANTAR sign (she donated) "*We are proud to acknowledge Aboriginal people as the traditional owners of these lands and waters*" be displayed in a front window of CHC. Seconded by Betty Brown.

**LOST**

\* *HMAS Cootamundra* wheel - nothing further

**Financial Report:** Betti Punnett presented the Financial Report with August CHC 238 \$383.75; VIC 139 Souvenirs \$257.70; Total \$641.45. Accounts Birthday Cake \$49.00 (\$1.00 to donations), \$75.00 CanAssist sandwiches, \$75.00 publicity (C/GRC \$150.00 donation). Moved Betti Punnett, seconded by Helen Hamilton.

**CARRIED**

**Correspondence:** OUT: \* August meeting Minutes

IN \* C/GRC notification of \$150.00 Community donation

\* Shields Painting Wagga quote \$51,497.60

**General Business:** \* Display of quad scull - Timothy George McLaren OAM is an Australian former Olympian rower and high-performance international rowing coach. He was a four-time Australian national champion, a national representative and won a silver medal in the men's quad scull at the 1984 Los Angeles Olympics. Born: 24 September 1956, Cootamundra. Medal: Silver Rowing at the 1984 Summer Olympics – Men's quadruple sculls. Is the scull available for display at CHC??

\* Olympic torch, cauldron, uniform and picture - to be displayed in Sport/Education gallery. Monday 9.30am school desk to be moved to back verandah (with help from C/GRC staff) and torch, cauldron, uniform and picture installed.

\* HMV sign - to be displayed in Commerce gallery. Glen Berg to deliver sign when frame repaired.

\* *COOTAMUNDRA* sign - the large sign needing repairs (Craig Stewart). Craig Stewart reiterated he is very willing to help by continuing to carry out tasks for CHC - changing light bulbs, installing curtrax, minor repairs, etc.

\* Visit by Stockinbingal community group, app 20 Thursday 20 October am Morning tea

\* Yvonne Forsyth suggested that a more welcoming sign could be attached to the Curiosity Cabinet and that the books in the front gallery could be better displayed. She also commented that the item Interim Receipt Book should never leave the front desk. Had Genevieve Mott's items been receipted? [No: 630]

\* Craig Stewart presented a Baptism Certificate - Wayne Patrick Stewart Sacred Heart Church 30/12/1956

There being no further business, the meeting closed at 5.08pm.

*Betti Punnett Secretary/Treasurer*

**Next Meeting 4.00pm 4 October**



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

DOCUMENT NUMBER	377023
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Ellwood's Hall s.355 Committee Meeting Minutes 1 September 2022. <a href="#">↓</a>

**RECOMMENDATION**

- 1. The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held 1<sup>st</sup> September, 2022, attached to the report, be noted.**
- 2. Appropriate council staff also provide a written respond to the Committee's recommendations detailed within the attached Minutes.**

Introduction

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting and Annual General Meeting held on 1 September 2022 are submitted for the information of Council and the community.

Recommendations/ questions contained within the minutes:

- 1. Could the Milvale School sign at the front of the old school building be returned to Milvale Progress Association?**

**Response from Manager Facilities:** Yes, I don't see any reason why it couldn't go to them.

- 2. Is the land owned by Council on the corner of Hibernia Street and Grogan Road for sale?**
- 3. Could a shop be built there?**
- 4. Could the old unused school be removed?**

**Response from Manager Facilities:** This is under investigation, and a response will be provided as soon as possible.

- 5. What is the status of the disabled access from the street to the Stockinbingal Post Office and Ellwood Hall.**

**Response from Manager Facilities:** Council has completed rough design work for the footpath area and was waiting on the kitchen work to be completed, which is confirmed as completed. Level's will

*be based on existing floor levels of the building. Facilities and Works departments are working together to finalise the plan before commencing works.*

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# Minutes

## STOCKINBINGAL ELLWOOD'S HALL SECTION 355

### ELLWOOD'S HALL STOCKINBINGAL

4.30 PM THURSDAY 1 SEPTEMBER 2022

#### 1. MINUTES

##### 1.1. Attendance and Confirmation of Quorum

**Present:**                      **Chairperson:**                      **Sue Caldwell (Vice President)**  
   **Secretary:**                      **Lorna Nixon**  
   **Treasurer:**                      **Alan Pether**  
   **Councillor:**                      **Leigh Bowden**  
   **General Members:**                      **Lynn Basham, Russell Vincent, Stephen Neave, Jim  
Preston, Robyn Gray**

**Confirmation of a Quorum:**                      There are **[11]** Members appointed to this Committee.  
Quorum numbers are met: **yes**

##### 1.2. Apologies: Carmel Payne, Michelle Harper, Sara Williams

##### 1.3. Disclosure of Interests

There were **no** disclosures of Interest.

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

The minutes of the last **Ellwood's Hall Section 355 Committee** meeting dated **28 July 2022** are confirmed as true and correct.

Moved: Jim Preston.      Seconded: Steve Neave

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

- Debit Card - Sue Caldwell has made enquiries at Westpac and the best option is to open a separate account with limited funds in it, and have a debit card (or two). Alan Pether will organise this.
- Local Heritage Grant Application: Submitted Monday 22 August. Notified in September.
- Funeral on 1 August: State of the road located at the cemetery ramp, reported to Council who say they will do something about it when weather allows.
- SCCF -5 Grant now open: Carmel and Lorna have made a start. Documents uploaded. Awaiting quote from a builder so we can finalise the application. Lorna, Sue and others to meet next week at a suitable time.
- Opening of Kitchen by Steph Cooke: went well and article in the local paper.

##### 1.6. Correspondence in/out: to be dealt with as read.

- 03.08.2022: Secretary to CGRC re roadway into the cemetery when wet.

- 07.08.2022: Darrell Edwards to Mark Pitchford re Store Room Door.
- 22.08.2022: Copy of Application to CGRC for Heritage Grant.
- 29.08.2022: To John Lienesch, Builder, to require the Toilet block for the SCCF-5 application. John agreed to have the quote by the end of the week.
- 29.08.2022: To Andrew Brock requesting Council consent, letter of support, copy of Public Liability, bank details - all for the SCCF-5 submission. These were provided promptly.
- 01.09.2022: To Mark Pitchford requesting a quote for the application.

**1.6.7. Report from the Treasurer:** See separate report.

Opening Balance:     \$13,216.40  
Income:                   245.00

Closing Bal:     \$13,461.49

Alan moved that his report be accepted.    Seconded: Russell Vincent

**1.8. General Business:**

- 1) **Heritage Room and Renovation of Store Room:** Fund Raising ideas.  
A bush dance could be held in March with the Tin Shed Rattlers from Downside, Wagga, coming to Stockinbingal. Committee chose 11 March 2023 as a date to be claimed. Cost would be \$1000 but sponsorship from local companies might assist in covering their costs.

**Action:** Sue Caldwell to compose a letter to take to possible sponsors.  
Secretary to confirm with David Dunbar of the 'Rattlers' for the 11 March 2023.

- 2) **Twilight Markets:** Confirmed for the 26 November. Rosalie has made a flyer for publicity purposes. People already ringing up to book sites. Cost of sites to be confirmed with Carmel.

**Action:** Publicity on social media, CDC site etc.

- 3) **Old Milvale School sign on the building:** There has been a request from Milvale Progress Association for the Milvale School sign which is on the old school building at Hibernia Street Stockinbingal.  
This is on Council owned land at the corner of Hibernia St and Grogan Road. The committee and townsfolk are keen to ascertain if this block of land, and those adjoining which are owned by Council, could be for sale. This would be an ideal spot for a general store for the village. In view of an increase in population in the village with the Inland Rail and the re-opening of the abattoirs in the near future, we are keen to attract someone to the village who may wish to purchase a block and erect a general store.

**RECOMMENDATION:** Could Council please indicate:

1. If the school sign could be given to the Milvale group?
2. If the land could be for sale?
- 3 Could a shop be built there?
4. Could the old unused school be removed?

- 4) **Disabled access from the street to Post Office and Ellwood's Hall**  
Funding for this project was approved a couple of years ago but so far work has not commenced.

**RECOMMENDATION:** Could council indicate where this project is up to please?

**Date and Time of Next Meeting:** 4.30 Thursday 22 Sept 2022

**1.9. Time Meeting Closed: 5.45 pm**

Carmel Payne:  
Chairperson

Lorna Nixon:  
Secretary

**Minutes:** stockinbingal ellwood's hall SECTION 355 COMMITTEEPage 3

**8.1.4 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	376552
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual
ATTACHMENTS	1. Cootamundra Showground Users Group s.355 Committee Meeting Minutes 17 August 2022 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held 17 August 2022 attached to the report, be received, and noted.**

Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee meeting held on 17 August 2022, is submitted for the information of Council and the community.



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# MINUTES

## COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

**ALBY SCHULTZ ROOMS, COOTAMUNDRA  
6PM, WEDNESDAY 17 AUGUST, 2022**

### 1 AGENDA ITEMS

**Sign On in the Volunteer Attendance Register**

**Meeting Open**

**Meeting open 6.15pm**

#### 1.1 Attendance and Confirmation of Quorum

**Attendance:** Chairperson: Andrew Brock,  
Nominated Members David Manwaring, Rod Jones, Alice  
Crawford, Trish Taylor, Jeff Price, Bec Medhurst  
**Other Attendance:** Wayne - Caretaker

**Confirmation of a Quorum:** There are [6 ] Members appointed to this Committee.  
Quorum numbers are met [yes/no]

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

#### 1.2 Apologies

Gil Kelly, Darren Absolom

#### 1.3 Disclosure of Interests

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

#### 1.4 Confirmation of previous meeting Minutes

No quorum for 15 June 2022 meeting and No meeting was held in July 2022.

Moved:

Seconded:

### 1.5 Business arising from previous Minutes-Action List

Item/Discussion	Action	Status

### 1.6 Correspondence in/out:

- Incoming correspondence:**  
 Cootamundra Poultry Club- email regarding holding events using Cootamundra Showground Poultry Pavilion and assistance regarding waiving of fees and preparing for events. Events are silent auctions of poultry.  
**Outgoing Correspondence**  
  
 Moved: David Manwaring  
 Second: Rod Jones

### 1.7 Report from the Treasurer/Chairperson/Secretary:

No treasurers report available at this meeting  
 Moved:  
 Second:

### 1.8 General Business:

#### Camping Amenities block – Ceiling falling down in store room

Andrew to arrange for carpenter involved with Rotunda works to inspect and repair as required.

#### Caretaker Caravan Registration Renewal

Registration was \$495.17 which Andrew Brock had paid out of his money.

RECOMMENDATION: The committee recommends that this amount be paid from the CSUG funds and be payable on an ongoing basis at the yearly renewal fee.

Moved Rod Jones

Second David Manwaring CARRIED

#### Rotunda Works

Commencing Thursday next week 25/8/22

Works to include replacing of 5 posts, moulding, new roof, electrical, water/plumbing

Concreting/sealing of interior floor

Sink waste needs addressing

#### Recent Luncheon Pavilion 50<sup>th</sup> Party

Event was a 50<sup>th</sup> birthday.



A number of complaints received regarding level of noise after 11pm. Hirer of luncheon pavilion sign agreement which states conditions of hire including noise must be reduced at 11pm and if conditions not followed bond will not be returned.

Police called but no officer able to attend venue.

Important to address complaints.

New large signage to be displayed inside and outside the pavilion informing hirers that noise must be reduced by 11pm and to please keep noise to a minimum and consider neighbours

#### **Bimbadeen Bore**

Bore has major problems at the moment and is unusable. The pump is crushed. As the bore was removed to check it is laying around the area and needs collecting up.

CSUG pays for the electricity to run the bore. It is on the showground land.

Andrew is liaising with Bimbadeen regarding their options including moving the bore to their land as it for their use and current bore unusable

#### **Grants:**

Electricity Grant acquitted

Rotunda works commencing

Toilet block

Water Tank – still to arrive

#### **SCCF Round 5**

CGRC will not be applying for any grants themselves as they have grants still on the go

S355 committees and sporting/community groups etc are eligible to apply

Mid September closing date

\$930k allocated to CGRC

\$400K approx. to CGRC community groups

Co-manage grant with council

Proposed that show society apply for storage shed. CSUG apply for amenities block (pinkerton rd gate block replacement)

CSUG groups to send in letters of support for each application by 10 September 2022

#### **Horse Measuring Shed**

Application for funding goes to meeting within a fortnight. Outcome should be known shortly after this date.

#### **RDA**

RDA driveway has damage and has become hard to access

Roadside fence repaired by David Manwaring and Rod Jones. RDA wishes to thank both for their efforts. Fence between RDA area and main showground repair still to be completed but usable at this stage

#### **Caretaker**

Wayne advises that driveway near water tank has subsided the last couple of days. Appears to require a fair bit of attention. Unsure of reason of this. Whether current rains. To be investigated. Area near shipping containers and RDA fence has ground damage too. Maybe from sinkage where pipes were laid previously and excessive amount of rain

#### **Car Club**

Jeff Price asked if they could Borrow 4 garbage bins from showground to be used at airport for event this weekend. Bins to be returned to grounds after weekend.

334 sites booked for swap meet

#### **Show Society**

A further payment from Wayne Armstrong for use of poultry pavilion was handed over by David Manwaring. This amount was \$50

Main shearing shed upgrade on hold until after Annual Show. New stage to allow for shearing to proceed this year will be completed for show

Wireless PA system needs to be looked at as show requires a good system and would be utilised many times over the year

#### **Pony Club**

Sand arena surface needs addressing.

Meeting 23/8 2pm at the grounds to look at sand arena surface and fencing and options

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

The next meeting is scheduled for **Wednesday 21 September 2022 6pm** Alby Schultz Meeting Centre.

Time Meeting Closed 7.55pm

**Sign Off in the Volunteer Attendance Register**

**8.1.5 THE ARTS CENTRE COOTAMUNDRA S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	376554
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. The Arts Centre Cootamundra s.355 Committee Meeting Minutes 18 August 2022 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of The Arts Centre Cootamundra s.355 Committee meeting held 18 August, 2022 attached to the report, be received and noted.**

Introduction

The attached Minutes of The Arts Centre Cootamundra s.355 Committee meeting held on 18 August 2022, is submitted for the information of Council and the community.



# Minutes

## THE ARTS CENTRE COOTAMUNDRA SECTION 355 COMMITTEE

THE ARTS CENTRE COOTAMUNDRA, 18 WALLENDON STREET

5.06PM, THURSDAY 18<sup>TH</sup> AUGUST 2022



# Minutes

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## 1 MINUTES

### 1.1 Attendance and Confirmation of Quorum

**Present:** President/Chairperson: Amanda-Lee Boatswain  
Vice Chairperson: Julie Cowell  
Secretary: Rosemary Fowler-Sullivan  
Treasurer: Shane Kovacs  
Council Representative: Leigh Bowden  
General Members: Ollie Carberry, Isabel Scott, Eric Steinke, Bec Hogan, Anette Haines, Dayasagar Sarawati  
Other attendees: -

**Confirmation of a Quorum:** There are [11] Members appointed to this Committee.  
Quorum numbers are met **yes**.

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

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

### 1.2 Apologies

Natalie Cowled, Lucy Main

### 1.3 Disclosure of Interests

There were no disclosures of Interests

### 1.4 Confirmation of previous meeting Minutes

The minutes of the last Cootamundra Arts Centre Section 355 Committee meeting dated 28<sup>th</sup> July 2022.

*(Moved: Rosemary Fowler-Sullivan, Seconded: Julie Cowell)*

### 1.5 Correspondence in/out:

- Reuben Xuereb - Letter of resignation from TACC Committee.

## 1.6 Reports from the Chairperson/WHS/Treasurer/PA/VA, Movies:

### 1.6.1 Chair Report

- Amanda welcomed the new committee & has spoken with Andrew & Bruce to see where we are starting from. After those discussions it is particularly important that grant funds which have been set aside for electrical works to bring the building to code requirements are addressed ASAP.
- Major areas in need of repair are listed below in the WHS/Repair Report.
- Grants – council will not be supporting grants that require contributions for 12 months due to CGRC staff situation. If we wish to submit grants the cost will have to be supported by TACC and we cannot use other grant money.
- It is encouraging that there is increased interest from the community to join TACC space.
- Dungeons & Dragons group is expanding & could lead to many other workshops.
- IT – emails & digitising forms – Amanda-Lee & Shane
- Amanda-Lee to write a proposal.

### 1.6.2 WHS/Repairs Report

- Electrical – switchboard & meter relocation, reframing of light panels, fire- proofing up to spec
- Safety issues – the kiln & causeway blockage (fire hazard), WHS violations in the accessibility of specific areas
- Bathrooms – access & quality of bathrooms for public.
- Access – direct to the theatre.

### 1.6.3 Financial Report

- Balance for period 15/7/22 to 15/08/22 \$2,538.92.
- Current balance \$33,445.83
- MYOB / Xero changeover – progressing well.

### 1.6.4 Report for Performing Arts

- Evening of the Arts went very well, excellent dance & music performances.
- Leigh Barker – booked for November 25, considering indoor or outdoor.
- Larissa Kovalchuk (Ukrainian musician) – Daya will consult with her to consider a performance.
- Michael Van Baast did the tech for EOTA & will return for end of year dance concerts.

### 1.6.5 Report from Visual Arts

- Planning to have two workshops per month.
- Booze & Brushes – successful with fifteen attending.
- Felting Workshop - went ahead and 10 attended, enjoyed by all.
- September workshop will be Crocheting with Jenny Whiting, on 10 & 11 September.
- October workshop – Tegan Kelly will teach 10-15 people how to make a book with folding techniques.

### 1.6.6 Report for Movies

- Evening of the Arts – approximately \$2800 before finalising expenses. A donation of approx. \$1000 will be made to Christine Lott for their input.
- The Apron Project – highly successful, incredibly good public attendance including councillors from surrounding councils.
- Leigh Barker Trio – check with council re holding outdoor event. Decision on how we charge.
- Tarkett – suggest purchasing more Tarkett before dance concerts at end of year. M: Julie, S: Eric to purchase additional Tarkett.
- Screen – Julie will advertise on Gumtree.
- Theatre chairs – Muttama Hall taking excess theatre chairs.
- Bank signatories – need to remove Bruce & add Shane to signatory list. Julie will organise forms.
- Muttama Landcare – book launch taking place in Exhibition Room 18/8/22.
- Bar upgrade – request to purchase lockable under bench fridges for bar area to keep kiosk & alcohol secure. Approx \$500. Until decision to purchase chains & locks will be put around the fridges for security of contents.
- Conference Facilities – Amanda will source quote from CHS for TV/Monitor on stand.
- Movies – most well attended, steady financial return. More volunteers needed for door.
- Business Awards – Amanda -Lee & Eric will represent TACC.

*Reports Moved: Eric Steinke, Seconded: Anette Haines*

### 1.7 Business Arising from previous Minutes:

- Wattle Time Fair – September 17 at Albert Park 12pm-5pm. Volunteers needed to man the stall; Julie will send an email requesting assistance. Julie & Isabel will set up from 10am. Anette has offered the use of a small marquee & umbrella. Julie & Lucy will design flyers to hand out.
- Recycled Art Sale – Isabel suggested selling art no longer required, put prices on & payment can be made to office.
- Membership – further discussion September meeting.
- Calendar – still to be completed.
- Friendship Groups – website, exhibits, invite more facilitators.
- Historical – Project Management & grant applications - Isabel emailed reports explaining how previous grants were obtained & used by TACC. The toilet block requires some urgency to be implemented, as well as the Power Box upgrade and Patch & Power Room requires immediate attention, as well as insulation in the Patch & Power Room as this is a fire safety issue. Stronger Communities Grant report. Plans to be checked & forwarded to committee for discussion at future meeting.
- Men's Shed – future use to be discussed at future meeting.
- Fibre Fest – is going ahead.
- Friendship Groups – still using centre.
- Marketing – share TACC Facebook as often as possible.
- Piano dolly – work in progress – Shane.
- What's New Pussycat – 4 Sept, flyers to advertise.
- Senior's Week – organised by Interreach, Julie has been in contact with them.
- Graham Cossey – requested permission to exhibit some of his works in TACC, Julie suggested a 6 week & a donation for hiring the space.

### 1.8 General Business (List Agenda Items)

- 1) Committee changes – Reuben's resignation & Hans unable to come on board. He will still volunteer when available. Natalie to notify Council of current members if not already done so. Advise of Reuben's resignation.
- 2) Multimedia/Conferencing Space – Julie has had no contact for sharing the space.
- 3) Suggestions for fundraising – disco, trivia nights, bingo, raffles – further discussion next meeting. .

