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Business Paper

ORDINARY COUNCIL MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

6:00PM, TUESDAY 10th December, 2019

Administration Centres: 1300 459 689

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

NOTICE OF MEETING

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

Tuesday, 10th December, 2019 at 6:00pm

The agenda for the meeting is enclosed.

Phil McMurray
General Manager

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 26 NOVEMBER 2019

REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, 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 26 November 2019

RECOMMENDATION

The Minutes of the Ordinary Meeting of Council held on Tuesday 26 November 2019 be confirmed as a true and correct record of the meeting.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Email: mail@cgrc.nsw.gov.au
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Minutes

ORDINARY COUNCIL MEETING

COUNCIL CHAMBERS, GUNDAGAI

6:00PM, TUESDAY 26th November, 2019

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, GUNDAGAI
ON TUESDAY, 26 NOVEMBER 2019 AT 6:00PM

PRESENT: Cr Abb McAlister (Mayor), Cr Dennis Palmer (Deputy Mayor), Cr Leigh Bowden, Cr David Graham, Cr Gil Kelly, Cr Penny Nicholson, Cr Doug Phillips, Cr Charlie Sheahan, Cr Craig Stewart

IN ATTENDANCE: Phil McMurray (Acting General Manager), Ganesh Ganeshamoorthy (Manager Assets), Susan Gheller (Manager of Business), Mark Ellis (Manager Civil Works), Miriam Crane (Manager of Community and Culture), Sharon Langman (Manager Development, Building and Compliance), Andrew Brock (Manager Facilities), Tim Swan (Manager Finance), Glen McAtear (Manager Regulatory Services), Matt Stubbs (Manager Technical Services), Wayne Bennett (Manager Waste, Parks & Recreation Services)

1 ACKNOWLEDGEMENT OF COUNTRY

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

ADJOURN MEETING FOR OPEN FORUM

RESOLUTION 401/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

Council adjourn for Open Forum.

CARRIED

2 OPEN FORUM

List of Speakers

1. Leearn Sedgwick – As part owner of Streetwise Outdoor Advertising spoke in relation to item 8.10.1 Cootamundra CBD Streetwise Outdoor Seating Advertising Agreement Renewal in relation to the renewing of a lease as detailed in the report.
2. Isabel Scott – As Chairperson of the s355 committee of Council -Spoke in relation to the Arts Centre Cootamundra to reinforce and thank Council for the support of s355 committees of Council. Mrs Scott detailed some of the events that have been successfully undertaken by the Arts Centre Cootamundra s355 Committee of Council and events with combined s355 Committee

RESUME OPEN MEETING

RESOLUTION 402/2019

Moved: Cr Leigh Bowden
Seconded: Cr Gil Kelly

Council resume the Open Meeting.

CARRIED

3 APOLOGIES

There were no apologies.

4 DISCLOSURES OF INTEREST

Cr Dennis Palmer (Deputy Mayor) disclosed a Significant Non-Pecuniary Interest in item 11.4 Notice of Motion of Rescission - Lease of Road Between Lot 5 DP1092838 and Lots 60, 61 and 62 DP753604 Cootamundra as his sister owns an adjoining property.

Cr Dennis Palmer (Deputy Mayor) disclosed a Significant Non-Pecuniary Interest in item 8.1.7 Cootamundra Lions Club Annual Christmas Carnival - Sponsorship Request as he is a member.

Cr David Graham disclosed a Significant Non-Pecuniary Interest in item 11.3 Land Classification of Council Owned Land - Lot 13 DP 11023375 - 87 First Avenue, Gundagai as he was the previous owner of the property.

Cr Gill Kelly disclosed a Significant Non-Pecuniary Interest in item 8.1.8 TAFE NSW - Request for Sponsorship for their Annual Graduation and Awards Presentation Evening as his wife is an award nominee.

Cr Charlie Sheahan disclosed a Significant Non-Pecuniary Interest in item 8.1.7 Cootamundra Lions Club Annual Christmas Carnival - Sponsorship Request as he is a member.

RESOLUTION 403/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

That item 8.10.1 Cootamundra CBD Streetwise Outdoor Seating Advertising Agreement Renewal be considered next.

CARRIED

8.10.1 COOTAMUNDRA CBD STREETWISE OUTDOOR SEATING ADVERTISING AGREEMENT RENEWAL

RESOLUTION 404/2019

Moved: Cr Dennis Palmer

Seconded: Cr Gil Kelly

1. **The report relating to the renewal of the agreement between the former Cootamundra Shire Council and Streetwise Outdoor Advertising be received and noted.**
2. **The agreement between the former Cootamundra Shire Council and Streetwise Outdoor Advertising be renewed with Cootamundra-Gundagai Regional Council, as has historically occurred, for a period of ten years.**
3. **A Development Control Plan for advertisement signage for the Local Government Area be developed.**

CARRIED

5 CONFIRMATION OF MINUTES

5.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON TUESDAY 29 OCTOBER 2019

Note: The following amendment to the Minutes of the Ordinary Meeting of Council held on Tuesday 29th October, 2019 was noted:

Open Forum

3. Jason Graham – Mr Graham, as the General Manager of Manildra Meats, spoke on item 8.4.4 Development application 2019/103 – Fish Rendering Trial – 572 Stockinbingal Road, Cootamundra.

RESOLUTION 405/2019

Moved: Cr Penny Nicholson
Seconded: Cr Charlie Sheahan

The Minutes of the Ordinary Meeting of Council held on Tuesday 29 October 2019 be confirmed as a true and correct record of the meeting.

CARRIED

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - ATTENDANCES FOR THE MONTH OF NOVEMBER, 2019

Note: the following amendment to the Mayoral Minute was noted:

29th October, 2019

Cr Bowden attended the meeting with the Minister for Local Government the Hon. Shelley Hancock, Member for Riverina, Steph Cooke, MP and other Office of Local Government representatives.

RESOLUTION 406/2019

Moved: Cr David Graham
Seconded: Cr Leigh Bowden

The information on Mayoral and Councillors attendances for the month of November, 2019 be noted.

CARRIED

6.2 MAYORAL MINUTE - ASBESTOS AWARENESS CAMPAIGN DURING NOVEMBER, 2019

RESOLUTION 407/2019

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

1. **Council support the new Asbestos Awareness campaign being produced by NSW Asbestos Coordination Committee. This campaign will help make Cootamundra-Gundagai Regional Council residents more aware of asbestos and contribute to reducing their risk of exposure to asbestos by providing promotional materials that Council and use across its communication channels to educate residents on best practices when dealing with asbestos in their homes.**
2. **Council promotes the asbestos awareness campaign during December, 2019 through its promotional channels.**

CARRIED

6.3 MAYORAL MINUTE - POST AMALGAMATION REVIEW OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

RESOLUTION 408/2019

Moved: Cr David Graham
Seconded: Cr Leigh Bowden

That Council obtain a fee proposal from Dr. Joseph Drew from the University of Technology Sydney Centre for Local Government, to undertake a post amalgamation assessment of Cootamundra-Gundagai Regional Council against the proposed benefits expected as a result of the 2016 merger of the former Cootamundra and Gundagai Shire Councils. Further, that the proposal be targeted at reviewing efficiencies, opportunities and strategies, for the Council to achieve long term financial sustainability and social benefit for the communities.

CARRIED

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE COOTAMUNDRA-GUNDAGAI LOCAL TRAFFIC COMMITTEE MEETING HELD ON THURSDAY 14 NOVEMBER 2019

RESOLUTION 409/2019

Moved: Cr Gil Kelly
Seconded: Cr David Graham

1. **The Minutes of the Cootamundra-Gundagai Local Traffic Committee Meeting held on Thursday 14 November 2019 (attached) are submitted for adoption.**
2. **The Recommendations contained within the Minutes be adopted.**

CARRIED

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 INTERNAL AUDIT COMMITTEE MEETING MINUTES

RESOLUTION 410/2019

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

The Minutes of the Internal Audit Committee Meeting held on Thursday, 7th November, 2019, attached to the report, be received and noted.

CARRIED

8.1.2 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES

RESOLUTION 411/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

The Minutes of the Muttama Hall Management s.355 Committee informal meeting held on 16th October, 2019 and the site meeting held on 24th October, 2019, attached to the report, were received and noted.

CARRIED

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

RESOLUTION 412/2019

Moved: Cr David Graham
Seconded: Cr Charlie Sheahan

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 24th October, 2019, attached to the report, be received and noted.

CARRIED

8.1.4 DELAY OF 18/19 ANNUAL REPORT

RESOLUTION 413/2019

Moved: Cr Craig Stewart
Seconded: Cr Doug Phillips

The delay of the 2018/2019 Annual Report, be noted, due to the extension required for producing the financial statement.

CARRIED

8.1.5 DELIVERY PROGRAM/ OPERATIONAL PLAN QUARTERLY PROGRESS REPORT

RESOLUTION 414/2019

Moved: Cr Dennis Palmer
Seconded: Cr Leigh Bowden

The Delivery Program 2018-2021 incorporating the Operational Plan 2019/20, quarterly progress report, (Q1 1, July – 30 September, 2019) be received and noted.

CARRIED

8.1.6 MEETING DATES FOR ORDINARY MEETINGS OF COUNCIL FOR 2020.

RESOLUTION 415/2019

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

1. **The Ordinary Meetings of Council remain at 6:00pm on the last Tuesday of the Month from January to November.**
2. **The Ordinary Meeting held in December remain at 6:00pm on the second Tuesday.**
3. **The current arrangement of alternating meetings between Cootamundra and Gundagai remain.**

CARRIED

8.1.7 COOTAMUNDRA LIONS CLUB ANNUAL CHRISTMAS CARNIVAL - SPONSORSHIP REQUEST

Note: Having disclosed a significant non-pecuniary Cr Palmer (Deputy Mayor) and Cr Sheahan left the Meeting.

RESOLUTION 416/2019

Moved: Cr David Graham
Seconded: Cr Gil Kelly

Council consider an amount to sponsor the Cootamundra Lion Club's for the annual Cootamundra Christmas Carnival and Fireworks Display.

CARRIED

8.1.8 TAFE NSW - REQUEST FOR SPONSORSHIP FOR THEIR ANNUAL GRADUATION AND AWARDS PRESENTATION EVENING

Note: Having disclosed a significant non-pecuniary Cr Kelly left the Meeting.

RESOLUTION 417/2019

Moved: Cr David Graham
Seconded: Cr Dennis Palmer

Council provide sponsorship of $100 to TAFE NSW, Cootamundra for its Annual Graduation and Award Ceremony, 2019.

CARRIED

8.1.9 UPDATED COUNCIL MEETING ACTION REPORT

RESOLUTION 418/2019

Moved: Cr Dennis Palmer
Seconded: Cr Craig Stewart

The updated Council Meeting Action Report, attached be received and noted.

CARRIED

8.1.10 THE CENTRE FOR ROAD SAFETY 2019 'WHAT'S YOUR PLAN B' CAMPAIGN

RESOLUTION 419/2019

Moved: Cr Charlie Sheahan
Seconded: Cr David Graham

The information on the Centre for Road Safety 2019 'What's Your Plan B' campaign be noted.

CARRIED

8.1.11 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION "WOMEN ON COUNCIL" FORUM 2ND NOVEMBER, 2019

RESOLUTION 420/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

1. **The report prepared by Cr Bowden on the Australian Local Government Women's Association NSW "Women on Council" Forum held on Saturday, 2nd November, 2019 be received and noted.**
2. **In addition to both women councillors attending the ALGWA NSW Conference in 2020, a senior female member of staff also be supported to attend if the relevant budget allows.**

CARRIED

8.1.12 ANNUAL LOCAL GOVERNMENT NEW SOUTH WALES CONFERENCE - WARWICK FARM 14TH - 16TH OCTOBER, 2019

Note: An attachment from Cr Linda Scott, President Local Government NSW, not included in the report can be viewed in the Attachments Under Separate Cover document on Council's webpage at https://www.cgrc.nsw.gov.au/wp-content/uploads/2019/11/Attachments-Under-Separate-Cover-26-

November-2019_Part1-1.pdf . The business paper for the Annual Local Government New South Wales Conference can be viewed at https://www.cgrc.nsw.gov.au/business-papers-and-minutes-2019/

RESOLUTION 421/2019

Moved: Cr Craig Stewart
Seconded: Cr Charlie Sheahan

RECOMMENDATION

The report on the Annual Local Government New South Wales Conference, prepared by Cr Bowden, be received.

CARRIED

8.1.13 INFORMATION BULLETIN

RESOLUTION 422/2019

Moved: Cr Doug Phillips
Seconded: Cr David Graham

The Information Bulletin and correspondence, attached to the report be received and noted.

CARRIED

8.2 FINANCE

8.2.1 MONTHLY MAJOR PROJECTS STATUS REPORT - OCTOBER, 2019

RESOLUTION 423/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

1. **The Monthly Major Projects Status Update report be received and noted.**
2. **The recommended changes to the project budgets as listed be adopted.**

CARRIED

8.2.2 INVESTMENT REPORT - OCTOBER, 2019

RESOLUTION 424/2019

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

The Investment Report as at 31st October, 2019 be received and noted.

CARRIED

8.2.3 MONTHLY FINANCE REPORT FOR OCTOBER 2019

RESOLUTION 425/2019

Moved: Cr Craig Stewart
Seconded: Cr Doug Phillips

The Monthly Finance Report for October, 2019 be received and noted.

CARRIED

8.3 COMMUNITY AND CULTURE

8.3.1 LIBRARY REPORT

RESOLUTION 426/2019

Moved: Cr Dennis Palmer
Seconded: Cr Charlie Sheahan

1. Council make representation to the Member for Riverina, Steph Cooke, MP in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
2. Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW public libraries, as well as legislation of all elements of the 2019-20 to 2022-23 NSW state funding model.
3. Council take a leading role in lobbying for sustainable state government funding for libraries.
4. Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries, as well as involvement in any actions proposed by the Association.

CARRIED

8.3.2 AMPOL FUEL SITE- GATHERING EARLY HISTORY WORKSHOP

RESOLUTION 427/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

1. **The AMPOL Fuel Site – Gathering Early History Workshop report, the Draft Preliminary Interpretive Concepts and Chronology of the AMPOL Site documents, attached to the report, be received and noted.**
2. **Conservation Coordinator Louise Halsey be invited to present to Council her proposal for the AMPOL Fuel Depot site located on the Olympic Highway at the southern entrance to Cootamundra.**

CARRIED

8.3.3 INQUIRY - SUPPORT FOR DROUGHT AFFECTED COMMUNITIES

RESOLUTION 428/2019

Moved: Cr Leigh Bowden
Seconded: Cr Charlie Sheahan

That a submission be prepared for the NSW Government Inquiry into support for drought affected communities in NSW, recommending:

(a) The NSW Government consider rate relief for rural businesses as a form of support for drought affected communities.

(b) That the NSW Government provide financial and administrative support to local Councils to enable them to implement the relief without incurring additional costs for ratepayers.

CARRIED

8.3.4 EVERYONE CAN PLAY APPLICATION - LINDLEY PARK SOUTH GUNDAGAI

RESOLUTION 429/2019

Moved: Cr David Graham
Seconded: Cr Charlie Sheahan

Council endorse a matched application for funding for Lindley Park South Gundagai to the Everyone Can Play Grants.

CARRIED

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED OCTOBER 2019

RESOLUTION 430/2019

Moved: Cr Craig Stewart
Seconded: Cr Gil Kelly

The information on Development Applications approved in October, 2019 be noted.

CARRIED

8.4.2 ADOPTION OF COOTA 2050 STRATEGY

RESOLUTION 431/2019

Moved: Cr Leigh Bowden
Seconded: Cr Penny Nicholson

Council adopt the Coota 2050 Strategy.

CARRIED

VOTING RECORD	
FOR RESOLUTION	**AGAINST RESOLUTION**
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Doug Phillips Cr Charlie Sheahan Cr Craig Stewart	Nil
ABSENT	**DECLARED INTEREST**
Nil	Nil

8.4.3 ADOPTION OF RURAL LANDS STRATEGY

RESOLUTION 432/2019

Moved: Cr Dennis Palmer
Seconded: Cr Penny Nicholson

1. **Council refused the Rural Lands Strategy**
2. **Further discussion with stakeholders be undertaken prior to the Rural Land Strategy being resubmitted for the consideration of Council.**

CARRIED

VOTING RECORD	
FOR RESOLUTION	**AGAINST RESOLUTION**
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Doug Phillips Cr Charlie Sheahan Cr Craig Stewart	Nil
ABSENT	**DECLARED INTEREST**
Nil	Nil

8.4.4 CONTROL OF PUBLIC RESERVE 88379 - CORNER GUNDAGAI AND JUGIONG ROADS COOTAMUNDRA

It was moved by Cr's Palmer and Kelly;

1. Council accept the appointment of Land Managers of Public Reserve 88379 - Corner Gundagai and Jugiong Roads Cootamundra.
2. An additional purpose for Environmental Protection and Sustainable Grazing as a Reserve Purpose (on the condition that the grazing area is fenced out of environmental protection area) be permitted.

On being put to the vote the Motion was LOST.

VOTING RECORD	
FOR RESOLUTION	**AGAINST RESOLUTION**
Cr Dennis Palmer Cr Gil Kelly	Cr Abb McAlister (Mayor) Cr Leigh Bowden Cr David Graham Cr Penny Nicholson Cr Doug Phillips Cr Charlie Sheahan Cr Craig Stewart
ABSENT	**DECLARED INTEREST**
Nil	Nil

RESOLUTION 433/2019

Moved: Cr Doug Phillips
Seconded: Cr Gil Kelly

Council advise Crown lands that the offer for Cootamundra-Gundagai Regional Council to manage control of public reserve 88379 Corner Gundagai and Jugiong Roads Cootamundra is declined.

CARRIED

VOTING RECORD	
FOR RESOLUTION	**AGAINST RESOLUTION**
Cr Abb McAlister (Mayor) Cr Leigh Bowden Cr David Graham Cr Penny Nicholson Cr Doug Phillips Cr Charlie Sheahan Cr Craig Stewart	Cr Dennis Palmer Cr Gil Kelly
ABSENT	**DECLARED INTEREST**

Nil	Nil

8.4.5 PLANNING PROPOSAL NO 4 TO GUNDAGAI LOCAL ENVIRONMENTAL PLAN

RESOLUTION 434/2019

Moved: Cr Penny Nicholson
Seconded: Cr Charlie Sheahan

1. **Council proceed with the amendment to Schedule 1 of Gundagai Local Environmental Plan 2011 to permit health consulting rooms at 236 Punch Street Gundagai, Lot 2 DP 634697 and defer the remainder of Planning Proposal No 4 until the matters raised by NSW Planning Industry & Environment (Biodiversity and Conservation Division) have been resolved.**
2. **That Gundagai Local Environmental Plan be amended as follows:**

   Schedule 1 Additional Permitted Uses

   1. Use of certain land at 236 Punch Street, Gundagai

   This clause applies to land at 236 Punch Street, Gundagai being Lot 2 DP634697.
   Development for the purpose of health consulting rooms is permitted with development consent.

CARRIED

VOTING RECORD	
FOR RESOLUTION	**AGAINST RESOLUTION**
Cr Abb McAlister (Mayor) Cr Dennis Palmer Cr Leigh Bowden Cr David Graham Cr Gil Kelly Cr Penny Nicholson Cr Doug Phillips Cr Charlie Sheahan Cr Craig Stewart	Nil
ABSENT	**DECLARED INTEREST**
Nil	Nil

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

8.6.1 CONCEPT DESIGN REPORT, COOTAMUNDRA WATER SUPPLY SYSTEM RECHLORINATION AND RESERVOIR REVIEW

RESOLUTION 435/2019

Moved: Cr Dennis Palmer
Seconded: Cr Craig Stewart

The Concept Design Report – Cootamundra Supply System Re-chlorination and Reservoir Review be received and noted.

CARRIED

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - NOVEMBER 2019

RESOLUTION 436/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Gil Kelly

The Civil Works and Technical Services Report for the month of November, 2019 be received.

CARRIED

8.7.2 COUNCIL MINI HIACE BUS COMMUNITY USAGE REVEIW

RESOLUTION 437/2019

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

1. **Council endorse a further five month trial period be undertaken to 30th April, 2020.**
2. **Council undertake consultation with representatives of Mirabooka to develop a fee proposal, to be included in the report, to be prepared and submitted to the Ordinary Meeting to be held Tuesday, 26th May, 2020 for the consideration of Council for inclusion in the 20/21 Fees and Charges.**
3. **A further report with more accurate hire details be prepared and submitted to the Ordinary Meeting to be held Tuesday, 26th May, 2020 for the consideration of Council.**

CARRIED

8.8 TECHNICAL SERVICES

Nil

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 COOTAMUNDRA CBD STREETWISE OUTDOOR SEATING ADVERTISING AGREEMENT RENEWAL

This item was moved to above item 5.1 Minutes of the Ordinary Meeting of Council held on Tuesday 29th October, 2019 on page 4.

8.10.2 COOTAMUNDRA CBD STREET TREE LIGHT ENHANCEMENT REVIEW

RESOLUTION 438/2019

Moved: Cr Penny Nicholson
Seconded: Cr Leigh Bowden

1. **The** Cootamundra CBD Street Tree Light Enhancement Review **report be received an noted**
2. **Council approve for all relevant trees located on Parker Street, between Wallendoon and Adam Streets, to have enhancement lights installed.**
3. **For consideration in the 20/21 budget.**

CARRIED

8.10.3 COOTAMUNDRA AQUATIC CENTRE OPERATING HOURS TRIAL REVIEW

RESOLUTION 439/2019

Moved: Cr Gil Kelly
Seconded: Cr Penny Nicholson

Defer the Cootamundra Aquatic Centre Operating Hours Trial Review to the Ordinary Meeting scheduled to be held on 10th December, 2019.

CARRIED

8.10.4 COOTAMUNDRA AQUATIC CENTRE OPERATIONS PLAN

RESOLUTION 440/2019

Moved: Cr Gil Kelly
Seconded: Cr Dennis Palmer

Defer the Cootamundra Aquatic Centre Operations Plan to the Ordinary Meeting scheduled to be held on 10th December, 2019

CARRIED

8.10.5 ANNUAL COMMUNITY FREE GREEN WASTE COLLECTION SERVICE

RESOLUTION 441/2019

Moved: Cr Gil Kelly
Seconded: Cr Dennis Palmer

1. **The report on the Annual Community Free Green Waste Collection Service currently delivered to Cootamundra residents be received and noted.**
2.
   a. **The free kerb side green waste collection service be cancelled until the Strategic Waste Strategy is adopted and the actual cost of the service can be established and reported back to Council.**
   b. **Council reinstate two (2) annual free green waste tip days, subject to conditions.**
3. **The community be informed of Council's decision through its usual media channels.**

CARRIED

8.10.6 REQUEST FROM COOTAMUNDRA SWIMMING & LIFESAVING CLUB INC. THAT ENTRY FEES OF THE COOTAMUNDRA AQUATIC CENTRE FOR FAMILY MEMBERS AND SPECTATORS BE WAIVED DURING THE 2019/2020 SWIMMING SEASON.