### 1.9 Date and Time of Next Meeting – 15<sup>th</sup> September 2022, 5.00PM

### 1.10 Time Meeting Closed – 6.33 PM





**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
COUNCIL

**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL**

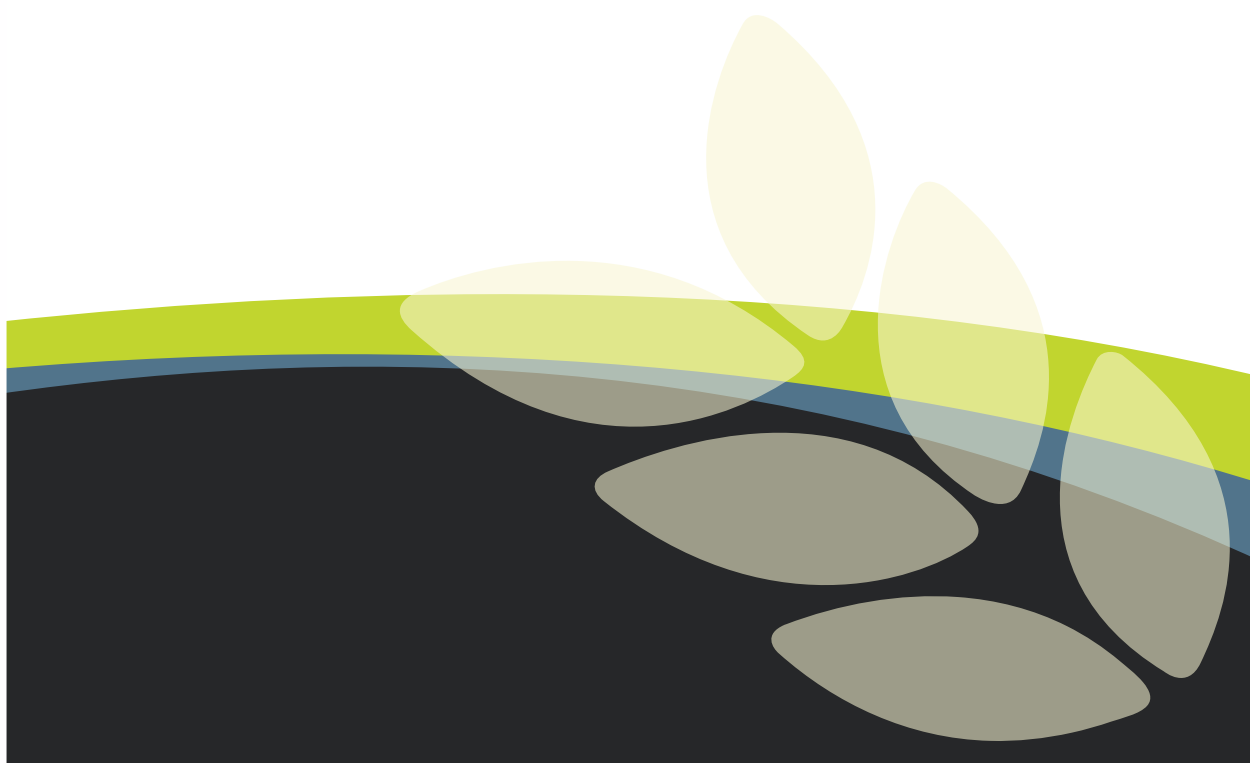
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**8.1.6 BRADMAN BIRTHPLACE S.355 COMMITTEE MEETING MINUTES**

DOCUMENT NUMBER	377816
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Linda Wiles, Manager Business
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. Bradman Birthplace s.355 Committee Meeting Minutes 25 August 2022 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Bradman Birthplace s.355 Committee meeting held 25 August 2022 attached to the report, be receive and noted.**

Introduction

The attached Minutes of the Bradman Birthplace s.355 Committee meeting held on 25 August 2022, is submitted for the information of Council and the community.

# **MINUTES OF MEETING OF THE VOLUNTEERS OF**

## **BRADMANS BIRTHPLACE MUSEUM (BBM)**

held at BBM, Adams St, Cootamundra  
on 25 August @ 11am

### **Attendance:**

Eric Thorburn, Phil Moran, Paul Burge, Brian Nolan, Graham Worboys, Ray McDonald, Charlie Donoghue, Don Manwaring, Betty Punnett, Val White, Diana Hofstetter

### **Apologies:**

Lyn Abbnett, Bob Moolenaar, Bob Noble, Davis Spencer

1. Eric Thorburn explained why it was decided to establish the s355 Committee.
2. Phil Moran advised the meeting that he has resigned from the Committee and his duties as a volunteer.
3. Phil Moran advised the meeting that Charlie Donoghue and David Spencer will take over the stock management and purchasing duties.
4. Graham Worboys advised the meeting that he will take over the roster duties.
5. It was resolved to request that Anne Chamberlain liaise with and advise Eric of group bookings so that Eric may organize appropriate volunteers for the group.
6. It was resolved to request Anne Chamberlain place advertisements for volunteers in the Council Newsletter.
7. Valerie offered to investigate replacement carpet for the front room.
8. It was resolved to hold a meeting of volunteers on Thursday 6 October 2022 at 11am at BBM.

**However, Eric Thorburn subsequently advised that he cannot attend that date, so the meeting is rescheduled for Thursday 3 November 2022 at 11am.**

Paul Burge  
Secretary

**8.1.7 ALGWA NSW EXECUTIVE MEETING 10-11 SEPTEMBER 2022**

DOCUMENT NUMBER	377825
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.2 Proactive, practical Council leaders who are aligned with community needs and values
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The report by Councillor Bowden in relation to the Australian Local Government Women's Association (ALGWA) NSW Executive Meeting, be received and noted.**

The ALGWA (Australian Local Government Women's Association) NSW meets approximately four times a year. Two meetings are held in regional areas and two in metropolitan areas. On this occasion the meeting was held in Forbes because Forbes will host the 2023 ALGWA NSW Conference.

Three of the members of ALGWA NSW Executive are also Directors of LGNSW Board, Cr Karen McKeown, OAM, Penrith City Council, Cr Penny Pederson, City of Ryde Council, and Cr Philipa Veitch, Randwick City Council.

The business of the meeting included the President's Report. In August, the ALGWA NSW President, Cr Di Baker, met with the Honourable Wendy Tuckerman, Minister for Local Government, to discuss the issues that women in Local Government deemed to be most pressing. Bullying, harassment, intimidation and stalking remain the most important issues, for both female councillors and staff. Although personal stories were recounted and the shortfalls in the system highlighted, Minister Tuckerman suggested that, due to privacy laws, there should be more education on the problem. Cr Baker also alerted the Minister to the problem of women candidates feeling apprehensive about revealing their full residential addresses to the Electoral Commission. On behalf of ALGWA, Cr Baker requested that alternatives be provided so that women are not discouraged from standing for election because of this lack of privacy. Minister Tuckerman agreed that there must be more done to keep women safe, but this suggestion was not developed any further.

Remuneration for Deputy Mayors and for closing the gap between metropolitan and rural Councillor allowances was also discussed. The Minister's recommendation was to write to the Remuneration Tribunal.

Cr Baker also had a meeting with personnel from LGNSW, including President Darriea Turley, AM, about the ALGWA Breakfast at the up-coming LGNSW Conference. Lisa McGuigan, 4<sup>th</sup> generation winemaker from the McGuigan Family, is the guest speaker.

In addition to the meeting, the weekend included a bus trip around Forbes to see the development that is taking place. Council is opening up land for both residential and industrial development and the first phase of the residential development has sold out.

The Executive also saw and learnt about the attractions that Forbes delivers to the community and tourists. The Sculpture Down the Lachlan Trail is a major tourist attraction and the event, “Graze the Lachlan”, an annual foodie event at \$180 per person, is the major fundraiser for the Trail. The signature tourism event in Forbes is “Frost and Fire”, held in June to celebrate the Winter Solstice. It involves the community and visitors gathering by the lake, from 4pm – 10pm, to sit around fire buckets and listen to live music. Food and bar vendors are invited to attend. The event is free.

A rewarding time was spent with the Mayor of Forbes, Cr Phyllis Miller, OAM, particularly in preparing for next year’s conference.

The alternation of Executive Meetings to different LGAs enables the hosting council to display its achievements and visiting councillors to take ideas back to their own councils.

ALGWA’s main role is to advocate for women in local government. In response to the issues raised by women at the recent ALGWA Conference and inspired by the Broderick Report (an independent review into bullying, harassment and sexual misconduct in the Parliament of NSW), a motion was developed to go to the LGNSW Conference as a late motion.

“That LGNSW calls on the Auditor General to undertake a survey of people in Local Government, elected members and staff, on bullying, harassment and intimidation with the intent to improve workplace safety”.

The Executive acknowledged that it is difficult to address the problems of intimidation, bullying and harassment, without evidence to illustrate how rife the problem is. Victoria has already undertaken an audit of this kind and it provides Local Government facts, not hearsay, on which to form policy and education. Such an audit will provide NSW Local Government with similar information.

The next ALGWA Executive Meeting will be held in Randwick on 10 and 11 November and the 2023 ALGWA NSW Conference will be held on 17, 28 and 29 April in Forbes.

## 8.2 FINANCE

### 8.2.1 INVESTMENT POLICY

DOCUMENT NUMBER	377624
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no additional Policy implications associated with this report.
ATTACHMENTS	<ol style="list-style-type: none"> <li>1. draft Investment Policy (changes accepted, finalised draft version) <a href="#">↓</a></li> <li>2. draft Investment Policy (changes detailed) <a href="#">↓</a></li> </ol>

### RECOMMENDATION

**The draft Investment Policy, attached to the report, be adopted.**

#### Introduction

Council's Investment Policy is designed to ensure that Council's investments reflect the preference to reduce risk and comply with current NSW Local Government Investment Policy [guidelines](#), 'best practice' and the current Ministerial Order. The draft policy is attached to the report, one (1) that details the changes, and the other a finalised draft version.

#### Discussion

The policy is a requirement of the Local Government Code of Accounting Practice and Financial Reporting issued by the Office of Local Government (OLG) pursuant to section 412 of the *Local Government Act 1993 (NSW)* (LG Act) as set out below:

*Council must maintain an investment policy that complies with the Act and ensures it or its representatives exercise care, diligence and skill that a prudent person would exercise in investing council funds.*

#### Financial

Nil



## Draft Investment Policy

### Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	Zac Mahon, Finance Manager
Council Service Unit	Finance
Next Review Date	27 September 2025

### Version Control

Ref	Date	Description	Resolution Number
1.0	7 August 2017	Adopted	09/08/2017
2.0	31 July 2018	Presented to council for adoption	148/2018
3.0	27 September 2022	Update wording to be in line with OLG Investment Guidelines. Update portfolio framework limits	

### Purpose

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

### Scope

This Policy shall apply to all investments made by Cootamundra-Gundagai Regional Council.

### Definitions

**ADI** - Authorised Deposit Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.

**BBSW** – Bank Bill Swap Rate (BBSW) is a short-term interest rate used as a benchmark for the pricing of Australian derivatives and securities.

**Bill of Exchange** - A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or

at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

**Debentures** - A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium- and long-term investment of funds by lenders.

**Grandfather Clause** - Grandfather clause is a legislative clause, which in prohibiting a certain activity, exempts those who were already engaged in the activity at the time the legislation was passed.

**Investment Portfolio** - The total pool of all of the Council's investments.

**Ministerial Investment Order** - Ministerial Investment Order is an Order issued by the Minister for Local Government.

**Preservation of Capital** - Preservation of capital refers to a conservative investment strategy with the primary goal of preventing losses in the investment portfolio's face value.

**Prudent person standard** - Prudent person standard is a legal standard restricting the investing and managing of a client's account to what a reasonable person seeking reasonable income and preservation of capital might exercise for his or own investment.

**RAO** - Responsible Accounting Officer (RAO) of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR Clause 296).

**RBA** – Reserve Bank of Australia

## Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Section 14 Trustee Act 1925
- Ministerial Investment Order
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- NSW Office of Local Government Circulars
- NSW Office of Local Government Investment Policy Guidelines link : <https://www.olg.nsw.gov.au/wp-content/uploads/Investment-Order-12-1-2011.pdf>



## Review Period

This document is to be reviewed every three (3) years to ensure that it remains relevant and meets legislative requirements.

## Policy Statement

### **Investment Objectives**

While exercising the power to invest, consideration is given to the preservation of capital, liquidity, and the return of investments.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonable anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

### **Delegation of Authority**

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

### **Prudent Person Standard**

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### **Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

### **Approved Investments**

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

(The most current Ministerial Investment Order at the time of the adoption of this policy is under Attachments at the end of this policy).

### **Prohibited Investments**

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying future, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of the loan funds.

### **Risk Management Guidelines**

Investments obtained are to be considered in light of the following key criteria:

- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- **Diversification** – limiting the amounts invested with a particular financial institution or government authority to reduce credit risk;
- **Credit Risk** – the risk that a council has invested in fails to pay the interest and/or repay the principal of an investment.
- **Market Risk** – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- **Liquidity Risk** – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

### **Investment Advisor**

Investment Advisors engaged by Council must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy. The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

### **Reporting & Reviewing Investments**

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.

A report will be provided to Council every month. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

### **Investment Guidelines**

#### **Credit Quality Limits**

The portfolio credit guidelines are based on Standard & Poors (S&P) or Equivalent (Moody's or Fitch) ratings system criteria. The maximum holding limit in each rating category are as follows:

Long Term Rating (S&P)	Short Term Rating (S&P)	Maximum Holding
AAA to AA- or Major Bank	A1+	100%
A+ to A-	A1	100%
BBB+ to BBB-	A2	70%
Unrated	Unrated	20%

#### **Counterparty Limits**

Exposure to individual counterparties / financial institutions will be restricted by their rating as shown below:

Long Term Rating (S&P)	Short Term Rating (S&P)	Maximum Holding
AAA to AA- or Major Bank	A1+	60%
A+ to A-	A1	50%
BBB+ to BBB-	A2	30%
Unrated	Unrated	10%

#### **Term to Maturity Framework**

Council's investment portfolio shall be structured to ensure that liquidity requirements are met. The investment portfolio is to be invested within the following terms to maturity constraints:

Portfolio Term to Maturity	Maximum Allocation
Working capital funds (0-3 months)	100%
Short term funds (3-12 months)	100%
Short-Medium term funds (1-2 years)	70%
Medium term funds (2-5 years)	50%
Long term funds (5-10 years)	5%

#### **Credit Rating Downgrades and Timing Corrections**

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, no further investments will be made in the effected categories until such time that the investments are within portfolio limits. Existing investments will be divested as soon as is practicable to bring the portfolio within limits.

There may be occasions where portfolio limits may be exceeded due to maturity or roll over of investments. These rare, short-term timing corrections are acceptable.

**Credit Rating Categories**

Long-Term (Short-Term) Category	Definition
AAA (A1+)	The obligor's capacity to meet its financial commitments on the obligation is extremely strong.
AA (A1+)	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitments on the obligation is very strong.
A (A1)	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitments on the obligation is still strong.
BBB (A2)	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to weaken the obligor's capacity to meet its financial commitments on the obligation.
Unrated	Issuer is not rated (eg. building societies).

**Benchmarking**

Performance benchmarks need to be established and should be based on sound and consistent methodology. Council's portfolio will be measured against the following benchmarks:

Investment	Performance Benchmark
Cash and On Call	RBA Cash Rate
Floating Rate Deposit	3m BBSW
Term Deposit	3m BBSW

**Quotations on investments**

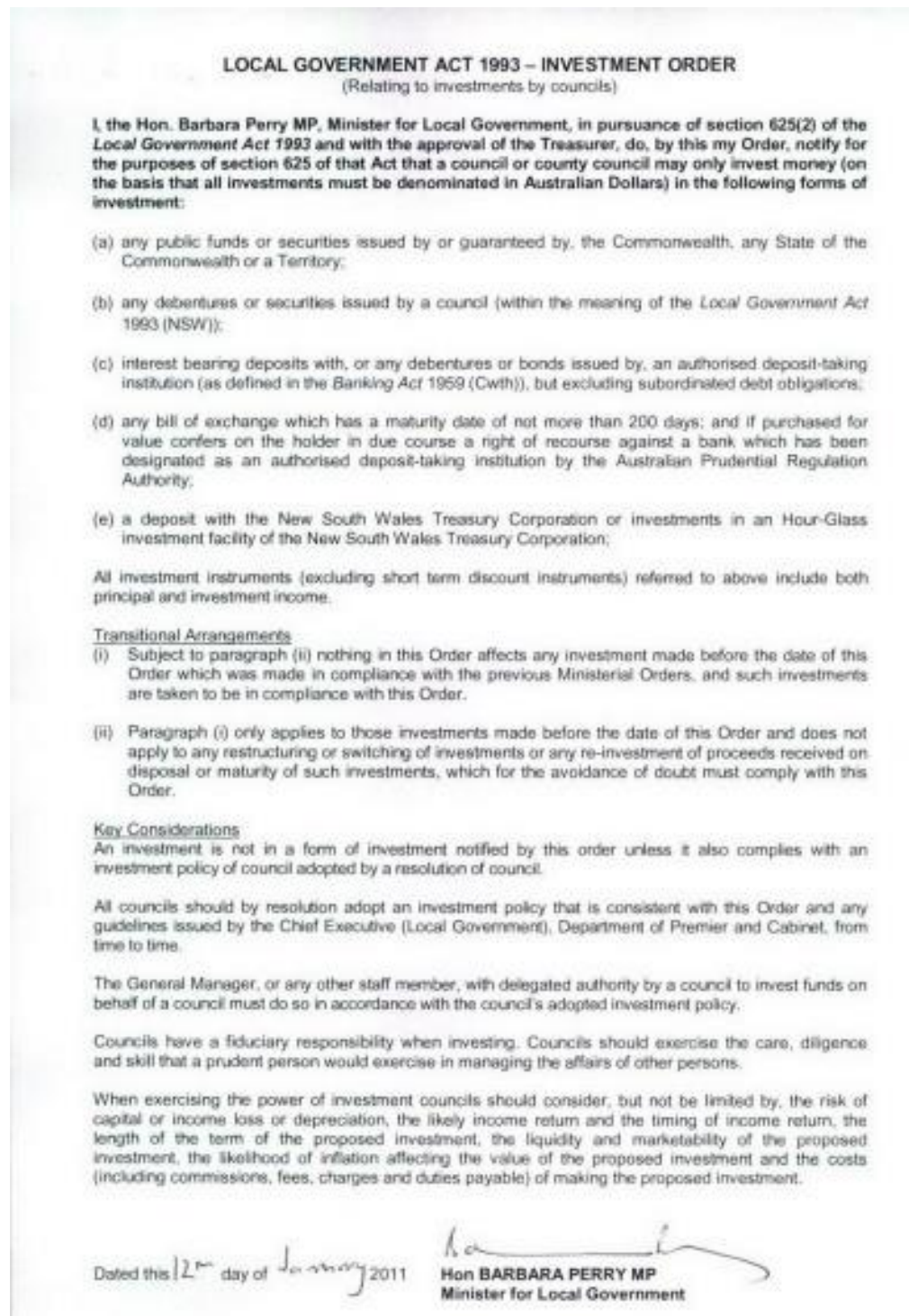
Not less than two (2) quotations shall be obtained from authorised institutions when a new direct investment is proposed. Investments may be 'rolled over' with the current holder of the investment within the guidelines set out in this policy.

**Breach of Policy**

If a breach of this policy occurs, Council will be notified at the next ordinary Council meeting by Council's RAO.

**Attachments**

## Attachment 1





## Draft Investment Policy

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### Policy Approval and Distribution

Approved by	Council resolution
Responsible Officer	<a href="#">Zac Mahon</a> <del>Tim Swan</del> , Finance Manager
Council Service Unit	Finance
Next Review Date	<a href="#">27 September 2025</a> <del>27 July 2024</del>

### Version Control

Ref	Date	Description	Resolution Number
1.0	7 August 2017	Adopted	09/08/2017
2.0	31 July 2018	Presented to council for adoption	148/2018
<a href="#">3.0</a>	<a href="#">27 September 2022</a>	<a href="#">Update wording to be in line with OLG Investment Guidelines. Update portfolio framework limits</a>	

### Purpose

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

### Scope

This ~~Policy~~ [applies shall apply](#) to all ~~Council~~ investments [made by Cootamundra-Gundagai Regional Council](#).

### Definitions

[ADI - Authorised Deposit Taking Institutions \(ADI\) are corporations that are authorised under the Banking Act 1959 \(Cwth\) to take deposits from customers.](#)

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[BBSW – Bank Bill Swap Rate \(BBSW\) is a short-term interest rate used as a benchmark for the pricing of Australian derivatives and securities.](#)

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[Bill of Exchange - A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or](#)

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at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

**Debentures** - A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium- and long-term investment of funds by lenders.

**Grandfather Clause** - Grandfather clause is a legislative clause, which in prohibiting a certain activity, exempts those who were already engaged in the activity at the time the legislation was passed.

**Investment Portfolio** - The total pool of all of the Council's investments.

**Ministerial Investment Order** - Ministerial Investment Order is an Order issued by the Minister for Local Government.

**Preservation of Capital** - Preservation of capital refers to a conservative investment strategy with the primary goal of preventing losses in the investment portfolio's face value.

**Prudent person standard** - Prudent person standard is a legal standard restricting the investing and managing of a client's account to what a reasonable person seeking reasonable income and preservation of capital might exercise for his or own investment.

**RAO** - Responsible Accounting Officer (RAO) of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR Clause 296).

**RBA** – Reserve Bank of Australia  
**Responsible Accounting Officer (RAO)**

The Responsible Accounting Officer (RAO), as defined by the Local Government (General) Regulation 2005, is responsible for keeping the council's accounting records and ensuring that they are kept up to date and in an accessible form.

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## Legislative Framework Requirements

All investments are to comply with the following:

- ~~Section 625~~ Local Government Act 1993
- ~~Clause 16~~ Local Government (General) Regulation 2005
- Section 14 Trustee Act 1925
- Ministerial Investment Orders
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- NSW ~~Department—Office~~ of Local Government Circulars
- NSW ~~Department—Office~~ of Local Government Investment Policy Guidelines [link](https://www.olg.nsw.gov.au/wp-content/uploads/investment-Order-12-1-2011.pdf) : <https://www.olg.nsw.gov.au/wp-content/uploads/investment-Order-12-1-2011.pdf>

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## Procedures

~~Investment Procedure in development.~~

## Review Period

This document is to be reviewed every three (3) years to ensure that it remains relevant and meets legislative requirements.