RESOLUTION 442/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Penny Nicholson

1. **Cootamundra Swimming and Life Saving Club swimmers be exempted from paying the pool entry fee after 5:30 for Thursday nights club swims undertaken by Cootamundra Swimming and Life Saving Club.**
2. **Family members and spectators be permitted free entry to the Cootamundra Aquatic Centre, in accordance with Council's Fees and Charges during Club events.**

CARRIED

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS WITH NOTICE

Nil

11 CONFIDENTIAL ITEMS

11.1 CONFIDENTIAL REPORT

RESOLUTION 443/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Craig Stewart

1. **Items 11.2, 11.3, 11.4 and 11.5 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
2. **In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2, 11.3, 11.4 and 11.5 be withheld from the press and public.**

11.2 WASTE STRATEGY & BUSINESS PLAN REVIEW

Provisions for Confidentiality

Section 10A (2) (f) – The Confidential Report contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

11.3 LAND CLASSIFICATION OF COUNCIL OWNED LAND - LOT 13 DP 11023375 - 87 FIRST AVENUE, GUNDAGAI

Provisions for Confidentiality

Section 10A (2) (f) – The Confidential Report contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

11.4 NOTICE OF MOTION OF RESCISSION - LEASE OF ROAD BETWEEN LOT 5 DP1092838 AND LOTS 60, 61 AND 62 DP753604 COOTAMUNDRA

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.

11.5 OFFER TO PURCHASE COUNCIL'S SHAREHOLDING IN SOUTHERN PHONE COMPANY LIMITED

Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

CARRIED

11.2 WASTE STRATEGY & BUSINESS PLAN REVIEW

RESOLUTION 444/2019

Moved: Cr Charlie Sheahan
Seconded: Cr Doug Phillips

1. **The Draft Waste Strategy and Business Plan Review Report be received and noted.**
2. **The Draft Waste Strategy as presented be adopted in principal, and that the Mayor, Deputy Mayor, General Manager, Manager Waste, Parks and Recreation Services, and other stakeholders as identified, enter into discussions with Elouera Association Inc. as soon as possible, and prior to releasing the report to the community for comment and discussion.**
3. **The Draft Waste Strategy be put on public exhibition for the purpose of community consultation for a three month period from February, 2020 to April, 2020.**
4. **A Communication Implementation Plan, including the identification of risks, be developed internally prior to the Strategic Plan being released.**
5. **A report and all associated findings and recommendations from the community consultation process be prepared and returned to Council for review in May 2020.**

CARRIED

11.3 LAND CLASSIFICATION OF COUNCIL OWNED LAND - LOT 13 DP 11023375 - 87 FIRST AVENUE, GUNDAGAI

Note: Having disclosed a significant non-pecuniary interest in this item Cr Graham left the meeting.

RESOLUTION 445/2019

Moved: Cr Doug Phillips
Seconded: Cr Penny Nicholson

1. **Council endorse the purchase of 87 First Avenue, Gundagai by Gundagai Preschool Kindergarten.**
2. **Council classify lot 13 DP 1102375 87 First Avenue Gundagai as operational land.**

CARRIED

11.4 NOTICE OF MOTION OF RESCISSION - LEASE OF ROAD BETWEEN LOT 5 DP1092838 AND LOTS 60, 61 AND 62 DP753604 COOTAMUNDRA

RESOLUTION 446/2019

Moved: Cr Gil Kelly
Seconded: Cr Charlie Sheahan

The following resolution carried at the Council Meeting held on 26 March 2019 in relation to Item No. 11.2 Lease of Road Reserve Between Lot 5 DP10928338 and Lots 60,61 & 62 DP753604 Cootamundra (late item)/ RESOLUTION 095/2019 be rescinded be rescinded:

Council enter into a five (5) year lease of unused public road 'Netherleigh Lane' (Lot 5 DP 10928338 and Lots 60, 61 & 62 DP 753604) with the owner of 'Netherleigh', 294 Netherleigh Lane Cootamundra in accordance with Section 153 of the Roads Act 1993 for an annual fee of $145

CARRIED

11.5 OFFER TO PURCHASE COUNCIL'S SHAREHOLDING IN SOUTHERN PHONE COMPANY LIMITED

RESOLUTION 447/2019

Moved: Cr Gil Kelly
Seconded: Cr Leigh Bowden

1. **Council agree to the sale of Southern Phone shares to AGL Energy in line with the share sale agreement.**
2. **Council delegate to the General Manager to execute any relevant documentation necessary.**

CARRIED

11.6 RESUMPTION OF OPEN COUNCIL MEETING

RESOLUTION 448/2019

Moved: Cr Dennis Palmer
Seconded: Cr Gil Kelly

The Open Council meeting resume.

CARRIED

11.7 ANNOUNCEMENT OF CLOSED COUNCIL RESOLUTIONS

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

The Meeting closed at 9:14pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 10 December 2019.

..... **.....**

CHAIRPERSON **GENERAL MANAGER**

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - COUNCILLOR ENGAGEMENT

DOCUMENT NUMBER	318423
AUTHORISING OFFICER	Phil McMurray, General Manager
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
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. These Minutes will also include copies of relevant correspondence received by me.

RECOMMENDATION

The information in the Mayoral Minute be received and noted.

18th November, 2019

Cr Sheahan attended the National Local Roads and Transport Congress with Matt Stubbs, Manager Technical Services. A report has been prepared and is included in the Agenda for the information of Council.

Cr's Bowden, Nicholson, Stewart and I attended Elouera School for the official opening of the new Multi-Purpose Facility opened by the Member for Riverina, the Hon. Michael McCormack Deputy Prime Minister.

Cr Bowden participated in an Ampol Site Information Gathering workshop in Cootamundra.

20th November, 2019

Cr Bowden attended the Arts Centre Cootamundra s355 Committee Meeting.

Cr Bowden attended a Muttama Hall s355 Committee Annual General Meeting.

21st November, 2019

Cr Bowden attended a Gundagai Cultural Group Meeting.

22nd November, 2019

Cr Graham and I attended a Softwood Working Group (SWG) meeting in the morning and a Forestry Hub meeting with SWG in the afternoon at Gundagai.

24th November, 2019

In my stead Cr Palmer (Deputy Mayor) attended the Ecumenical Prayer Rally in Fisher Park.

25th November, 2019

Cr Sheahan attended the Cootamundra Nursing Home Board Annual General Meeting and Ordinary Meeting.

26th November, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Nicholson, Sheahan and Stewart, Phillip McMurray (General Manager) and I attended a Workshop with senior Council staff.

Cr Sheahan attended a Murrumbidgee Local Health District rally in Wagga Wagga.

27th November, 2019

Cr Palmer (Deputy Mayor), Cr's Bowden, Graham, Kelly, Nicholson, Phillips, Sheahan and Stewart, Phil McMurray (General Manager) and I attended Code of Conduct training.

28th November, 2019

Cr's Bowden, Graham, Nicholson, Stewart and I attended the Gundagai Preschool and Kindergarten where Member for Cootamundra, Ms Steph Cooke, MP officially announced their successful application submitted through the NSW Department of Education Start Strong Capital Works Grants program.

Cr Sheahan chaired the Access Inclusion and Advisory Committee meeting.

30th November, 2019

Cr Bowden attended an Ellwood's Hall s355 Committee Christmas Gathering.

2nd December, 2019

I attended a meeting with the Cootamundra Ex-Services Club Executive Board.

3rd December, 2019

Cr Graham met with Phil McMurray (General Manager) on financial matters.

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 28 NOVEMBER 2019

REPORTING OFFICER	Miriam Crane, Manager Community and Culture
AUTHORISING OFFICER	Phil McMurray, 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 Access and Inclusion Committee Meeting held on Thursday 28 November 2019

RECOMMENDATION

1. **The Minutes of the Access and Inclusion Committee Meeting held on Thursday 28 November 2019 (attached) are submitted for adoption.**
2. **The recommendations included in the report be considered.**

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
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Minutes

ACCESS AND INCLUSION COMMITTEE MEETING

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA

3PM, THURSDAY 28th November, 2019

Administration Centres: 1300 459 689

MINUTES OF COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL
ACCESS AND INCLUSION COMMITTEE MEETING
HELD AT THE ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
ON THURSDAY, 28 NOVEMBER 2019 AT 3PM

PRESENT: Cr Charlie Sheahan, Ms Lin Chaplin, and Ms Marjorie Taprell

IN ATTENDANCE: Miriam Crane (Manager of Community and Culture)

1 APOLOGIES

Peggy Elliott, Narelle Gilholme, Irene Booby, and Anthony Carroll

2 CONFIRMATION OF MINUTES

2.1 MINUTES OF THE ACCESS AND INCLUSION COMMITTEE MEETING HELD ON THURSDAY 29 AUGUST 2019

COMMITTEE RESOLUTION

Moved: Cr Charlie Sheahan
Seconded: Ms Lin Chaplin

The Minutes of the Access and Inclusion Committee Meeting held on Thursday 29 August 2019 be confirmed as a true and correct record of the meeting.

CARRIED

3 REPORTS

3.1 GUNDAGAI MAIN STREET PEDESTRIAN SAFTEY

RECOMMENDATION.

Charlie advised that the Traffic Committee has requested that a Pedestrian Access Management Plan be prepared for the main towns.

3.2 UPDATE ON LIFT & CHANGE FACILITIES – BOTH POOLS

Note: Initial equipment information received was determined unsuitable. Further quotes have been received an orders will be placed in the new year.

RECOMMENDATION

1. **The equipment for the Cootamundra Heated Pool be purchased as a matter of priority.**
2. **The lift and change facility that was to be located at the Gundagai Visitor Centre be relocated to Gundagai pool to allow it to be dual purpose, in a location which can be accessed when the pool is closed.**

3.3 FUNDING PRIORITIES – EVERYONE CAN PLAY APPLICATION, 2020 PROJECT

RECOMMENDATION

Council to allow $50,000 in their 2020/2021 budget for matched funding of an access upgrade application for Jubilee Park Cootamundra.

3.4 COMMITTEE MEMBERSHIP

RECOMMENDATION

The committee membership be revised as follows:

1. **That the resignation of Narelle Nibbs be accepted.**
2. **That the membership applications of Allan Young (Elouera Association), Peggy Elliott (Gundagai Neighbourhood Centre) and Gaye Duncan (Valmar Support Services) be accepted.**

GENERAL BUSINESS

RECOMMENDATION

That the following access needs be investigated:

1. **Tactile markers on kerb on the Northern Side of Wallendoon and Thompson Street.**
2. **A pedestrian crossing on Temora Street.**
3. **A pedestrian activated light system on Hovell Street.**
4. **Passage between outdoor dining furniture in Sheridan Street.**
5. **Pram/elderly parking spaces being made available in main shopping areas.**
6. **The Cootamundra Pool have appropriate access for wheelchairs.**

Next meeting to be held at 4pm Thursday 23rd January 2020 at the Gundagai Council Chambers.

The minutes of this meeting were confirmed at the Access and Inclusion Committee Meeting held on 23 January 2020.

....

CHAIRPERSON GENERAL MANAGER

8 GENERAL MANAGER'S REPORT

8.1 BUSINESS

8.1.1 TABLING OF PECUNIARY INTEREST RETURNS

DOCUMENT NUMBER	316507
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	In accordance with Section 440AAB Local Government Act, 1993.
POLICY IMPLICATIONS	To comply with the Code of Conduct.
ATTACHMENTS	Nil

RECOMMENDATION

The tabling of pecuniary interest return from new designated staff be noted.

Introduction

The Code of Conduct specifies that councillors and designated persons must make and lodge with the general manager a return, disclosing the designated person's or councillors interests within 3 months after:
(a) becoming a designated person or councillor, and
(b) 30th June of each year, and
(c) the designated person or councillor becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

Returns required to be lodged with the general manager under (a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

Returns required to be lodged with the general manager under clause (c) must be tabled at the next council meeting after the return is lodged.

Discussion

Pecuniary interest return from new designated staff as at 11th November, 2019 are tabled.

8.1.2 GUNDAGAI TOURISM ACTION S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	317016
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
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. GTAC Meeting Minutes 13 November 2019

RECOMMENDATION

1. **The Minutes of the Gundagai Tourism Action s.355 Committee meetings held on 13th November, 2019, attached to the report, be received and noted.**
2. **The application of Mike Kingwill to become a member of the Gundagai Tourism Action s.355 Committee be endorsed.**

Introduction

The attached Minutes of the Gundagai Tourism Action s.355 Committee meeting held on 13th November, 2019 are submitted for the information of Council.

COOTAMUNDRA - GUNDAGAI REGIONAL COUNCIL

GUNDAGAI TOURISM ACTION COMMITTEE

Meeting No 105
Wednesday 13th November 8:45am – Gundagai Council Chambers

Minutes

Time Commenced: 9:04am

Present: Miriam Crane, Jessie Waite, Jim Morton, Penny Nicholson, Abb McAlister
Apologies: Renee Lindley, John Morgan

Confirmation of Minutes

Moved: Penny Nicholson
Seconded: Abb McAlister

Correspondence

1. **Letter from Renee**
   Following the Business Networking Evening in October, Renee suggested TAC could be doing more to advocate for businesses and could potentially perform a similar role to the Temora's Business Chamber, within the current TAC. Miriam suggested changing the TAC to incorporate both business and tourism would align well with our Tourism and Economic Development strategy.

   Recommendation: TAC to have discussions with stakeholders and consider changing from Gundagai Tourism Action Committee to Gundagai Tourism and Economic Development Committee.

   Moved: Abb McAlister
   Seconded: Jim Morton

Key Focus Area Updates

1. **Branding and Marketing Strategy**

   WISDOM's Tourism Branding survey is available for people to complete. The closing date for this survey has been extended until Tuesday 19th November 2019. TAC members to email Jessie or Miriam if they would like the link to the survey.

2. **Launch and Promotion of Main Street**
   a) **Main Street Mural**
      Miriam to follow up with Luke before the next TAC meeting. NB Luke will no longer be completing the mural. Miriam will seek an alternate artist.

   b) **Proposal from Wiscombe Media**
      Miriam received 3 proposals from Barb for TV advertising campaigns in January. One from WIN, TEN and Prime7. Each of these advertising campaigns would cost a total of $1,100 to run. It was discussed that running the TV advertising campaign on Prime7 would reach a larger audience and would be run during higher viewed timeslots like Sunrise and Big Bash League Cricket. Miriam to confirm running of our current TV ad on the Prime7 Network with Barb.

3. **River Access and Morley's Creek Plan (Old Mill)**

   No further update

4. **Visitor Information Centre Upgrade**

No further update

5. **Truck Museum**

   No further update

6. **Railway Bridge & Cycle path**

   No further update

7. **Social Media**

   No further update

8. **ANBC Update**

   Penny reported that the Busking Championships went well again this year. The competition was slightly down on numbers and spectators, potentially due to poor weather conditions. $10,000 from this year's event will be carried forward to the 2020 event.
   Key focus areas for next year's event include:
   - Better promotions of the event;
   - The busking committee will try seek a headline act at the event. It was suggested Andrew Swift would be a good choice;
   - Prize money will possibly increase next year.

General Business

1. **Business Networking Function – wrap up**

   Council held a Business Network Evening will be held on Thursday 24th October. Approximately 20 business owners and locals attended the event. Positive feedback about the evening was received, and businesses showed great interest in making the networking evenings a regular occurrence. Miriam suggested this could potentially be a good event to hold quarterly.

2. **Gundagai Gaol – Date for volunteer function**

   Council will host a meeting in February at the Gaol to seek volunteers to help with the running of future events at the Gaol.

3. **Christmas Plaza Evening**

   The Gundagai Visitor Information Centre will organise a late night shopping Christmas Plaza evening and carnival up the main street on the 6th December. Penny is meeting with Peggy on Monday to discuss if there will be any available funds left over from the Christmas Carols Event to put towards some rides. Jessie to follow up with TonyJoe's Amusements for a rides quote.

4. **New TAC Member**

   Application for Mike Kingwill to become a member of the Gundagai TAC has been accepted.

   Moved: Abb McAlister
   Seconded: Penny Nicholson

Next meeting:

8:00am Wednesday 11th December 2019 at Hope's Café, Sheridan Street

8.1.3 COOTAMUNDRA SHOWGROUND USERS GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	315855
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Minutes 18 September 2019 - Showground Users Group 2. Minutes 23 October 2019 - Showground Users Group 3. Minutes 20 November 2019 - Showground Users Group

RECOMMENDATION

The Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 18th September, 23rd October and 20th November 2019, attached to the report, be received and noted.

Introduction

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 20th November, 2019 are submitted for the information of Council.

The attached Minutes of the Cootamundra Showground Users Group s.355 Committee Ordinary Meeting held on 18th September and 23rd October, 2019 are re-submitted for the information of Council.

An error was discovered within the September minutes which was carried over onto the October Minutes. The Chairperson needed to clarify the miscommunication with the Committee and make the necessary corrections within these minutes.

The minutes have now been corrected and re-submitted for the information of Council. The corrected section has been highlighted for your convenience.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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Minutes

COOTAMUNDRA SHOWGROUND USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
7PM, WEDNESDAY 18TH SEPTEMBER 2019

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Present:
Acting Chairperson: Andrew Brock (Manager Facilities)
Acting Secretary/Treasurer: Linda Wiles (Acting Manager Business)
Nominated Members: Roderick Jones, Trish Taylor, John Collins, Rebecca Medhurst, David Manwaring
Alternate Members: Joan Collins, Crystal Bell, Alice Crawford, Doreen O'Connor

Confirmation of a Quorum: There are **[7]** Members appointed to this Committee. Quorum numbers are met **[YES]**

1.2 Apologies

Susan Gheller (Manager Business), Darren Absolon, Mayor Abb McAlister, Councillor Gill Kelly, Doreen O'Connor, Paul Clancy, Brian Childs, Lesley Childs, Denise Dwyer, Alice Crawford.

1.3 Disclosure of Interests

There were no disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the last Showground Users Group Section 355 Committee ordinary meeting dated 21 August 2019 are to be provided to the next meeting.

1.5 Business Arising from previous Minutes:

- Committee request procedure for Garbage Bin Collection after events.
- Berthong Street Toilets are being repaired and Council are currently speaking with Riverina Locks in regard to installing one like key.

Moved: John Collins
Seconded: Trish Taylor

1.7 Correspondence in/out:

- Incoming correspondence: Letter of Credit from AGL and the final bank statement from South West Slopes Credit Union.

  After discussions with AGL, Committee can anticipate approximately $2000 credit.

- Outgoing correspondence: Letter to the Lions Club seeking clarification regarding offer of works to the Showgrounds Rotunda.

  Linda to complete and send out.

Moved: John Collins
Seconded: Joan Collins

1.8 Report from the Treasurer/Chairperson/Secretary:

Treasurer's report attached.

Honesty box broken into – Investigations into more secure lock.

Chair explained to Committee that the current Treasurers report was difficult to understand due to transferring everything over from the old to the new system. All further reports will only contain current records.

$20 Camping fee is now listed as $18.18 as GST portion is removed.

Chairman will write to Wattle Hire seeking clarification on monthly charge.

1.9 General Business

1) Council will be holding Code of Conduct training for Committee members which will be taking place in late November. This Code applies to all members of a s.355 Committee so it's important to attend to ensure there is an understanding of your responsibilities. Later advice will be provided as to the date, time and location of the training.

Action: To be noted.

1.10 Business Arising

1) Chairperson has visited a family of campers currently residing at the Showgrounds. The campers said they had paid for their stay, however someone had stolen the money they had placed in the honesty box. The Chairperson explained he had been in contact with the Caseworker for the family and believed they were able to make the payment and seek alternate accommodation. Chairperson gave them until the completion of 7 days stay and indicated to them they would need to vacate.
2) Signs have been ordered indicating Cameras in operation. Standalone solar cameras have been ordered by Council for security in the vicinity of the honesty box.
3) Additional Bins requested for the Cootamundra Show scheduled for 18/19 October 2019.
4) Chairperson has requested Parks and Garden Staff to assist with mowing at the grounds. Mauri Jackson has also been requested to assist. Request for Mauri to be authorised to purchased fuel.

5) Chairperson indicated Council would be applying under SCCF Rd3 for the development of the Caretakers Cottage. Council will wait for opening of Crown Land or Infrastructure Grants to complete Pavilion Projects.
6) Spraying of the Sheep Yards has been completed by Mick Raleigh. He requested if moving and whipper snipping could be carried out in the Pony Club area.
7) Plumbing issues in the toilets are being addressed.
8) Committee is aware of electrical upgrades required at the Showground however funding will need to be sought to carryout. Ben Tregear is available in the interim for electrical issues.
9) Dave Manwaring indicated funding would also be sought to install a water tank to catch the run off from the RDA Shed.

Action: To be noted.

1.11 Date and Time of Next Meeting

7pm, Wednesday 23rd October 2019, Alby Shultz Meeting Centre.

1.12 Time Meeting Closed

Meeting Closed 7.40pm.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

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Minutes

COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
7PM, WEDNESDAY 23RD OCTOBER 2019

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Present: **Acting Chairperson:** Susan Gheller (Manager Business), for Andrew Brock
Acting Secretary/Treasurer: Susan Gheller (Manager Business)
Nominated Members: Roderick Jones, Trish Taylor, John Collins, Rebecca Medhurst, Paul Clancy and David Manwaring
Others attendance: Cr Gil Kelly

Confirmation of a Quorum: There are **[7]** Members appointed to this Committee. Quorum numbers are met **[yes]**

1.2 Apologies

Andrew Brock (Manager Facilities), Mayor Abb McAlister, Darren Absolon and Brian Childs

1.3 Disclosure of Interests

There were no disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the Showground Users Group Section 355 Committee ordinary meeting dated 21 August 2019 and 18 September 2019 be confirmed as true and correct.

Moved: Joan Collins
Seconded: Roderick Jones

1.5 Business Arising from previous Minutes:

1) Chairperson has visited a family of campers currently residing at the Showgrounds. The campers said they had paid for their stay, however someone had stolen the money they had placed in the honesty box. The Chairperson explained he had been in contact with the Caseworker for the family and believed they were able to make the payment and seek alternate accommodation. Chairperson gave them until the completion of 7 days stay and indicated to them they would need to vacate.

Action: Noted by committee that family had left. Further discussions had regarding modifications of honesty box.

2) Signs have been ordered indicating Cameras in operation. Standalone solar cameras have been ordered by Council for security in the vicinity of the honesty box.

Action: Noted.

3) Additional Bins requested for the Cootamundra Show scheduled for 18/19 October 2019.

Action: Noted that additional bins had been ordered for Cootamundra Show. They are now cleaned and ready for collection by council after the inspection.

4) Chairperson has requested Parks and Garden Staff to assist with mowing at the grounds. Mauri Jackson has also been requested to assist. Request for Mauri to be authorised to purchase fuel.

Action: Noted that Parks and Gardens staff have mowed the gardens in preparation for the Show. Request for Mauri to be authorised to purchase fuel noted, and further discussions to be had.

5) Chairperson indicated Council would be applying under SCCF Rd3 for the development of the Caretakers Cottage. Council will wait for opening of Crown Land or Infrastructure Grants to complete Pavilion Projects.

Action: Council to apply for SCCF Rd3 for the development of Caretakers Cottage. Council will apply for upcoming Crown Land or Infrastructure Grants to complete Pavilion Projects. $200,000 of Council does not have $200,000 matching funds, it is not required for this grant. . Committee is in support of Council proceeding with grant submissions.

Business arising actions accepted.

Moved: Trish Taylor
Seconded: John Collins

1.6 Correspondence in/out:

- Incoming correspondence:
  1) 1 October 2019 Letter from AGL requesting the Showground Committee contact AGL with reference to a complaint.
  2) 30 September 2019 – Bill for Diesel from South-West Fuel - $26.45
- Outgoing correspondence: Nil

Correspondence report accepted.

Moved: Trish Taylor
Seconded: Rodrick Jones

1.7 Report from the Treasurer/Chairperson/Secretary:

Treasurer's report attached.

Note: Susan to provide further information regarding irregular amounts for camping fees.

Treasures report accepted.

Moved: Trish Taylor
Seconded: Joan Collins

1.8 General Business

1. Signs for camping area and honestly box.

Recommendation

1. **Council to ensure that staff are charging the correct fees – Susan will speak to staff.**
2. **Council to erect signs regarding location of camping area, fees and honesty box.**
3. **Council to arrange placement of vinyl signs on honesty box that indicate there are envelopes inside.**
4. **Council to narrow the slot on honesty box, to prevent unwanted items being inserted.**

Action: Susan Gheller will organise vinyl signage for no camping areas and honesty box. In the interim she will meet David Manwaring and Darrell on Thursday 24 Oct at noon and will supply laminated signs.

Moved: David Manwaring
Seconded: Roderick Jones

2. Collection of camping garbage.

Action: Susan will clarify where bins are to be placed with the Manager of Waste, Parks and Recreation Services.

Moved: Roderick Jones
Seconded: Trish Taylor

3. Taking Mauri Jackson and Vern Armstrong's name off RV organisations contact list.

Action: Susan will look into contacting the organisations to take Mauri's name off. Vern is happy to have name remain.

Moved: Roderick Jones
Seconded: Trish Taylor

4. Vandalism of the power boxes on the Berthong Street side.

Action: May be resolved with no camping stickers. Susan will organise.

Moved: Roderick Jones
Seconded: David Manwaring

5. Cheque from South West Slopes Dog Club has not been presented, this was for the show back in May 2019.

Action: Held over until representative of dog club is in attendance.

1.9 Business Arising

1. David Manwaring requested for Vern Armstrong to be given a master key so that he can assist with maintenance of Showgrounds.

Action: Committee accepted request. Master key for Vern Armstrong to be arranged.

Moved: David Manwaring
Seconded: John Collins

1.10 Date and Time of Next Meeting

7pm, Wednesday 20th November 2019, Alby Shultz Meeting Centre.

1.11 Time Meeting Closed

Meeting Closed 7.35pm.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Phone: 1300 459 689
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au

Minutes

COOTAMUNDRA SHOWGROUD USERS SECTION 355 COMMITTEE

ALBY SCHULTZ MEETING CENTRE, COOTAMUNDRA
7PM, WEDNESDAY 20TH NOVEMBER 2019

Meeting opened at 7:05pm

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance: **Acting Chairperson:** Andrew Brock (Manager Facilities),
Acting Secretary/Treasurer: Susan Gheller (Manager Business)
Nominated Members: Rod Jones, Brian Childs, Trish Taylor, John Collins and David Manwaring
Others attendance: Joan Collins, Doreen O'Connor, Alice Crawford and Denise Dwyer

Confirmation of a Quorum: There are **[7]** Members appointed to this Committee. Quorum numbers are met **[yes]**

1.2 Apologies

Mayor Abb McAlister, Cr Gil Kelly, Darren Absolon, Rebecca Medhurst and Lesley Childs

1.3 Disclosure of Interests

There were no disclosures of Interest.

1.4 Confirmation of previous meeting Minutes

The minutes of the Showground Users Group Section 355 Committee ordinary meeting dated 18 September 2019 and 23 October to be reviewed and corrected, with Clarification provided to Committee.

Resolution: Minutes from September and October to be corrected reflecting that Council would put in for a Grant for $200,000. Application has gone in. Council does not have $200,000 matching funds. It is not required for this grant.

Moved: Rod Jones
Seconded: John Collins

1.5 Business Arising from previous Minutes

Item/Discussion	Action	Status
Signs have been ordered indicating Cameras in operation. Standalone solar cameras have been ordered by Council for security in the vicinity of the honesty box.	**Noted.**	Have been delivered will be installed
Andrew Brock (Chairperson) has requested Parks and Garden Staff to assist with mowing at the grounds. Mauri Jackson has also been requested to assist. Request for Mauri to be authorised to purchase fuel.	**Noted that Parks and Gardens staff have mowed the gardens in preparation for the Show.** **Request for Mauri Jackson to assist and to purchase fuel to be discussed**	COMPLETED **Accepted – Thank you to be sent to Mauri**
Signs for camping area and honestly box.	**Recommendation** **1. Council to ensure that staff are charging the correct fees – Susan will speak to staff.** **2. Council to erect signs regarding location of camping area, fees and honesty box.** **3. Council to arrange placement of vinyl signs on honesty box that indicate there are envelopes inside.** **4. Council to narrow the slot on honesty box, to prevent unwanted items being inserted.** **Susan Gheller will organise vinyl signage for no camping areas and honesty box. In the interim she will meet David Manwaring and Darrell on Thursday 24 Oct at noon and will supply laminated signs.**	COMPLETED Still need Directional signs In Progress Completed Laminated signs in place. Vinyl signage In Progress
Collection of camping garbage.	**Susan will clarify where bins are to be placed with the Manager of Waste, Parks and Recreation Services.**	COMPLETED Committee to be advised
Taking Mauri Jackson and Vern Armstrong's name off RV organisations contact list.	**Susan will look into contacting the organisations to take Mauri's name off. Vern is happy to have name remain.**	In Progress
Vandalism of the power boxes on the Berthong Street side.	**May be resolved with no camping stickers. Susan will organise.**	In Progress
David Manwaring requested for Vern Armstrong to be given a master key so that he can assist with maintenance of Showgrounds.	**Committee accepted request. Master key for Vern Armstrong to be arranged.**	In Progress

Business arising from previous minutes report accepted.

Moved: Trish Taylor
Seconded: Alice Crawford

1.6 Correspondence in/out:

- Incoming correspondence:

1. Tabled by Chair of 355 Committee:
Cootamundra Harness Racing Club – advise about alternate member change from Crystal Bell to Shaun Paterson.

Recommendation to not accept membership change due to Conflict of interest.
Member vote: 1 for
4 against
2 abstain

Discussion regarding unpaid fees for use of stables.
How to secure stables but still make available for horse transporters (question as to how often transporters use the facility.

1. Locks – difficult to lock them up effectively. Brian Childs has offered unlock the stables at night if required.
2. Other option is CC TV camera – Cost of minimum $2,500.
3. Third preferred short term option – use dummy cameras and CCTV signage.

Associated Biosecurity issue – there needs to be a method to book the PIC numbers of horses using the facilities including where they have been and where they are going to.

2. Email tabled by the Chair
From: Niall Doherty Glider Club
Booking request from Christmas to 19 January 2020. $10 per night camping plus use of luncheon pavilion. Will need to pay $600 deposit. Have been responsible in past.
Agreed - Andrew Brock (Chairperson) to write back to confirm booking.

3. Email tabled by the Chair
From: Crown Lands
Site condition assessment of all structures
Darrell has completed. Andrew Brock (Chairperson) will investigate – hasn't got copy back.

- Outgoing correspondence:

Nil

Motion to accept incoming correspondence and actions.

Moved: David Manwaring
Seconded: Brian Childs

1.7 Report from the Treasurer/Chairperson/Secretary:

Treasurer's report attached.

Motion to accept Treasurers Report.

Moved: Rod Jones
Seconded: Joan Collins

1.8 General Business

1. Code of Conduct Training.

   Action: The s.355 Committee noted the OLG Code of Conduct guide and upcoming Code of Conduct Training. Attendance advised: David Manwaring, Joan and John Collins and Rod Jones to attend. Trish Taylor is a maybe.

2. Cheque from South West Slopes Dog Club has not been presented, this was for the show back in May 2019.

   Action: The Club cancelled the previous cheque & re-issue a new one. Susan to find out if cheque has been received.

3. Clean up and checking of buildings after a hiring.

   Action: Committee agreed that there will be a walk through prior to reimbursement of deposit to ensure area is clean.

4. No camping signs for tractor pull side.

   Action: This will be covered by additional signage that has been ordered.

5. Condition of evacuation signs.

   Action: Andrew Brock (Chairperson) will follow up with the Fire Services contractor for Council.

1.9 Business Arising

1. Andrew Brock (Chairperson) – New Sheds encouraging but clubs need to remember that they need to abide by inspections set out by Planners.

Action: Noted. Also the Pony Club shed needs more space between buildings (minimum 1 metre). Pony Club to ensure that it is moved.

2. Riding for the Disabled, Trish Taylor – Advised that Riding for Disabled has finished for the year will recommence in March 2020.

Action: Noted.

3. APH&I, David Manwaring – Advised that the Showgrounds Committee has received a complaint stating that the lighting in the pavilion was disgraceful. There is also a broken sky light.

Action: Andrew Brock (Chairperson) will obtain quotes for new lighting. Complaint be forwarded to Chairperson.

4. Harness Club – Advised that the Harness Club expo has been postponed due to need for track upgrade, but first drainage works are required, which are the responsibility of Council.

Action: Council has had no correspondence in relation to this request. Harness Club to write to Council in relation to the works required.

5. Antique Car Club, Joan Collins – would like to obtain master key. Also would like to know if the Lions club has communicated regarding work on Pavilion.

Action: Andrew Brock (Chairperson) will organise key. Have not received correspondence from Lion's Club.

6. Coota & District Machinery Restoration Society, Rod Jones – Requested that the Committee use Showground funds to upgrade the lighting in the pavilion.

Action: Andrew Brock (Chairperson) to source quote for LED lighting. LED lighting is cheaper and brighter and may not cost too much.

Motion to accept action to source quotes.

Moved: Rod Jones
Seconded: Joan Collins

7. Rod Jones and David Manwaring: Would like to get cleaners in for the luncheon pavilion.

Action: Andrew Brock (Chairperson) will investigate.

1.10 Date and Time of Next Meeting

The next meeting is scheduled for 7pm, Wednesday 18th December 2019, Alby Shultz Meeting Centre.

1.11 Time Meeting Closed

Meeting Closed at 8:15pm.

8.1.4 MUTTAMA CREEK REGENERATION GROUP S.355 COMMITTEE MEETING MINUTES

DOCUMENT NUMBER	318687
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
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. Muttama Creek Regeneration Group meeting minutes 14 October 2019.

RECOMMENDATION

The Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 14th October, 2019, attached to the report, be received and noted.

Introduction

The attached Minutes of the Muttama Creek Regeneration Group s.355 Committee meeting held on 14th October, 2019 are submitted for the information of Council.

Muttama

Regeneration Group

Muttama Creek Regeneration Group

Minutes Monday, October 14, 2019

Present: Graeme Johnson, Di Pearton, Betti Punnett, Steve Mills, Norma Clarke, Lin Chaplin, Charlie Sheahan, Win Main.
Apologies:
Welcome: Meeting opened at 5.00 pm
GJ presented the evacuation plan for the building as required prior to every meeting.
Minutes read by GJ and accepted by SM

Business Arising:

- **Pat's seat-** slab is in place. DP to check whether it is Wallaby grass or Kangaroo grass that we have ready for planting?? We also have three Acacia Pycnantha (Golden Wattles) to plant behind Pat's seat. The council has sprayed and left a good pile of mulch for us.
- **Planting-** Acacias, hakeas and grasses- decided that DP would keep these over the summer and hopefully plant in March 2020.
- **Casuarina Walk-** Steve Mills and Larry Wing helped Alex Johnson run the bird/planting program for the Cootamundra Public School. Feedback from teachers, parents and children all very pleased with the activities, which included groups learning about some local birds, weeding and planting native species useful for the birds, and drawing some of the plants.
- **Working bee:** Last working bee at Casuarina Walk- weeding, watering.
- **Flood planning committee-** Steve Mills reported that the report is being compiled.
- **Water Quality testing**- GJ has asked LLS regarding water testing.
- **Exotics**- GJ to email Council about exotics being totally out of control again.

GENERAL BUSINESS

- **Watering roster-** Lin Chaplin offered to water –GJ to leave hoses at his front door.
- **Planting for Pat's seat-** decided to leave planting until autumn as it is expected to be a very hot summer.
- **Self sown redgums-** GJ to email Council to ask that they be protected.
- **Working bees-** Saturday 26 Oct 8.30 Bird Walk, Thompson Street
  Saturday 16 Nov 8.30 Casuarina Walk.
- **Cats-** the group is very concerned about the number of cats in the streets/parks and private gardens. It was suggested that Council has a cat policy, to be registered, education of owners, desexing and control of feral cats, limit no. of cats per household.
- **Superb parrots-** CS suggested getting in touch with Mason Crowe, ANU 0427 770 594

Meeting closed at 5.55 pm

Next Meeting: 5pm, Monday Dec 2, 2019 at Stephen Ward Rooms

8.1.5 COOTAMUNDRA HERITAGE CENTRE MANAGEMENT S.355 COMMITTEE MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	318516
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Cootamundra Heritage Centre ordinary minutes and AGM minutes 4 November 2019 2. Cootamundra Heritage Centre Newsletter

RECOMMENDATION

1. **The Minutes of the Cootamundra Heritage Centre Management s.355 Committee ordinary meeting held on 4th November, 2019, attached to the report, be received and noted.**
2. **The Minutes of the Cootamundra Heritage Centre Management s.355 Committee Annual General Meeting held on 4th November, 2019, attached to the report, be received and noted.**
3. **The Cootamundra Heritage Centre December, 2019 Newsletter, attached to the report, be received and noted.**
4. **The office bearers of the Cootamundra Heritage Centre Management s.355 Committee as detailed in the report, be endorsed.**

Introduction

The attached ordinary meeting Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

The attached AGM Minutes of the Cootamundra Heritage Centre Management s.355 Committee meeting are submitted for the information of Council.

The Cootamundra Heritage Centre December, 2019 Newsletter is submitted for the information of Council.

Membership

The Cootamundra Heritage Centre Management s.355 Committee conducted their Annual General Meeting (AGM) on 4th November, 2019. The details of office bearers is provided for Council's consideration, as follows:

Chairperson:	Geoff Larsen	**Vice-Chairperson:**	Craig Stewart
Secretary/ Treasurer	Betti Punnett	**Roster Coordinator:**	Betti Punnett
Publicity Officer:	Betty Brown	**VIC Liaison:**	Yvonne Forsyth

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

Cootamundra Gundagai Regional Council
Document Received
2 2 NOV 2019
File No.....
Initials.....

THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT COMMITTEE MONTHLY MEETING HELD AT THE COOTAMUNDRA HERITAGE CENTRE ON MONDAY 4TH NOVEMBER 2019, COMMENCING AT 4.00 PM.

Present: Geoff Larsen (chairperson), Betty Brown, Yvonne Forsyth, Hugh Hamilton, Craig Stewart, Arthur Ward.

Apologies: Michele Pigram, Betti Punnett.

Minutes of Previous Meeting: Approved and confirmed on the motion of Arthur Ward, seconded Craig Stewart.

Business Arising: No response from C/GRC re purchasing supplies.
Volunteers filling out Contact Forms for C/GRC.
Axes in agriculture gallery not moved to glass cases.

Financial Report: The treasurer who was absent from the meeting, forwarded the financial report which showed takings of CHC $150.30 , VIC $ 149.00 - Nos. CHC 104, VIC .122. It was noted that these figures did not include takings for 31st October. Moved Yvonne Forsyth, seconded Arthur Ward.

Correspondence In: Nil

Correspondence Out: 1. Letter to Mayor Abb McAlister re invitation to annual general meeting.
2. Letter to Tim Swan requesting Financial Report.

General Business: Hugh Hamilton reported on progress regarding Arthur Butler material. It was moved by Betty Brown, seconded Yvonne Forsyth that we write to Wayne Bennett and Jeana Bell and invite them to attend the February meeting of this committee in order to discuss this work in progress.
Betti Punnett has requested items for her next newsletter to volunteers.
A training day for our volunteers will be held in November on a date to be advised.

There being no further business, the meeting closed at 4.35pm.

Yvonne Forsyth
Acting Secretary.

NEXT MEETING 4.00 pm MONDAY 3rd FEBRUARY, 2020

THE REPORT AND RECOMMENDATIONS OF THE COOTAMUNDRA HERITAGE CENTRE MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING HELD AT THE COOTAMUNDRA HERITAGE CENTRE ON MONDAY 4TH NOVEMBER 2019 COMMENCING AT 4.35pm.

Present: Geoff Larsen (chairperson), Betty Brown, Yvonne Forsyth, Hugh Hamilton, Craig Stewart, Arthur Ward.

Apologies: Michele Pigram, Betti Punnett.

Minutes from Previous Annual Meeting: Confirmed on the motion of Yvonne Forsyth, seconded Arthur Ward.

Financial Report: The treasurer who was absent from the meeting forwarded a financial statement:
Financial Statement 1 November 2019 – 31 October 2019
CHC 2212, 227 children , 4 buses $3716.85. VIC 2180 $1558.00

4619 visitors $5274.85 takings - Figures 29, 30, 31 October to be added.
The report was accepted on the motion of Yvonne Forsyth, seconded Betty Brown.

Annual Report: Geoff Larsen presented the annual report compiled by secretary Betti Punnett. It was received on the motion of Arthur Ward, seconded Betty Brown.

Chairperson Geoff Larsen commended all committee members for their commitment and work during the year, and thanked the Cootamundra/Gundagai council for their continued support and encouragement.

Election of Office Bearers: Mr Arthur Ward occupied the chair for the election of office bearers. The results were as follows:

Chairperson: Geoff Larsen, Nominated Yvonne Forsyth, seconded Betty Brown.

Vice Chairperson: Craig Stewart, Nominated Yvonne Forsyth, seconded Betty Brown.

Secretary/Treasurer: Betti Punnett, Nominated Betty Brown, seconded Craig Stewart.

Roster Co-ordinator: Betti Punnett, Nominated Betty Brown, seconded Craig Stewart.

Publicity Officer: Betty Brown, Nominated Yvonne Forsyth, seconded H Hamilton

VIC Liaison: Yvonne Forsyth, Nominated Jeff Larsen, seconded Betty Brown.

Chairperson Geoff Larsen resumed the chair, and thanked Mr Arthur Ward for conducting the elections. He also thanked the new office bearers, and wished them well for the coming year.

There being no further business, the meeting closed at 4.50pm.

Yvonne Forsyth
Acting secretary

Cootamundra Heritage Centre

2018-2019 Financial Report

2018	Nov	155	38	1	$233.50	144	$64.00	$297.50
	Dec	163	6	1	$241.65	94	$127.00	$368.65
2019	Jan	103	21		$191.85	115	$99.00	$290.85
	Feb	89	3		$125.70	105	$34.00	$159.70
	Mar	241	2	1	$369.25	179	$163.00	$532.25
	Apr	268	53		$381.55	267	$188.00	$569.55
	May	201	27		$361.90	225	$121.00	$482.90
	June	193	33		$285.20	186	$60.00	$345.20
	July	162	34		$293.90	178	$172.00	$465.90
**	Aug	178	1	1	$321.00	166	$141.00	$462.00
	Sept	241	3		$550.65	239	$141.00	$691.65
	Oct	232	9		$378.90	304	$250.00	$628.90
		2226	230	4	$3,735.05	2202	$1,560.00	$5,295.05

** $50 float

COOTAMUNDRA HERITAGE CENTRE

Hovell St COOTAMUNDRA 2590 Ph 02 69402190

NEWSLETTER DECEMBER 2019

ANNUAL GENERAL MEETING

Our AGM was held recently and the election of Office Bearers was conducted by Arthur Ward.

Chairperson	**Geoff Larsen**
Vice Chairperson	**Craig Stewart**
Secretary	**Betti Punnett**
Treasurer	**Betti Punnett**
Roster Co-ordinator	**Betti Punnett**
Publicity officer	**Betty brown**
VIC Liaison	**Yvonne Forsyth**

Chairperson Geoff Larsen thanked C/GRC for their continued support. He also thanked all office bearers and wished them well for the coming year.

VOLUNTEERS

A very special ***Thank You*** to all our volunteers who have been so committed to CHC throughout the year. Besides our rostered team, we must thank those who help out in an emergency - there are always times when we are unable to be on 'duty'. Betty and Ian Brown, Helen Hamilton and Brian Nolan are great at filling in when needed. Barry Donnelly, Yvonne Forsyth, Marie Holt, Bob Noble, Michele Pigram, Betti Punnett, Marie Scott and Arthur Ward have all answered the call to do extra time! Michele Pigram has also been busy in the front garden and has been 'caretaker/cleaner in charge' of the Horse and Harness exhibit. Sue Dennis has regularly polished our brass and silver objects and Charlie Willis keeps the floor polished.

As always Craig Stewart and Jim Caskie are called on for running repairs - changing light bulbs, fixing all sorts of problems.

We wish good health to Wendy Cartwright and thank her for her time on our team. We also thank Marie Ryan for her years of service and wish her well in her 'retirement'. Our thanks go to Beverley Ingold who has had to 'retire' because of other commitments, but she may be back later. Nerida Kelly has moved on and we wish her well in her new home.

A big welcome to Ingrid and Barry Bussey, Ceinwen Evans, Verlie Lord and Marie Warton.

PROJECTS FOR 2020

* We are looking to projects for 2020 One major proposal is to paint the 14 galleries and hallways. This would be a big project and the first call for finance is to ARTC. If it is included in this year's budget at ARTC that would be great.

* Another is to make more of our aviation history, particularly Arthur Butler. The possibility of having a model, to scale, of the plane he flew to Australia in 1931 - still a world record: **9 days, 13¼ hours**

The *Comper Swift* dimensions: Crew: 1
Length: 17 ft 8½ in (5.4 m)
Wingspan: 24 ft 0 in (7.32 m)
Height: 5 ft 3½ in (1.61 m)
Wing area: 90 ft² (8.36 m²)
Empty weight: 540 lb (245 kg)
Max. takeoff weight: 985 lb (447 kg)
Maximum speed: 140 mph (225 km/h)
Range: 380 miles (611 km)
Service ceiling: 22,000 ft (6705 m)

It would nearly fit in our main gallery!!

How great it would be to have a model - to accompany our Avro Anson.

* Replace all the old blinds, which are torn, but not the original one in the Barracks Gallery.

* More ideas to come....

Cootamundra Gundagai Regional Council
Document Received
- 2 DEC 2019
File No.
Initials

CHRISTMAS PARTY

TOWN HALL

4 December 2019

5.00pm

All welcome

RSVP 1300 459 689

Cootamundra Heritage Centre
2018-2019 Financial Report

		CHC	Ch	Bus	Takings	VIC	Takings	TOTAL
2018	Nov	155	38	1	$233.50	144	$ 64.00	$297.50
	Dec	163	6	1	$241.65	94	$127.00	$368.65
2019	Jan	103	21	-	$191.85	115	$ 99.00	$290.85
	Feb	89	3	-	$125.70	105	$ 34.00	$159.70
	Mar	241	2	1	$369.25	179	$163.00	$532.25
	Apr	268	53	-	$381.55	267	$188.00	$569.55
	May	201	27	-	$361.90	225	$121.00	$482.90
	June	193	33	-	$285.20	186	$ 60.00	$345.20
	July	162	34	-	$293.90	178	$172.00	$465.90
**	Aug	178	1	1	$321.00	166	$141.00	$462.00
	Sept	241	3	-	$550.65	239	$141.00	$691.65
	Oct	232	9	-	$378.90	304	$250.00	$628.90
		2226	**230**	**4**	**$3,735.05**	**2202**	**$1,560.00**	**$5,295.05**

** $50 float *** Total number: **4658**

FINANCIAL REPORT

I thought you would be interested in knowing how our year progressed.

SUPPLIES

New arrangements have been made with C/GRC re supplies for CHC and VIC. All food - tea, milk, coffee, sugar, biscuits will be purchased by Yvonne Forsyth locally. Toilet paper and paper towels will come from C/GRC stock which Betti Punnett will organise. Please let us know when any supplies are needed, but **do not** go directly to C/GRC. Continue to note when other items are needed - detergent, dish cloths, computer paper, batteries (usually some left in one drawer), etc. When light bulbs blow, please be patient as we organise someone to replace the bulb. It will not happen overnight! Remember, if a blind shoots up to the top of the window, use Mabel's stick (on the window sill in Kitchen) to pull it down again.