## Policy Statement

### Investment Objectives

While exercising the power to invest, consideration is given to the preservation of capital, liquidity, and the return of investments.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonable anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

### Delegation of Authority

[Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.](#)

[The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.](#)

[Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role. Council has delegated authority for investing funds to the General Manager in accordance with the Local Government Act 1993. The](#)



~~General Manager has in turn delegated that investment authority to the Responsible Accounting Officer and to the Senior Staff.~~

#### Prudent Person Standard

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~~The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.~~

#### Ethics and Conflicts of Interest

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~~Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.~~

#### Duties and Obligations of the Responsible Accounting Officer

~~All of the General and Investing Obligations on the Responsible Accounting Officer (RAO) listed below extend to any delegated Council Officer when authorising the investment of Council Funds.~~

~~This policy requires officers to disclose any conflict of interest when investing funds to the General Manager. Independent investment advisors are required to submit a signed declaration that they have no actual or perceived conflicts of interest.~~

#### Approved Investments

~~Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.~~

~~(The most current Ministerial Investment Order at the time of the adoption of this policy is under Attachments at the end of this policy). Investments are limited to those allowed by the most current Ministerial Investment Order issued by the NSW Minister for Local Government.~~

#### Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying future, options, forwards contracts and swaps of any kind.

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~~▲ This policy also prohibits the use of leveraging (borrowing to invest) of an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of the loan funds.~~

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#### Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- **Diversification** – limiting the amounts invested with a particular financial institution or government authority to reduce credit risk;
- **Credit Risk** – the risk that a council has invested in fails to pay the interest and/or repay the principal of an investment.
- **Market Risk** – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- **Liquidity Risk** – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

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#### Investment Advisor

Investment Advisors engaged by Council must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy. The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

#### Reporting & Reviewing Investments

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Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.

A report will be provided to Council every month. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

#### Investment Guidelines

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#### Credit Quality Limits

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The portfolio credit guidelines are based on Standard & Poors (S&P) or Equivalent (Moody's or Fitch) ratings system criteria. The maximum holding limit in each rating category are as follows:

Long Term Rating (S&P)	Short Term Rating (S&P)	Maximum Holding
AAA to AA- or Major Bank	A1+	100%

<u>A+ to A-</u>	<u>A1</u>	<u>100%</u>
<u>BBB+ to BBB-</u>	<u>A2</u>	<u>70%</u>
<u>Unrated</u>	<u>Unrated</u>	<u>20%</u>

#### Counterparty Limits

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Exposure to individual counterparties / financial institutions will be restricted by their rating as shown below:

<u>Long Term Rating (S&amp;P)</u>	<u>Short Term Rating (S&amp;P)</u>	<u>Maximum Holding</u>
<u>AAA to AA- or Major Bank</u>	<u>A1+</u>	<u>60%</u>
<u>A+ to A-</u>	<u>A1</u>	<u>50%</u>
<u>BBB+ to BBB-</u>	<u>A2</u>	<u>30%</u>
<u>Unrated</u>	<u>Unrated</u>	<u>10%</u>

#### Term to Maturity Framework

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Council's investment portfolio shall be structured to ensure that liquidity requirements are met. The investment portfolio is to be invested within the following terms to maturity constraints:

<u>Portfolio Term to Maturity</u>	<u>Maximum Allocation</u>
<u>Working capital funds (0-3 months)</u>	<u>100%</u>
<u>Short term funds (3-12 months)</u>	<u>100%</u>
<u>Short-Medium term funds (1-2 years)</u>	<u>70%</u>
<u>Medium term funds (2-5 years)</u>	<u>50%</u>
<u>Long term funds (5-10 years)</u>	<u>5%</u>

#### Credit Rating Downgrades and Timing Corrections

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If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, no further investments will be made in the effected categories until such time that the investments are within portfolio limits. Existing investments will be divested as soon as is practicable to bring the portfolio within limits.

There may be occasions where portfolio limits may be exceeded due to maturity or roll over of investments. These rare, short-term timing corrections are acceptable.

#### Credit Rating Categories

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<u>Long-Term (Short-Term) Category</u>	<u>Definition</u>
<u>AAA (A1+)</u>	<u>The obligor's capacity to meet its financial commitments on the obligation is extremely strong.</u>
<u>AA (A1+)</u>	<u>An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitments on the obligation is very strong.</u>
<u>A (A1)</u>	<u>An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories.</u>

	However, the obligor's capacity to meet its financial commitments on the obligation is still strong.
<u>BBB (A2)</u>	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to weaken the obligor's capacity to meet its financial commitments on the obligation.
<u>Unrated</u>	Issuer is not rated (eg. building societies).

#### Benchmarking

Performance benchmarks need to be established and should be based on sound and consistent methodology. Council's portfolio will be measured against the following benchmarks:

<u>Investment</u>	<u>Performance Benchmark</u>
<u>Cash and On Call</u>	<u>RBA Cash Rate</u>
<u>Floating Rate Deposit</u>	<u>3m BBSW</u>
<u>Term Deposit</u>	<u>3m BBSW</u>

#### Quotations on investments

Not less than two (2) quotations shall be obtained from authorised institutions when a new direct investment is proposed. Investments may be 'rolled over' with the current holder of the investment within the guidelines set out in this policy.

#### Breach of Policy

If a breach of this policy occurs, Council will be notified at the next ordinary Council meeting by Council's RAO.

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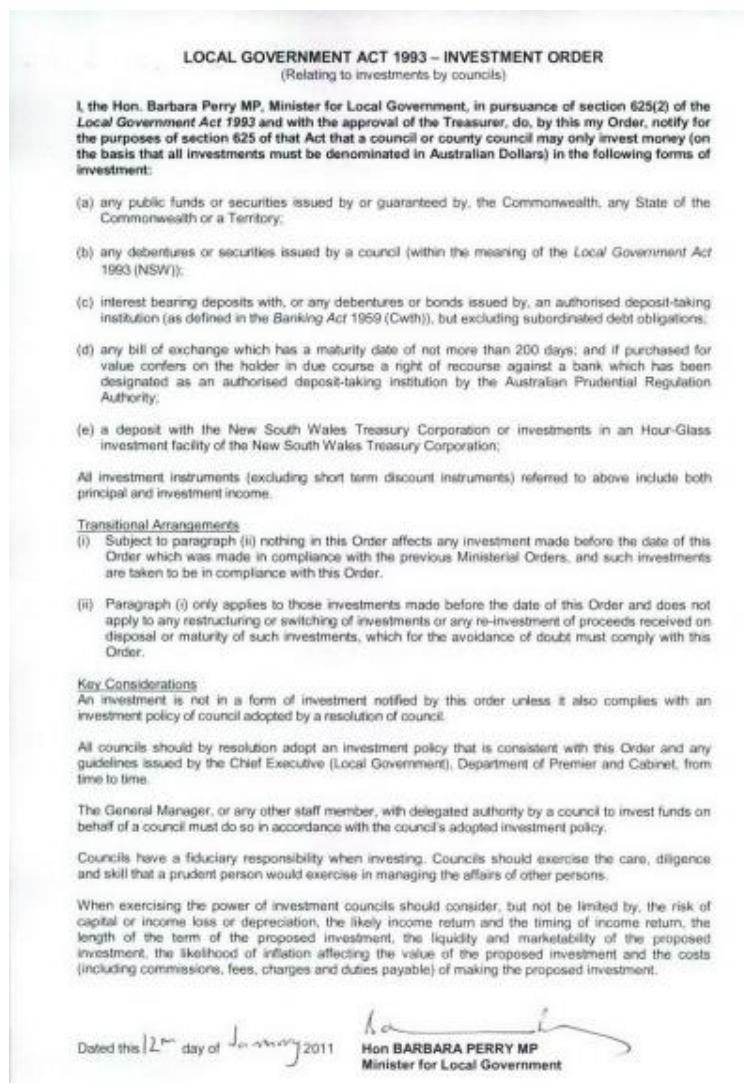
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[Attachments](#)

[Attachment 1](#)



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**8.2.2 INVESTMENT REPORT - AUGUST 2022**

DOCUMENT NUMBER	377623
REPORTING OFFICER	Zac Mahon, Manager Finance
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.4 Recognised as a premier local government Council that represents and advocates for community needs
FINANCIAL IMPLICATIONS	Council's cash and investment portfolio increased by \$220,734 to \$22,939,146.47 as at 31st August 2022.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021.
POLICY IMPLICATIONS	Investments comply fully with the Council's investment policy.
ATTACHMENTS	1. Investment Report August 2022 <a href="#">↓</a>

**RECOMMENDATION**

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

Introduction

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

Financial

Council's cash and investment portfolio increased by \$220,734 from \$22,718,412.00 as at 31st July 2022 to \$22,939,146.47 as at 31st August 2022.

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**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL – SEPTEMBER 2022**


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**COUNCIL CASH AND INVESTMENTS**

Report prepared by Manager Finance

**COUNCIL OFFICER RECOMMENDATION**

That the report detailing Council Cash and Investments as at 31<sup>st</sup> August 2022 be received and noted.

**BACKGROUND**

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

**REPORT**

Council's cash and investment portfolio increased by \$220,734 from \$22,718,412.00 as at 31<sup>st</sup> July 2022 to \$22,939,146.47 as at 31<sup>st</sup> August 2022.

**Cash and Investment Portfolio**

Type	Long Rating	Short Rating	Issuer	Frequency	Purchase	Maturity	Days	Rate	Benchmark*	Principal
TD	BBB	A2	AMP Bank	At Maturity	20/09/2021	20/09/2022	365	0.80	2.46	\$2,000,000.00
TD	BBB+	A2	BOQ	At Maturity	21/09/2021	21/09/2022	365	0.38	2.46	\$2,003,471.23
TD	A+	A1	Macquarie Bank	At Maturity	30/08/2022	29/11/2022	91	3.20	2.46	\$1,000,000.00
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	24/01/2023	329	0.95	2.46	\$1,000,000.00
TD	BBB	A2	AMP Bank	At Maturity	22/03/2022	21/02/2023	336	1.25	2.46	\$1,011,009.65
TD	A+	A1	Macquarie Bank	At Maturity	1/03/2022	1/03/2023	365	0.95	2.46	\$1,000,000.00
TD	BBB+	A2	Members Equity Bank	At Maturity	1/03/2022	1/03/2023	365	0.85	2.46	\$1,002,243.84
TD	BBB	A2	AMP Bank	At Maturity	14/06/2022	13/06/2023	364	3.85	2.46	\$2,027,812.73
TD	BBB+	A2	Members Equity Bank	At Maturity	19/07/2022	18/07/2023	364	4.05	2.46	\$1,006,129.61
CASH	AA-	A1+	CBA	Monthly				1.85	1.85	\$6,622,416.94
CASH	AA-	A1+	CBA	Monthly				1.85	1.85	\$4,115,261.82
CASH	AA-	A1+	NAB	N/A				0.00	1.85	\$150,800.65
<b>TOTAL:</b>										<b>\$22,939,146.47</b>

\*Benchmarks

On Call - RBA Cash

Floating Rate Deposit - 3m BBSW

Term Deposit - BBSW

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Reports to the Cootamundra-Gundagai Regional Council meeting to be held on 27 September 2022

## COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL – SEPTEMBER 2022

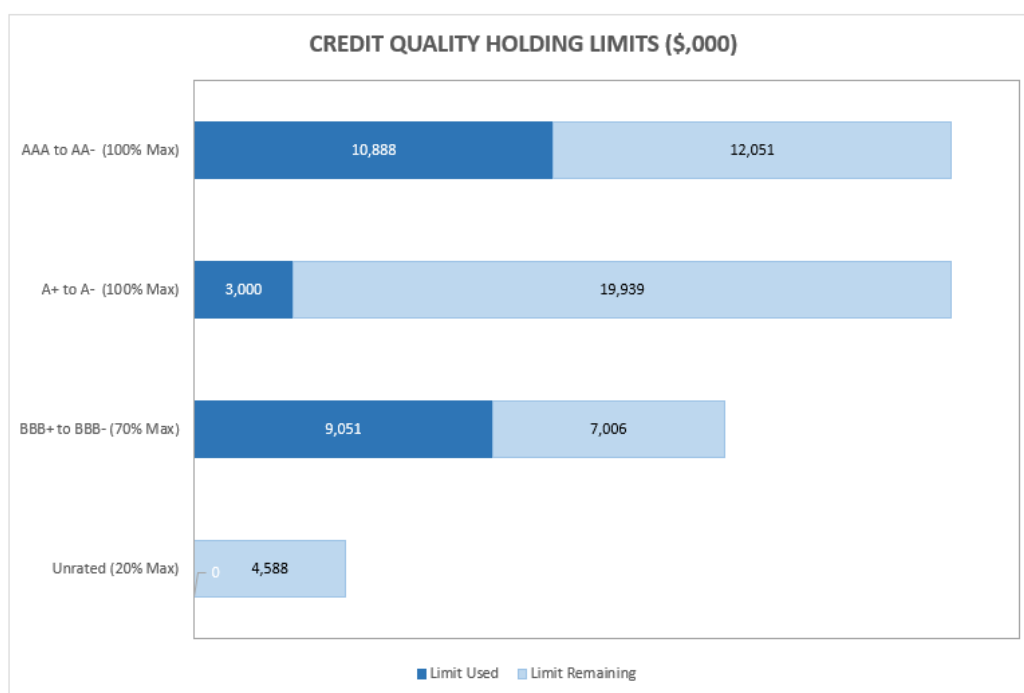
### Performance

Cootamundra-Gundagai Regional Council's investment portfolio underperformed compared to the relevant BBSW Index benchmark by 15.43%. The average weighted yield for August was 1.89%, over an average weighted term of 69 days, with a benchmark of 2.46%. The reason for the underperformance being the rapid increase in rates in the past six months and the large amount of cash held. To improve performance, cash held will be invested with an ADI offering higher rates without having to lock the money in and maturing deposits will be invested with a focus on short term to deal with the current uncertainties.

<b>Total Cost</b> <b>22,939,146</b>	<b>Yearly Interest Received</b> <b>17,520</b>	<b>Weighted Average Term</b> <b>69 Days</b>
<b>Total Value</b> <b>22,939,146</b>	<b>Monthly Interest Received</b> <b>10,938</b>	<b>Weighted Average Yield</b> <b>1.89%</b>

### Credit Quality Compliance

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



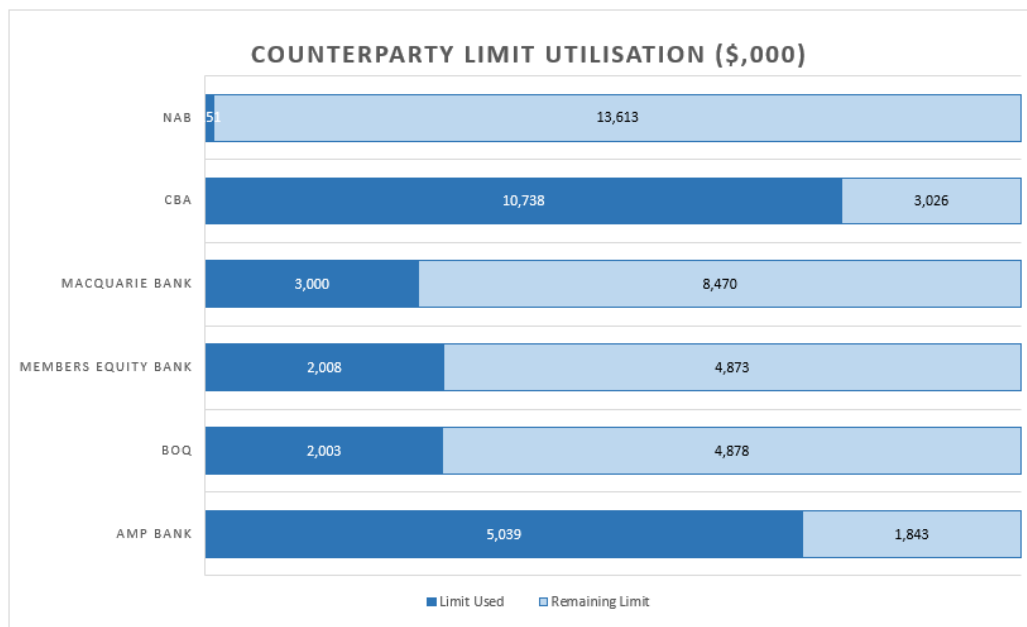
Reports to the Cootamundra-Gundagai Regional Council meeting to be held on 27 September 2022



**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL – SEPTEMBER 2022**

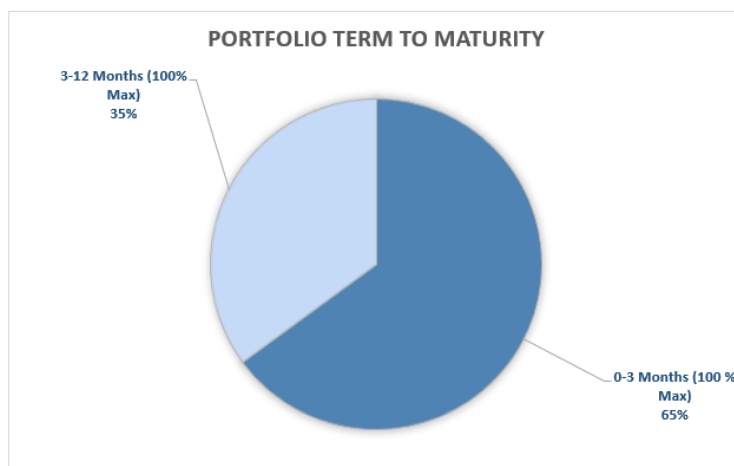
**Counter Party Compliance**

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



**Term to Maturity**

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



Reports to the Cootamundra-Gundagai Regional Council meeting to be held on 27 September 2022

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**COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL – SEPTEMBER 2022**

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**Declaration**

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

Signed



Zac Mahon  
Responsible Accounting Officer

**FINANCIAL IMPACT STATEMENT**

Council's cash and investment portfolio increased by \$220,734 from \$22,718,412.00 as at 31<sup>st</sup> July 2022 to \$22,939,146.47 as at 31<sup>st</sup> August 2022.

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Reports to the Cootamundra-Gundagai Regional Council meeting to be held on 27 September 2022

### 8.3 COMMUNITY AND CULTURE

#### 8.3.1 GUNDAGAI TOURISM ACTION GROUP (ADVISORY COMMITTEE) MONDAY 5TH SEPTEMBER 2022 - MINUTES

DOCUMENT NUMBER	377279
REPORTING OFFICER	Casey Polsen, Tourism Development Officer
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.3 Actively engaged and supportive community
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Gundagai Tourism Action Group Minutes September <a href="#">↓</a>

#### RECOMMENDATION

**The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 5<sup>th</sup> September 2022, attached to the report, be noted.**

#### Introduction

The Minutes of the Gundagai Tourism Advisory Group meeting held Monday 5<sup>th</sup> September 2022 are submitted for the information of Council and the community.



ABN: 46 211 642 339  
PO Box 420, Cootamundra NSW 2590  
Phone: 1300 459 689  
Email: [mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)  
[www.cgrc.nsw.gov.au](http://www.cgrc.nsw.gov.au)

# Minutes

## GUNDAGAI TOURISM ACTION GROUP ADVISORY COMMITTEE

**MEETING NO: 124**  
**GUNDAGAI COUNCIL CHAMBERS**  
**4.30PM, MONDAY 5<sup>TH</sup> SEPTEMBER 2022**

### 1 AGENDA ITEMS

**Meeting start:** 4:35pm

#### 1.1 Attendance and Apologies

**Attendees:** Casey Polsen, Lauren Eccleston, Mike Kingwill, Bonita Taylor, Pete Smith, Izzy Perko

**Apologies:** Penny Nicholson, Jim Morton, Abb McAlister, Ian Doughty

#### 1.2 Confirmation of previous meeting Minutes

The Committee to confirm the minutes of Meeting Monday 1<sup>st</sup> August 2022

**Moved:** Mike Kingwill

**Second:** Bonita Taylor

#### 1.3 Correspondence

No correspondence

#### 1.4 For Discussion

##### 1. Hipcamp

Casey contacted Karolina and Kenneth from Hipcamp to ask them how other Councils use Hipcamp. They did admit that Councils take varied responses to the legislation. The NSW Government regulation does provide a pathway (as well as an exemption) for the type of camping offered through Hipcamp, what varies is how councils apply this. Hipcamp is working closely with the NSW Government about changes that would allow farms to offer farm stay accommodation, including camping. These changes, if approved and implemented, will provide an automatic right for landowners to welcome up to 20 visitors at any one time. The State Government is asking Councils to look at changes to their LEP'S by as early as November.

##### 2. The Dog on the Tuckerbox 90<sup>th</sup> Birthday

Date has been set for Sunday 27<sup>th</sup> of November 2022. Looking to advertise event at Rodeo. The day will include markets, live local entertainment, and dog events such as terrier races and dog show. Casey Polsen, Cindy Smith, Bonita Taylor and Rose Misevic will continue to meet to organise the event. Mike mentioned the upgrades to Annie Pyers Drive could have an impact on the event if not completed.

##### 3. Tumblong-Cootamundra Rail Trail

Grant funding received did not have Council recommendation to be swapped to Rail Trail.

**4. Current Funding Opportunities**

**Regional Tourism Activation Fund - Round 2** - The NSW Government has committed \$150 million to Round 2 of the Regional Tourism Activation Fund as part of the \$3.3 billion Regional Growth Fund. Applications are required to have a financial co-contribution of at least 25 per cent of the total grant amount.