NEW EXHIBITS

People continue to bring along objects for us which is great. However, please remember to write an **Interim Receipt** for each one received. This book is kept in the top left hand drawer. Please note any particulars the donor can give you. It all helps to make displays more interesting when details can be given. Condition of the object should also be noted.

* Small horseshoe, except it is not a horseshoe! This was found by Craig Stewart and we now know such protections were nailed to fettlers' boots - heel and toe - to protect the boots from wear when working on the railway lines.
* Trombone (in case) which belonged to George Barton who played in the 4th Battalion Infantry Band in Cootamundra in 1950s - 1960s.
* See the *Krupp* scales and even check your own weight - in pounds (lb) and stones. Lyn Angus presented these.
* 2 Souvenir Programs from 1924 England v Cootamundra Rugby League and 1928 England v South West Districts Rugby League. Excellent condition. Presented by Ted O'Connor.

PHONE NUMBERS

As more people switch to mobile phones, we need to update our records. Please change the information on the back of the CHC Roster in the orange folder, top left drawer. Phone numbers can then be corrected on the next roster.

VOLUNTEER INFORMATION

C/GRC has asked for some new information - emergency contacts. The forms are in the top left drawer. Please tick your name off on the list when filled - 15 still to be done. Recently a volunteer fell ill when on duty at Bradman Birthplace. A contact needed to be notified.

DRIVER RERVIVER CENTRE

Although not yet officially notified, we believe we will become a Driver Reviver Centre in the future. It might only occur on public holidays and school holidays. No doubt it will bring a few more customers through the door.
Then we will be CHC and VIC and DRC!!! Just where and/or how the large sign will be displayed is to be decided.

BACK VERANDAH

As we find we need more exhibition space (people keep giving us marvellous items), more of the back verandah may be fenced in, right to the back door. At times it is necessary to refuse some items eg 8' wool press, a piano. This should not be too difficult to arrange.

BRAND INSIGHTS

If you haven't already filled out the survey *Cootamundra & Gundagai Brand Insights* a number of copies has been left with us. Please take them back to Council when completed.

Thank you for your commitment to CHC over the last year.

Merry Christmas
Happy New Year

GAP 12/19

8.1.6 MUTTAMA HALL MANAGEMENT S.355 COMMITTEE MEETING MINUTES AND MEMBERSHIP

DOCUMENT NUMBER	318463
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the Section 355 Committee Management Manual.
ATTACHMENTS	1. MHMC Annual General Meeting Minutes 20 November 2019

RECOMMENDATION

1. **The Minutes of the Muttama Hall Management s.355 Committee Annual General Meeting held on 20th November, 2019, attached to the report, be received and noted.**
2. **The office bearers and membership of the Muttama Hall Management s.355 Committee as detailed in the report, be endorsed.**

Introduction

The attached Minutes of the Muttama Hall Management s.355 Committee Annual General Meeting held on 20th November, 2019, are submitted for the information of Council.

Membership

The Muttama Hall Management s.355 Committee conducted their Annual General Meeting (AGM) on 20th November, 2019. The details of office bearers and membership is provided for Council's consideration, as follows:

Chairperson:	Hilary Connors	**Vice-Chairperson:**	Sarah Last
Secretary:	Anne Last	**Treasurer:**	Leigh Scott

Other Members: Bill Buckley, Robert Flint & Bart Groen

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

MINUTES
Muttama Hall Section 355 Committee
Annual General Meeting

Meeting: 20 November 2019, 7.00pm
Venue: Muttama Hall

Present:
Committee: Hilary Connors, Sarah Last, Leigh Scott, Bill Buckley, Robert Flint, Amanda Hoy, Bart Groen and Anne Last

Non-member Attendees: Leigh Bowden (CGRC), Miriam Crane (CGRC), David Burraston, Isabel Scott, Graham Butt, Seth Butt, Marilyn Butt, Jim Hamilton, Lindsay Butt, Elisa Butt, Michael McGregor, Jeff Watts

Apologies: Sarah Ingold (Committee), Charlie Sheahan (CGRC), Andrew Brock (CGRC) and Penny Nicholson (CGRC)

Acceptance of inaugural AGM Minutes November 2018
Hilary asked that the minutes of the inaugural AGM be known as read. Moved by Leigh Scott and accepted by the committee members present.

President's / Chairperson's Report

1. Hilary thanked:
- Jim Hamilton for his efforts in preparing the Scope of Works for the Hall,
- the committee members and to Anne who took on the Secretary's role in June,
- Miriam Crane, Andrew Brock and Darrell Edwards for their support during the year,
-Council for the remediation works on the road outside the hall as this should alleviate any drainage issues.

2. MHMC charter is to undertake the care, control and management of the Muttama Hall,

- this year the solid stabilisation, re-levelling and new floorboards have been achieved in the main hall,
- credit to Robert Everdell and Zac Smith for their high standard of work and professionalism in achieving such a fine result.

3. Three successful grants have been expended and acquitted by The Wired Lab,
- thanks to Sarah Last for her vision and auspice of these grants that produced much needed heritage conservation advice for the hall,
- the funds produced the Conservation Action Plan, the Statement of Heritage Impact for Conservation and Reconstruction Works, Graham Nixon's drawings, Dunn and Hillam's Master Plan and Somewhere Landscape's Plan, Art and Archival's conservation and storage of the Roll of Honour boards and memorial and contributed $34,085 to the foundational works on the hall,
- these documents will help guide decision-making processes and serve as valuable references for the committee, community and Council,
- they also supported the application for the 2019 Stronger Country Communities Fund grant.

4. The 2018 Stronger Communities Funds grant of $140,707 GST exclusive has a surplus of funds,
- a revision of the use of these funds was requested in order to re-roof and replace guttering and fix down pipes to the new drainage pipes, in order to protect the significant investment made in the hall's restoration. These works can be completed before 30 March 2020.
- Miriam Crane was able to confirm that this revision has been approved,
- Zac Smith, ZGS Building, will be contracted by Council to undertake these works. Zac worked for Everdell Constructions on the hall's foundational repairs and knows the building well.

5. 2019 Stronger Country Communities Fund (SCCF)
– an application for approximately $59,000 was well supported by various organisations and was coordinated through Council,

- if successful, the funds will cover the demolition of the kitchen/supper room skillion. The original mini-orb corrugated iron will be re-used in order to retain the heritage aspects of the hall. Due to white ants, rot and moisture issues, a steel frame will be installed, insulated and lined and a concrete slab will replace the decayed timber floor. This stage of works is referred to in the Master Plan and prepares the kitchen for fit out.

Treasurer's Report
Leigh reported that there is $6391 in the MHMC NAB account.

Nominations and Election of Office Bearers
Leigh Bowden takes over as Returning Officer.
All office bearers and committee stood down.

- Chairperson/President: Hilary Connors renominates. Accepted and unopposed by the committee.
- Vice Chairperson/Vice President: Sarah Last renominates. Accepted and unopposed by the committee.
- Secretary: Anne Last renominates. Accepted and unopposed by the committee.
- Treasurer: Leigh Scott renominates. Accepted and unopposed by the committee.

- Robert Flint, Bill Buckley and Bart Groen expressed their interest in continuing as committee members.

Council will make the final determinations of membership and ratify committee members at the next monthly Council meeting.

Hilary and Sarah encouraged attendees to complete the Application for Membership form if interested in joining the MHMC or being a volunteer.

Questions from the floor – None
Thank you

Meeting closed: 7.30pm

8.1.7 COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL CHRISTMAS AND NEW YEAR CLOSURE

DOCUMENT NUMBER	318793
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
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 on the Christmas and New Year closures for Council's facilities be received and noted.

Introduction

Each year Council's offices and depots close for the Christmas and New Year period. The Administration Centres have traditionally closed from close of business Christmas Eve and reopened on the 2nd January.

Discussion

The following arrangements are submitted for the information of Council:

All Works Depots – Close on Friday, 20th December, 2019 at Midday and reopen on Monday, 6th January, 2020.

Administration Offices: Close Tuesday, 24th December, 2019 at 5:00pm and reopen on Thursday, 2nd January, 2020 at 9:00am.

Cootamundra Library: Close Tuesday, 24th December, 2019 at 5:00pm and reopen on Thursday, 2nd January, 2020 at 9:00am.

Gundagai Library: Close Friday, 20th December, 2019 at 5:00pm and reopen on Monday, 6th January, 2020 at 9:00am.

Gundagai Visitor Information Centre: Close Tuesday, 24th December, 2019 at 4:30pm and reopen on Friday, 27th January, 2020 at 9:00am.

Cootamundra Aquatic Centre - Closed on Wednesday, 25th December, 2019.

Gundagai Swimming Pool - Closed on Wednesday, 25th December, 2019.

Skeleton staff to be available for essential services only during this period. Management have had discussions with staff for these arrangements. A list of skeleton and on-call members of staff on duty during the Christmas and New Year period will be compiled and will be distributed to relevant staff once confirmed.

Availability and contact details will be required from staff in the event of an emergency for distribution to the Local Emergency Management Officer.

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

DOCUMENT NUMBER	318803
REPORTING OFFICER	Teresa Breslin, Governance Officer
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	To comply with the s.355 Committee Management Manual.
ATTACHMENTS	1. Ellwoods Hall Meeting Minutes 28th November 2019 2. Ellwoods Hall Christmas Market Report

RECOMMENDATION

The Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 28th November, 2019, and the Christmas Market Report, attached to the report, be received and noted.

Discussion

The attached Minutes of the Stockinbingal Ellwood's Hall s.355 Committee Ordinary Meeting held on 28th November, 2019, and the Christmas Market Report, are submitted for the information of Council.

The Minutes of the Meeting held on 28th November, 2019 have been distributed to Council's Manger of Facilities for investigation.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Phone: 1300 459 689
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au

Minutes

STOCKINBINGAL ELLWOOD'S HALL SECTION 355 COMMITTEE

ELLWOODS HALL, MARTIN ST, STOCKINBINGAL
4.00PM THURSDAY 28 NOVEMBER 2019

1 AGENDA ITEMS

1.1 Attendance and Confirmation of Quorum

Attendance:	**President/Chairperson:**	Rosalie Dale
	Secretary:	Kim Lee (in absence of Sec Lorna Nixon)
	Treasurer:	Alan Pether
	Councillor:	Absent
	General Members:	Stephen Neave, Carmel Payne, Russell Vincent
	Community Members:	Lynn Basham

Confirmation of a Quorum: There are **7** Members appointed to this Committee. Quorum numbers are met **- yes**

1.2 Apologies

Lorna Nixon, Councillor Leigh Bowden.

1.3 Disclosure of Interests

Nil.

1.4 Confirmation of previous meeting Minutes

The minutes of the last Ellwood's Hall Section 355 Committee meeting dated **24th October 2019** be confirmed as true and correct.

Moved: Carmel Payne Seconded: Stephen Neave

1.5 Business Arising from previous Minutes:

- ARTC Grant received and items purchased and used at the Markets and photographed by Heath from the ARTC. Rosalie has also submitted another application for the next ARTC Grant for urns, Industrial vacuum cleaner, and tea trolley.

- Trip hazard remains outside the Hall despite numerous letters, emails, and an assurance that the council will "make the area safe for the community while they pursue a long term solution". Previously a bit of asphalt to even out the raised path has worked as a temporary measure. If there is a short term plan we would like to hear about it please.
- Enquiry to Council on 2 Oct 2019 and a follow-up enquiry in person on 21 Oct has still not yielded a response in regard to paper towel dispensers for the Ellwood Hall Toilets. The current Council supplied paper towel dispensers are too small for paper towels purchased in the shops – we wish to know if Council have a supply of paper towel rolls that will fit (apparently not); and if not, would Council supply two dispensers, one for each of the toilets (male and female) and also paper towels please?

- Awaiting a reply re signage at the Pump Track. (People lose their way from the front gate of the Recreation Ground and often turn away when unable to find the pump track – the track is not visible from the gate. Signage is also needed from the main road – Burley Griffin Way). We thank Council for improvements already made at the Pump Track (bins, water, seating, shade trees).

- Welcome Night Barbeque on Wed 30th October for our new Policewoman was an outstanding success bringing about 50 of the locals out to welcome her to the village. Thanks go to Councillors Stewie and Leigh Bowden who represented Council, at very late notice on our part!

- Christmas Markets were probably our best yet with fine weather and hundreds coming through on the day. There were 25 stalls of great variety and all were really happy with their takings.

- PA System has been researched and sourced by Tony Nichols. Donations have been received to assist towards the cost. It had its first use at the Christmas Markets.

- Brendan O'Callaghan was approached for costing for front floodlight to assist people leaving the hall after dark especially in light of our unsafe paths. A text message quoting $180 plus GST was supplied just prior to the meeting. Unanimously agreed that we go ahead, hopefully in time for the School Presentation Night on the 16th Dec.

- Committee members and partners will have a Christmas meal together on Sat 30th November at 6.00pm at 44 Hibernia St. BYO alcohol.

1.6 Correspondence in/out:

- 21.10.19: From Rosalie to Council re Signage at Pump Track
- 23.10.19: From Rosalie to committee: advising of success of ARTC Grant.
- 24.10.19: From Rosalie to Helena at ARTC Grants re items to purchase to value of $1438
- 25.10.19: From Rosalie to committee re future items for next ARTC grant
- 25.10.19: From Brendan O'Callaghan with quote for more power points and outdoor lighting.
- 29.10.19: From Lorna Nixon to CGRC inviting the GM or a council representative to the Welcome BBQ.
- 30.10.19: Reply from Marianne McInerney from CGRC advising Councillor Stewart would attend.
- 31.10.19: From Rosalie to committee: thanking all for assisting with the Welcome BBQ.
- 31.10.19: From Councillor Leigh Bowden to committee: thanking them for the Welcome BBQ
- 30.10.19: From Rosalie: Copy of ARTC Submission for grant.
- 31.10.19: From Westpac to committee: advising that Lorna Nixon is an administrator of our account and can now has access to viewing the Hall Committee statements online.
- 03.11.19: From Rosalie to committee: re Christmas Markets
- 04.11.19: From Rosalie to Teresa Breslin: re maintenance at PO.
- 05.11.19: Prompt reply from Teresa advising of arrangements to repair PO issues.
- 05.11.19: From Rosalie to Glen McAtear: re mowing the grass at the Hall for the Markets.
- 05.11.19: From Rosalie to Keith & Pauline Turner: advising of a band using the Hall.
- 07.11.19: From Rosalie to Helena Johansson from ARTC; advising her of items purchased.
- 10.11.19: From Rosalie to committee: Update on events.
- 12.11.19:From Rosalie to Steve Neave: re calendars, white board, markets

- 12.11.19: Rosalie to Glen McAtear: reminder re mowing for markets
- 13.11.19: Lorna Nixon to Teresa Breslin: re ownership of items purchased for the Hall
- 13.11.19: Rosalie to committee: Re sale of donated table
- 13.11.19: Rosalie to committee: re mowing needed at the Hall
- 13.11.19: From Leigh Bowden to committee: offering assistance with the mowing by her grandson.
- 13.11.19: From Lorna Nixon to Teresa Breslin: re ownership of property the committee purchases – becomes Council's property technically.
- 14.11.19: From Teresa Breslin: advising that Parks & Garden crew will mow the grass and to refer future requests to Andrew Brock.
- 14.11.19: From Teresa Breslin: advising of Code of Conduct Training for all s355Committees on Wed 27th November at 5.00-7.00pm.
- 15.11.19: From Rosalie to committee: re ABC Radio interview and thankyou to Leigh's grandson for mowing.
- 15.11.19: From Rosalie to Andrew Brock: clarifying lawn mowing issues.
- 15.11.19: From Teresa Breslin re further info on Ethics Training
- 15.11.19: From Katrina Smith to Rosalie, Lorna: Re correct date for the Ethics training!
- 16.11.19: From Lorna Nixon to CGRC re Toilet blockage at the markets.
- 18.11.19: Follow-up phone call to council re toilet blockage. A service request was made and was attended to later the same day**. Thank you!**
- 21 11.19: From Andrew Brock re toilet blockage
- 27.11.19: From Rosalie – reminder to Committee re Code of Conduct meeting and Christmas dinner.
- 27.11.19: From Rosalie to Teresa Breslin re hazardous footpath at front of the Hall and advising of intent to have a light installed as soon as possible to ensure patron's safety at the School Presentation Night.
- 28.11.19: From Rosalie to Russell Davies re Room Dividers.

1.7 Report from the Treasurer:

Opening Balance:	6475.19	
Income:	3113.48	(Market Day made $1,071.30)
Expenses:	1647.39	(ARTC grant purchases included here).
Current Balance:	7941.28	
Balance as per Statement:	7941.28	

Term Deposit has been reinvested at 1.48% for 5 months due on 01.04.2020.

Alan Pether moved that his Report be adopted, seconded Kim Lee.

1.8 General Business

1) **Lawn Mowing**: Apparently Council schedules lawn mowing four times per year. Rosalie has requested by phone a copy of the schedule so we can organise in a timely manner for the yard to be kept neat in between times to avoid last minute dilemmas!

Action: Rosalie to put this in writing.

2) **Markets**: Both figures and stall holders claim this is our best yet! **See separate report attached.**

It was noted that Female Toilets malfunctioned on the day with two of our men managing to temporarily fixing the issue. Council was advised on Monday and workmen did provide "Chemical", and flushing and advice not to use too much paper. The committee feels further investigation is warranted due to locals recollections of the same problem having manifest itself previously – we do not need it happening again with our larger events and the large peppercorn tree close by does suggest there could be roots interfering with the plumbing.

Action: See separate report on Market day.

3) **Outdoor lighting:** Brendan O'Callaghan has quoted $180 +GST for a light outside the front door. Dangerous after leaving meetings and a school end of year evening function will be happening on 16th December.

Action: Rosalie to accept this quote and notify the Electrician with hopes of the job being completed before 16th December.

4) **Room Dividers:** Still to arrive – these were part of the purchases with the recent ARTC Grant. Apparently there are some issues with delivery.

Action: Rosalie has been in touch with the supplying company.

5) **Hall Event if no Village Fair in March:** Ideas included a Car Boot Sale.

6) **School Presentation Night**: is on Monday 16th December and the Principal is requesting 130 chairs.

Action: Committee to clean enough chairs for this function and keep flushing the toilets to prevent another blockage and approach Council with a request to supply one Port-a-Loo for the 16th Dec to prevent another drama as it is estimated that 130 could be attending. Agreed.

7) **Code of Conduct Meeting for all s355 Committees**: to be held at the Alby Shultz Room, Cootamundra – several of our committee will be attending following this meeting. **(Only 2 weeks' notice was given for this meeting and the date was incorrect.)**

1.9 Date and Time of Next Meeting

5.15pm 23 January 2020

1.10 Time Meeting Closed

4.30pm

Christmas Market report …

Markets – the best yet!

Financially, the Hall appears to have taken just over $1000 before costs. People like Sue with the succulents took $400, Judy took $300 with her fabric and lovely clothes, both Wendy and Anita said they did VERY well and Russell Bradford with the horses "REALLY REALLY well". Tim Mahon with plants right down the back practically sold out. Certainly no complaints from stallholders – "Thank you for making me feel so welcome and loved. I will be back" came from a vendor via text message that night. Attendees were very positive as well. The school was delighted to nett about $800.

Di Berkrey opened Old Stock Up on the main road, without notice, for the day, and sold $500. Terese certainly was run off her feet in the Coffee shop. So excellent flow-on for the village. I have spoken to both Francis and Murray at the Bowling Club and they agree there should be something available, come afternoon, up there to draw some of the crowd as well on market days e.g. barefoot bowls.

So - heaps of positives – but we also have some lessons learned.

1. **Have as much in place the day before as possible**. "Oh we'll do that in the morning" doesn't work with vendors queued up at the gate and a tsunami of questions and requests for help etc.

2. **Must be more than one committee member present at 7.30am** … it was very difficult on more than one level. We can't have less than 1.5 hours for setup – if nothing else we can't fit all vehicles in our small yard at the one time to unpack, and some do need that time for setting up**. We do need to elect two of the team to be either the indoor or outdoor "fat controller"** (have you watched Thomas the Tank Engine?) for the day. May need a fluro vest each.

3. **Stallholders should be directed to park out back, on the lane side of the Park.** Some did, others were all over the place out front.

4. **We mustn't make the place appear 'open' before 9am** or allow punters in. Stallholders are not ready to take time serving, and it is dangerous with cars, bags, boxes all over the place, and tempers a little frayed!

5. **I will ALWAYS ALWAYS ALWAYS do a floor plan and a 'run sheet'** – please make sure you have one so we are all on the one page and so we know what's happening.

6. We do need to **quote a SIZE for their site at time of booking** so they don't hog extra room on the day or get annoyed because they haven't got what they assumed they'd have!

7. The **committee's priority on the day is the Market, the stallholders, and the customers**. Any dire need to leave the building or be unavailable must be communicated so we don't leave the team high and dry or, if there is a job requiring attention, we don't spend time searching for someone. We are a team.

8. **Mowing** appears to be something we will have to factor into our preparations in future unless it has been Council's quarterly Village 'mow' week!

We will revisit these points once next year gets underway – so good to learn from the past!!! As it stands the next big event will possibly be the Model Train Exhibition and some of the above points will apply to that as well.

Awesome job team – giving people a great 'experience' is what brings them back for more!
Refining it can only make it better.

8.1.9 CORRESPONDENCE FROM THE OFFICE LOCAL GOVERNMENT PROPOSAL PURSUANT TO SECTION 215 OF THE LOCAL GOVERNMENT ACT, 1993

DOCUMENT NUMBER	318811
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Section 215 of the Local Government Act, 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. The Hon. Shelley Hancock - Proposal Pursuant to Section 215 of the Local Government Act, 1993

RECOMMENDATION

The proposal for the Local Government Boundaries Commission to re-create the former Cootamundra and Gundagai Shire Councils to the boundaries applicable as at 11th May, 2016 be received and noted.

Introduction

Correspondence from the Hon. Shelley Hancock MP, Minister for Local Government, attached to the report, was received informing Council that a proposal pursuant to section 215 of the Local Government Act, 1993 (the Act) from Gundagai Council in Exile Inc. to re-create the former Cootamundra and Gundagai Shire Councils to the boundaries applicable as at 11th May, 2016.

Discussion

As stated, in the attached correspondence, the proposal will proceed to the next stage in the formal assessment process and the Office of Local Government (OLG) will submit a public notice to be distributed to relevant newspapers requesting submissions, over a period of twenty eight (28) days as required by section 216 of the Act, from any interested person in the Cootamundra-Gundagai Regional Council local government area.

Advice received from OLG indicates the closing period for submissions will be 31st January, 2020. At the Ordinary Meeting scheduled to be held Tuesday, 28th January, 2020 Council may consider a further report as additional information is received by Council.

The Hon. Shelley Hancock MP
Minister for Local Government

Ref: A680218

Clr Abb McAlister and Mr Phil McMurray
Mayor and General Manager
Cootamundra-Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590

By email: mail@cgrc.nsw.gov.au

Dear Clr McAlister and Mr McMurray

I am writing to inform you that the Office of Local Government (OLG) has received a proposal pursuant to section 215 of the *Local Government Act 1993* (the Act) from Gundagai Council in Exile Inc to re-create the former Cootamundra and Gundagai Shire Councils to the boundaries applicable as at 11 May 2016.

I have determined that the proposal will proceed to the next stage in the formal assessment process. I have asked OLG to arrange for public notice of the proposal to be given for at least 28 days as required by section 216 of the Act.

If, after considering the representations made in response to the public notification, I determine that the proposal should continue then I will arrange for a copy of the proposal, the representations and other relevant papers to be forwarded separately to the Local Government Boundaries Commission pursuant to section 218 of the Act for examination and report.

At my request, Mr David Rolls from the Office of Local Government is available on (02) 4428 4100 or olg@olg.nsw.gov.au should you have any further enquiries.

Yours sincerely

The Hon. Shelley Hancock MP
Minister for Local Government

26 NOV 2019

GPO Box 5341 Sydney NSW 2001 • P: (02) 8574 5400 • W: nsw.gov.au/ministerhancock

8.2 FINANCE

8.2.1 MONTHLY FINANCE REPORT FOR NOVEMBER 2019

DOCUMENT NUMBER	318729
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	Regular monitoring of Council's finances will ensure that any issues are identified in a timely manner.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. November 2019 Finance Report

RECOMMENDATION

The Monthly Finance Report for November, 2019 be received and noted.

Introduction

This monthly reporting package provides Councillors with an update on the current budget status.

Discussion

The overall picture shows expenditure under budget. Income is also under budget, however with a significant number of capital projects nearing completion the related grants can be expected to be received.

Monthly budget variance report
Consolidated
Period ended 30 November

	Year to date actual								
	General	Waste	Water	Sewer	Consolidated total	Consolidated budget	Balance remaining	% of annual budget	Comments
Revenue									
Rates and annual charges	7,367,158	2,093,619	802,324	1,024,732	**11,287,832**	13,020,211	1,732,379	86.69%	
User charges and fees	1,229,360	126,434	1,053,641	252,702	**2,662,137**	8,180,772	5,518,635	32.54%	
Interest and investement revenues	307,345	3,122	11,079	5,414	**326,960**	497,517	170,557	65.72%	
Other revenues	253,620	-	1,650	-	**255,270**	399,740	144,470	63.86%	
Operating grants and contributions	3,355,627	69,406	53,677	51,539	**3,530,248**	10,511,434	6,981,186	33.58%	
Capital grants and contributions	440,391	-	-	-	**440,391**	13,406,936	12,966,545	3.28%	
Internal Plant hire	1,169,057	-	-	-	**1,169,057**	3,420,000	2,250,943	34.18%	
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total revenue	**14,122,558**	**2,292,581**	**1,922,370**	**1,334,387**	**19,671,895**	**53,180,136**	**33,508,241**	**36.99%**	
Expenditure									
Employee costs	4,696,238	144,453	275,898	220,464	**5,337,054**	12,279,857	6,942,803	43.46%	
Borrowing costs	29,820	-	-	-	**29,820**	183,823	154,003	16.22%	
Materials and contracts	4,550,525	363,212	970,683	149,282	**6,033,703**	14,407,221	8,373,518	41.88%	
Plant hire	793,568	75,166	30,627	19,906	**919,267**	2,686,202	1,766,935	34.22%	
Other expenses	2,310,126	4,024	70,692	94,665	**2,479,508**	4,988,112	2,508,604	49.71%	Includes annual expenses such as insurance, rates, subscriptions.
Internal Overheads	-	-	-	-	-	2,278,576	2,278,576	0.00%	
Internal Easements	-	-	-	-	-	1,464,950	1,464,950	0.00%	
Total expenses	**12,380,277**	**586,856**	**1,347,901**	**484,318**	**14,799,352**	**38,288,741**	**23,489,389**	**38.65%**	
Net result	**1,742,281**	**1,705,726**	**574,469**	**850,068**	**4,872,544**	**14,891,395**	**10,018,851**		

Business Unit Summary - Operating
Period ended 30 November

	Income					Expenditure				Comments
	Actual	Budget	Variance	%		Actual	Budget	Variance	%	
Development, Building and Compliance	148,015	384,120	**236,105**	38.53%		440,055	1,315,066	**875,011**	33.46%	OK
Regulatory Services	247,183	524,190	**277,007**	47.16%		461,356	1,099,122	**637,766**	41.97%	OK
Community and Culture	92,590	267,041	**174,451**	34.67%		762,778	1,392,227	**629,449**	54.79%	PO's raised for full year.
Business Services	17,502	12,280	**(5,222)**	142.52%		1,045,899	2,125,847	**1,079,948**	49.20%	PO's raised for full year.
Finance and Customer Services	8,798,448	16,556,739	**7,758,291**	53.14%		644,564	2,086,194	**1,441,630**	30.90%	OK
Executive Office	-	10,000	**10,000**	0.00%		1,819,656	6,397,456	**4,577,800**	28.44%	OK
Operations Management	1,635,393	5,568,349	**3,932,956**	29.37%		1,368,899	1,175,322	**(193,577)**	116.47%	Workers comp & Public Liability Insurances for full year. To be reallocated.
Facilities	191,400	132,940	**(58,460)**	143.97%		613,605	1,383,492	**769,887**	44.35%	PO's raised for full year.
Recreation	225,984	187,392	**(38,592)**	120.59%		815,728	1,720,677	**904,949**	47.41%	PO's raised for full year.
Technical Services	831,249	515,991	**(315,258)**	161.10%		874,947	2,316,033	**1,441,086**	37.78%	OK
Civil Works	458,357	3,366,180	**2,907,823**	13.62%		1,629,539	5,310,993	**3,681,454**	30.68%	OK
Asset Management	1,476,437	3,795,080	**2,318,643**	38.90%		1,903,252	3,300,691	**1,397,439**	57.66%	Includes termination payment. QBR adjustment adopted.
Waste Services	2,292,581	2,458,338	**165,757**	93.26%		586,856	2,092,687	**1,505,831**	28.04%	OK
Water	1,922,370	4,224,467	**2,302,097**	45.51%		1,347,901	4,073,219	**2,725,318**	33.09%	OK
Sewer	1,334,387	15,177,029	**13,842,643**	8.79%		484,318	2,499,715	**2,015,397**	19.37%	OK
Total	**19,671,895**	**53,180,136**	**33,508,241**	**36.99%**		**14,799,352**	**38,288,741**	**23,489,389**	**38.65%**	

Capital expenditure

	YTD	Budget	Variance	%	Comments
Capital income					
Proceeds from sale of plant	245,198	696,500	(451,302)	**35.20%**	
Proceeds from sale of property	215,582	-	215,582	**0.00%**	
Sports facilities capital income			-	**0.00%**	
Storwater capital income			-	**0.00%**	
Roads capital income			-	**0.00%**	
Water capital income			-	**0.00%**	
Sewer capital income			-	**0.00%**	
Waste capital income			-	**0.00%**	
Other capital income			-	**0.00%**	
Total Income	460,780	696,500	(235,720)	**66.16%**	
Capital expenditure					
Plant and equipment	659,442	2,484,000	(1,824,558)	**26.55%**	
Office equipment	24,443	40,000	(15,558)	**61.11%**	Upgrade of expenditure control system.
Buildings	215,818	210,000	5,818	**102.77%**	Includes purchase of property, QBR adjustment adopted.
Land improvements	42,339	25,000	17,339	**169.36%**	
Major projects	3,428,639	5,920,226	(2,491,587)	**57.91%**	
Roads, bridges and footpaths	1,071,078	4,290,000	(3,218,922)	**24.97%**	
Stormwater drainage	173,532	-	173,532	**0.00%**	
Recreation assets	5,166	-	5,166	**0.00%**	
Parks and Gardens	30,821	-	30,821	**0.00%**	
Waste Services	2,039	-	2,039	**0.00%**	
Water supply network	2,601,578	4,000,000	(1,398,422)	**65.04%**	
Sewerage network	334,795	12,856,000	(12,521,205)	**2.60%**	
Other assets	-	-	-	**0.00%**	
Total Expenses	8,589,689	29,825,226	(21,235,537)	**28.80%**	
Net capital expenditure	8,128,908	29,128,726	(20,999,818)		

8.2.2 INVESTMENT REPORT - NOVEMBER 2019

DOCUMENT NUMBER	318730
REPORTING OFFICER	Tim Swan, Manager Finance and Customer Service
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	Council's investment income for November 2019 was $28,328.41, 13% under the budgeted figure of $32,547.
LEGISLATIVE IMPLICATIONS	Council investments comply fully with Section 625 of the Local Government Act (NSW) 1993, Local Government (General) Regulation, 2005 paragraph 212 and Council's Investment Policy.
POLICY IMPLICATIONS	The Investment Policy was adopted on 31st July, 2018 and is due for review on 31st July, 2021.
ATTACHMENTS	1. Investment Report - November 2019

RECOMMENDATION

The Investment Report as at 30th November, 2019 be received and noted.

Introduction

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

Discussion

Investments for November, 2019 have produced interest of $28,328.41, 13% below the adjusted budget adopted in the September Quarterly Budget Review.

With the outlook for interest rates uncertain, projections of investment income will be reviewed regularly for the foreseeable future.

INVESTMENT REPORT

As at: 30-11-19

Date Invested	Interest Rate	Term Days	Investment Amount	Held With	Interest	Maturity Date
30 Sep 2019	1.70%	92	$2,000,000.00	National Australia Bank	$ 2,794.52	31 Dec 2019
22 Oct 2019	1.60%	91	$2,573,307.06	National Australia Bank	$ 3,384.08	21 Jan 2020
29 Oct 2019	1.60%	91	$1,500,000.00	BankVic	$ 1,972.60	28 Jan 2020
29 Oct 2019	1.60%	91	$1,000,000.00	Rural Bank Ltd	$ 1,315.07	28 Jan 2020
18 Aug 2019	2.05%	182	$3,041,654.79	AMP	$ 5,124.98	16 Feb 2020
20 Aug 2019	2.00%	182	$2,027,616.44	AMP	$ 3,333.07	18 Feb 2020
2 Oct 2019	1.75%	181	$2,027,575.34	AMP	$ 2,916.38	31 Mar 2020
		AC	$1,800,000.00	Commonwealth Bank	$ 3,118.25	At Call
		AC	$42,891.26	National Australia Bank	$ 37.78	At Call
Total			$16,013,044.89			
Matured in Report Month						
21 Aug 2019	1.70%	90	$3,100,133.59	Members Equity Bank	$ 4,331.69	19 Nov 2019
Totals					$ 28,328.41	

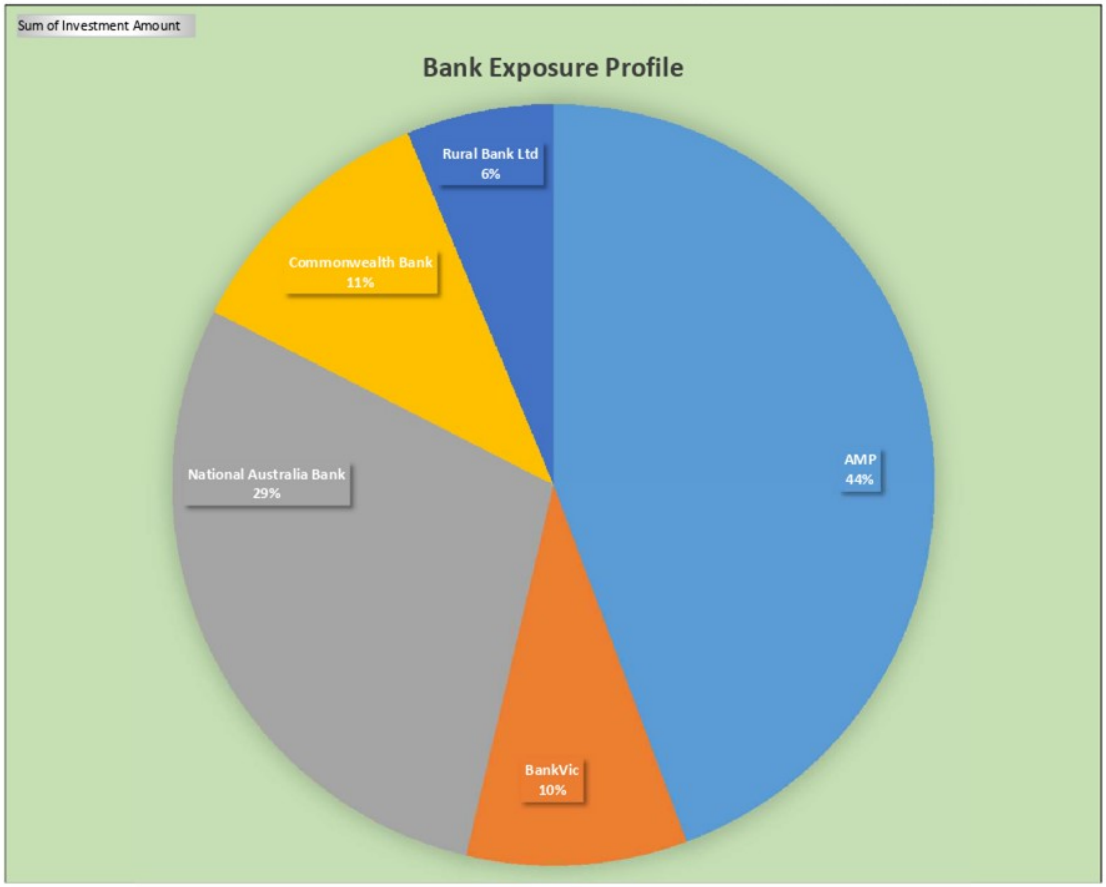
Budgeted Interest for Month	$	32,547.00
Combined Interest Rate		2.12%
BBSW Benchmark Rate		0.9092%

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

Signed

Tim Swan
Responsible Accounting Officer

Investment Report
November 2019



8.3 COMMUNITY AND CULTURE

Nil

8.4 DEVELOPMENT, BUILDING AND COMPLIANCE

8.4.1 DEVELOPMENT APPLICATIONS APPROVED NOVEMBER, 2019

DOCUMENT NUMBER	318879
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Compliance with the provisions of the Environmental Planning and Assessment Act, 1979 and related regulations.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The information on Development Applications approved in November, 2019 be noted.

Introduction

The Development Application Approved in November, 2019 Report is submitted for the information of Council and the community in regard to development applications processed.

Discussion

The following development applications were approved by Cootamundra-Gundagai Regional Council in November, 2019.

APP. NO.	PROPOSED BUILDING	STREET NAME
DA2019/145	Dwelling/Extensions	Virgil Street
DA2019/142	Alterations to Dwelling/Extensions	Warralong Road
DA2019/140	New Shed	George Street
DA2019/137	New Bathroom - Age Care Facility	Mackay Street
DA2019/134	Alterations to Single Dwelling and New Shed	Hurley Street
CDC2019/23	Carport	Jubilee Avenue
CDC2019/30	Swimming Pool	Lucerndale Road

CDC2019/31	Bed & Breakfast	Sheridan Street

VALUE OF WORK REPORTED TO THIS MEETING: $414,080.00

VALUE OF WORK REPORTED YEAR TO DATE : $6,083,538.00

THIS TIME LAST YEAR:

VALUE OF WORK –November 2018 - $ 1,091,111.00

VALUE OF WORK – YTD 2018 - $5,957,028.00

8.4.2 DEVELOPMENT APPLICATION 2019/139 - 8 CHAMEN STREET, COOTAMUNDRA - USE OF UNAUTHORISED CARPORT

DOCUMENT NUMBER	318881
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council has a legislative requirement to assess applications in accordance with the provisions of the Environmental Planning and Assessment Act, 1979 to ensure that development is suitable for its proposed location and in accordance with the provisions of legislation. Seeking retrospective approval of an unauthorised building, whilst permissible under legislation, may lead to possible legal action should the recommendation of this report be upheld. Legal Action may be required to enforce an Order to demolish the building should an Order be served and should the Owner not comply with the Order.
POLICY IMPLICATIONS	This application seeks to vary the provisions of Council's Development Control Plan (DCP) and seeks authorisation of a structure that has been constructed without consent and in contrary to Council's adopted DCP provisions. A building line variation to the DCP 2013 will be required if the carport is to remain in its current location. Otherwise, the carport will need to be demolished and **Order Number 3** of Schedule 5 of the Environmental Planning and Assessment Act 1979 could be used to require the unauthorised building to be demolished.
ATTACHMENTS	Nil

RECOMMENDATION

That retrospective Development Application 2019/139 for a detached metal carport ancillary to the existing dwelling at Lot 5 DP 10285, 8 Chamen Street, Cootamundra be refused for the following reasons:

1. **The carport will have an adverse impact on the streetscape and will be out of character with the surrounding development as the carport dominates the streetscape appearance and does not blend in with the surrounding built environment.**

2. **The carport does not satisfy clause 1.2 (2) (a) of the Cootamundra Local Environmental Plan 2013 as the location of the carport adversely impacts on the character of the streetscape and the locality by not maintaining or enhancing local amenity.**
3. **The carport does not comply with clause 2.1 of the Cootamundra Shire Council Development Control Plan, 2013 in that the front setback is inconsistent with the setbacks of adjoining development.**
4. **The carport does not comply with clause 2.1 of the Cootamundra Shire Council Development Control Plan, 2013 in that the "scale" component of the carport dominates the appearance of the dwelling and is not compatible or sympathetic to the dwelling.**

Consequently, it is also recommended that the Building Information Certificate be refused pursuant to clause 6.26 (4) of the Environmental Planning and Assessment Act, 1979 as Council proposes to refuse the retrospective Development Application for the carport and issue a Notice of Intention to Serve an Order requiring the carport to be demolished. Therefore, it follows that a Building Information Certificate cannot be issued.

Introduction

The owners of the property have constructed a double carport at the front of the premises without obtaining development consent from Council. The application is for the continued use of the unauthorised building and for Council to issue a Building Information Certificate to allow the building to remain.

This report is presented to Council for determination as, following assessment of the application, it recommended that the application be refused and the existing structure be demolished. In accordance with the delegations issued to the General Manager where it is recommended by the assessing officer that an application be refused the matter is referred to Council for determination. This report to Council is the assessing officer's report.

Discussion

Development Application:	DA2019/139
Proposal:	Continued Use of Carport- Retrospective Development Application
Site Address:	Lot 5 DP10285, 8 Chamen Street, Cootamundra
Zone:	R1 General Residential, Cootamundra Local Environmental Plan 2013
Applicant:	Mark David Neil Mauro
Assessing officer:	Ralph Tambasco
Assessment Report:	

BACKGROUND:

The owners of the property have constructed a double carport at the front of the premises without obtaining development consent from Council. The carport is an open structure and is 6.52 metres long by 5.75 metres wide having a floor area of 37.49m^2. The Lot also contains an existing detached metal shed/garage that has a floor area of 171m^2. The carport has an overall height of 2.43 metres above ground level and is located 680mm to 700mm from the South Western side boundary and from 540 mm to 570 mm from the front boundary.

The existing dwelling is located from 7.5 metres to 9.3 metres from the front boundary of the Lot. As per the requirements of the DCP 2013 for infill development, the building line for the carport has

been calculated based on the average of the front setbacks of the nearest two neighbouring dwellings located within 40 metres on either side of the subject site. In this regard 6 Chamen St is located 8 metres from its front boundary and 10 Chamen St is located 11 metres from its front boundary. Therefore the average of the above two setbacks is **9.5 metres**; accordingly, the proposed carport should be located **10.5 metres** from the front boundary to 8 Chamen St as the DCP 2013 requires garages, sheds and carports to be setback at least 1 metre from the primary (or secondary) building line. The proposal, if approved, will result in the existing carport remaining in its location being from 540mm to 570mm from the front boundary as determined by the submitted Survey Report dated 23/10/2019. This represents a substantial encroachment of approximately 10 metres onto the front building line setback.

Figure 1 – Aerial view of the site showing existing boundary setbacks without the carport in place.

The construction of the carport has not been completed as the owners have stopped work until the Development Application has been determined. The owners are seeking a variation to the Cootamundra Development Control Plan 2013 to allow the carport to remain in its present location and to enable it to be completed in accordance with the plans accompanying the Development Application.

PREVIOUS DEVELOPMENT PROPOSALS AND DECISIONS:

Existing dwelling constructed in 2004.

INTEGRATED / DESIGNATED / ADVERTISED / NEIGHBOUR NOTIFICATION / CROWN DEVELOPMENTS:

The application is considered to be Local Development and was notified as per clause 1.7(b) of the Cootamundra DCP 2013 and no submissions were received.

STATUTORY CONSIDERATIONS / EP&A ACT / EP&A REGULATION:

State Environmental Planning Policies:

There are no State Environmental Planning Policies that directly relate to this proposal.

Regional Environmental Planning Policies:

There are no Regional Environmental Planning Policies that directly relate to this proposal.

Cootamundra LEP 2013:

The carport is located in the R1 General Residential Zone of the Cootamundra LEP 2013. The objectives of the R1 Zone do not adequately address the subject carport, however as the carport is ancillary to the existing dwelling and residential use of the land, it is considered to satisfy the R1 zone objectives.

However, Clause 1.2 of the LEP 2013 lists the "Aims of the Plan" and it is considered that the carport **does not satisfy** 1.2 (2) (a) of the LEP 2013 which states *"to ensure that local amenity is maintained and enhanced"*. It is considered that the location of the carport adversely impacts on the character of the streetscape and the locality.

Draft Local Environmental Plan:

There is no draft Local Environmental Plan that impacts this site

Cootamundra DCP:

Clause 2.1: Building Line Setbacks

The proposal does not comply with all of the requirements of clause 2.1 of the DCP 2013. The setback requirements for garages, sheds and carports are that they must be setback at least **1 metre from the primary or secondary building line.**

The primary building line for the carport has been calculated based on the average of the front setbacks of the nearest two neighbouring dwellings located within 40 metres on either side of the subject lot. The dwelling on 6 Chamen St is located 8 metres from its front boundary and 10 Chamen St is located 11 metres from its front boundary. Therefore the average of the above two setbacks is **9.5 metres**; accordingly, the proposed carport should be located **10.5 metres** from the front boundary to 8 Chamen St. The carport is located from **540mm to 570mm** from the front boundary which represents a substantial encroachment of approximately 10 metres onto the front building line setback.

This section of the DCP also states that the setbacks are required *"in order to provide a diverse and attractive streetscape"* and so that *"the house's presentation to the street should be dominant and the impact of garages, sheds and carport on the streetscape should be minimised* ". The Statement of Environmental Effects submitted by the owner states that the carport *"satisfies the performance criteria of the Table to clause 2.1 of the DCP 2013".*

In staff's opinion, the **first** Performance Criteria is **not** met. This criteria states that *"front setbacks are generally consistent with those of adjoining development"*. This is clearly not the case as all other dwellings in this street do not have structures or buildings located within the front primary building line. The presentation of the existing dwelling to the streetscape is not dominant as the carport dominates the streetscape appearance and does not blend in with the surrounding built environment.

The **second** Performance Criteria states that "*the setback of a building is related to its height and also to the width of the street in which it is located, in such a way to ensure pedestrians and other users of the area do not feel buildings are overbearing"*. It is considered that the carport **adequately**

addresses this performance criteria as the single storey height of the carport and the width of the street ensures that the carport is not overbearing to pedestrians and other users of the street.

The **third** Performance Criteria states that *"setbacks provide space for residents to feel an adequate sense of visual and acoustic privacy when using rooms fronting the street".* Even though this refers to new dwellings rather than attached or detached ancillary buildings/structures, it is considered that the double carport **does not comply** with this criteria and interferes with the amenity of the owners of the dwelling in that it does not provide visual or acoustic privacy when the owners are using the front rooms of their dwelling.

The **fourth** Performance Criteria states that *"the scale and appearance of new development is compatible and sympathetic to existing development in the locality (particularly where the site has some heritage significance or distinctive character)".* It is considered that the scale component of the carport **does not comply** with this requirement as the carport dominates the appearance of the dwelling and is not compatible or sympathetic to the dwelling. However the appearance of the carport is sympathetic to the existing dwelling in that the selected colour schemes match those of the existing dwelling.

Page 22 of the DCP 2013 outlines the steps that must be followed in assessing an application for a building line variation. It is considered that item 1 has not been complied with as the Applicant has not provided satisfactory reasons why the proposal should have variations approved to the DCP 2013 to allow the building to remain in its present location.