**The Stronger Country Communities Fund – Round 5** - A total of \$160 million is available, including up to \$50 million for projects delivered by eligible community organisations. Up to 2 million without having to match funding. Bonita has already approached Andrew Brock with possible ideas for funding including an upgrade to Stoney's Beach including tables/chairs, natural playground, toilets, safe access to the river. Lauren let everyone know that each LGA has a set pool of money they can apply for. Upgrades to existing infrastructure is top priority for Council. Jeremiah Wind Farm funding – Lauren to investigate possible funding options.

**5. Old Gundagai Gaol Update**

The Best of the Bald Archy Exhibition was held from Thursday 4<sup>th</sup> of August until Thursday 26<sup>th</sup> August. Overall we received great feedback.

Total visitors to exhibition: 392 people: **54 locals, 260 NSW, 17 ACT, 41 VIC, 10 QLD, 6 SA, 4 TAS**

Total income: \$2138.10.

Top 3 artworks as voted by the public:

1. 2018 - Ahn Can do -James Brennan
2. 2010 - Patti's Cake - Judy Nadin
3. 2019 - Geoffrey - Simon Schneider

Ghost Tours begin again this weekend. Casey mentioned we still need to hold our official opening of the Captain Moonlite Display and can also use this time to say thank you to the volunteers of the exhibition possibly sometime later this month. Casey to send out email to previous members of the Friends of the Old Gundagai Gaol Committee and Bald Archy Volunteers to see what date suits them best (late September early October).

**6. Gundagai Visitor Information Centre Upgrade**

No further update

**7. RV Free Camps & Dump Point**

Total of \$2913.30 deposited from July 2021 – August 2022. RV Friendly sites have reopened since being closed due to flooding in early August. Casey to follow up with how the money is being deposited so we know how much each site is making from donations.

**8. Social Media**

**Instagram:** Visit Gundagai – Current followers: 2,025

Top post for the last 30 days: Gundagai Flood & Railway Bridge: 64 likes

**Facebook:** Gundagai Visitor Information Centre – total page likes: 2980

Top post for the last 30 days: Floods & Railway Bridge: Reach 5,863

**Website:** Visit Gundagai – February page visits: 1.8K

**9. Gundagai Business Chamber**

No further update from Gundagai Business Networking Group. Drop in Drinks – spotlight on Tradies to be held on Friday 9<sup>th</sup> of September at Lotts Family Hotel.

**10. MAWANG/Cultural Group Update**

Shane Herrington and National Parks and Wildlife organised for the bollards to be placed marking the Dancing Circle down on the Gundagai Common near the Bora Rings. The group is organising a bus trip to Canberra to visit an aboriginal art gallery. They are also looking to organise a bus to Young to attend their NAIDOC activities. The group will be holding their AGM this Thursday. Mawang has a Facebook Page and are looking to soon sell merchandise.

**11. Gundagai Historical Museum Update**

Committee is looking to getting a simple billboard put on the Highway. They are also going to be upgrading their lighting in the Museum using State Government funding they received. They are also looking to use other funding they received to upgrade their disabled access - paving issues and ramp at front door are their priority.

**1.5 General Business**

1.5.1 Ian Doughty would like to know what date the Time Capsule located in Yarri Park was to be opened. Casey to follow up.

**Date:** November 2029. Laid down in November 1979.

1.5.2 Mike Kingwill was curious to know how much money the RV Camps are making.

**Total:** \$2913.30

**Meeting closed:** 5:43pm

**1.6 Next Meeting**

Next Meeting: Gundagai Council Chambers - **4:30pm Monday the 10<sup>th</sup> October 2022**

## 8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

### 8.4.1 DEVELOPMENT APPLICATION APPROVED AUGUST 2022

DOCUMENT NUMBER	377283
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

### RECOMMENDATION

The information on Development Applications Approved in August 2022, be received and noted.

#### Introduction

The Development Applications approved in August 2022 report, is submitted for the information of Council regarding development applications processed.

#### Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in August 2022.

APP. NO.	PROPOSED DEVELOPMENT	PROPERTY DESCRIPTION
2022.64 (Mod 1)	Modification - New Dwelling – move dwelling on site	Lot 4 DP1103227 George St Wallendbeen
2022.101	New Dwelling	Lot 2 DP212750 Cooneys Creek Rd Jugiong
2022.11 (Mod 1)	Modification - New Dwelling, attached Garage & Detached Shed – shed layout/design	Lot 2 DP518456 Congou St Cootamundra
2022.99	New Dwelling	Lot 5 DP1083214 Old Cootamundra Rd Cootamundra
2022.98	New Shed	Lot 2 DP725154 Justin St Cootamundra
2022.97	New Shed	Lot 6 DP259786 Coora Ave Cootamundra
2022.83	Dwelling Alteration & Additions	Lot 23 DP1084187 Virgil St Gundagai

2021.87	New Dwelling with attached Garage	Lot 248 DP753625 Burra Rd Gundagai
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**VALUE OF WORK REPORTED TO THIS MEETING:** **\$ 3,120,302.00**

**VALUE OF WORK REPORTED FINANCIAL YEAR TO DATE** **\$ 7,055,339.00**

THIS TIME LAST YEAR:

VALUE OF WORK – AUGUST 2021 \$ 20,604,297.00

VALUE OF WORK – YTD 2021 \$ 24,700,442.00

#### Financial

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



## 8.4.2 MODIFICATION DA 2020/138, DWELLING AT LOT 12 DP870918 STOCKINBINGAL ROAD, COOTAMUNDRA

DOCUMENT NUMBER	377838
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Glen McAtear, Acting Deputy General Manager - CCD
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.2 We have attractive towns and villages
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Assessment Report - DA 2020.138.2 - Dwelling at Lot 12 Stockinbingal Road, Cootamundra <a href="#">↓</a>

### RECOMMENDATION

That Council approve the following development, subject to the consolidated modified consent conditions below (modifications shown in bold and italics):

- **Application No.:** DA2020/138.2
- **Property:** Lot 12 DP 870918  
Stockinbingal Road  
COOTAMUNDRA NSW 2590
- **Development:** Dwelling – to erect a three (3) bedroom, weatherboard-clad dwelling, and ancillary infrastructure.  
Modification – Change of floor plan

### ADMINISTRATIVE CONDITIONS

#### Approved plans

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

Following plans prepared by Sowdes				
<i>Number</i>	<i>Version</i>	<i>Title</i>	<i>Dated</i>	<i>Date lodged</i>
0010620-02SITE	A	Site plan	08/12/2020	6/1/2020
0010620-02DEV	A	Development precinct site plan	08/12/2020	6/1/2020
Following plans prepared by Coota design				
1	-	Floor plan and elevations	06/08/2020	04/09/2020
2	-	Elevations and section	24/08/2020	04/09/2020

5	-	<i>Floor plan and elevations</i>	<i>30/03/2022</i>	<i>25/07/2022</i>
6	-	<i>Elevations and section</i>	<i>30/03/2022</i>	<i>25/07/2022</i>
<b>Bush Fire Hazard Assessment report, prepared by Sowdes, dated 8 December 2020, submitted 6<sup>th</sup> January 2021</b>				
<del><b>NatHERS Report, prepared by Energy Raters, dated 16<sup>th</sup> August 2020, submitted 4<sup>th</sup> September 2020</b></del>				
<b>NatHERS Report, prepared by Energy Raters, dated 1<sup>st</sup> July 2022, submitted 25<sup>th</sup> July 2022</b>				
<del><b>BASIX Certificate No. 1124798S, prepared by Coota design, dated 26<sup>th</sup> August 2020, submitted 4<sup>th</sup> September 2020</b></del>				
<b>BASIX Certificate No. 1279437S, prepared by Coota design, dated 2<sup>nd</sup> July, 2022 submitted 25<sup>th</sup> July 2022</b>				

and as modified by any conditions of this consent.

**(as modified by DA 2020/138.2 dated 28<sup>th</sup> September 2022)**

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

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

- The development shall be carried out in accordance with the provisions of the *Building Code of Australia, Environmental Planning and Assessment Act, 1979* and the regulations made thereunder, in accordance with the plans and specifications approved by Council.
- The issue of this Development Consent does not certify compliance with the relevant provisions of the *Building Code of Australia* or *National Construction Code Series*.

#### **Utilities**

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

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

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

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

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

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

##### **Solid fuel heater**

- Prior to the issuing of a construction certificate, a section 68 approval under the *Local Government Act 1993* shall be obtained for the installation of the solid fuel heater.

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

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

- Where Cootamundra-Gundagai Regional Council is nominated as the Principal Certifying Authority, the following requirements shall be satisfied before works commence:

- the Principal Certifying Authority Service Agreement shall be completed and signed by the applicant; and
- terms and conditions of the Principal Certifying Authority Service Agreement shall be satisfied,
- a minimum of 48 hours' notice prior to any critical stage inspection or any other inspection shall be given.

**Signs**

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

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

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

**Notice of Commencement**

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

**Builders Toilets**

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

**Residential Building Work**

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

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

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

**Prior to Building Work Commencing**

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

- A. A construction Certificate for the building work has been issued by the consent authority, the council (if the council is not the consent authority) or an accredited certifier, and
- B. The person having the benefit of the development consent has:
- appointed a principal certifying authority for the building work, and

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

**Cut and Fill**

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

**Siting of Building**

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

**Soil Erosion Control**

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

**Restricted Public Access**

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

**DURING CONSTRUCTION****Bushfire Construction level**

19. All development shall be constructed to BAL-29 construction standard, in accordance with *Australian Standard AS3959 - Construction of Buildings in Bushfire Prone Areas*, the provisions of Planning for Bush Fire Protection, 2019, and the Bush Fire Hazard Assessment report referenced in Condition 1.

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

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

**Hours of Construction Site Works**

22. Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-
- Monday to Saturday from 7.00am to 7.00pm
  - Sundays and public holidays from 9.00am to 12.00pm
- The applicant is responsible to instruct and control subcontractors regarding hours of work.

**Effluent disposal and plumbing and drainage works.**

23. The onsite sewerage management system shall be installed and operated in accordance with the section 68 approval.
24. All plumbing works must be undertaken by a licenced plumber or drainer. They must submit their Notice of Work (N.O.W) and pay for any associated inspections 48 hours before the first inspection. They also must submit a correct Sewer Service Diagram (S.S.D) for all works. The Certificate of Compliance (C.O.C) and S.S.D. must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A).

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

**Construction waste management**

25. Provision shall be made on site for the proper storage waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. paper, sheets of iron, ridge capping, cement and lime bags and the like.
26. All construction waste shall be removed from the site and disposed of to a licenced waste disposal facility, on a regular basis.

**Termite Protection**

27. 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.

**Storm Water**

28. Storm water from roof and hard stand areas, as well as any overflow from a tank, is to be discharged clear of the building and septic tank disposal area, and in such a position that it does not cause nuisance to neighbours or erosion.

29. Run-off and ground water seepage shall be diverted around the building to the storm water system via a suitable drainage system.

**Water Proofing - Wet Areas**

30. An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority. The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

**Slab on Ground Construction.**

31. The following points must be complied with: -
- internal floor level must be a minimum of 225mm above the external finished surface level adjacent to the building
  - external paths and ground surface adjoining the walls of the building must be graded and drained away from the dwelling in such a manner as not to cause a nuisance

**Scalding**

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

**Smoke Alarms**

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

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

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

**Compliance Certificates**

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

**BASIX**

36. 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.

**Driveway and Layback**

37. A suitably located and constructed vehicle access shall be provided to the site, prior to the issue of an occupation certificate. The vehicle access shall be constructed in accordance with Council's

specifications, after making application to and obtaining approval from Council, under Section 138 of the Roads Act 1993.

**Property Identification**

8. A rural addressing number shall being affixed to the fence adjacent the property entrance, prior to the issuing of an occupation certificate. The rural addressing number shall be allocated upon construction of the access.

**DURING OPERATIONS****Ongoing bushfire protection measures**

39. The following bushfire protection measures shall be installed and maintained on site, in accordance with the provisions of Planning for Bush Fire Protection 2019 and the Bush Fire Hazard Assessment report referenced in Condition 1:
- an Asset Protection Zone (APZ) of 25 metres around the development,
  - a minimum of 20,000 litres of water shall be provided to be used exclusively for fire-fighting purposes, fitted with a 65 mm Storz outlet (this shall be in addition to any private supply or storage for drinking water purposes),
  - internal access road.

**Introduction**

This report is presented to Council for determination as it seeks to modify the approval granted by Council resolution at the 30 March 2021 meeting. As the original approval is subject to a Council resolution any subsequent modification requested can only be determined by resolution of Council.

**Discussion**

Council has received an application to modify consent DA2020/138. The modification involves a change in building footprint and a reduction in footprint size, all other matters of the development including purpose, location and general overall presentation remain the same. An assessment report is attached that has considered the impacts of the modification and found that the modification as proposed is suitable for the site and locality.

**Financial**

There are no financial impacts to Council or the community as a result of this report.

**DATE OF REPORT COMMENCEMENT:**

29 August 2022

**COUNCIL OFFICER COMPLETING DEVELOPMENT ASSESSMENT:**

Brian Tredinnick

**DEVELOPMENT REFERENCE:**

DA2020/138.2

**DEVELOPMENT ADDRESS:**

Stockinbingal Road, Cootamundra

**DEVELOPMENT LOT / SEC / PLAN:**

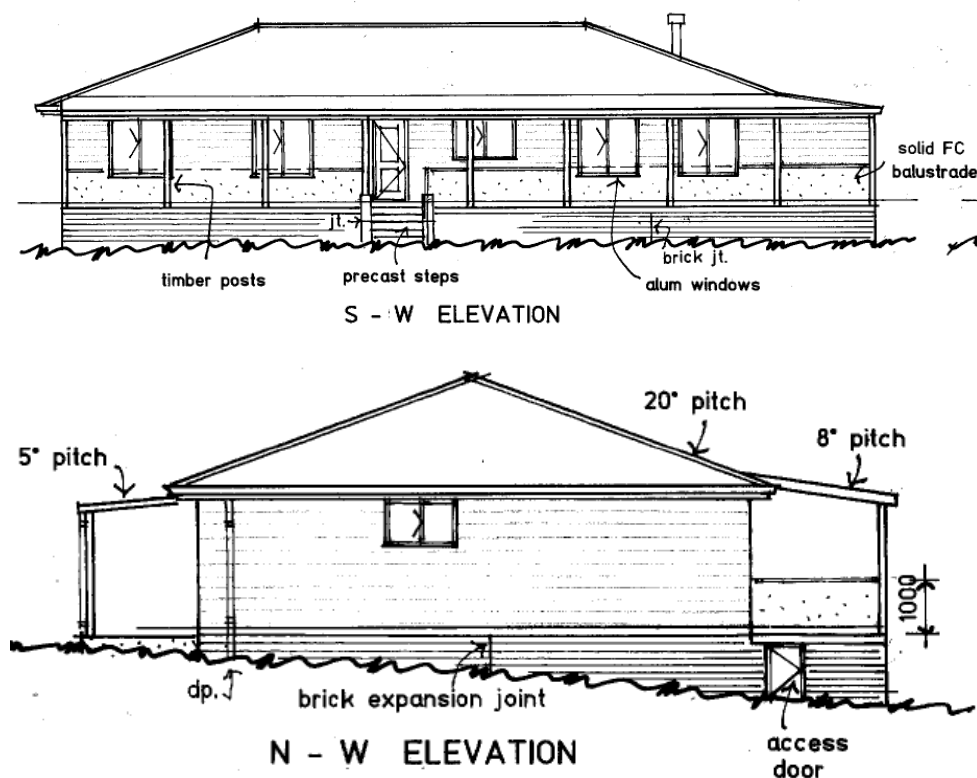
Lot 12 DP 870918

**APPLICANT:**

David Leslie Jenkinson

**PROPOSED DEVELOPMENT:**

Dwelling – to erect a three (3) bedroom, weatherboard-clad dwelling, and ancillary infrastructure.

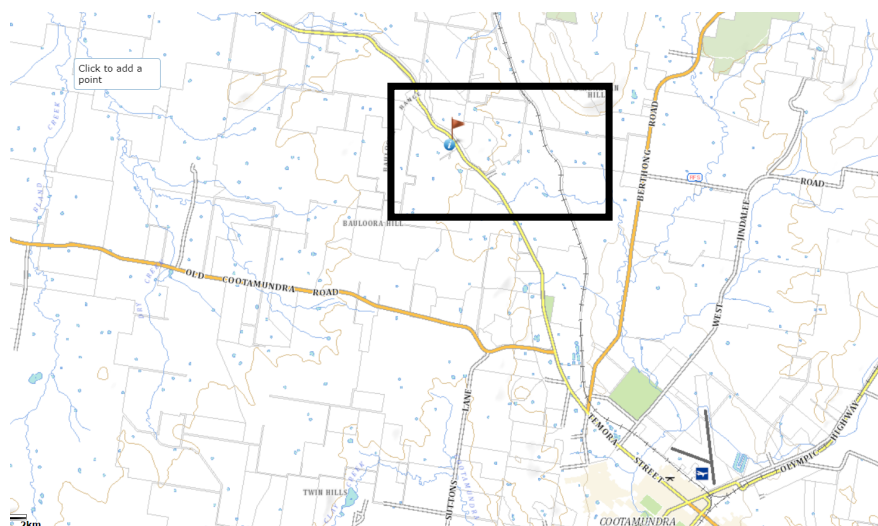
**Figure 1 - Elevations****SITE:**

The subject site is located approximately 7.5 km north-west of Cootamundra, on the western side of Stockinbingal Road, 800 metres north-west of the Bauloora Lane/Stockinbingal Road intersection.



The land to the south and west encompasses several large rural holdings, while the land to north incorporates several small rural-residential and lifestyle lots (3.6 ha to 19 ha). The land to the east across Stockinbingal Road includes a number of moderate sized rural-residential lots (15 ha to 40 ha). Most of the holdings support dwelling houses and ancillary infrastructure.

**Figure 2 – Location plan (NSW Six Maps)**



The subject site is trapezium in nature, and is 2.8 ha in area, being between 122 metres deep (at the southern end) and 152 metres deep (at the northern end), and between 156 metres wide (at the rear) and 245 metres wide (at the front). The land falls at a moderately consistent slope from Stockinbingal Road, towards the rear boundary, and there is a 20 metres power easement that runs through the property, adjacent the rear (western) boundary of the site.

**Figure 3 – Aerial view – locality (Google Earth 25.10.2016) – site shaded yellow**



Note: cadastre overlay is not perfectly aligned

**Figure 4 – Aerial view – site (Google Earth 25.10.2016) – site shaded yellow**



Note: cadastre overlay is not perfectly aligned

**Figure 5 – Site image (panorama) - February 2021 (corners and boundaries in red)**

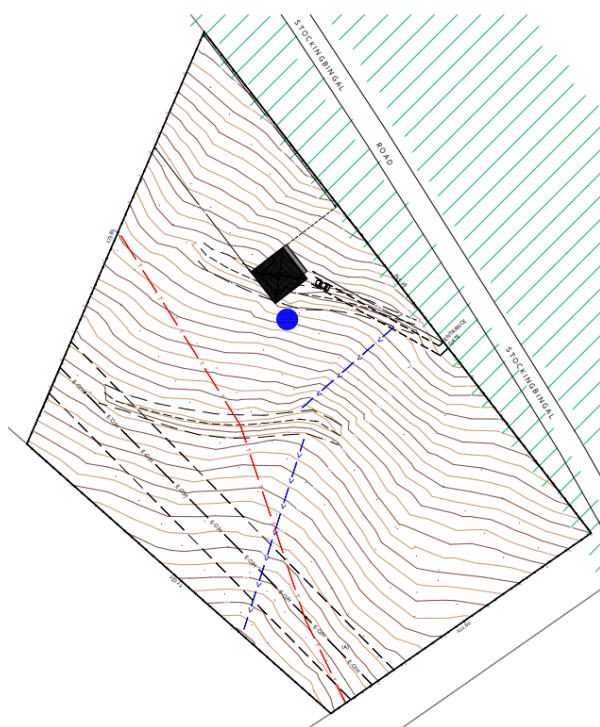


#### APPLICATION HISTORY:

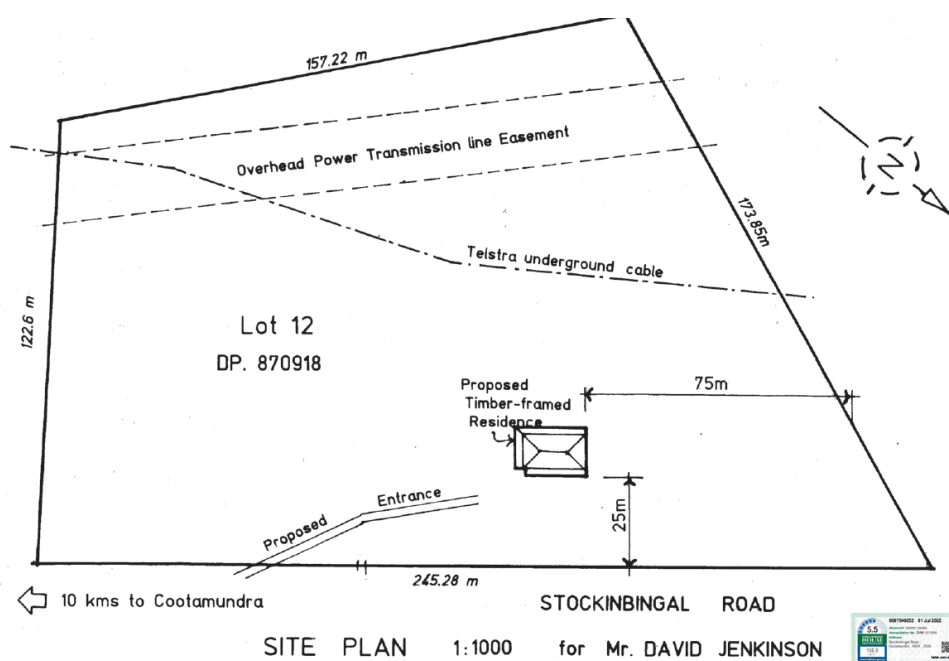
The consent was issued on the 30<sup>th</sup> March 2021 with the application to modify the consent made on the 22/07/2022. The development was not notified as the location and general construction method will not be changed and there will be no impact to the original consent.