As far as establishing a "genuine need" for the DCP building line variation, it needs to be considered that the site contains an existing large detached metal shed/garage located at the rear of the premises which is accessed by a rear laneway. Access from the shed/garage is then available to the dwelling. The fact that the distance from the dwelling along the existing streets to this rear shed/garage is about 173 metres is not considered to be a determinative factor and should have no influence on whether Council varies the building line setback requirements of the DCP 2013 particularly as access from the shed/garage is readily available to the existing dwelling. The owners would have been aware of this when they purchased the dwelling and should have relied on their own investigations and/or enquiries at the time.

The Statement of Environmental Effects (SEE) accompanying the application states that Council have approved other similar front primary building line setbacks for similar open carports located within the front primary building line and cites two examples of this. However, for both of these locations (64 Poole Street and 114 Mackay Street), the SEE **does not state** that the buildings concerned are located at a distance of **6 metres and 1.8 metres respectively** from the front boundaries of their respective allotments.

Clause 2.2: Site Coverage and Floor Area Limitations

The area of the allotment is 797m^2 and therefore the site coverage of the dwelling house and all ancillary development on the Lot must not exceed 60% or 292m^2, whichever is the greater. The area of all existing buildings on the site is 402m^2 plus the area of the carport which is 37.49m^2 which totals **439.49m^2**. 60% of 797m^2 is 478m^2 which is greater than 292m^2. Therefore as 439.49m^2 does not exceed 478m^2, the proposed **site coverage** complies.

Although the existing detached shed/garage (171m^2) is greater than the 70m^2 allowable under clause 2.2, the proposed carport has an area of 37.49m^2 and therefore complies with the **floor area limitations** of the DCP 2013.

Clause 2.3: Residential Driveway Safety Requirements

As there are no interconnecting doorways from the dwelling to the carport, with access being from the front door of the dwelling only, this clause is complied with.

Clauses 2.4, 2.5 and 2.6 of the DCP are not applicable.

Traffic Generating Guidelines:

This guidelines in not applicable to this proposal

Section 7.11 Contributions Policies:

This proposal is not subject to Section 7.11 or 7.12 contributions.

REFERRALS:

It was not necessary or any referrals to be undertaken for this proposal.

SECTION 4.15 CONSIDERATIONS:

Likely Impact of Development:

It is considered that the carport will have an adverse impact on the streetscape and will be totally out of character with the surrounding development as the carport dominates the streetscape appearance and does not blend in with the surrounding built environment. The carport is located from **540mm to 570mm** from the front boundary which represents a substantial encroachment of approximately 10 metres onto the front building line setback.

Clause 1.2 of the LEP 2013 lists the "Aims of the Plan" and it is considered that the carport **does not satisfy** 1.2 (2) (a) of the LEP 2013 which states *"to ensure that local amenity is maintained and enhanced"*. It is considered that the location of the carport adversely impacts on the character of the streetscape and the locality.

Context and Setting:

The carport is considered to have a negative and adverse impact on the context and setting of the locality. The attempt to blend the construction and finish of the carport with the existing dwelling is still envisaged to have some detrimental impact on the existing streetscape as there are no other nearby buildings or structures located forward of the building line in the near vicinity.

Access, Transport and Traffic:

Existing access to the carport is by an existing kerb layback. No additional traffic movements are envisaged as a result of the carport.

Public Domain:

The carport will have an adverse impact on the public domain as a result of its prominent location in the streetscape.

Utilities:

The site has existing utilities which will not be adversely impacted by the proposal.

Heritage:

The property is not located in the heritage conservation area, nor is the dwelling a local or State heritage item.

Other Land Resources:

NA

Water:

No adverse impacts envisaged. Stormwater infrastructure exists within the vicinity and has capacity to adequately cater for the proposed development. The carport does not require any additional water connections nor does it increase the demand for reticulated water.

Soil:

No adverse impacts envisaged as will not be disturbed as carport posts are dynabolted to the existing floor slab.

Air and Microclimate:

No detrimental impacts envisaged as a result of this proposal.

Flora and Fauna:

No detrimental impacts envisaged as the carport is located on a developed area of the site.

Waste:

No detrimental impacts envisaged as the majority of the construction work has been completed.

Energy:

No detrimental impacts envisaged.

Natural Hazards:

None identified

Social Impact and Locality:

The carport is likely to have a negative impact on the locality based on the reasons espoused above. There are no other similar buildings/structures in the street that encroach to such an extent as this carport encroaches onto the permissible building line distance from the front boundary. The carport is a detached building located in the front yard of the existing dwelling and will have a definite negative impact on the streetscape and on the locality.

Economic Impact and Locality:

The proposal is in a residential area and will have no adverse economic impacts.

Site Design and Internal Design:

As discussed above the site design has the carport situated in front of the building line and forward of the dwelling effectively dominating the street presence of the site. The size and location of the steel framed carport within the front yard of the property is prominent within the streetscape and is inconsistent with existing buildings in the street in that it has a negative visual impact.

Construction Matters:

As the carport was constructed without a Construction Certificate being issued, a Building Information Certificate has also been submitted to Council to formalise the existing unapproved building.

Submissions:

The application was notified and no submissions were received.

Public Interest:

The proposal is deemed to be prejudicial to the public interest given its strong visual impact on the streetscape as a result of its location within the building line setback area. If approved, the carport may set a precedent for similar oversized buildings forward of the building line in the locality.

CONCLUSION:

The carport, which was constructed without Development Consent being obtained and has a negative impact on the streetscape and in the locality in terms of its size and location. Therefore, it is considered that the carport is unsuitable in its current location and should be demolished.

8.4.3 DEVELOPMENT APPLICATION 2019/103 - FISH RENDERING TRIAL- 572 STOCKINBINGAL ROAD, COOTAMUNDRA

DOCUMENT NUMBER	318998
REPORTING OFFICER	Sharon Langman, Manager Development, Building and Compliance
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.1 The natural environment is valued and protected **4. Good governance: an actively engaged community and strong leadership team** 4.2 Active participation and engagement in local decision-making
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	Council is required to undertake its duties under planning legislation in an ethic and transparent manner. Applications are required to be assessed against criteria of the Environmental Planning and Assessment Act, 1979 contained within Section 4.15.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The development application for the rendering of fish at Lot 1 DP611755, 572 Stockinbingal Road (DA2019/103) be approved subject to the following conditions:

1. **GEN Condition – Compliance with Council**

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

Document Reference	Description	Author	Date
14/40	Statement of Environmental Effects and Planning Report (Revised)	Cowman Stoddart Pty Ltd	November 2019
	Fish Rendering: Odour Impact Assessment	GHD	November 2019
	Environmental Impact of Waste-Water Generated from Rendering Plant Processing Fish as Raw Material	ProAnd Associates	November 2019
MMC001	Manildra Group of Companies Safety Data Sheet – Mackerel Fish Meal	Manildra Group	15/08/2019

	Section – 3 Control Through HACCP Part 6 Rendering (Quality Assurance Manual)	Manildra Meat Company	12/11/2019

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

2. GEN Condition – Compliance with Legislation

Regardless of consent the applicant is still responsible for adhering to the requirements of State Legislation including (but not limited to) the *Protection of the Environment Operations Act* and *Dangerous Goods (Road and Rail Transport) Act.*

Reason: This consent does not remove obligations imposed by State and Federal Legislation.

3. GEN Condition – Time Limited Consent

The approval is for a three month period only to determine if the impacts of the proposal are able to ameliorated and managed. This consent shall cease to be operational three months after the date on which it is taken to have commenced.

Reason: This consent does not authorise the development on an ongoing basis.

4. GEN Condition – Render Fish Only

During the time that this consent is in operation, fish are to be the only feedstock for the rendering plant. The processing of other animal by-products and the operation of the abattoir is not to occur during the period of this consent.

Reason: To comply with odour limits and requirements of the NSW Environment Protection Authority

5. GEN Condition – Operation of Facility

This consent authorises the render of fish only, all other abattoirs operations are suspended while this consent is in operation. The operations of the abattoirs and the rendering of fish are **NOT** to occur concurrently.

Reason: The cumulative impact of the combined operations has not been assessed and the resultant impact on the environment cannot be predicted.

6. GEN Condition – Hours of Operation

During the time that this consent is in operation, plant operations are restricted to the hours of 12:00am Monday to Saturday 11:59pm. No operations to occur on Sundays and Public Holidays.

Reason: To protect the amenity of the neighbourhood.

7. GEN Condition – Recommended Upgrades

Prior to the commencement of this consent the applicant is to install, complete and commission, as recommended by the Statement of Environmental Effects and the GHD Odour Impact Assessment to improve operation and management of odour mitigation measures, the following:

a) Establish a process to recycle the Oil and Grease (O&G) polisher waste-stream, which contains the highest O&G contamination level, back into the rendering cooking vessel.

b) Design and install an in-duct spray humidification system that will condition the inlet process air prior to biofiltration,

c) Install an upgraded weather station to enable long term logging of (at a minimum) wind speed, wind direction, temperature and relative humidity in 30 minute (or finer) increments.

d) Replace the biofilter fan to ensure that fugitive emissions do not result from the rendering building during the receival process

Reason: To protect the amenity of the neighbourhood.

8. GEN Condition – Odour Report

The applicant shall submit an odour report for the biofilter operation following the biofilter fan upgrade and installation of the in-duct spray humidification system. The testing and sampling which form the basis of the report shall be conducted when process is at capacity.

Reason: To protect the receiving environmental and monitor the effectiveness of odour mitigation measures

9. GEN Condition – Temperature Control of Feedstock

Fish stock is to be maintained under temperature control until processing, and any actions taken to maintain temperature are to be recorded.

A record of temperature of raw material deliveries is required to be kept for each truckload that delivers to the site upon delivery and at unloading.

Reason: To protect the amenity of the neighbourhood.

10. GEN Condition – Waste Disposal

Prior to the commencement of this consent the applicant is to provide to Council a waste management pans that includes contingencies in the event that fish on site cannot be processed for whatever reason.

Reason: To ensure that waste control and disposal measures are adequate for the development.

Note: Council's Cootamundra landfill facility does not have capacity to accept mass disposal of fish into the animal pit.

11. GEN Condition – Truck Washing

All trucks used for the transport of feedstock are to be washed out on site. The truck wash area onsite shall be bunded and washwater directed to the effluent system, away from the stormwater system.

Reason: To ensure that stormwater is not contaminated.

12. GEN Condition – Bunding of Processing Material

Processed material shall be stored in covered bunded areas sized to contain a spill of 150% of the material in the bunded areas.

Reason: To ensure that pollution does not occur in the event of a spill on site.

13. GEN Condition – Complaints Management System

Upon commencement of this consent the applicant shall implement a complaints management system, which shall be published on their website. Contact details for complaints will be provided on the website and on the gate to the premises.

Reason: To ensure that complaints are followed through, rectification measures implemented and the community informed of rectification actions.

14. GEN Condition – Records

A record shall be kept during the fish rendering consent period of any complaints received from the general public including:

a) the date and time of the complaint;
b) the method by which the complaint was made;
c) any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
d) the nature of the complaint;
e) the action taken in relation to the complaint, including any follow-up contact with the complainant; and
f) if no action was taken the reasons why no action was taken.

Records of will be made available to Council Officers and the NSW Environment Protection Authority on request

Reason: To ensure the amenity of the neighbourhood is protected

15. GEN Condition – Irrigation areas

The applicant is to map and record the regime of irrigating effluent to land to ensure that soil capability, capacity and stability is not impacted and to ensure that areas of terrestrial biodiversity are avoided.

Reason: To ensure the amenity of the receiving environment is maintained and the activity is managed in a sustainable manner.

16. GEN Condition – Monitoring

Regular oil and grease analysis is be conducted on wastewater samples taken at the EPA designated monitoring points and at the discharges from the anaerobic and aerated ponds, as part of the normal sampling program.

Reason: To ensure that the receiving environment is not subject to pollution

17. GEN Condition – Monitoring and Reporting

An Environmental Audit Report will be prepared and submitted to Council and the EPA at the completion of the fish rendering trial period which will:

a) Detail the results of temperature monitoring of raw material delivered to the site, and if there are occurrences where fish temperatures rise above 15oC actions taken by the company to remedy these occurrences.
b) Detail the results of monitoring of effluent quality as required by the sites EPL and including oil and grease analysis as recommended by ProAnd.
c) Detail compliance with any development consent conditions issued by Council.
d) Detail compliance with the requirements of the EPL during the fish rendering trail period.
e) Detail any complaints received in relation to the site operations and actions taken to remedy complaints.

Reason: To ensure the environmental impacts of the activity are monitored and mitigated

Introduction

Council has received an application for a trial of fish rendering at the old abattoir site on Stockinbingal Road, Cootamundra. The applicant seeks a six month trial consent to permit fish to be trucked from the south coast of NSW to the Cootamundra plant for processing into fish meal. The meal is then to be trucked off site. The matter was notified to adjoining and potentially impacted property owners with 12 submissions received in response to the notification. In accordance with the delegations issued to staff, due to the number and nature of the submissions this matter is referred to Council for determination.

Discussion

Applicant:	Manildra Meat Company
Site:	Lot 1 DP611755, 572 Stockinbingal Road, Cootamundra
Development:	Rural Industry - Trial alternate material through existing rendering plant (six months trial)

Date Received: 1 August 2019 (Additional information as requested received 28 November, 2019)

Zone: RU1 Primary Production, Cootamundra Local Environmental Plan 2013

Council records indicate that the site has operated as an abattoir in some form since the early 1970's. Since then numerous additions and amendments have occurred, including the construction of additional killing floors, chillers, boning areas, by products plant, yards, and effluent systems. Due to a series of cumulative factors the use of the site as an abattoir significantly declined with the plant being put into maintenance mode and other forms of externally sourced material were processed in an effort to have an economic return from the site.

In July 2019 the applicant approached Council with a mind to process mackerel caught in southern NSW in the rendering plant at the site. The applicant verbally indicated that they were not certain that the rendering plant would be suitable or capable of being put to such a use. Accordingly, a development application was lodged for the use of the rendering/by products plant for the processing of fish on a trial basis. This application was lodged in August 2019 despite the process of fish rendering having commenced in July 2019 and continued, albeit without consent, to date.

The development is integrated development as it is a scheduled activity under the Protection of the Environment Operations Act, 1997 and a licence is required. The site has an environmental protection licence (No 3889), issued by the NSW Environment Protection Authority (EPA), for '*rendering or fat extraction and slaughtering or processing animals'*. The EPA has indicated that a licence variation to permit the rendering of fish on a trial basis is not required. It is considered by the EPA that the rendering of fish is considered to be livestock processing and this is in accordance with the terms of the licence.

The operation of an abattoir is designated development in accordance with Schedule 3 of the Environmental Planning and Assessment Regulation 2000. Designated development is development for which an environmental impact statement (EIS) is required. Designated development is also subject to third party appeal by an objector under Section 8.8 of the Environmental Planning and Assessment Act, 1979. Modifications or additions to designated developments do not necessarily constitute designated development in their own right and an EIS may not be required providing that it can be demonstrated that the cumulative environmental impacts of the modification and the original applications are no greater than that of the original designated development.

In order for Council to consider the application for the trial it must first be satisfied that the application has in fact been made in the correct manner and be satisfied, as the consent authority, that an EIS is not required for the proposed alteration to the existing approval operations of an abattoir at the site. There is such a mechanism for an applicant to provide information to satisfy the consent authority that an EIS is not required even though the original operation on site required this. That mechanism is contained within the provision of Part 2 of Schedule 3 of the Environmental Planning and Assessment Regulation, 2000.

The applicant has argued that the proposed trial does not constitute designated development (and therefore does not require an EIS) pursuant to the provisions of Clause 35, Part 2, Schedule 3 of the Environmental Planning and Assessment Regulation, 2000 as the environmental impacts posed by the trial are not significantly greater when compared to existing approved operations. This Clause permits alterations and additions to a development is not designated development if, *in the opinion of the consent authority,* the alterations or additions do not significantly increase the environmental impacts of the total development compared with the existing approved development. In this instance the applicant is arguing that the proposed fish rendering at the existing approved abattoir and rendering/by products plant do not significantly increase the environmental impacts of the development when compared with the operation of the plant as an abattoir.

Clause 36 provides the factors that are to be taken into consideration to determine if the altered or additional development on site is in fact designated development. It is worth noting that without reliance on this clause that the proposal to render fish at the plant would be designated development due to the amount of material processed. These factors to be considered are:

(a) The impact of the existing development having regard to factors including:

(i) *Previous environmental management performance, including compliance with the conditions of any consent, licences, leases or authorisations by a public authority and compliance with any relevant codes of practice,*

Despite the activity of fish rendering occurring on site since July 2019 and numerous odour complaints to both Council and the EPA, the applicant has undertaken various odour reducing activities. These activities include improvements to the anaerobic pond and biofilter to reduce odour. Communications with EPA indicate that complaints were regularly received until early October when they reduced in number. Most recent communications indicate that no complaints have been received for December 2019.

Over the years there have been numerous activities undertaken to improve environmental performance of the operations. The applicant has provided a list of improvements to the operations on site since 2003 (shown in table 1 below).

The applicant took advantage of the rendering of fish in recent months when significant odour impacts were experienced within the community to identify potential sources of the odour. These were identified as build-up of fats/scum on the aerobic pond, sumps, condensate from the cooker entering into sumps, waste water drains. During this time the applicant has taken measures to address these potential odour sources including removal of solids from anaerobic pond which prevent effluent from discharging into the pond and diverting straight to the aerobic pond; dosing of the aerobic pond; covering of sumps, replace aerator on aerobic pond and biofilter upgrades.

Whilst it is acknowledged by the applicant that rendering of fish has been occurring on the site since early July 2019, the SEE argues that the applicant has demonstrated sufficient past environmental management performance and a commitment to continuous environmental improvements. The SEE notes that the applicant has worked with NSW EPA to identify and reduce odour sources in accordance with the licence requirements as they believe that the licence is a separate matter from development consent and as a variation to the licence is not requirement to undertaken rendering of fish did not believe they were acting contrary to the EPA requirements.

Pollution Studies and Reduction Programs under EPL 3889

Program	*Description*	*Completed Date*
Installation of Equipment to Improve Wastewater Quality	Installation of a fan press screw separator, pump and holding pit to remove gross solids from the wastewater collected at the site. This will minimise the amount of gross solids entering the anaerobic pond at the premises which will improve wastewater quality for irrigation and minimise the generation of offensive odours.	30-June-2003
Works to Control Odour	1) The temperature monitoring equipment on the condensers located in the rendering plant must be reconnected. 2) Works must be implemented to control the emission of offensive odour from the wastewater collection pit. Offensive odours should be minimised with the implementation of these works.	30-August-2005
Construction of Impervious Bunds	Impervious bunds must be constructed around all above ground fuel tanks. On the event of a spill or leak, the contents will be captured rather than spilt onto the surrounding areas causing potential contamination.	30-August-2005
Waste Disposal	Accumulated waste at the premises must be removed and lawfully disposed of at an approved waste disposal facility. The waste located onsite will be disposed of correctly and therefore preventing contamination of further land.	30-August-2005
Weather Station	The licensee must install a weather station. A weather station will allow wind speed, wind direction and temperature to be monitored. The licensee can then base the days works on this information which will help reduce impacts on the neighbouring premises.	30-August-2005
5-Year Forward Management Plan	The licensee must prepare and submit a 5 year forward management plan for the on-site utilisation of wastewater by irrigation. This report will allow the licensee to plan a cropping regime to follow to ensure the utilisation area becomes environmentally sustainable and remains that way.	28-July-2007
Rendering Plant Improvements	Staged planning and construction of a new building structure around rendering plant which includes an air handling capture and treatment system for fugitive emissions from the rendering process. Significantly improve local air quality and amenity.	11-March-2011
Wastewater Management and Soil Sustainability Plan	A plan to introduce sustainable management of effluent through improved irrigation, soil and cropping management.	19-December-2012
Improvements to Soil Sustainability and Effluent Infrastructure and Management	Requirements to increase on- site effluent storage capacity, land available as effluent reuse area, install groundwater monitoring bores, submit an updated WMSSP, improve irrigation infrastructure and management and soil sustainability.	11-March-2014

Table 1 Environmental Improvements and Programs at Site post 2003

(ii) rehabilitation or restoration of any disturbed lands

The proposal does not require the rehabilitation or restoration of any disturbed land. The site has approval to operate as an abattoir and associated rendering plant for the by-products of the abattoir process. There is an existing effluent system in place. The alteration of feedstock for the rendering plant does not result in the need to rehabilitate or restore any disturbed lands.

The applicant has provided a wastewater assessment that indicates that wastewater from the fish rendering process is less than that of an operating abattoir. Waste water reduction is as a result of decreased water usage of the plant overall, in that no slaughtering is taking place and rendering only is occurring. The same wastewater assessment indicates that nutrients within the effluent from

the rendering process will have lesser impacts on soil quality than that of effluent from abattoir operations.

(iii) the number and nature of all past changes and their cumulative effects

There have been no less than 30 amendments, modifications and alterations approved on the site since 2000. This proposal is one more modification, the applicant has verbally indicated that they are prepared to submit a fresh development application to govern the site which would supersede any operational consent that exist on site. This would permit all site operations to fall under a single consent.

The application indicates that the site would not process fish when the abattoir is operating for the slaughtering of animals. An assessment of the effluent system indicates that less wastewater is produced by the rendering of fish and the impacts on soil quality are also less than effluent from an operating abattoir.

It is acknowledged that the odour profile of fish rendering and abattoir operations is significantly different. Nonetheless the environmental protection licence requirements are the same in that irrespective of the feedstock the requirement to limit odour impact remains the same. A revised odour assessment has been provided which makes recommendation for additional works to further reduce odour impact and these would not only be of benefit for fish rendering but also during operation of the abattoir and the associated by products rendering.

(d) the likely impact of the proposed alteration or addition having regard to factors including:

(i) the scale, character or nature of the proposal in relation to the development,

The proposal does not involve any new construction and heavy vehicle movements and animal noise impacts are likely to be less than when the site operated as an abattoir.

The scale and character of the built environment remains the same, however the scale, character and nature of the outputs in terms of odour are significantly greater as referenced by many of the complaints noting timeframes of impact are longer, the character and nature of the odour is stronger and more offensive than that of an abattoir.

Revised odour modelling and continual upgrades to the odour extraction and management system together with improvements to the effluent system indicate that the odour impact is able to be managed. It is however unclear how the effluent system would respond and the timeframe for that response if abattoir operations were to recommence.

(ii) the existing vegetation, air, noise and water quality, scenic character and special features of the land on which the development is or is to be carried out and the surrounding locality,

The proposal was referred to the EPA who have indicated that a variation to the environmental protection licence is not required. Nonetheless considerable odour complaints have been received during the unauthorised trial period. Notwithstanding the complaints and the unauthorised trial EPA staff have continually worked with the site operators to reduce odour impacts. A revised SEE

including odour assessment and modelling and effluent system assessment have been received. These documents have provided recommended actions to upgrade the onsite systems to further reduce odour impacts. A monitoring regime is also proposed together with a complaints management which will allow the operator and regulators to work together to manage adverse impacts.

The site itself does not contain any special features or scenic qualities nor can it be said that any such features exist in the surrounding locality. As noted above and throughout this report the air quality is impacted by odour which is significantly different in strength, offensiveness, time impacts and character to that of the approved abattoir when operational.

Similarly, the composition of the effluent is different and the ability of the existing effluent system, designed to cater for abattoir wastewater, to adequately cater for the wastewater needs to be considered. An assessment of the effluent system's ability to cater for the different effluent has been provided. This assessment indicates that the volume of wastewater is significantly reduced from that of an operator abattoirs. Similarly the nutrient content of the effluent from fish rendering is likely to have significantly less impact on the receiving soils. This assessment indicates that the existing effluent system is able to cater for the altered effluent.