The proposed changes are layout and size of the dwelling with the method of construction to remain as a bearer and joist floor with timber frame and weatherboard clad dwelling house.

The floor area of the dwelling is reduced by 32.66 m<sup>2</sup> to 168.96 occupied space. There is also verandahs to three sides with the western elevation left open. This reduces the overall impact of the development footprint but as the dwelling remains three bedroom the overall impacts will be similar.



Existing Site plan



Proposed Site plan

Development Assessment Internal Report – DA2020/138.2

1 of 1

Cootamundra-Gundagai Regional Council

PO Box 420 Cootamundra NSW 2590

[mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)



# DEVELOPMENT ASSESSMENT REPORT

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



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

These sections of the above Acts, requires Council to consider whether the development or activity is likely to significantly affect threatened species, populations or ecological communities (as per the relevant tests in each Act). As per these sections and tests, it is not considered that the development is likely to significantly affect threatened species, populations or ecological communities, as it does not impact on any flora, fauna or their habitat, is not mapped as being valuable on the Biodiversity Values map, is not a key threatening process, and is remote from any river system.

## 2.22 Mandatory community participation requirements

Part 1 (Mandatory community participation requirements) of Schedule 1 (Community participation requirements) sets out the mandatory requirements for community participation by planning authorities with respect to the exercise of relevant planning functions, which includes among other things, notification of development applications.

The relevant section that applies to this development is:

### **7 Application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)**

(1) *Minimum public exhibition period for an application for development consent (other than for a complying development certificate, for designated development, for nominated integrated development, for threatened species development or for State significant development)—*

- (a) *if the relevant community participation plan specifies a period of public exhibition for the application—the period so specified, or*
- (b) *if the relevant community participation plan specifies that no public exhibition is required for the application—no public exhibition, or*
- (c) *otherwise—14 days.*

The CGRC Community Participation Plan (CPP) identifies certain development applications that will be notified (generally buildings of certain size and setback), and those that may detrimentally impact adjoining neighbours. As the original development application was less than 100 metres from a boundary, both the original application and the amended application were notified in accordance with the CPP.

This modification has been reviewed and discussed with the changes to the development not being of a nature that will impact the matters of consideration regarding the objections raised. As the dwelling location will not change, method of construction the same and overall reduction in bulk and scale will be reduces, it was not considered that the development needs notification.

# DEVELOPMENT ASSESSMENT REPORT

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



## 4.5 Designation of consent authority

The development is not state significant or regionally significant, and therefore Council is the determining authority.

## 4.10 Designated development

Schedule 3 of the EP&A Regulation defines the various types of designated development, but the application does not meet any of the criteria and therefore is not designated.

## 4.13 Consultation and concurrence

If required by an environmental planning instrument, this section requires Council to consult with or obtain the concurrence of the person. No consultation was required in this instance (see Infrastructure SEPP section below, relating to Essential Energy and RMS comments).

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

The land was identified as being partially bushfire prone in the original assessment however, the development is not for residential or rural residential subdivision, and is not for a special fire protection purposes, and therefore no referral to the NSW Rural Fire Service was, or is, required.

However, this Section does require Council to be satisfied that the development conforms to *Planning for Bush Fire Protection*, or that a certificate has been provided by a qualified consultant, stating that the development conforms to the relevant specifications and requirements. A certificate has been provided by an accredited practitioner, which confirms that the development complies.

It is noted that the development is identified as BAL29 in the maximum level and the Construction Certificate will need to clearly identify the matters for construction. Furthermore, the bushfire assessment requires a 20,000 litre water supply with a Storz fitting, but the application proposes an 80,000 litres supply (domestic and fire-fighting).

## 4.22 Concept development applications

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

## 4.33 Determination of Crown development applications

The development is not a Crown development.

# DEVELOPMENT ASSESSMENT REPORT

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



## 4.36 Development that is State significant development

The development is not State significant development (of a size, type, value or with impacts deemed to be significant).

## 4.46 Integrated development

The development is not integrated development (requires consent or an approval from another government agency).

## 4.55 Modification of consents - generally

This application is for the modification of the existing development consent. The application is for an s4.55(2) application. In these terms the assessment is as follows:

(2) **Other modifications** A consent authority may, on application being made by the applicant or any other person entitled to act on a consent granted by the consent authority and subject to and in accordance with the regulations, modify the consent if—

- (a) it is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which consent was originally granted and before that consent as originally granted was modified (if at all), and

The proposed changes to the development are purely for the dwelling configuration and a reduction in the floor area. It remains a three bedroom, weatherboard clad dwelling house in the same location, having the same setbacks and of a similar but not more than, impact to the locality.

- (b) it has consulted with the relevant Minister, public authority or approval body (within the meaning of Division 4.8) in respect of a condition imposed as a requirement of a concurrence to the consent or in accordance with the general terms of an approval proposed to be granted by the approval body and that Minister, authority or body has not, within 21 days after being consulted, objected to the modification of that consent, and

N/A

- (c) it has notified the application in accordance with—  
(i) the regulations, if the regulations so require, or  
(ii) a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent, and

The matter is not required to be advertised and the matter of notification under the DCP has been discussed.

- (d) it has considered any submissions made concerning the proposed modification within the period prescribed by the regulations or provided by the development

# DEVELOPMENT ASSESSMENT REPORT

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



*control plan, as the case may be. Subsections (1) and (1A) do not apply to such a modification.*

N/A

## SECTION 4.15 CONSIDERATIONS UNDER THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979:

### 4.15(1)(a)(i) The provisions of any environmental planning instrument:

#### **State Environmental Planning Policies (SEPPs) and deemed SEPP's**

The following SEPPs are relevant to the development.

#### SEPP No. 55 – Remediation of Land

The issue of potential site contamination was raised in the submissions. Clause 7(1) prescribes that a consent authority must not consent to the carrying out of any development on land, unless it has considered whether the land is contaminated. The site is not identified on Council's potentially contaminated land register, and there is no evidence to indicate that the land is a site of possible contamination, and no further investigation is warranted.

#### SEPP (Transport & Infrastructure) 2021

The sections of this policy that are relevant to an assessment of this application are detailed as follows:

- *Div 5 Sub 2 Clause 2.48 (Determination of development applications—other development)* applies to a development application for development in proximity to electricity infrastructure (e.g within 5 metres of an exposed overhead power line). The development does not meet this criteria, as the building is proposed to be setback over 90 metres from the overhead powerline that is located adjacent the rear boundary of the site, so no formal referral to Essential Energy, was required.
- *Div 12A Sub 2 Clause 2.77 (Development adjacent to corridor)* applies to developments adjacent to a gas pipeline corridor. This development is not adjacent a gas pipeline, which is located over 4 km to the south-east).
- *Division 15, Subdivision 2 (Development in or adjacent rail corridors)*, including *Clauses 84, 85, 86 and 87* – the site is not adjacent the railway corridor, and therefore these clauses do not apply to this development.
- *Div 17 Sub 2 Clause 2.118 (Development with frontage to classified road)*, as the site fronts a classified road, Council must consider the following matters:

- (a) *where practicable and safe, vehicular access to the land is provided by a road other than the classified road, and*



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Access to the site is only available from Stockinbingal Road. There is an unformed Crown road adjacent the southern boundary of the site, but does not provide practical access, as is it presently subject to an enclosure permit and is farmed.

(b) *the safety, efficiency and ongoing operation of the classified road will not be adversely affected by the development as a result of—*

(i) *the design of the vehicular access to the land, or*

The submission raised concern with the existing road access being unsafe due to insufficient sight distance, the failure by the Applicant to address the amount of traffic generated and access to the site, and there being a need for a traffic plan and a traffic escape lane. The following photos show the sight distance at the existing access point.

**Figure 8 - View to the south  
(towards Cootamundra)**



**Figure 9 - View to the north  
(away from Cootamundra)**



Council's Engineering Department have provided the following advice:

- existing access does not have great sight visibility – approx. 120m to the north and 150m to the south,
- vehicles coming down the hill would have to react quickly if a vehicle pulled out in front of them from this driveway, which would be compounded in times of lower visibility,
- further to the north near Lots 11 and 10, Council did some work to widen the shoulder which was to assist bus stopping but also had the affect of allowing vehicles to get off the road into their driveways quicker. To widen this area would be rather expensive and it won't improve the sight distance,

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- if an access point was provided at the south-eastern boundary of the lot, this would give the best, although still short, sight distance. The driveway would need to be shaped up into the property to get a good grade, and then some flat area at the top adjacent the road,
- the other properties along this section of road also don't have the best access points and as such signs were installed advising motorists of concealed driveways.

Council has assessed the most appropriate location for the access and has identified in general terms the works required. A condition will be imposed requiring an application to construct the access be lodged and approved by Council, at which time detailed specifications will be issued. It is not considered that the development will adversely impact the safety, efficiency and ongoing operation of the classified road.

*(ii) the emission of smoke or dust from the development, or*

The development will not create dust, and whilst it is proposed to install a solid fuel (wood) heater, the setback to the road and tree buffer will ensure the *safety of the road will not be adversely impacted*,

*(iii) the nature, volume or frequency of vehicles using the classified road to gain access to the land, and*

An average of eight (8) passenger vehicle movements per days are expected from the dwelling (RMS Technical Direction 2013/04a), which will not adversely impact the safety, efficiency and ongoing operation of the road.

*(c) the development is of a type that is not sensitive to traffic noise or vehicle emissions, or is appropriately located and designed, or includes measures, to ameliorate potential traffic noise or vehicle emissions within the site of the development arising from the adjacent classified road*

The dwelling is set back 35 metres from the Stockinbingal Road road reserve, and 65 metres from the carriageway, with a tree buffer along the road. Given the volumes of traffic along the road, no detrimental impact from road noise or emissions is expected on the dwelling.

- *Clause 2.120 (Impact of road noise or vibration on non-road development)*, does not apply in this instance, as the AADT volume for the road, is less than 20,000 vehicles.
- *Clause 103 (Excavation in or immediately adjacent to corridors)*, does not apply as the development will not result in an excavation adjacent a listed road.
- *Clause 2.122 and Schedule 3 (Traffic generating development)*, does not apply, as the type and scale of development is not identified in the Schedule.

## Local Environmental Plan (LEP)

The applicable LEP is the Cootamundra LEP 2013 (CLEP), and the relevant provisions of the LEP are discussed as follows.

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## 1.2 Aims of Plan

The submissions raised concern that the development was contrary to the objectives of the LEP, mostly as it would impact on the neighbours right to farm. However, it is considered that the development does not compromise the aims of the plan, and is not inconsistent with the relevant (highlighted) aims of the LEP:

- (aa) *to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,*
- (a) to ensure that local amenity is maintained and enhanced,**
- (b) to protect viable agricultural areas from conflicting land uses,**
- (c) to identify, protect, conserve and enhance areas of environmental and aesthetic significance,**
- (d) *to encourage the ecologically sustainable use and management of natural resources,*
- (e) *to identify and protect areas used for community and recreational activities,*
- (f) *to identify and manage the heritage resources of Cootamundra.*

The development if approved, will not impact on the amenity of the area in terms of a range of issues such as noise, traffic, privacy or visual impact, given the scale of the development and setbacks proposed.

The proposed modification is clearly having no impact to the actual footprint or loadings the development may generate and is also a reduced footprint

## 1.4 Definitions

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

## 1.6 Consent authority

The consent authority for the purposes of this Plan is (subject to the Act) the Council.

## 1.9A Suspension of covenants, agreements and instruments

There is an easement for transmission lines (electricity) that passes through the site adjacent the rear (western) boundary. The house is clear of this easement and there are no covenants or agreements known to affect the property.

## 2.1 Land use zones

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

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## 2.3 Zone objectives

Under this clause Council must have regard to the objectives of the zone when determining a development application. The submissions state that the development is contrary to the zone objectives identified below, specifically those highlighted.

- ***to encourage sustainable primary industry production by maintaining and enhancing the natural resource base,***
- *to encourage diversity in primary industry enterprises and systems appropriate for the area,*
- ***to minimise the fragmentation and alienation of resource lands,***
- ***to minimise conflict between land uses within this zone and land uses within adjoining zones,***
- *to protect and conserve deposits of extractive materials and allow their extraction by limited development where appropriate,*
- *to protect and conserve native and other vegetation in order to preserve scenic amenity and to minimise land degradation.*

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

In this instance, it is considered that the development is generally not inconsistent with the zone objectives, for the following reasons:

- whilst the 2.8 ha lot could not support an economically viable broad-acre agricultural enterprise due its size, it could potentially be used for grazing, or some form of intensive horticulture, as a form of secondary income,
- the dwelling (amended location) has been positioned to have the least impact on the neighbouring property's right to farm, and it is considered that the development will not unreasonably impact on the ability of the owner to earn a living off the adjacent 800 ha property,
- the lot already exists with the right to have a dwelling, like the three adjacent properties, to the north, and it does not result in any additional fragmentation or alienation of land,
- the issue of conflict between land uses has been discussed at length above (in relation to the aims of the LEP), and it is considered that the dwelling has been located to minimise the potential for conflict,
- the development will have no adverse impact on native vegetation.

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

The erection of a dwelling on land zoned RU1 Primary Production is governed by this clause, which contains several triggers for obtaining a right to erect a dwelling on the land, including such things as meeting the minimum lot size (200 ha) or being a lot created before the current LEP and on which a dwelling was permitted, immediately prior to the current LEP coming into force.

Clearly the lot does not satisfy the minimum lot size standard, but it does satisfy clause 4.2A(3)(b) being *"a lot created before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement"*. The lot was created in 1997 (subdivision 5/96), under clause 12(2) of the Cootamundra IDO No. 1, and had a right to have dwelling under clause 13(1)(b) of the IDO.

### 5.10 Heritage conservation

There are no heritage items on-site (identified on either the SHR or in the LEP), and the site is not located in a HCA. A search of the Aboriginal Heritage Information Management System (AHIMS) database shows that no Aboriginal sites have been recorded, and no Aboriginal places have been declared, within 50 metres of the site.

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

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

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

The land to the north-west comprises three (3) lots of 3.6 ha, 4.1 ha and 19 ha, and each supports a dwelling and ancillary structures. The two (2) smaller lots are considered to be life-style lots, while the large lot is likely used for rural-residential purposes. The land to the north-east (across Stockinbingal Road) is a 15.3 ha lot that contains a dwelling, and appears to be used predominantly as a life-style lot.

The land to the south-west and south-east of the site forms part of an 800 ha farming property, which is actively used for cropping and other agricultural related uses.

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

It is not considered that the dwelling will have a significant impact on existing land uses near the development. The development will allow for the continued use of the land for both rural-residential / lifestyle purposes (to the north-west), and for agricultural purposes (to the south). As discussed at length above, the dwelling will be located a sufficient distance from the proposed lot boundaries, so as to minimise any potential land use conflicts.

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

Whilst the potential for incompatibility with the adjacent farming land is acknowledged, the development proposes a setback to the adjacent farming land, which is equal to or greater than those of the adjacent properties to the north. The introduction of one additional dwelling in the immediate vicinity of the other three (3) other dwellings, does not create any additional constraints. The proposed development is compatible with the uses on these adjacent lots to the north.

*(d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).*

No measures are proposed, or required, in order to mitigate any incompatibility, as there are sufficient setbacks proposed to the adjacent farming land.

### 6.1 Earthworks

The dwelling is mostly to be constructed using piers and bearers and joists, meaning only minor earthworks are proposed as part of the development, generally confined to the footprint of the building. There will be other works required for the construction of the effluent disposal system, but again is considered minor in nature. These earthworks will not disrupt or have any detrimental effect on drainage patterns and soil stability in the locality of the development, will not impact the likely future use or redevelopment of the land, will not impact on the existing and likely amenity of adjoining properties, or have a detrimental impact on any nearby watercourses.

One of the initial submission (relating to the original position of the dwelling) states that soil erosion and/or sedimentation has not been addressed, but that repositioning the dwelling to the north-west corner of the block reduces this risk and has less effect of existing water flow lines. The applicant has taken on board this advice and has relocated the dwelling accordingly, and Council will impose standard conditions relating to erosion control measures.



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## 6.2 Flood planning

The site is not affected by the flood mapping in the LEP, based on the 2001 Flood Study.

## 6.3 Biodiversity protection

This clause applies to land that is identified as biodiversity land on the **Terrestrial Biodiversity Map**, and an area along the north-eastern boundary (adjacent to, and including, Stockinbingal Road) has been mapped as such, as shown in the adjacent figure.



As discussed above, concern was also raised in the submissions, about the impact of the development on this vegetation along the Stockinbingal Road road reserve.

Before determining a development application for development on land to which this clause applies, Council must consider, the following issues, which have been discussed previously, in relation to the *Biodiversity Conservation Act 2016*:

(a) *whether the development is likely to have—*

- (i) *any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and*

The dwelling is well clear of this mapped area, and does not involve the removal of trees and only minimal groundcover, and will have no impact in this regard.

- (ii) *any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and*

The development will not impact the importance of the vegetation on-site, in terms of its functioning as habitat for native fauna, as no trees are being removed, and only minimal groundcover will be affected.

- (iii) *any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and*

The works on the site will not disturb or significantly fragment any stands of vegetation in the area.

- (iv) *any adverse impact on the habitat elements providing connectivity on the land, and*

The development will not impact on any wildlife corridors or connectivity, with the works not impacting on any significant vegetation.

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- (b) *any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

It is not considered that there are any measures required to mitigate the impacts of the development on the adjacent vegetation.

In conclusion, it is determined that there will be no adverse impact on ecological communities, threatened species or any habitat, and that the development is designed, sited and will be managed to avoid any adverse environmental impact, as there is no disturbance of, or to, local flora and fauna. See also discussion relating to the *Biodiversity Conservation Act 2016*.

## 6.4 Groundwater vulnerability

This clause applies to land that is identified as groundwater vulnerable on the **Groundwater Vulnerability Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

## 6.5 Riparian land and watercourses

This clause applies to land that is identified as a watercourse on the **Watercourses Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

## 6.6 Salinity

This clause applies to land identified as dryland salinity on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

## 6.7 Highly erodible soils

This clause applies to land identified as high soil erodibility on the **Natural Resources Land Map**, but the site is not mapped as being affected, and accordingly this clause is not applicable.

## 6.8 Airspace operations

This clause applies to developments that penetrate the Limitation or Operations Surface of the Cootamundra Airport, which this development does not, and therefore this clause is not applicable.



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## 6.9 Essential Services

This clause only applies to land that is zoned (a) Zone RU4 Primary Production Small Lots, and (b) Zone R5 Large Lot Residential, and therefore does not apply in this instance.

### 4.15(1)(a)(ii) The provisions of any draft environmental planning instrument:

#### **State Environmental Planning Policies (SEPPs)**

There are no draft SEPP's which relate to this development.

#### **Local Environmental Plan (LEP)**

There are no draft LEP's which apply to this land.

### 4.15(1)(a)(iii) The provisions of any development control plan:

The Cootamundra Development Control Plan (DCP) applies to the land, and the provisions are discussed as follows:

- **Chapter 1 – General information**
  - Section 1.7 - Notification of Development Applications: The provisions of the Community Participation Plan takes precedence over this section of the DCP (see comments above in Section 2.22)
- **Chapter 2 - Residential Development** – Not applicable as this section does not apply to the RU1 zone.
- **Chapter 3 - Business & Industrial Development** - Does not apply to this zone.
- **Chapter 4 – Subdivision** – The development is not a subdivision.
- **Chapter 6 – Environmental Management** – Applies to land that is bushfire prone, flood prone or potentially contaminated, and applies as the site is bushfire prone. The DCP requires the development to comply with Planning for Bush Fire Protection, which it does (see Section 4.14 above).
- **Chapter 7 – Heritage** – Not applicable as the site does not contain a heritage item and is not in the HCA.

One of the submissions raised concern that the Council has an inadequate DCP, which creates conflict. At the time the DCP was prepared, Council did not consider that it needed specific controls relating to dwellings in the RU1 zone, and whilst the merits of this can be argued, it is not a matter for this application, but is a strategic planning matter.

### 4.15(1)(a)(iiia) Any planning agreement or draft planning agreement:

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The developer has not entered into a planning agreement, nor has offered to enter into a draft planning agreement.

### **4.15(1)(a)(iv) Matters prescribed by the Regulations:**

Council has considered the following matters as prescribed by Regulations:

#### Clause 92 (Additional matters for consideration): -

- the development application does not involve the demolition of a building,
- the development is not for the carrying out of development on land that is subject to a subdivision order made under Schedule 7 to the Act,
- the development is not located within the local government area of Coonamble, City of Dubbo, Gilgandra or Warrumbungle (to which the Dark Sky Planning Guideline applies),
- the development does not pertain to a manor house or multi dwelling housing (terraces).

#### Clause 93 (Fire safety and other considerations)

- the development is not for a change of building use.

#### Clause 94 (Consent authority may require buildings to be upgraded)

- the development does not involve the rebuilding, enlargement or extension of an existing building.

#### Clause 94A (Fire safety and other considerations - temporary structures)

- the development is not for a temporary structure.

#### Clause 288 (Special provision relating to Sydney Opera House)

- the development does not relate to the Sydney Opera House.