It is acknowledged that there is likely to be less noise impact than that produced by an operating abattoir. Due to the absence of live animals on site, reduced truck movements and less cool room compressor equipment and the like.

(iii) the degree to which the potential environmental impacts can be predicted with adequate certainty,

The rendering of fish at the site has been undertaken since July, albeit without the necessary approvals, accordingly the environmental impacts of this process are mainly in relation to odour. The applicant has undertaken odour modelling on at least two separate occasion since the commencement of fish rendering. The first assessment identified a number of actual odour sources and made recommendations for the upgrading of the biofilter in particular. The second assessment contained odour sampling as well as modelling to predict odour distribution and impact. The second assessment included recommendations for additional upgrade to capture additional odour and reduce offsite impacts and impacts on the community.

(iv) the capacity of the receiving environment to accommodate changes in environmental impacts,

The largest impact of the proposed operation is odour and staff research has indicated four potential odour sources being the rendering (heating and cooking) process itself.

As reported to Council previously, an adequately designed, installed and maintained biofilter would assist in reducing this odour, however fugitive odours are to be expected from a system that is not fully enclosed. Since that time the biofilter onsite has been increased in size and additional media has been added. Furthermore additional works have been undertaken on site to direct more air through the biofilter to reduce fugitive emissions.

The second odour source is the wastewater, effluent and irrigation systems. The revised information provided makes an assessment of the effluent and irrigation systems and indicates that the effluent system is able to cater with altered feedstock.

The third is the sludge material that is produced as part of the rendering process, this material is high in oil and is highly odourous. It is recommended in the wastewater assessment that the oil and grease not pass into the aerobic treatment as, due to their organic composition, they have the potential to create odour issues. This report recommends that the oil and greater polisher waste stream be recycled back into the rendering cooking vessel to reduce odour. Similarly the report recommends that the levels of oil and grease in wastewater be included in the monitoring regime parameters.

The end product itself, being fishmeal, also has a high odour output. It has been observed that this material is not stored in bunded areas or undercover. The applicant has not provided details of how the temperature of this product is monitored or regulated as this product has the potential to be considered a dangerous good in terms of transport regulations. Advice from the Dangerous Goods Advisor at NSW EPA indicates that as the end product does not contain any stabiliers (as indicated on the Material Safety Data Sheet provided by the applicant) and is therefore considered to be a dangerous good for the purposes of road transport.

(e) any proposals:

(i) to mitigate the environmental impacts and manage any residual risks,

The site, and the proposal, are subject to EPA licence conditions. The EPA have indicated that they are prepared to consider a trial of fish rendering at the plant, subject to Council consent. At the conclusion of the trial period the licence would be amended to provide limits, monitoring, reporting and control measures.

The revised documentation indicates that with further additional works the odour, being the greatest environmental impact is able to be managed. The application indicates that upgrade works to the effluent system and odour control systems have already commenced and a revised odour report seems to indicate that some improvement in odour emissions has been made. Similarly, odour impact complaints further from the site have reduced, however it is unclear whether this is due to weather conditions or works at the site.

(ii) to facilitate compliance with relevant standards, codes of practice or guidelines published by the department or other public authorities

The revised statement of environmental effects and supporting documentation provides a suite of recommendations to mitigate, monitor and evaluate the proposed and actual measures to reduce the off-site impact of the proposed development.

The above assessment indicates that the overall environmental impact of the proposal is not significantly greater than that of the total development when compared with the existing approved development. The reduction in noise, wastewater output, and soil impact as a result of effluent irrigation are less for fish rendering when compared to the abattoirs operations of 4,000 sheep and 200 cows per day. As a result of upgrades already undertaken, as well as proposed upgrades, to

reduce odour the distribution of odour is not likely to be significantly different to that of the approved development. It is however acknowledged that odour strength and profile is different. In the instance the applicant has satisfied Council that the alterations or additions to the processes on site do not significantly increase the environmental impacts of the total development compared with the existing approved development.

Having satisfied the consent authority that an EIS is not required in accordance with the provisions of Part 3, Schedule 3 of the Environmental Planning and Assessment Regulation, 2000 consideration must now be given to the provisions of Section 4.15 of the Environmental Planning and Assessment Act, 1979.

Section 4.15(1)(a)

The provisions of any State Environmental Planning Policies are not altered as a result of this proposal from that assessed as part of the application for the establishment and subsequent expansion and additions to the approved development onsite; being an abattoir.

The proposal as a rural industry (as defined within the Local Environmental Plan to include rendering plants) are permissible within the RU1 Primary Production Zone of the Cootamundra Local Environmental Plan 2013.

The site has been identified on the Terrestrial Biodiversity Map of the Cootamundra Local Environmental Plan as being applicable. The applicant has indicated that no vegetation is to be removed as part of this process. The wastewater assessment report indicates that modelling predicts a depletion of nitrogen and some accumulation of phosphorous long term in areas where irrigation is applied. The EPL contains a requirement that monitoring be undertaken both on groundwater and soil conditions. Furthermore restrictions can be imposed to ensure effluent does not impact upon terrestrial biodiversity be limiting the irrigation to exclude areas mapped as terrestrial biodiversity.

The site is also identified on the Groundwater Vulnerability Map of the Cootamundra Local Environmental Plan. The applicant has indicated that the groundwater will not be impacted by the proposal due to the limited amount of wastewater generated during the trial period being able to be accommodated within the existing effluent system. Nonetheless the wastewater assessment report indicates that there is likely to be some seepage from the treatment and storage ponds. The report notes that for this reason piezometer monitoring points are included in the EPL. The monitoring regime will allow for identification, and where necessary mitigation, of impacts.

The applicable provisions of Cootamundra Development Control Plan are not altered as a result of the application for a trial of fish rendering at the site.

Section 4.15(1)(b)

This section of the Act requires an assessment of the likely impacts of the development on the natural and built environment as well as the social and economic impacts in the locality likely to occur as a result of the development. This section is supported by Schedule 1 of the Regulations that requires applicants to submit a statement of environmental effects which examines what the likely impacts of the development will be, how they have been identified and how they are proposed to be mitigated. Council relies on the information provided by applicants, as well as research, site visits and experience to assess the information provided by applicants to make an informed and balanced assessment of the validity and veracity of the information provided.

Likely Impact of Development:

The major impact associated with this proposal are related to air quality as a result of the odour generated and experienced during the period rendering of fish has been occurring on site. The revised statement of environmental effects includes an odour assessment as measured at the site under fish rendering operating conditions, odour modelling, and an assessment of the effluent treatment systems. As indicated above in the assessment of the validity of the application under Part 3, Schedule 3 of the Environmental Planning and Assessment Regulation, 2000. The site has been operating as an abattoirs for in excess of 40 years. The change in feedstock for the rendering plant is not included in existing approvals and an application is required for this change. This change of feedstock is the subject of this application and assessment. Council is satisfied that the overall environmental impact of the change of feedstock is not significantly greater than the existing approved development, rather some of the environmental impacts such as noise, wastewater and visual impacts are likely to be lesser than that of the approved development.

Context and Setting:

The site is located within a rural area approximately 4km north of the main street of Cootamundra. The abattoir and buildings on site have existed in some form since mid-1970s. The proposal for a fish rendering process is suitable given the location of the site in a rural setting. There is no proposed building works that are likely to impact on the visual amenity. Nonetheless the impact of odour, even in a rural setting, cannot be ignored. Odour impact is the largest single factor associated with this proposal.

The applicant has provided a revised statement of environmental effects that is supported by an odour assessment and modelling report that indicates with additional works the facility has the ability to meet compliance with its licence conditions.

Access, Transport and Traffic:

Mackerel caught on the south coast of NSW is the raw feedstock material for the fish rendering process. It is proposed that three trucks per day would deliver raw product to site. The material is loaded in a chilled state into truck and dog type transport vehicles which are double skinned to assist with temperature control. The material is transported to the Cootamundra site during the night to arrive early in the cool of the morning, this is particularly important during the summer time.

The supporting documentation indicates that the average hourly through put capacity is 4 tonnes per hour and the proposal will operate 24 hours per day (however this is unclear as another section of the documentation talks about commencing operations on site at 4am), six days per week with an estimated through put of 14,976 tonnes during a six month period. The documentation indicates that there are likely to be three outbound trucks of product per week. Furthermore there is anticipated to be one goods delivery truck visiting site per day. Staff numbers are estimated to be 15 including office, operational and engineering staff with an approximate 9 staff on site during 7am-2pm.

Accordingly, in additional to passenger vehicles there is likely to be 54 heavy vehicle movements per week (in and out movements are counted separately) or 27 heavy vehicles visiting the site per week. This equates to approximately 4.5 heavy vehicles visiting the site per day. Due to the location of the facility on a major connector road, comments were sought from the NSW Roads and Maritime Services who indicate that as the traffic numbers are likely to be less than that of an operational abattoirs and the presence of existing turning lanes, no additional road upgrades were required. The Authority did state that no objection was raised provided that a condition was imposed that the rendering of fish is denies whilst the abattoirs is in operation.

Similarly the site has separated sealed entrance and egress points from Stockinbingal Road, ample on-site parking and turning areas for passenger, delivery and heavy vehicles. Accordingly, there is no requirement for any upgrades to access points, car parking or turning areas to occur as a result of this proposal.

It is noted that fishmeal can be considered a dangerous good in accordance with transport guidelines and must be kept at controlled temperatures. The applicant has provided documentation that indicates that the end product is not considered to be a dangerous good for the purposes of road transport. Nonetheless advice from Dangerous Goods section of the NSW EPA indicates that as the end product does not contain stabilisers (as referenced on the Material Safety Data Sheet provided by the applicant) it is considered to be a dangerous good for the purposes of road transport. The control of the temperature of this product, storage, packaging and bunding will need to comply with the legislative requirements as controlled SafeWork NSW. Whilst the control of this legislation is not within the remit of Council, it is a matter that has been raised in the submission and a matter for which Council and the public should be aware.

Public Domain:

The impact of this proposal on the public domain is likely to be odour from the rendering of the fish. It has been noted that during the winter months that odour travelled in the central parts of Cootamundra Township, some 4km south of the site. It is acknowledged that this was predominantly before upgrades were undertaken to processing and odour control equipment. These odours have not been as noticeable in more recent times, however it is unclear as this is a result of weather patterns, processing volumes, or odour reduction works.

Utilities:

The proposed fish rendering will not generate the need for additional utility installation at the site.

Heritage:

The property is not located in the heritage conservation area, nor is there any known heritage items on site or in the immediate vicinity. Given the disturbed nature and continuous use of the site over the years for an abattoir it is unlikely that the proposal will have an impact on artefacts or relics. Similarly no soil disturbance is proposal as part of this proposal, once again this is likely to limit the impact on historic or heritage items if such exist on site.

Soil:

The proposal involves the irrigation of effluent water on soil. The revised documentation is accompanied by a wastewater effluent report that indicates the total effluent water resulting from this proposal is likely to be 22% of that when the site was fully operational as an abattoir. Due to the decrease wastewater output, the modelling contained within the report indicates that water available for irrigation is significantly less than that of an operational abattoir and that the majority of the water for irrigation would be stormwater runoff captured in the dams. The report also indicates that the effluent system is able to adequately treat the wastewater to a point where it is suitable for irrigation onto soil. The report does not that the irrigation may, in the long-term, result in the depletion of nitrogen and some accumulation of phosphorous in the irrigated soil. The EPL contains conditions that require monitoring of soil conditions of the irrigated area.

Water:

The wastewater report accompanying the revised documentation provides calculations for water use and capture during high rainfall events. This report demonstrates that the existing effluent and stormwater capture system has capacity to cater for the volume of wastewater generated by the proposal. However the report also indicates that seepage from the treatment and storage ponds is

likely. Nonetheless the EPL has a requirement for piezometer monitoring to ensure that impacts can be identified and mitigated to reduce the impact.

It is noted that the rendering of fish will result in oil and grease of a different composition to that of abattoirs by product rendering. The report indicates that fish oil and grease has '*shorter organic chains, is more volatile and more susceptible to a higher rate of oxidation than land based animals'*. This has the potential to generate odour if allowed to pass into the aerobic treatment ponds. Recommendations are included in the report that suggest this material should be recycled through the rendering cooking vessel to assist in odour control.

The composition of wastewater from fish is different to that of land based animals and the report provides an assessment of the pathogen levels. The report concludes that pathogens in wastewater are likely to be less for the fish rendering process when compared with meat processing. This is due in part to the fish being rendered whole rather than have internal material removed as in meat processing and the fish material being cold rather than at body temperature as is the case in meat processing.

Other Land Resources:

The site is not mapped as being bushfire prone nor is the site subject to subsidence or acid sulphate soils. Similarly the site is not mapped as being subject to flooding, dryland salinity or highly erodible soils. The proposal is therefore unlikely to have an impact on these factors of the site.

Air and Microclimate:

The applicant has provided additional information including an Odour Impact Assessment. This assessment is based on additional sampling undertaken by odour specialists on 21 November 2019. The odour dispersion modelling shows compliance with the odour criteria for the proposed operation (fish rendering) and concludes that the fish rendering operations will not significantly increase the environmental impacts of the development.

There are however some wide variations in physical measurements and odour sampling results from the rendering plant between sampling undertaken in July 2019 and November 2019, which cannot be clearly explained. The sampling experts have stated that odour levels can vary, fluctuate and 'spike' but the assessment modelling has been based on the assumption that the odour levels as measurements are accurate and do not vary significantly. It is suggested that due to this uncertainty that further testing be undertaken after the recommended upgrades are completed to ensure that the sampling (and resultant modelling) are based on accurate and representative operations on site.

The odour experts have confirmed that there are issues with the biofilter fan. This fan needs replacing due to age, wear and tear. The report makes a recommendation that an in-duct spray humidification system that will condition the inlet process air prior to biofiltration. This will ensure sustainable biofilter performance.

It is noted that Manildra have completed some upgrade works on the biofilter, the size of which has now been designed to adequately mitigate the higher airflow and odour recorded in the July sampling. Both the odour sampling report and the odour impact assessment report have made recommendations in regard to best practice management and further mitigations measures to ensure the reduction of potential odour impacts from the proposed use.

Flora and Fauna:

The irrigation of effluent to the site has the potential to impact upon biodiversity depending upon the type of vegetation existing on site. The applicant has indicated that irrigation of effluent water has occurred in the past and is likely to continue. The effluent report indicates that nitrogen loss

and an accumulation of phosphorous is likely in the long-term as a result of effluent irrigation. Monitoring of soil conditions is required by the EPL. Nonetheless the impact on biodiversity can be reduced by limiting the area of irrigation to that which is not mapped as terrestrial biodiversity.

No vegetation is proposed to be removed or altered as a result of this proposal. The site is not known to contain habitat for any threatened or endangered faunal species. The proposal is therefore unlikely to have an impact on flora and fauna on the site or in the immediate vicinity.

Waste:

The applicant has indicated that there is no solid waste produced as a result of this proposal. The applicant has also indicated that any product that is not suitable for rendering will be disposed of at Council's waste facility in Cootamundra. This proposal is not acceptable to Council as there is insufficient area or controls to permit this to occur should a major disposal site be required. Therefore the applicant will need to provide an alternate disposal method to Council to demonstrate adequate disposal in the event that major disposal event occurs.

The applicant has indicated that mass waste product disposal is unlikely, even in hot weather, as temperature control is imperative to the processing of the material to ensure a high quality end product. In this regard the applicant has provided that the catch is chilled on the boat prior to being brought ashore and discharged immediately into transport trucks. The trucks are double skinned and the thermal mass of the catch ensure that heating does not occur even when waiting for unloading during extreme weather conditions. However the loads are to be temperature monitored to ensure that the catch does not heat above 15^{o}C. Where necessary loads will be placed in bins and put into refrigerated cool rooms on site.

The end product is bagged into bulk bags for distribution. The material is stored under cover in a bunded area. The end product can either be fish meal and/or fish oil and is dependent on the oil content of the raw material feedstock. Fish oil is pumped into the former tallow tank and shipped off site either in bulk tankers or in pods depending upon customer requirements. The tallow tank is within a covered bunded area to contain any spillage and only decanted to load directly onto transport vehicles.

Energy:

An energy assessment is required by Section J of the Building Code of Australia where construction is proposed. This proposal does not include any construction, accordingly energy consumption is therefore not a consideration for this proposal.

Natural Hazards:

The site is not subject to any natural hazards of flooding or bushfire. The site has been operating as an abattoirs for many years. The various constructions that have progressively occurred on site have been assessed for compliance with the provisions of the Building Code of Australia and where necessary fire control, alarms, safety, egress and access requirements have been installed.

Social Impact and Locality:

The social impacts associated with this proposal are in relation to the ability of property owners and the public to go about their activities free from impacts from the proposal, primarily odour impacts. The complaints and submissions received by Council and the EPA centre around the nauseating odour and the resultant impact on the quality of life including inability to leave windows open, hang washing on the line or go about normal activities. Such impacts, have in the past, been experienced within the main business district of Cootamundra.

The reports submitted in support of the revised documentation indicate that odour is able to be controlled in accordance with the EPL when a series of recommended actions are undertaken. It is

acknowledged that the odour profile of fish rendering is different to that of an abattoirs, however the impact of odour on the quality of life needs to be managed on site by the operators.

Economic Impact and Locality:

The proposal will not have the same economic impact in the local area as a fully operational abattoir due to the lessened employment opportunities. However, the provision of some employment opportunities in the local area are a result of the proposal. It is unclear however if this impact is negated by the negative image of the town as a result of odour penetrating into the main street area in the past.

Site Design and Internal Design:

The site layout and internal design of the operation does not alter as a result of this proposal. There is no construction, building or site alterations to take place as a result of this proposal. Accordingly the internal design and site design layout do not alter.

The changes proposed on site relation to odour control and operational activities. In this regard it is proposed that the rendering plant doors are to remain closed except when loading of raw feedstock occurs (three to four times per day). The closed doors are required to assist in the maintenance of negative pressure to ensure that air from the rendering plant is processed through the odour controls systems and not released directly in an untreated manner.

Construction Matters:

No construction is proposed as part of this proposal.

Site Suitability (Section 4.15(1)(c):

The suitability of a site for a development proposal is required to be assessed. In this instance the proposal is to be carried out on a site that has an approved but currently non-operational abattoir situated upon it. It is noted that the proposal is to only render fish when the abattoir is not operating. The rendering of fish has higher and stronger odour generation rates than that of an abattoir. This is backed up by complaints received from further afield than those received when the abattoir was in operation. Furthermore, the residential zone is encroaching closer to the site and the need to mitigate odour is becoming greater. The site itself, is suitable for a rendering plant, and has successfully operated as such in the past. Nonetheless in terms of ecologically sustainable development principles it must be questioned as to whether transporting a sea product some four hours by road and then shipping then end product back to ocean based aquaculture is a practice that is both economically and environmentally sustainable in the long term.

Submissions (Section 4.15(1)(d)):

The application was notified and 12 submissions were received**.** It is due to the submissions received that this matter is being referred to Council for determination. Council received 12 submissions during the notification period, all but two of which were objections. The two that were not objections indicated that they would support the proposal if odour impacts could be controlled. The most signification issue raised in the submissions was that of odour with some describing the odour as *unreasonable, fetid, strongly offensive, obnoxious, putrid, appalling stench, disgusting smelly, pungent, making physically ill, smell of rotten fish, vile, overpowering, fish, chemical, constant and major rotting fish smells.* Most of the submissions indicated that the odour generated by the current unlawful rendering of fish was a significant increase from that produced by the abattoir and that from the previously rendered material sourced off site.

The issue of lifestyle impacts was also raised with some submissions indicating that it was not possible to hang washing out, open windows, go outside or have BBQs. Most were concerned that these impacts would increase in summer heat when most residents desire to be outside or have windows open; of particular concern was smell permeating washing and soft furnishings.

Many submissions raised the issue that the rendering of fish (or the trial period) had commenced before notification of the proposal had been received. It should be noted that the rendering of fish commenced in early July with the application, the subject of this report, being received by Council on 1 August.

Some submissions raised concerns that the impacts of the proposal would impact upon property values, tourism and businesses with little benefit achieved by way of employment. Concerns about health impacts and the capacity of the owners of the site to mitigate odour and other environmental impacts.

The issue of odour has been discussed elsewhere in this report as has the commencement of the operation without the benefit of the application having been determined. The issue of negative economic impact in terms of lost tourism dollars is significant when the odour travels to the central business district of town and impacts on the willingness of locals and visitors alike to spend time in that space. The issue of property value impacts is not a planning consideration, however people feeling they have to leave town does have an impact on the social fabric of the community and the trust that people have in regulators to protect their interests and the wider interests of the community.

Public Interest (Section 4.15(1)(e):

This section relates to matters of public interest and includes issues such as regulators acting fairly and in the best interest of the whole of the community. In this instance the activity has been occurring onsite since July without the benefit of a development consent. During this time the applicant has worked with the EPA to identify and mitigate odour impacts on the community which have been the source of the majority of complaints. The applicant has provided additional and revised details in regards to the proposed operations at the site for the purposes of fish rendering. The revised details provide that the operation can successfully operate on site and the odour can be controlled when recommendations contained within the specialist reports are implemented.

Nonetheless, it has been asserted in submissions that the applicant proposed the trial as a way to avoid the necessary identification and assessment of impacts upfront to avoid mitigation measures at the outset and responded only when complaints were received. Irrespective of these assertions the operators have implemented odour upgrades and monitoring regimes as well as commissioned a series of expert studies and modelling to permit the identification of potential impacts and recommendations for their mitigation. Discussions with the EPA have revealed that confidence is reasonably high that compliance with EPL requirements can be achieved.

Council, as the consent authority, must take account of the public interest and act in the best interests of the community as a whole, including the environment which surrounds the community exists. In the case it is considered that the conditions recommended are adequate to mitigate the potential impacts of the proposal and provide Council with an avenue to pursue compliance if warranted.

8.5 REGULATORY SERVICES

Nil

8.6 ASSETS

Nil

8.7 CIVIL WORKS

8.7.1 CIVIL WORKS AND TECHNICAL SERVICES REPORT - DECEMBER 2019

DOCUMENT NUMBER	318715
REPORTING OFFICER	Shelley Liehr, Executive Assistant - Operations
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

The Civil works and Technical Services Report for the month of December, 2019 be received.

Introduction

This report provides a detailed update of the Civil Works and Technical Services Departments works undertaken for part of the month of December, 2019.

Discussion

Work is now complete on the extensions to the taxiway at the Cootamundra aerodrome. This work was done to assist with the refilling of water tankers by the Rural Fire Service when required for firefighting purposes.

Stabilisation and reshaping works have been completed at Bridge Street, Muttama as well as shoulder grading along Muttama Road between Rawilla Road and Muttama.

Rock lining is nearing completion on Adjungbilly Road project with stabilisation being postponed until the New Year due to lime supply issues.

Works are commencing on the Burra Road bridge replacement with tree removal, culvert replacement and pavement works to be completed.

Maintenance grading has been completed on the Old Hume Highway, Detroit Road, Yabtree Road and Rosedale Road.

In Gundagai works are continuing at the intersection of Sheridan and West Streets with drainage now complete. Concrete kerb and gutter has been installed and the shoulders have been backfilled with asphalt placed in those areas.

Work has been completed in O'Hagan Street where a 600mm stormwater pipe is being installed to address ongoing issues with localised flooding. Works are progressing with the kerb and gutter in Tor Street between Jack Moses and Nurse Murray Streets.

Works are also progressing on the drainage improvement in Boundary Road, Cootamundra where the concrete lining of the drain between Matilda Avenue and the Adams Street T-section has been completed.

Heavy patching on the Burley Griffin Way near Stockinbingal is also underway as per Roads Maritime Services priorities and quality requirements.