### **4.15(1)(b) The likely impacts of that development:**

#### ***Context and Setting:***

In terms of context and setting it has been determined that the development will not impact detrimentally on character and amenity, the scenic quality of the landscape or adjacent properties. There will be no overshadowing or loss of visual and acoustic privacy, with the adjacent dwellings being located some distance away from proposed dwelling.

The issue of compatibility with the adjacent land uses, has been discussed above. Given the rural-residential or lifestyle nature of the adjoining and adjacent land to the north, it is considered that there will be no issues of compatibility. Whilst there will be some agricultural activity occurring on the adjacent farming land, the setbacks proposed will be ensure the potential for conflict is minimised.

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GUNDAGAI  
REGIONAL COUNCIL

The dwelling will have a similar style to those on the adjacent properties, being single storey in nature, and will have weatherboard cladding and a metal roof, which are materials that are appropriate in a rural area.

## **Access, Transport and Traffic:**

This issue has been discussed above in relation to SEPP (Infrastructure) in Section 4.15(1)(a)(i) above, and it has been determined that traffic generation will be minimal, and the capacity of the road system is considered appropriate for the additional traffic from a dwelling. Access will be located and constructed to Council's specifications.

## **Public Domain:**

The development will not impact negatively in terms of such things as recreational opportunities, or the amount, location, design, use and management of public spaces.

## **Utilities:**

Water supply will be rainwater, harvested from the roof of the dwelling, and stored in an 80 kL tank. This comprises 50 kL of domestic supply as per the BASIX certificate, 20 kL fire-fighting supply as per the bushfire report and 10 kL reserve for either purpose.

Effluent from the dwelling will be disposed of on-site, via an aerated wastewater treatment system (AWTS). The submissions raised concerns relating to effluent disposal, initially objecting to the first location of the effluent disposal system, due to potential or the effluent to pollute/contaminate adjacent farmland and livestock, and stating that the whole development needed to be repositioned to the north-west end of the site to reduce likelihood of pollution/contamination. When the dwelling and effluent disposal system was relocated to the north-west corner of the property, the subsequent submission stated that the wastewater management plan submitted, was no longer representative of the new location and more testing was required.

Council has reviewed the effluent disposal report, and accepts the findings of the report, even though additional soil samples were not taken from the new effluent disposal site. The following comments are made in this regard:

- due to the size of the lot, there was no obligation of the applicant to provide a wastewater report as part of the application as per Council's adopted OSSM Policy,
- additional testing was not considered warranted, as the initial soil tests revealed the presence of bedrock, which is the worst possible outcome, and consequently the system has been designed for the worst possible outcome,
- the system proposed has been selected due to the location of bedrock located at 400mm. The drainage issues associated with the bedrock eliminates any option for a traditional septic tank and absorption trenches, and the wastewater report recommends an AWTS system and surface irrigation, which is what the Applicant has proposed,

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- an AWTS is a secondary treatment system which allows effluent to be discharged at surface level using sprinklers and is recommended for constrained sites. The only constraint on the site is the bedrock and the drainage issues that this presents,
- the report acknowledges that there could be variability within soil classes and profile within a small area and the site soil classification is indicative only, this is supported by the soil testing on the site with bedrock found at 400 and 700mm,
- the identified soil type requires a minimum topsoil depth of 150mm for effluent irrigation,
- if the bedrock in the land application area is at a different depth and there is not sufficient topsoil, the OSSM approval can be conditioned to ensure that that topsoil is imported to the area to ensure adequate drainage and plant growth.

Power lines run though the property, and connection to the reticulated power system will be to the requirements of Essential Energy.

### **Heritage:**

There will be no impact on Aboriginal or European heritage, as a result of the development (se Section 5.10 above).

### **Other Land Resources:**

The development will not have any adverse effect on conserving and using valuable land resources such as productive agricultural land, mineral extractive resources or water supply catchments. This issue has been discussed above in relation to the aims of the LEP and objectives of the zone, and it has been determined that whilst there is limited agricultural potential on site, that grazing could be undertaken, despite a dwelling being located on the property.

### **Water:**

The issue of water supply is discussed above.

In terms of stormwater collection and disposal, the initial submission states that the house is located in a waterway, with water from the road and water from the hill and adjacent land, discharged to the house site, and needs to be repositioned to the north-west end of the site to reduce stormwater runoff into neighbouring land. This was done.

Stormwater from the dwelling will be collected and discharged to an 80 kL water tank and reticulated back to the dwelling. Conditions will be imposed to ensure that that any overflow from the tank will be piped clear of the dwelling, and disposed of without causing nuisance or erosion. The amended location of the dwelling will ensure that any discharge point will be well clear of the neighbouring property, such that no impact is expected.

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## **Soil:**

The submissions state that the site is steeply sloping, with shallow soils and rock outcrops, and is highly erodible. This is generally consistent with the soil samples undertaken on-site, which identifies that the soil profile is comprised of a shallow layer of silty loam topsoil (150 mm), that transitions into a sandy loam to sandy clay loam, with an underlying granite rock layer (450 mm and 800 mm). It is not anticipated that the development will have any adverse impact on soil conservation in terms of - soil qualities or instability, management of soils, soil erosion and degradation, sedimentation and pollution of water bodies contamination, or acid sulphate soils. Suitable erosion and sedimentation controls will be required as part of the construction works and will be conditioned accordingly.

## **Air and Microclimate:**

The development will have no effect on air quality and microclimatic conditions in terms of existing air quality or pollution.

## **Flora and Fauna:**

The development does not result in the removal of any trees or significant groundcover, and therefore, the development will not have any impact on critical habitats, threatened species or populations, ecological communities or any other protected species, or on native fauna or vegetation.

## **Waste:**

Construction waste will be conditioned accordingly, while domestic waste will be managed by the owner, as the surrounding properties do.

## **Energy:**

A valid BASIX certificate and NatHERS certificate, accompanied the application, indicating that all water, thermal comfort and energy targets have been met.

## **Noise and Vibration**

Noise impacts from a dwelling are not anticipated to be an issue. Conditions pertaining to noise during the construction phase will be conditioned, through hours of construction.

## **Natural Hazards:**

The submission states that the Applicant needs to provide evidence as to how natural hazards such as bushfire, flooding, landslip, high wind or any other risk factor, will be overcome. The

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issue of bushfire has been addressed through the submission of a bushfire report from an accredited certifier. There is no evidence to indicate that there are any other risks to people, property or the biophysical environment from – geologic or soil instability, flooding or wind.

## ***Technological hazards***

There are no known risks to people, property or the biophysical environment from industrial and technological hazards, land contamination and remediation or building fire risk.

## ***Safety, security and crime prevention***

It is considered that a dwelling will only have a positive impact on the security and safety of adjoining properties, and the subject property, and will not encourage criminal activity.

## ***Social Impacts in the Locality:***

It is not considered that the development will have a negative social impact in terms of the health and safety of the community, social cohesion, community structure, character, values or beliefs, social equity, socio-economic groups or the disadvantaged, and social displacement.

## ***Economic Impact in the Locality:***

It is not considered that there will be any negative impact in economic terms. The “right to farm” issue has been discussed above.

## ***Site Design and Internal Design:***

There are no dominant physical or environmental features of the site. The location nominated, is considered a suitable location for a dwelling, taking into account the neighbouring land uses.

## ***Construction Matters:***

Impacts from construction have been assessed above as part of this application, and conditions recommended in terms of hours of construction and sedimentation and erosion controls.

## ***Cumulative impacts***

Nil adverse cumulative impacts have been identified.

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## 4.15(1)(c) - The suitability of the site for the development:

### *Does the proposal fit in the locality ?*

The development will result in a development that fits in the locality. There are no constraints posed by adjacent developments that would prohibit the development. It is considered that the air quality and microclimate are appropriate for the development, and there are no hazardous landuses or activities nearby, and ambient noise levels are suitable for the development.

### *Are the site attributes conducive to development ?*

The site is not subject to natural hazards including flooding, subsidence, slip or mass movement, and the issue bushfire has been addressed. The soil characteristics are appropriate for the development, and there are no critical habitats, or threatened species, populations, ecological communities or habitats on the site. The development will not prejudice future agricultural production and there are no known mineral or extractive resources on the site. This issue of potential site contamination has been discussed previously.

## 4.15(1)(d) - Any submissions made:

Nil received – not notified

## 4.15(1)(e) - The public interest:

The Riverina Murray Regional Plan 2036 has been developed to plan for future population's needs for housing, jobs, infrastructure and a healthy environment, in the Region. The development is not inconsistent with this Plan.

Staff are not aware of any other policy statements from either Federal or State Government that are relevant to this proposal, nor any planning studies or strategies. There is no management plan that is applicable to a development of this nature, and no codes or guidelines. The issue of easements has been discussed above.

Overall, the proposal would not contravene the public interest.

## OTHER MATTERS:

### Section 7.11 and 7.12 Contributions Policies:

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Section 7.12(2) of the EPA Act, states that “a consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11”. Accordingly, Council can only require payment of either a 7.11 or 7.12 contributions.

## **Section 7.11 Contributions Plans**

The only Section 7.11 plan in force is the “Development Generating Heavy Vehicle Usage of Local Road”, which only applies in Gundagai, and therefore does not apply to this development.

## **Section 7.12 Contributions Plans**

The Cootamundra-Gundagai Regional Council Section 7.12 Fixed Development Consent Levy Contributions Plan 2018, does apply to this development, and conditions will be imposed in this regard.

## **Disclosure of political donations and gifts:**

The application and notification process did not result in any disclosure of Political Donations and Gifts.

## **CONCLUSION:**

Council has considered the all matters under the relevant legislation, and it considers that the proposed modification of the existing development is appropriate and of minor impact to the previously approved outcomes.

## **RECOMMENDATION:**

### **Determination:**

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

- Application No.: DA2020/138.2
- Property: Lot 12 DP 870918  
Stockinbingal Road  
COOTAMUNDRA NSW 2590
- Development: Dwelling – to erect a three (3) bedroom, weatherboard-clad dwelling, and ancillary infrastructure.  
Modification – Change of floor plan

## **ADMINISTRATIVE CONDITIONS**

### **Approved plans**



# DEVELOPMENT ASSESSMENT REPORT

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



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

Following plans prepared by Sowdes				
Number	Version	Title	Dated	Date lodged
0010620-02SITE	A	Site plan	08/12/2020	6/1/2020
0010620-02DEV	A	Development precinct site plan	08/12/2020	6/1/2020
Following plans prepared by Coota design				
1	-	Floor plan and elevations	06/08/2020	04/09/2020
2	-	Elevations and section	24/08/2020	04/09/2020
Bush Fire Hazard Assessment report, prepared by Sowdes, dated 8 December 2020, submitted 6 <sup>th</sup> January 2021				
NatHERS Report, prepared by Energy Raters, dated 16 <sup>th</sup> August 2020, submitted 4 <sup>th</sup> September 2020				
BASIX Certificate No. 1124798S, prepared by Coota design, dated 26 <sup>th</sup> August 2020, submitted 4 <sup>th</sup> September 2020				

and as modified by any conditions of this consent.

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

## Compliance with relevant legislation

- The development shall be carried out in accordance with the provisions of the *Building Code of Australia, Environmental Planning and Assessment Act, 1979* and the regulations made thereunder, in accordance with the plans and specifications approved by Council.
- The issue of this Development Consent does not certify compliance with the relevant provisions of the *Building Code of Australia* or *National Construction Code Series*.

## Utilities

# DEVELOPMENT ASSESSMENT REPORT

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



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

## PRIOR TO ISSUE OF A CONSTRUCTION CERTIFICATE

### Payment of section 7.12 contribution

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

### Onsite Sewerage Management System

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

### Solid fuel heater

8. Prior to the issuing of a construction certificate, a section 68 approval under the *Local Government Act 1993* shall be obtained for the installation of the solid fuel heater.

## PRIOR TO WORK/CONSTRUCTION COMMENCING

### Inspection/Certification

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

### Signs

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

## DEVELOPMENT ASSESSMENT REPORT

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



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

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

### Notice of Commencement

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

### Builders Toilets

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

### Residential Building Work

13. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information
  - A. In the case of work for which a principal contractor is required to be appointed:
    - the name and licence number of the principal contractor, and
    - the name of the insurer by which the work is insured under Part 6 of that Act.
  - B. In the case of work to be done by an owner-builder:
    - the name of the owner-builder and,
    - the number of the owner-builder permit (where required).

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

### Prior to Building Work Commencing

## DEVELOPMENT ASSESSMENT REPORT

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



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

### Cut and Fill

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

### Siting of Building

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

### Soil Erosion Control

## DEVELOPMENT ASSESSMENT REPORT

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



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

### Restricted Public Access

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

### DURING CONSTRUCTION

#### Bushfire Construction level

19. All development shall be constructed to BAL-29 construction standard, in accordance with *Australian Standard AS3959 - Construction of Buildings in Bushfire Prone Areas*, the provisions of Planning for Bush Fire Protection, 2019, and the Bush Fire Hazard Assessment report referenced in Condition 1.

#### Works to be undertaken in accordance with the approval

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

#### Hours of Construction Site Works

22. Construction site works including the entering and leaving of vehicles is limited to the following hours, unless otherwise permitted by Council:-
- Monday to Saturday from 7.00am to 7.00pm
  - Sundays and public holidays from 9.00am to 12.00pm
- The applicant is responsible to instruct and control subcontractors regarding hours of work.

#### Effluent disposal and plumbing and drainage works.

## DEVELOPMENT ASSESSMENT REPORT

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



23. The onsite sewerage management system shall be installed and operated in accordance with the section 68 approval.
24. All plumbing works must be undertaken by a licenced plumber or drainer. They must submit their Notice of Work (N.O.W) and pay for any associated inspections 48 hours before the first inspection. They also must submit a correct Sewer Service Diagram (S.S.D) for all works. The Certificate of Compliance (C.O.C) and S.S.D. must be submitted before an Occupation Certificate can be released by the Principal Certifying Authority (P.C.A).

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

### Construction waste management

25. Provision shall be made on site for the proper storage waste such that no builders' waste shall be left in the open. Specific attention should be given to items which are subject to relocation by the action of wind, e.g. paper, sheets of iron, ridge capping, cement and lime bags and the like.
26. All construction waste shall be removed from the site and disposed of to a licenced waste disposal facility, on a regular basis.

### Termite Protection

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

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

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

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

## DEVELOPMENT ASSESSMENT REPORT

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



### Storm Water

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

### Water Proofing - Wet Areas

30. An owner/builder will not be permitted to provide water proofing membranes to any wet area unless that person holds a Water Proofing Membrane subcontractor's licence with the Department of Fair Trading. The application of water proof membranes to nominated wet areas is a 'Critical Stage Inspection' requiring mandatory inspection by the Council or an accredited Private Certifying Authority. The standards for compliance are AS 3740 2010 for Water Proofing Internal Wet Areas.

### Slab on Ground Construction.

31. The following points must be complied with: -
  - internal floor level must be a minimum of 225mm above the external finished surface level adjacent to the building
  - external paths and ground surface adjoining the walls of the building must be graded and drained away from the dwelling in such a manner as not to cause a nuisance

### Scalding

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

### Smoke Alarms

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

**PRIOR TO OCCUPATION OR COMMENCEMENT OF USE**

## DEVELOPMENT ASSESSMENT REPORT

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



### Occupation of Building

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

### Compliance Certificates

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

### BASIX

36. 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.

### Driveway and Layback

37. A suitably located and constructed vehicle access shall be provided to the site, prior to the issue of an occupation certificate. The vehicle access shall be constructed in accordance with Council's specifications, after making application to and obtaining approval from Council, under Section 138 of the Roads Act 1993.

### Property Identification

38. A rural addressing number shall be affixed to the fence adjacent the property entrance, prior to the issuing of an occupation certificate. The rural addressing number shall be allocated upon construction of the access.

### DURING OPERATIONS

#### Ongoing bushfire protection measures



## DEVELOPMENT ASSESSMENT REPORT

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



39. The following bushfire protection measures shall be installed and maintained on site, in accordance with the provisions of Planning for Bush Fire Protection 2019 and the Bush Fire Hazard Assessment report referenced in Condition 1:
- an Asset Protection Zone (APZ) of 25 metres around the development,
  - a minimum of 20,000 litres of water shall be provided to be used exclusively for fire-fighting purposes, fitted with a 65 mm Storz outlet (this shall be in addition to any private supply or storage for drinking water purposes),
  - internal access road.

### SCHEDULE 1, DIVISION 4, CLAUSE 20 - REASONS FOR THE DECISION:

This section of the Act requires the public notification of certain decisions, the date of the decision, the reasons for the decision and how community views were taken into account in making the decision. The reasons for the decision and how community views were taken into account, as it relates to this development application are:

- The development is in keeping with the existing character of the area.
- The impacts of the development are minimal.
- The development complies with all local environmental planning instruments.
- Conditions have been imposed to preserve the amenity of the area.
- The development application was notified, and the issues identified in the submissions have been considered at length, and found to be acceptable.
- The proposed modification of the development has no significant impacts

### DEVELOPMENT ASSESSMENT SIGNING OFFICER:

A handwritten signature in black ink, appearing to read "B. Tredinnick".

Brian Tredinnick  
Building Surveyor (Contract)

29/08/2022  
Date

**8.5 REGULATORY SERVICES**

Nil

**8.6 ASSETS**

Nil

## 8.7 CIVIL WORKS

### 8.7.1 ROAD SAFETY ACTION PLAN 2022-2026

DOCUMENT NUMBER	376380
REPORTING OFFICER	Kylie Grybaitis, Road Safety Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<p><b>1. A vibrant, safe, and inclusive community</b></p> <p>1.1 Our health and wellbeing needs are met</p> <p><b>4. Collaborative and progressive leadership</b></p> <p>4.4 Recognised as a premier local government Council that represents and advocates for community needs</p> <p><b>5. Integrated and accessible region</b></p> <p>5.1 Known for our good road network</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	<ol style="list-style-type: none"> <li>Submission 1 - WR &amp; MR Imrie Bus Services <a href="#">↓</a></li> <li>Draft Revised Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026 <a href="#">↓</a></li> </ol>

## RECOMMENDATION

**The draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026, attached to the report, be endorsed.**

### Introduction

At the Ordinary Meeting held on the 26<sup>th</sup> of July 2022, Council resolved to place the draft Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026 on public exhibition for twenty-eight (28) days. The public exhibition period ended on the 24<sup>th</sup> of August 2022.

The Cootamundra-Gundagai Regional Council Road Safety Action Plan 2022-2026 is Council's five-year plan for the delivery of road safety outcomes in the 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.

### Discussion

Council received one (1) submission during the public exhibition period. This submission, in combination with queries raised at the Ordinary Council Meeting of the 26<sup>th</sup> of July 2022, have resulted in changes to the Draft Road Safety Action Plan 2022-2026 to align with the recommendations received.

A full copy of the submission received has been attached to the report. Submission recipients and date received summarised below.

1. Maxine Imrie – WR & MR Imrie Bus Services - 27 July 2022

Maxine Imrie raised concerns with regard to the absence of Bus Safety Awareness programs in the CGRC Road Safety Action Plan 2022-2026. To address these concerns, Bus Awareness has been included in all Truck Awareness projects and promotions. Approved Bus Safety messaging will be promoted on Council's social media platforms and School Bus Zone Safety Banners and Bus Safety brochures will be distributed to local schools.

Concerns raised during the Council meeting on the 26<sup>th</sup> July 2022 regarding the Over 65 Years Programs has also been addressed in the revised CGRC Road Safety Action Plan. The inclusion of a CGRC Age Related Crash Statistics graph demonstrates the need for community education across all age groups. TfNSW provides educational programs targeting specific groups which are made available to the RSO to share with the community. These programs are designed to increase community awareness and ultimately save lives.

The final draft of the Cootamundra-Gundagai Road Safety Action Plan 2022-2026 is attached.

Financial

There are no financial implications associated with this report.

WR & MR Imrie Bus Services

PO Box 5

Cootamundra NSW 2590

27 July 2022

RE: SUBMISSION DRAFT ROAD SAFETY ACTION PLAN

Dear Sir,

As school bus operators with two TFNSW contracted buses in the Cootamundra region, we would like to bring to your attention and perhaps inclusion in the Road Safety Action Plan the need for more detailed inspection and discussion with local operators in relation to informal roadside bus stops.

We feel that Council needs to implement a policy/procedure that ensures that requests from landowners/bus operators for the inclusion of an informal roadside bus stop is attended to as quickly as possible, inspected by the RSO and road engineering staff to make the stop as safe as possible.

Informal roadside bus stops can change from year to year, when passengers from rural properties either start or leave school.

Signage be erected to inform road users of a stop coming up. An audit of signage needs to be undertaken, as many bus stops signs are not needed in the places they are erected. This audit could be done and should be done with the co-operation of local bus operators.

We would also like to ask that overhanging branches from trees, particularly outside local schools are inspected and trimmed. These branches not only cause damage to buses, but they also pose a risk for road user and passengers as buses often must park wide of the kerb.

Perhaps Council and the RSO would consider organising a meeting with local bus operators to discuss their concerns, get some feedback, and encourage open dialogue between Council, TFNSW (RSO) and operators. We are sure this would also lead to more effective communication, positive promotion of Bus Aware programs and initiatives.

Buses should also be included in the Truck Awareness program/initiative. The larger buses need space to turn. Buses are limited in their speed and are frequently stopping.

Thank you for the opportunity to present this submission.

Kindest regards,

Maxine Imrie

Manager

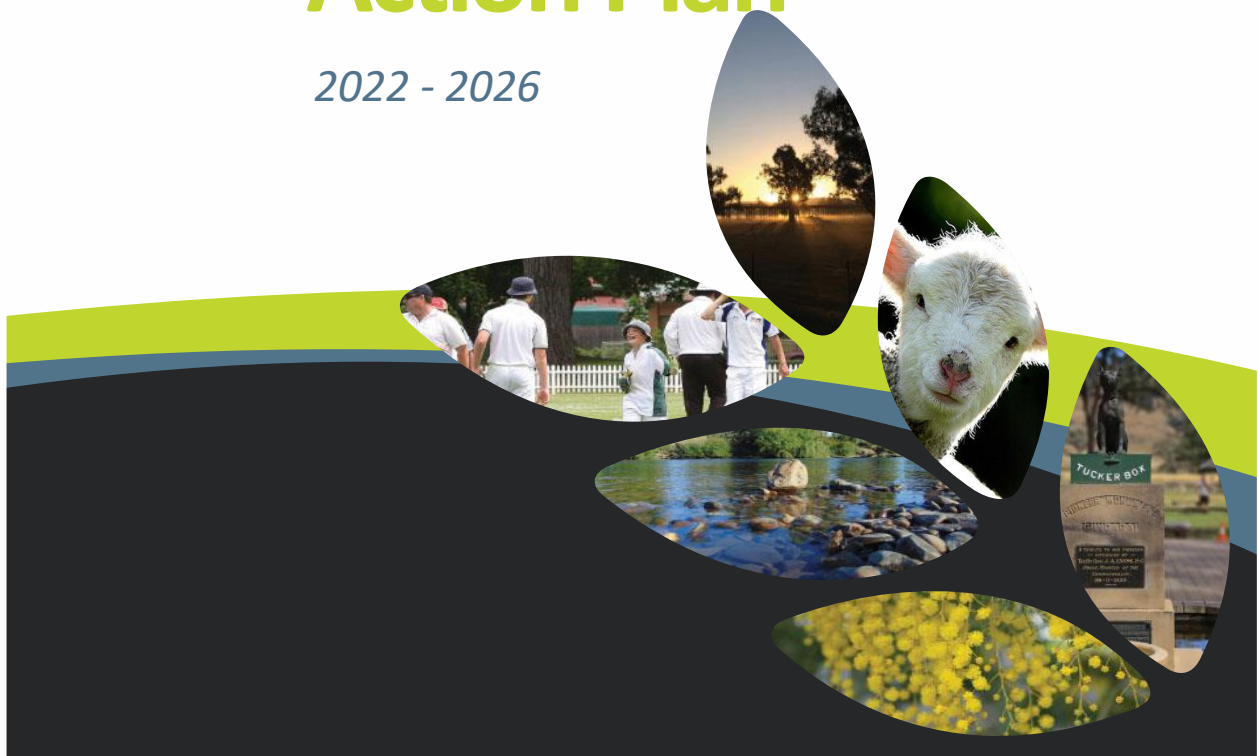
WR & MR Imrie Bus Services



**COOTAMUNDRA-  
GUNDAGAI** REGIONAL  
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

<b>Approved by</b>	Council resolution or GM
<b>Responsible Officer</b>	Road Safety Officer
<b>Council Service Unit</b>	Civil Works
<b>Next Review Date</b>	01-Jun-2025
<b>RELEVANCE TO COMMUNITY STRATEGIC PLAN</b>	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

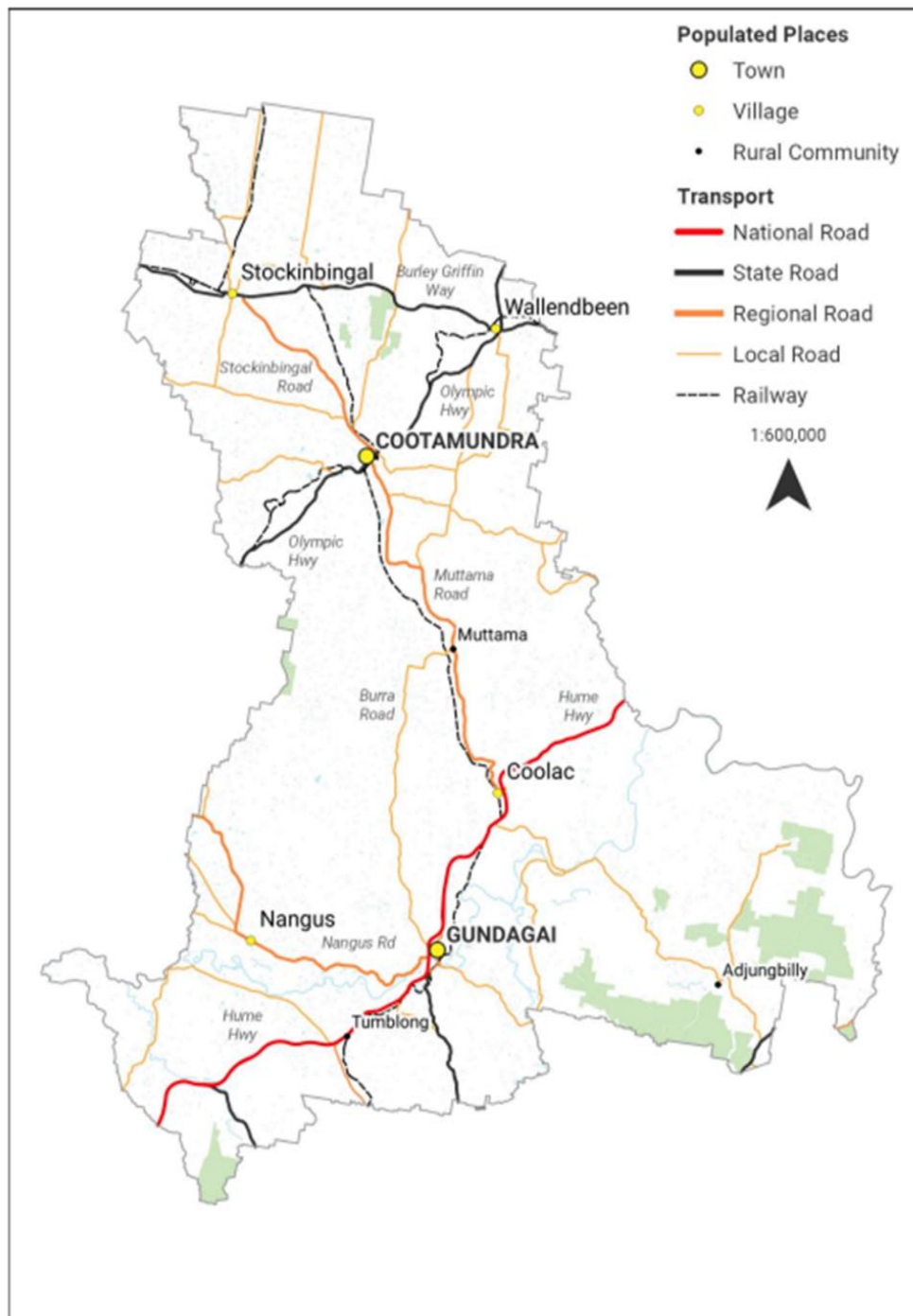
The Cootamundra-Gundagai Regional Council (CGRC) area is located in the Southwest Slopes and Riverina Regions of New South Wales, about 390 kilometers south-west of Sydney CBD, and about 95 kilometers north-west of the Canberra CBD. The Cootamundra-Gundagai Council area covers an area of 3,981 square 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.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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
<b>5.1 Known for our good road network</b>	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	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>Telstra/telecommunications provider</li> <li>Road maintenance contractors</li> <li>Other contractors</li> </ul>
<b>5.2 Easily accessible from major cities and other regional towns</b>	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	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>NSW and Australian governments</li> <li>Murrumbidgee Local Area Health</li> <li>Cootamundra Airport</li> <li>Cootamundra Tourism Group</li> <li>Business Chambers</li> <li>Transport for NSW</li> <li>RMS</li> <li>Neighbouring Rail Trails</li> </ul>
<b>5.3 Secure Cootamundra as an Inland Port location serving to transfer rail freight between the Inland Rail and Sydney-Melbourne line</b>	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	<b>Leader</b> <b>Partner</b> <b>Advocate</b>	<ul style="list-style-type: none"> <li>NSW Government</li> <li>Freight and Logistic providers</li> <li>Transport Providers</li> <li>Local businesses and business partnerships</li> </ul>
Outcomes	Measure	Source	
<b>A safe, sustainable and efficient road and pathway network</b>	<ul style="list-style-type: none"> <li>Community satisfaction with the safety of the road network in their town or village and across the region</li> <li>Community satisfaction with the condition of the road network in their town or village and across the region</li> </ul>	<ul style="list-style-type: none"> <li>Cootamundra-Gundagai Regional Council community survey</li> </ul>	
<b>Better connectivity between towns villages, other regions, major cities and other states</b>	<ul style="list-style-type: none"> <li>Community satisfaction with connectivity</li> <li>Increased opportunity for Council</li> </ul>	<ul style="list-style-type: none"> <li>NSW Government</li> <li>Cootamundra-Gundagai Regional Council Community survey</li> <li>Federal Government</li> </ul>	

## CGRC Road Safety Priorities

The Delivery Program 2022-2025 identifies projects, programs and activities that Council will be undertaking within the next financial year.

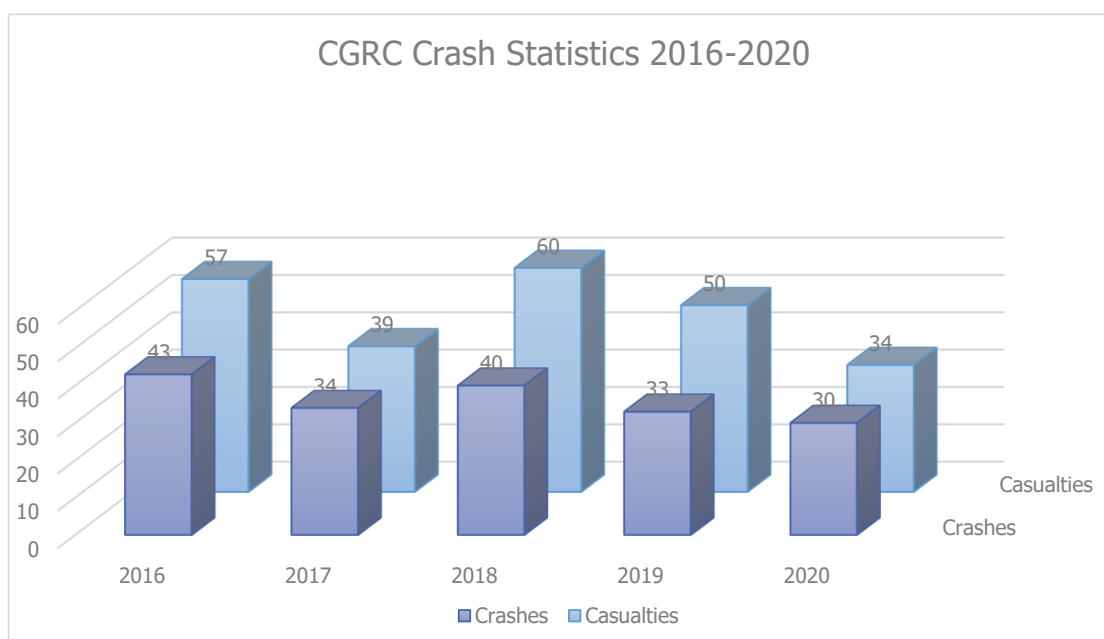
Objective 5.1: Known for our good road network					
No.	Strategy	No.	Delivery Program Activities	Measure of Success	Responsible Department
5.1a	Revising the asset management plan	5.1a(1)	Align Council’s Assets and Civil Works Departments works programs	<ul style="list-style-type: none"><li>Consolidated asset maintenance schedule in place</li><li>Assets upgraded based on condition and priority rating</li></ul>	<ul style="list-style-type: none"><li>Assets</li><li>Civil Works</li><li>Technical Services</li></ul>
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"><li>High levels of engagement between Council’s Road Safety Officer and key stakeholders</li><li>Delivery of local road safety projects</li></ul>	<ul style="list-style-type: none"><li>Civil Works</li><li>Technical Services</li></ul>
		5.1b(2)	Deliver annual resealing program	<ul style="list-style-type: none"><li>Resealing program delivered and reported annually</li></ul>	<ul style="list-style-type: none"><li>Civil Works</li><li>Technical Services</li></ul>
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"><li>Community satisfaction with roads</li><li>Roads constructed and upgraded to appropriate Australian Standards</li></ul>	<ul style="list-style-type: none"><li>Civil Works</li><li>Technical Services</li></ul>
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"><li>Improved and expanded public and community transport within the region</li></ul>	<ul style="list-style-type: none"><li>Development, Building and Compliance</li><li>Community and Culture</li></ul>
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"><li>Improved passenger and freight transport connections within the region</li></ul>	<ul style="list-style-type: none"><li>Development, Building and Compliance</li><li>Civil Works</li><li>Technical Services</li></ul>
		5.1e(2)	Identify freight routes for heavier vehicles	<ul style="list-style-type: none"><li>Freight routes identified and implemented</li></ul>	<ul style="list-style-type: none"><li>Civil Works</li><li>Technical Services</li><li>Development, Building and Compliance</li></ul>
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"><li>Feasibility study / master planning commenced</li></ul>	<ul style="list-style-type: none"><li>Facilities</li><li>Development, Building and Compliance</li></ul>

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

<b>5.2b</b>	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"> <li>Local roads resealed</li> <li>Community satisfaction with road condition</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> <li>Technical Services</li> </ul>
		5.2b(2)	Seek funding for upgrades to Stockinbingal and Muttama Roads	<ul style="list-style-type: none"> <li>Funding sourced and secured for road upgrade</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> </ul>
		5.2b(3)	Deliver Bridge Replacement Program	<ul style="list-style-type: none"> <li>Bridges replaced in line with program</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> <li>Technical Services</li> </ul>
		5.2b(4)	Seek funding to build a bridge over low level causeway at Muttama	<ul style="list-style-type: none"> <li>Seek sourced</li> <li>Plan developed</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> <li>Technical Services</li> </ul>
<b>5.2c</b>	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"> <li>Program established and curb and gutter upgrades in process</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> <li>Technical Services</li> </ul>
		5.2c(2)	Develop cycleway and pedestrian access plan for the region	<ul style="list-style-type: none"> <li>Plan developed and in place</li> <li>Works commenced</li> <li>Seek funding opportunities for upgrades and works</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> <li>Technical Services</li> </ul>
		5.2c(3)	Deliver footpath extensions and safe footpath / disabled access	<ul style="list-style-type: none"> <li>Footpaths extended</li> <li>Safe walking path established in Stockinbingal between school, recreational ground, King George Park and the Post Office</li> <li>Disabled access addressed across footpath replacement program with access to community facilities prioritised (i.e. Stockinbingal Hall)</li> </ul>	<ul style="list-style-type: none"> <li>Civil Works</li> <li>Technical Services</li> </ul>

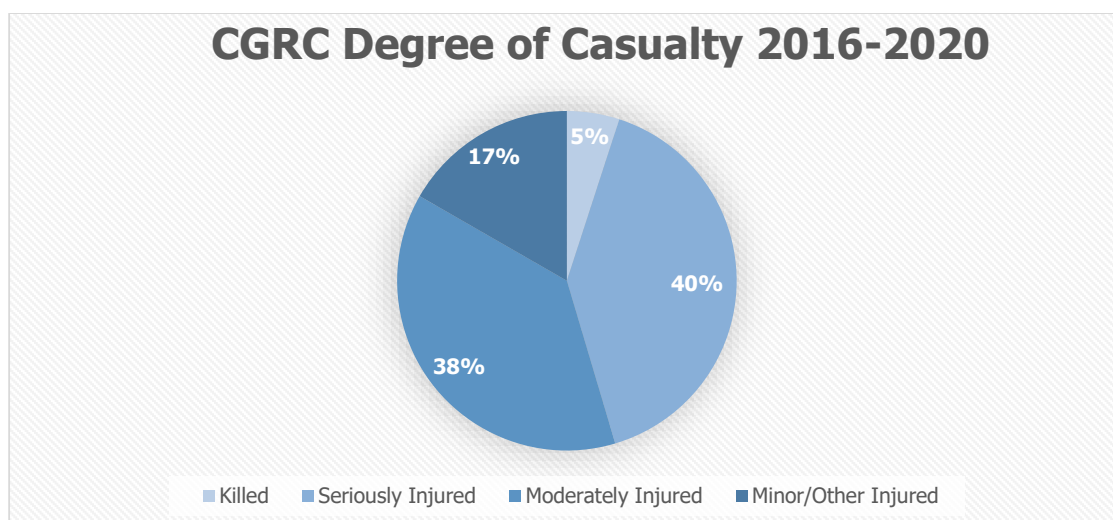
## CGRC Crash Data Analysis

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.

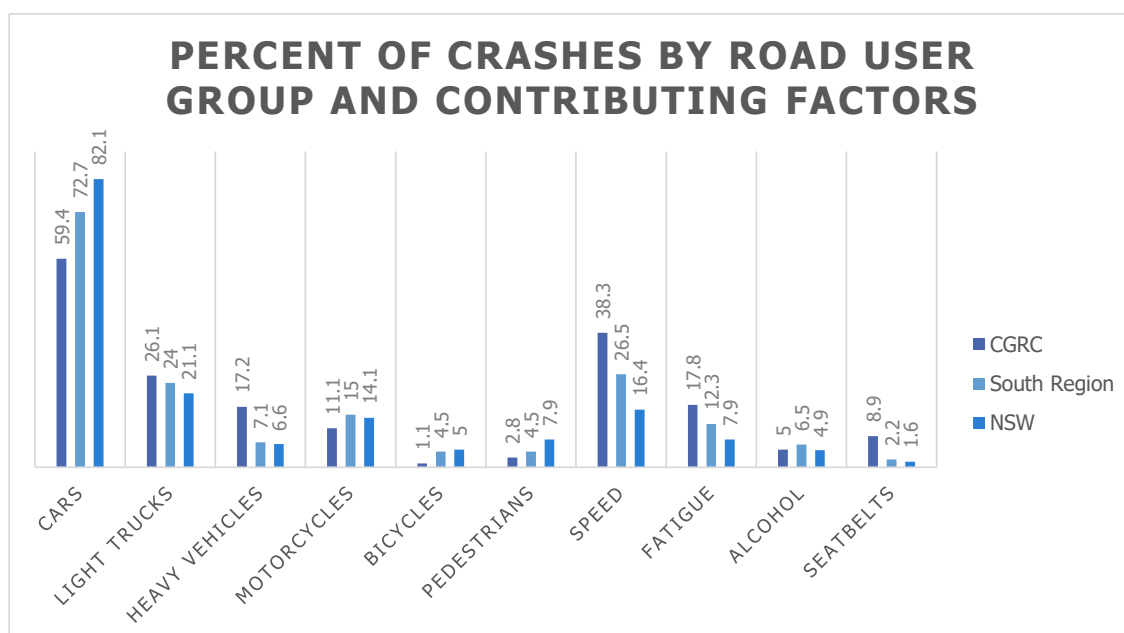




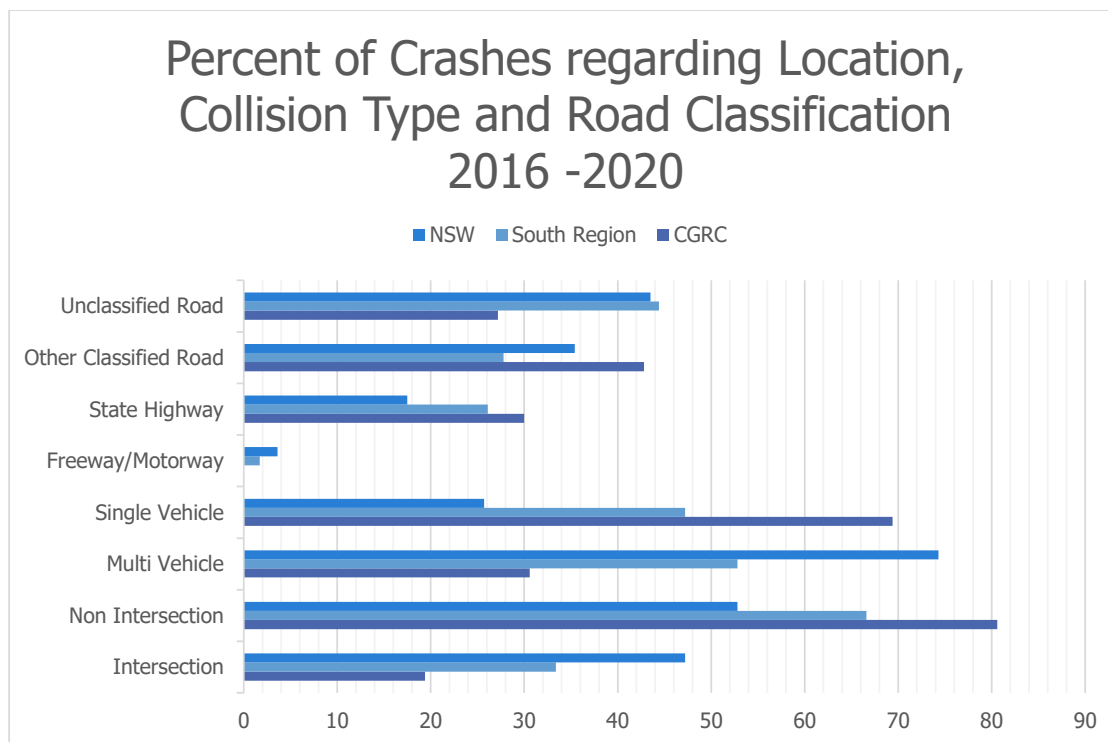
Crashes are categorised in accordance with the type of crash, the number of persons involved and the severity of injuries. The degree of injury is recorded as fatal (death within 30 days as a direct result of the crash), seriously injured (hospital admission within two days of the crash but did not die 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.



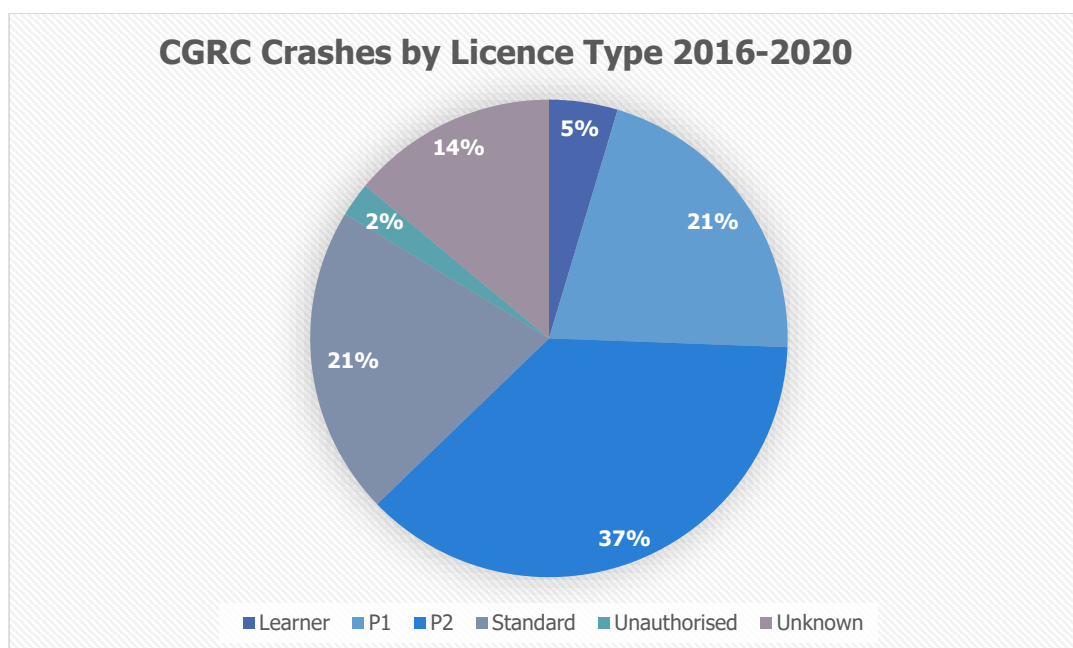
The statistics included in the graph below indicate that CGRC has a higher percentage of light truck crashes than NSW, and a substantially higher percentage of heavy vehicle crashes than both the South Region and NSW. Speeding, fatigue, alcohol and misuse of restraints have also ranked higher than State average and have been identified as areas of focus for the CGRC RSO.



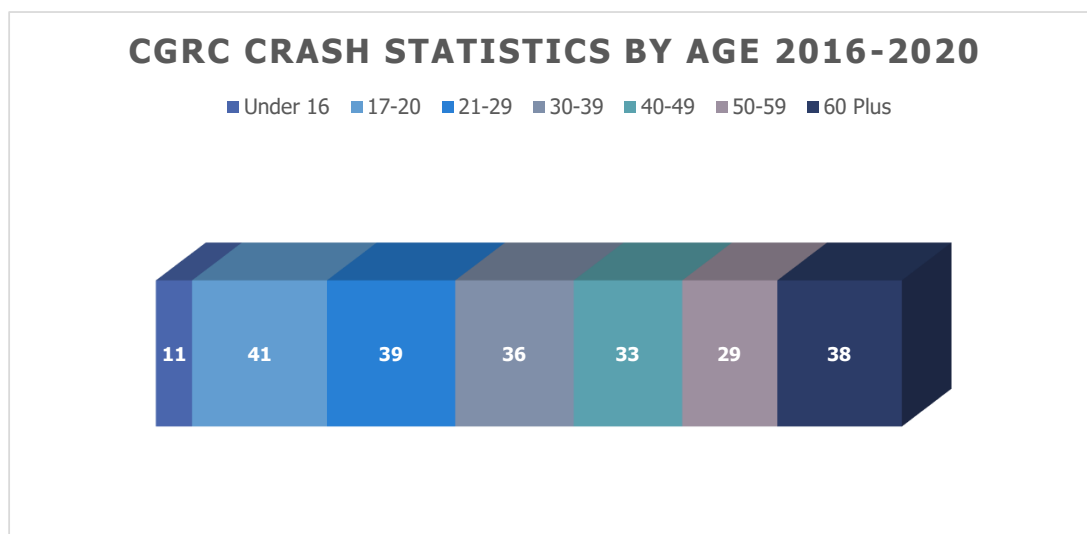
Crash data provides information regarding crash location, collision type and road classification, and identifies areas of concern. This data suggests that single vehicle crashes are an area of concern in the CGRC region, with a higher percentage of crashes occurring on classified roads and State Highways, nor are they intersection related.



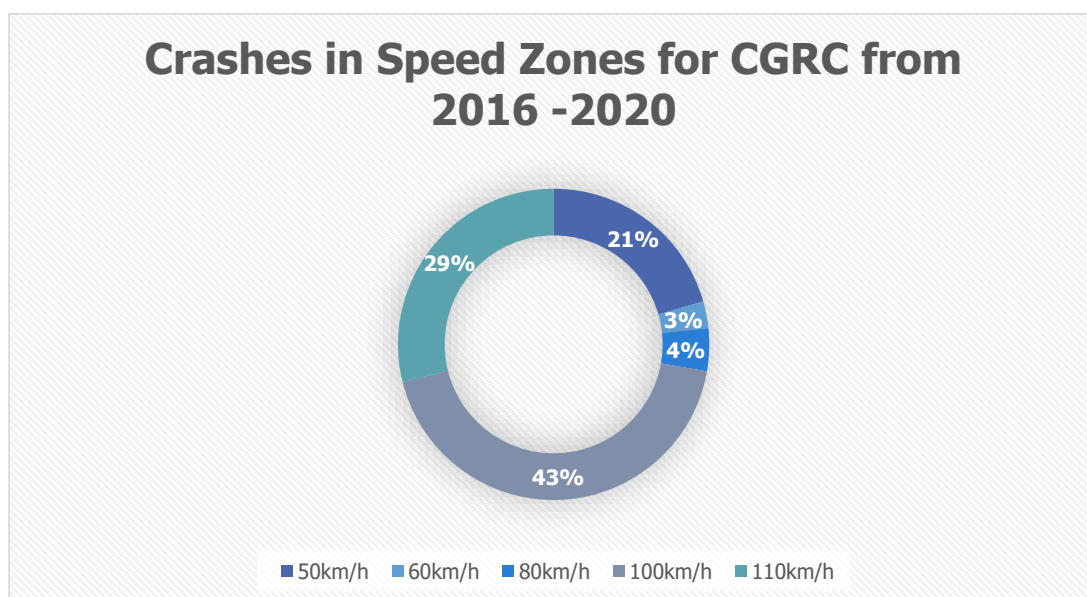
CGRC statistics from 2016 through to 2020 indicate that 63% of crashes involved drivers with either a Learner, P1 or P2 licence qualification. This demonstrates that inexperience has had a concerning role in crashes in the CGRC region during this period. It also indicates that Learner's with the assistance of a supervisor are less likely to have a crash than a P1 or P2 licence holder driving independently.



An age-related analysis of crash statistics for the CGRC region demonstrates the need to ensure that all road users have access to valuable safety information and are included in any available age-related educational programs provided by TfNSW.



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 and Bus Awareness**

The RSO will conduct a Truck and Bus Awareness information booth at a local event and organise a visit from the SafeT360 (an interactive road safety education tool for truck and bus 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 - SEPTEMBER 2022**

DOCUMENT NUMBER	377246
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>5. Integrated and accessible region</b> 5.2 Easily accessible from major cities and other regional towns
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

**RECOMMENDATION**

**The Civil Works and Technical Services Report for the month of September 2022 be noted.**

Introduction

The Civil Works and Technical Services Report for the month of September 2022 is submitted for the information of Council and the community.

Discussion*Fixing Local Roads (FLR) Projects:*

Work to finish stage one of Brawlin Road (Brawlin) is underway once again, with the bitumen seal expected by mid-September, subject to suitable weather conditions.

The box culverts for the Salt Clay Lane (Cootamundra) upgrade have been delivered. Construction of the causeway using these culverts is expected to commence later in the year.

Kerb and gutter replacement is underway in Burke Street (Gundagai).

*Local Roads & Community Infrastructure (LRCI) Program:*

Work has commenced on the replacement footpath in front of the Salvation Army store in Hovell Street, Cootamundra. Expectations are that the new asphalt path will be laid in mid-September.

Work is underway on the new footpath along the western side of Sutton Street, Cootamundra between Hurley and Mackay Streets. This project was suggested by Council in order to complete the missing link along that section of Sutton Street.

*General Works:*

Heavy patching works have been undertaken along Muttama Road between Coolac and Muttama.

The Gundagai works crew have undertaken private works in Tumut on a subdivision.

Maintenance grading has been undertaken on roads around the Edwardstown area as well as Parson Creek and Hopewood Road (Gobarralong area). Gravel patching has been undertaken on North Jindalee, Morrison's Hill Road, Blonde Val Lane and West Jindalee (Jindalee area).

With the continual wet weather all available resources have been used to maintain the bitumen road network. Many roads are suffering from a saturated pavement which is resulting in bitumen seal failures as well as pavement defects.

Financial

Projects funded under specific grant FLR and LRCI programs.

Maintenance works funded from the General Fund.

### 8.7.3 COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING MINUTES 3 NOVEMBER 2021

DOCUMENT NUMBER	377103
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Cootamundra Floodplain Committee Meeting Minutes 3 November 2021 <a href="#">↓</a>

#### RECOMMENDATION

- 1. The Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held 3 November 2021, attached to the report, be received and noted.**
- 2. Council consider the recommendations detailed in the report, and contained within the attached Minutes.**

#### Introduction

The Cootamundra Floodplain Risk Management Committee meet as required to discuss the flood mitigation of the Muttama Creek and other matters relevant to the Muttama Creek that runs through Cootamundra.

The Minutes of The Cootamundra Floodplain Risk Management Committee Meeting held 3 November, 2021 attached to the report are provided for the information of Council and the community.

#### Discussion

The following recommendations are submitted for Council's determination:

#### ***Voluntary house raising/voluntary purchase scheme (VHR/VP)***

- 1. That a combination of structural options be evaluated for a lower level of protection and compared with the cost of a VHR/VP scheme. Specifically, evaluate the combined option of the Racecourse detention basin with the McGowan Street, Cootamundra levee to assess the costs and benefits of the scheme.*
- 2. That, since no major structural mitigation measures seem practical, the Committee recommends that a VHR/VP Feasibility Study be undertaken concurrently with this Floodplain Risk Management Study.*

Financial

Future works dependent on available grant funding.



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# Minutes

## COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**4.00PM, WEDNESDAY 3<sup>rd</sup> November, 2021**

Administration Centres: Ph: 1300 459 689

[mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

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



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## Cootamundra Floodplain Risk Management Committee Meeting 3<sup>rd</sup> November 2021

### Minutes

<b>Meeting title:</b>	Cootamundra - Meeting No 7	Floodplain	Risk	Management	Committee
<b>Date:</b>	3 November 2021	<b>Time:</b>	4.00pm – 6.15pm		
<b>Location:</b>	Alby Schultz Meeting Centre, Cootamundra				
<b>Attendees:</b>	Phil McMurray – General Manager Councillor Charlie Sheahan - Chairperson Mark Ellis - Manager Civil Works Craig Perrin – A/Manager Planning, Building & Compliance Ganesh Ganeshamoorthy – Manager Assets Mike Brearley – Consultant Project Manager Steve Manwaring – DPIE Representative <i>via Teams</i> Erin Askew – WMA Water Steve Mills – Community Member (Muttama Ck Regeneration Group) Belinda Scott – Community Member Ken Loiterton – Community Member Daryll Heaslip – SES <i>via Teams</i> Ainslie Frazer – DPIE <i>via Teams</i>				
<b>Apologies</b>	Councillor Doug Phillips				

No.	Description	Responsible
1.	Welcome  Meeting opened by Councillor Charlie Sheahan	Chairperson
2.	Adoption of Previous Minutes and Business Arising <i>Moved: Steve Mills</i> <i>Seconded: Belinda Scott</i> Adopted	Chairperson
3.	Progress of Floodplain Risk Management Study. Erin Askew presented a progress report on the flood study. The presentation can be downloaded from the link below. <a href="https://filesender.wmawater.com.au/?vid=5003b6e1-6adf-9bc8-6b9a-000021831e28">https://filesender.wmawater.com.au/?vid=5003b6e1-6adf-9bc8-6b9a-000021831e28</a>	Erin Askew, WMAWater

This is the Minutes to the Cootamundra Floodplain Risk Management Committee Meeting  
Held on 3<sup>rd</sup> November 2021  
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Erin discussed the options evaluated to date. The following options were considered at the last meeting and are not considered further due to little benefit:

- Western CBD levee
- Eastern CBD levee
- Swale – adjacent to railway
- Airport Basin

Several options have been evaluated further. Information was presented on these options, including:

- Muttama Ck channel widening. This would be a concrete lined drain option with vertical walls, with associated high environmental impacts.
- Southee Circle stormwater diversion options. The pipeline diversions are very costly with little benefit.
- A combination of levee options around Cutler Ave, McGowan St, levee extension to Poole St and Adams St road raising – It was noted that some of these levee options could be up to 3.5 m high near the creek.
- Turf Club Basin - It was noted that a detention basin could be created by constructing a new race track at a new higher level.

The committee noted the size and impact of the levee options. Steve Mills enquired about the impact and benefit of these options if a lower level of protection was specified.

Erin Askew advised that a combination of structural options may yield some benefit, however, none of these options would reduce the number of houses that would be eligible under the voluntary house raising/voluntary purchase scheme (VHR/VP).

#### **Recommendation**

1. That a combination of structural options be evaluated for a lower level of protection and compared with the cost of a VHR/VP scheme. Specifically, evaluate the combined option of the Racecourse detention basin with the McGowan Street levee to assess the costs and benefits of the scheme.
2. That, since no major structural mitigation measures seem practical, the committee recommends that a VHR/VP feasibility study be undertaken concurrently with this floodplain risk management study.

Steve Manwaring confirmed that the inclusion of a VHR/VP feasibility study in the current project will require the approval of a variation to the existing grant by DPIE. The inclusion of a VHR/VP feasibility study at this stage of the Floodplain Risk Management Study is the most effective way of progressing the study in a timely fashion. If the VHR/VP feasibility study can be completed before the next round of grant funding applications close (expected to be around mid March

2022) Council would be able to submit an application to access the NSW Government's VHR/VP funding pool to begin implementation.

M Brearley will invite WMA Water to prepare a quotation for the VHR/VP feasibility study and will seek variation approval from DPIE on behalf of Council.

4. Questions/ Discussions

All

- Mark Ellis advised of the need to examine the impact of detention basins proposed for the Boundary Rd subdivision, and will forward these designs to WMA Water
- Steve Manwaring declared a potential conflict of interest because the overland flow that exits the new subdivision flows through property owned by his parents.
- Mark Ellis advised of discussions at the emergency management team, where they have requested a warning system or boom gates at the Poole Street and Thompson Street causeways. WMA Water will include information on this in the study.
- Ken Loiterton requested WMA Water to examine the sharp bend in the creek and obstructions caused by gas main at Lloyd Conkey Avenue.
- Steven Mills requested WMA Water to examine water way capacity through the Poole Street walkway bridge.

5. Date for next meeting - To be confirmed.

Meeting closed 6:15pm.

**8.7.4 COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING - MINUTES 14 SEPTEMBER 2022**

DOCUMENT NUMBER	377818
REPORTING OFFICER	Julie Buckley, Operations Support Officer
AUTHORISING OFFICER	Mark Ellis, Manager Civil Works
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>3. Protected and enhanced environment</b> 3.1 A natural environment is valued and protected
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held on 14 September 2022 <a href="#">↓</a>

**RECOMMENDATION**

**The Minutes of the Cootamundra Floodplain Risk Management Committee Meeting held on 14 September 2022, attached to the report, be received and noted.**

Introduction

The Cootamundra Floodplain Risk Management Committee meet as required to discuss the flood mitigation of the Muttama Creek and other matters relevant to the Muttama Creek that runs through Cootamundra.

The Minutes of The Cootamundra Floodplain Risk Management Committee Meeting held 14 September, 2022 attached to the report are provided for the information of Council and the community.

Discussion

Nil

Financial

Future works dependent on available grant funding.



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# Minutes

## COOTAMUNDRA FLOODPLAIN RISK MANAGEMENT COMMITTEE MEETING

**ALBY SCHULTZ MEETING CENTRE,  
COOTAMUNDRA**

**3.00PM, WEDNESDAY 14th September, 2022**

Administration Centres: Ph: 1300 459 689

[mail@cgrc.nsw.gov.au](mailto:mail@cgrc.nsw.gov.au)

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

# CONTENTS

## Cootamundra Floodplain Risk Management Committee Meeting 14th September 2022

### Minutes

<b>Meeting title:</b>	Cootamundra Floodplain Risk Management Committee - Meeting No 8		
<b>Date:</b>	14 September 2022	<b>Time:</b>	3.00pm – 5.00pm
<b>Location:</b>	Alby Schultz Meeting Centre, Cootamundra		
<b>Attendees:</b>	Councillor Charlie Sheehan – Chairperson Councillor Gil Kelly - Alternate Chairperson Glen McAtear – Acting General Manager Mark Ellis - Manager Civil Works Mike Brearley – Consultant Project Manager Steve Manwaring – DPE Representative Craig Ronan - State Emergency Service Ross Tout - State Emergency Service (via Teams) Erin Askew – WMA Water Steve Mills – Community Member (Muttama Ck Regeneration Group) Belinda Scott – Community Member Ken Loiterton – Community Member		
<b>Apologies</b>			

No.	Description	Responsible
1.	Welcome	Chairperson
2.	Adoption of Previous Minutes and Business Arising Moved: Steve Mills Seconded: Cllr Charlie Sheehan	Chairperson
3.	Progress of Floodplain Risk Management Study. Erin Askew presented the key outcomes from the Draft Floodplain Risk Management Plan: <u>Structural Options.</u> The committee recommends that the following structural options are worthy of further investigation: <ul style="list-style-type: none"> <li>• Jindalee Creek Levee</li> <li>• Turf Club Detention Basin – Consultation with the Turf Club will be arranged.</li> <li>• Levee options in the McGowan Street area</li> <li>• Southee Circle stormwater augmentation options</li> </ul>	Erin Askew, WMAWater

This is the Minutes of the Cootamundra Floodplain Risk Management Committee Meeting  
held 14<sup>th</sup> September 2022

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Evacuation routes. Options included the raising of Adam Street, Cutler Avenue and Hovell Street. It was noted that construction of raised evacuation routes would have numerous disbenefits. Furthermore, the layout of Cootamundra, with the creek through the middle of the township, means that evacuation is available either side of the creek.

Flood Planning Area. It is recommended that 0.5m be adopted as the freeboard, noting that there is little difference in the flood planning area between 0.3m and 0.5m. It is also recommended that there be no differentiation between overland flow and mainstream flow.

Voluntary Purchase Scheme. The twelve worst impacted properties in Cootamundra have been identified as possible candidates for consideration under a voluntary purchasing scheme. Interviews have been held with all owners. Three owners showed no interest, and these have been removed from the list. One owner expressed interest, and the remaining eight owners were neutral on the scheme. Council has applied for grant funding and awaits advice on the outcome of this application. If a funding offer is received, the matter will be reported to Council for further consideration. The details regarding the properties and the owners will remain confidential.

Response Management Measures include:

- Community education
- Warning lights and barricades at causeways.
- Planning Controls - The DCP for Cootamundra will be updated to reflect the outcomes of this study.

Finalising the Draft Floodplain Management Study - WMA Water will now finalise the draft Floodplain Management Study and Plan. The Draft will then be circulated to the committee, relevant Council staff, SES representatives and DPE representatives for their review. Following the internal review, and any subsequent changes, the committee will meet again to consider a recommendation to Council that the Study be placed on public exhibition.

The intent is that Council will consider the matter at their meeting scheduled for 22 November 2022. Subject to resolution of Council, public exhibition of the Draft Study will take place following the Council meeting.

4.	Questions/ Discussions	All
5.	Date for next meeting Wednesday 2 November, 3pm.	

**8.8 TECHNICAL SERVICES**

Nil

**8.9 FACILITIES**

Nil

**8.10 WASTE, PARKS AND RECREATION**

Nil

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

Nil

**10 QUESTIONS WITH NOTICE**

Nil



**11 CONFIDENTIAL ITEMS****11.1 CLOSED COUNCIL REPORT**

DOCUMENT NUMBER	377852
REPORTING OFFICER	Teresa Breslin, Acting E.A to General Manager and Mayor
AUTHORISING OFFICER	Les McMahon, Interim General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	<b>4. Collaborative and progressive leadership</b> 4.1 A clear strategic direction that is delivered upon
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

**RECOMMENDATION**

- 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.**
- 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 RENO ROAD ACQUISITION**Provisions for Confidentiality

Section 10A (2) (g) – The Confidential Report contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Public Interest

It is considered that discussion of this matter in Open Council would, on balance, be contrary to the public interest as it may prejudice Council's ability to secure the optimum outcome for the community.