The Cootamundra works crew has also undertaken the next stage of the shoulder widening works along Yeo Yeo Hampstead Road. Approximately 1.2 kilometres of work has been prepared in readiness for sealing in early December, 2019 weather permitting. This work is being funded from the Roads to Recovery Program.

Patching around the bitumen road network is being undertaken as required. Road side spraying and slashing has also been completed where required and as conditions permit around the Council area.

Works have now commenced on the Olympic Highway from Back Brawlin Road and Dirnaseer Road. Initial works completed so far include the replacement of culverts near the quarry entrance as well as the removal of trees located within the clear zones.

8.7.2 FIXING LOCAL ROADS FUNDING PROGRAM.

DOCUMENT NUMBER	318863
REPORTING OFFICER	Mark Ellis, Manager Civil Works
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Financial implications to be determined at a future date.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

RECOMMENDATION

1. **Council endorse the application under Fixing Local Roads for the roads listed in the table included in the report.**
2. **Council commit to a 25% contribution to all projects submitted under the program.**

Introduction

The NSW Government has announced a $500M program in an effort to support councils in the maintenance and repair of local roads. This report provides information relating to funding submissions under Fixing Local Roads program.

Discussion

The NSW Government has committed $500M to the Fixing Local Roads program to improve council roads across rural and regional NSW. This investment will help reduce the maintenance backlog for councils targeting roads that do not meet the freight significance or benefit to cost ration (BCR) requirements of the current Fixing Country Roads (FCR) program. Fixing Local Roads aims to fund improvements to local roads that will deliver smoother, safer and more reliable journeys. The Fixing Local Roads program will provide up to $500M to councils to help manage and maintain their local road networks over several rounds of funding.

Projects were based on the Maloney Condition Assessments report, in addition to other high maintenance roads, and to link up with previous rehabilitation works undertaken by Council.

The closing date for the first round of project was the 2nd December, 2019, and, due to this tight time frame Council officers nominated 16 projects, with associated cost estimates as listed in the table on the following page.

Road Name	Works Description	Chainage From	Start Ch	Chainage to	End Ch	Length (km)	Width (m)	Area (m2)	Total Project cost
GUNDAGAI AREA									
Adjungbilly Rd	Pavement Rehab/Stabilisation	Parsons Crk	0		1.1	1.1	9	9900	$ 247,500.00
	Pavement Rehab/Stabilisation	Parsons Crk	7.5		9.2	1.7	7	11900	$ 297,500.00
Redhill Rd	Shoulder grading/Reseal	Adjungbilly Rd	2.1		3.9	1.8	7	12600	$ 163,800.00
Nanangroe Rd	Pavement Rehab/Stabilisation	Threeways Rd	4.4		5	0.6	7	4200	$ 105,000.00
	Pavement Rehab/Stabilisation	Threeways Rd	5		6.9	1.9	7	13300	$ 332,500.00
	Pavement Rehab/Stabilisation	Threeways Rd	7.1		7.6	0.5	7	3500	$ 87,500.00
	Prepare and Seal Unsealed section	Parsons Crk Rd	0		2.3	2.3	7	16100	$ 209,300.00
	Prepare and Seal Unsealed section	Parsons Crk Rd	3		3.5	0.5	7	3500	$ 45,500.00
Parsons Creek Rd	Prepare and Seal Unsealed section	Adjungbilly Rd	4.9	Cotway Ramp	5.5	0.6	6	3600	$ 46,800.00
	Prepare and Seal Unsealed section	Adjungbilly Rd	0	Grid	3	3	6	18000	$ 234,000.00
Gobarralong Rd	Pavement Rehab/Stabilisation	Hume Highway	6.5		8	1.5	8	12000	$ 300,000.00
Tarrabandra Rd	Prepare and Seal Unsealed section	Brungle Rd	8		11.5	3.5	6	21000	$ 273,000.00
	Prepare and Seal Unsealed section	Brungle Rd	14.3		15	0.7	6	4200	$ 54,600.00
Crowes Rd	Prepare and Seal Unsealed section	Riverview Turn Off	0		0.75	0.75	6	4500	$ 58,500.00
Old Hume Highway	Prepare and Seal Unsealed section	Hume Highway	23	Bridge	26.9	3.9	6.5	25350	$ 329,550.00
	Prepare and Seal Unsealed section	Hume Highway	26.9	Deltroit Rd	28.6	1.7	6.5	11050	$ 143,650.00
Edwardstown Rd	Pavement Rehab/Stabilisation/Seal	Hume Highway	2.2		4.7	2.5	6	15000	$ 375,000.00
COOTAMUNDRA AREA									
Mackay Street	pavement rehabilitation	Parker Street		End (Hospital)		0.68	20	13600	$ 1,110,814.00
						0.09			
Old Gundagai Road	Pavement Rehab/Stabilisation	Ryans lane	17.373	Harris Ln	18.68	1.007	8	8056	$ 314,713.00
Berthong Road	Pavement Rehab/Stabilisation	Forsyths Lsne	10.058	Burley Griffin Way	11.392	1.334	8	10672	$ 344,589.00
Kilrush Road	Pavement Rehab/Stabilisation	Netherleigh Rd	2.2	Old Gundagai Rd	3.5	1.3	8	10400	$ 327,241.00
Rosehill Road	Pavement Rehab/Stabilisation	Old Gundagai Rd	9.72	Beggan Beggan Rd	10.888	1.168	8	9344	$ 303,892.00
Cooper Lane	pavement rehabilitation	Bourke St		Wallendoon St		0.2	6	1200	$ 274,160.00
Millvale Road	Prepare and Seal Unsealed section	Grogan Rd	4.66		6.06	1.4	7	9800	$ 339,849.00
								TOTALS	**$ 6,318,958.00**

Council 25% $ 1,579,739.50

A 25% co-contribution of Council is a requirement under the funding guidelines and must be committed with the projects submissions. Council's contribution could be funded from the Roads to Recovery program or Council's general fund if required for work such as the final sealing of the project being funded from the yearly resealing budget.

The Fixing Local Roads program provides an excellent opportunity to provide improvements to local roads, in particular roads that do not meet the criteria of other funding programs. As stated, due to the brief turnaround of lodging the submission (2nd December), endorsement by Council is sought.

8.7.3 PLANT REPLACEMENT - HINO HEAVY RIGID TIPPER TRUCK PLANT NO. 3407

DOCUMENT NUMBER	318876
REPORTING OFFICER	Mark Ellis, Manager Civil Works
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Funded from Plant Replacement Program
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Evaluation Report - Heavy Rigid Tipper Truck - Confidential (under separate cover)

RECOMMENDATION

1. **Council approve the procurement of the Hino Heavy Rigid Tipper Truck valued at $210,058.30 (exc. GST) through Wagga Trucks.**
2. **The trade-in amount of $67,000 offered for Plant No.3407, Hino Heavy Rigid Tipper Truck, be accepted.**

Introduction

Tenders for the supply and delivery of one Heavy Rigid six wheeler tipper truck through Vendor Panel closed on 14th November, 2019. The tender is for the replacement of a heavy rigid tipper truck currently based in Cootamundra. Ten supplier responses were received. Attached under separate cover, is the attached valuation report.

Discussion

On reviewing the tenders received, all of the trucks itemised in the attached documentation are capable of performing the duties as required by Council's works crew. However, the Hino as supplied from Wagga Trucks would be the most practical vehicle and complement Council's existing fleet. This new Hino is also replacing a similar model Hino which Council currently operates. While the existing Hino has experienced some minor issues, it has proven capable of performing the role required. It is capable of towing the tipper trailer with similar horse power and Gross Vehicle Mass (GVM). The Hino also meets all the quotation requirements as specified.

Selecting the Hino would also create uniformity with other trucks with similar filters, parts etc. and the workshop have the existing scanning tools for the truck diagnostics.

Wagga Trucks has proven to be a reliable supplier to Council over recent years and are consistent with their provision of superior back up service and support and the availability of parts.

This heavy rigid tipper truck is used extensively for the haulage of material to and from projects in addition to being used in combination with a compatible tipper trailer used for the transfer of material from local gravel pits and Bald Hill quarry when required.

Council has allocated $140,000 from the 2019/20 financial years' plant replacement program to replace the existing tipper. The trade-in price of $67,000 for the Hino Heavy Rigid Tipper Truck offered by Wagga Trucks is an acceptable market based amount. The cost of the Hino Heavy Rigid Tipper Truck with trade-in is $143,058.30

8.7.4 PLANT REPLACEMENT - HINO PRIME MOVER PLANT NO 3606

DOCUMENT NUMBER	318882
REPORTING OFFICER	Mark Ellis, Manager Civil Works
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Funded from Plant Replacement Program
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Evaluation Report - Prime Mover - Confidential (under separate cover)

RECOMMENDATION

1. **Council approve the procurement of the Hino Prime Mover for the amount of $188, 793.30 (exc. GST) through Wagga Trucks.**
2. **The trade-in amount of $60,000 offered for Plant No.3606 Hino Prime Mover, be accepted.**

Introduction

Tenders were called for the supply and delivery of a Prime Mover through VendorPanel. The tenders were to be received by on 14th November, 2019 and nine supplier responses were received. Attached, under separate is the evaluation report.

Discussion

On considering the tenders received, several of the trucks did not meet the financial requirements of Council's budget and, as such, were ruled out. Council staff have assessed the Kenworth, Volvo, Mack and UD and determined while they meet the selection criteria, there are several factors which have been observed which make them unsuitable for Council's needs. Further, as noted in the Hino Heavy Rigid Tipper Truck Plant No.3407 replacement report, the Hino is considered the best option in price and practicality. This Hino prime mover would also replace a similar Hino Prime Mover which Council has had for several years which has performed its required duties to a satisfactory standard.

The prime mover is used extensively for the haulage of the semi water cart, semi tipper and float which makes it very versatile in its use.

Council has allocated $200,000 from the 2019/20 financial year's plant replacement program to replace the Hino Prime Mover. The trade-in price of $67,000 for the Hino Prime Mover Plant No.3606 offered by Wagga Trucks is an acceptable market based amount. With trade-in the cost of the Hino Prime Mover is $128,079.30.

8.8 TECHNICAL SERVICES

8.8.1 NATIONAL LOCAL ROADS & TRANSPORT CONGRESS 2019

DOCUMENT NUMBER	318614
REPORTING OFFICER	Charlie Sheahan, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.3 Cootamundra-Gundagai Regional Council is a premier local government Council
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. National General Assembly 2020 Discussion Paper

RECOMMENDATION

That the report on the annual ALGA National Local Roads & Transport Congress, 2019, submitted by Cr Sheahan and Matt Stubbs (Manager Technical Services,) be received and noted.

Introduction

Cr Sheahan and Matt Stubbs (Manager Technical Services) attended the annual Australian Local Government Association (ALGA) National Local Roads & Transport Congress 2019, held in Hahndorf SA on the 18th - 20th November, 2019.

Discussion

Before the Congress started Cr Sheahan was able to do a technical tour of the Mount Barker Laratinga Wetlands. It was of great interest as it could easily relate a similar opportunity for Cootamundra waste water treatment.

In the late 90's the Mount Barker Council established the Laratinga Wetlands as part of a natural waste water treatment facility to cope sustainably with the growing population's waste water.

The overall design of the wetland is to filter water slowly through the 10 manmade basins, which are planted with species of water plants to remove residual phosphorus and nitrogen from the water. The water levels are managed with a watering regime back to town parks as well as irrigation requirements to nearby farms and a mine generating income.

The wetlands also provides habitat for a range of migratory and nomadic bird species. Vegetation has created a natural and peaceful setting and is popular for educational tours, walking running, cycling, picnics and bird watching.

Facilities include defined pathways, boardwalks, seats, sheltered areas, toilets and BBQ areas.

The local council has undertaken substantial revegetation throughout the wetlands including water plants known for their ability to remove nutrients from the water. The area has created great biodiversity with many species of frogs, long neck tortoise, water rats, and brushtail and ringtail possums.

The treatment works is located beside the Mount Barker Creek and the wetlands have been created parallel to the creek on the floodplain.

Mayor David O'Loughlin, President, Australian Local Government Association provided the welcome address to delegates and outlined the achievements of ALGA over the past 12 months.

His focus was on the increase in government funding through programs including Roads to Recovery, drought funding, Bridges, Blackspot, NHVR assessments, and Roads of Strategic Importance.

ALGA has been pushing for First and Last Mile freight improvements, congestion busting and other issues councils are dealing with including the road infrastructure backlog increasing despite the increases to funding. He also made reference to the Financial Assistance Grants not keeping up with council demands, particularly those with low populations and the additional lost income due to freezing the rates. ALGA is lobbying the government to restore the rate to 1% over 10 years to ease the transition and provide the necessary funding required to address the $40 billion backlog and improve infrastructure to modern standard.

ALGA are advocating that local government can stimulate economic benefit through infrastructure upgrades and have the resources and ability to complete these types of projects should the government allocate funds.

David outline that an important consideration for council's is to ensure Asset Management Plans are up to date, that they cover key asset classes, have a priority list and projects can be commenced quickly.

Paul Davies, Executive Leader, Productivity, National Transport Commission

Paul provided a brief on the goals of the HVNL Review which are to achieve the goal of safe and efficient journeys through safe drivers and vehicles travelling on suitable routes.

Key issues identified were fatigue management, accreditation for operators and broad networks access for higher productivity vehicles including PBS.

The Commission is carrying out the Heavy Vehicle National Law Review with the task to present Land Transport Reform to the government.

New laws are to target highest risks. A Regulatory Impact Statement is to be presented to the Minister early 2020 addressing driver safety, vehicle safety and road safety, Safe Driver- Safe Vehicle- Safe Route. It will outline better fatigue management, support operators to manage own risks, and review oversize and over mass regulation. It will address problems with the Permit Process and the challenge to maintain infrastructure. The current Access Permit process is complicated and timely. Standard consent with operators for low risk should be easier and high risk a more detailed process.

The Hon Mark Coulton, Minister for Regional Services, Decentralisation and Local Government provided the Government Address.

Focus was very much on infrastructure funding, identifying Roads of Strategic Importance, priority freight connectivity e.g. Feeder roads connecting Inland Rail. Drought funding aimed at infrastructure as a stimulus for local economies. The government supports Roads and Recycling incorporating recycled rubber and plastics into road seals producing longer life pavements. The Minister also mentioned decentralisation with the focus on regional centres to help manage population.

Mark outlined the funding increase to various infrastructure programs as previously noted by David O'Loughlin, he also noted that government was looking to take a "corridor approach" to provide the highest benefit and return for funds spent. Particular focus on connecting farms and producers with city markets through the 26 fey freight corridors that have been identified (including the Newell Highway) and connections to intermodal freight hubs.

Strong Government focus on waste management and recycling and the need to create markets for recycled materials such as glass and rubber.

Romilly Madew AO, CEO, Infrastructure Australia

Romilly outlined the findings of the 2019 Australian Infrastructure Audit which included 180 challenges and opportunities. The key messages were the need to integrate modern technology to achieve infrastructure efficiencies, the need to reform funding to address the infrastructure backlog, recognising the huge cost attributable to congestion on our roads, the need for long term maintenance funding to accompany capital expenditure, concerns around funding through fuel excise as new technology emerges and "user pays" being the most effective way of funding roads. The audit also called for safety programs to be rolled out to reduce the severity of accidents.

Focus was very much on infrastructure funding, identifying Roads of Strategic Importance, priority freight connectivity e.g. Feeder roads connecting Inland Rail. Drought funding aimed at infrastructure as a stimulus for local economies. The government supports Roads and Recycling incorporating recycled rubber and plastics into road seals producing longer life pavements. The Minister also mentioned decentralisation with the focus on regional centres to help manage population.

Matthew Lugg OBE, Head of Profession, Local Government, WSP, UK

He sees similar funding problems here as in UK, government needs to commit to 10 year funding allocation, with 5 year maintenance programs and a move towards a pay as you go maintenance program.

Matthew outlined the similarities between England and Australia in terms of funding issues, infrastructure backlog. England uses a system that allocates a percentage of available funding to relevant road authorities' dependant on how they score against 5 measures: Asset Management, Resilience, Customer Service, Benchmarking and Operational Delivery. In order to receive their full allocation authorities need to score highly in each category.

Matthew outlined that the UK solution was to provide clear tracking of asset registers and application of a national approach to calculate infrastructure backlog with funding allocated to projects presenting a significant ROI.

Michael Caltabiano, CEO, Australian Road Research Board (ARRB)

Michael pointed out mobility is a service, expanding on a connected and automated economy. The shift to electric and hydrogen vehicles will require new infrastructure to meet the new technology, along with better management of assets. He also outlined that it was time for a "reset" about how we approached road management. He outlined the focus of ARRB which is to consider mobility as a service, develop connected and automated shared spaces, innovative vehicles, last mile mobility, safety, sustainability and new economy.

ARRB assists local government to innovate and is working on providing real safety solutions through development of a predictive risk management approach that applies a scoring system to roads as a means of identifying problem areas within the network.

Michael shared the new technology that ARRB is using to assess roads including the iPAVE (intelligent Pavement Assessment Vehicle) that can provide pavement condition information relating to strength, roughness, cracking and deflections in a single pass without the need for traffic control. He also outlined the process of using infrared radiation to assess the properties of bitumen in determining age and projecting remaining life.

ARRB are working on a number of guides to assist councils respond to common problems encountered with managing roads which will suggest recommended solutions, they are also working on guides that outline recommended procedures for the use of crumb rubber asphalt and other technologies.

Peter Damen, CEO, Level 5 Design

Peter outlined how transport governs the construction of cities and that as modern technologies emerge, cities will be transformed to accommodate new modes of transport including autonomous vehicles and the new "ride sharing" phenomena. Communal car sharing in metro areas will reduce vehicle demand in the order of 5-15 times the present amount which will reduce congestion.

There are challenges presented with current legislation not covering new technologies such as how automated vehicles can be utilised on the existing road network. A review of this legislation by the National Transport Commission is in progress and it is envisaged that once completed in 2021, roll out of new technologies will commence.

Through savings in the price of batteries and new designs including the Nikola 2 hydrogen electric truck it is becoming more affordable it is expected these vehicles will soon emerge as more favourable over Internal Combustion Engines (ICE).

Further points of discussion were:

- This company provides consultancy for innovation in the transport industry.
- Peter addressed the evolution in technology that is driving the transition of transport.
- Sharing economy- public transport, Uber and other providers.
- Micro mobility- e-bikes and e-scooters in inner city
- Car sharing- subscribe to vehicles, hire cars
- Autonomous vehicles- these are already in use in mining, agriculture, ports and defence, and will see expanded usage into the future.
- Transport is currently responsible for half the world's CO2 emissions, and will quickly transition to electric and hydrogen energy source.

Lord Mayor Sandy Verschoor, City of Adelaide

The city of Adelaide has promoted active transport across the city, walking, cycling and e-scooters, through planning better and inclusive access. They use recycled pavements, plan for and promote electric vehicles through on street charging, installed LED street lighting, near 100% renewable energy through solar on buildings and replacing fleet vehicles with electric.

Sandy explained how Adelaide is building infrastructure to accommodate share scooters, bikes, pathways and pedestrian facilities with a view to embrace new technologies and become carbon neutral by 2020. Adelaide is working towards a circular economy where waste products are reused in the area in which they are created i.e. recycled asphalt.

Adelaide has expanded their electric charging network and through use of the app "charge fox" drivers are able to check where charging stations are available in real time and payment for the recharge is facilitated within the app presenting operational efficiencies. Sandy outline that the charging stations present a revenue stream for council as not only do drivers pay to recharge, they typically spend 20 minutes in the surrounding area and spend money at other local businesses. To stimulate the roll out Adelaide offer $5,000 towards new charging station infrastructure within private businesses.

Adelaide is moving to an electric vehicle fleet by 2030 and their view is that electric vehicles will revolutionise the energy grid, with vehicle to grid technology another potential revenue stream.

Joe Di Santo, Sales and Marketing Director, SEA Electric

SEA are an electric drivetrain manufacturer based in Australia that are experiencing a rapid global expansion with over 100 electric trucks already sold in the United States. Joe outlined that Mercedes Benz are no longer investing in combustion engines and are not selling post 2039.

SEA are a Melbourne based company that build electric drives and fit to trucks up to 26 tons. They have a 200 kilometre range, are charged off a standard 3 phase off the wall plug and have an on board charge inverter. Cost compared to diesel is around double, the cost is recouped in 4 to 5 years, and they have a 5 year warranty with a battery life of 10 years. Their target market is metro fleet trucks and local government.

SEA trucks are available now and present a compelling argument for specific applications that could include small tippers and garbage trucks within the council fleet. The drivetrain can be used in trucks up to 26 tonne, generate no noise or heat, have the ability to be charged through a normal 3 phase power outlet due to inbuilt charger and have an operating range up to 350km on a single charge (depending on model). These vehicles typically cost twice the amount of their diesel counterparts but due to cheap charging costs and savings on routine mechanical maintenance, typically present a favourable return on investment within 4 years. The batteries have a warranty of 5 years and an expected life of greater than 10 years.

Greg Giraud, Managing Director for EasyMile ANZ

Greg outlined that autonomy is the future of mobility with numerous benefits including improved safety and efficiency, reducing the cost of congestion along with better use of public space due to the reduced need for parking.

Ezio Shuttle buses are fully electric and accessible and are currently being trialled in Armidale and Coffs Harbour.

Benedict Lyons, Director – Drones Policy, Department of infrastructure, Transport, Cities and Regional Development

Ben spoke about the benefits of using drones and how they fit in with the future of transport. Drones are already widely used in lifesaving, emergency, agriculture and surveillance. They present opportunity for business as they reduce cost and risk. They are widely used for beach surveillance and inspecting sites. They are being used more, and this is growing, for delivery of essential goods and medical supplies, particularly hard to get and inaccessible places. They are used for inspections of roads, rail, fence lines, water and stock monitoring, water management and surveying.

Ben outlined the benefits of drones in reducing hazards and minimising risk when inspecting sites. Large drones can carry up to 200kg and uses include transport of spare parts, hauling fresh produce and emergency delivery of medical supplies.

Government framework is being developed to review the current legislation that classes drones as aircraft with comments currently being sought from stakeholders in preparation of a detailed plan being provided by the end of 2020.

Maria Catanzariti, Wing Communications Lead, Wing Australia

Wing Australia is currently operating in Canberra. Connecting businesses with customers via phone app. Delivery with drones provides fast, convenient and reliable service. Drones are cost effective for small deliveries, replacing conventional form of travel, reducing traffic hours, traffic accidents and emissions. Pizza deliveries now can and are being done by drones instead of car.

Maria explained the model of Wing, the first drone delivery service in the world that uses a lightweight drone to deliver goods quickly, safely and efficiently. Wing is being rolled out in Canberra to deliver for various food outlets and retail businesses direct to the home.

John Hilderbrand, Managing Director Asia Pacific RPAs Consortium

John outlined the compliance requirements and risk that drones can present to facilities such as airports and prisons. John outlined the anti-drone technologies and also policies and procedures that govern their operation.

Andrew Chapman, Co-Director and Operator, AUAV

Andrew provided an overview of the ability of drone technology to prepare 3D survey models and the ability to use them to produce aerial photos and track production of projects in real time. Andrew also showed examples of using drone to inspect difficult to reach assets including rooves and light poles without exposing people to risk.

Richard Delplace, Network Program Manager, Austroads

Richard provided a background on Austroads from the annual report and outlined the current projects that Austroads have in development including:

- Guide to temporary traffic management

- Mobility as a service
- Increasing ride sharing and private solutions
- Reducing congestion
- National Heavy Vehicle Bridge Assessment

Austroads manage projects provide research and consulting, they can act as an advisory body to transport networks, road safety, future vehicles, and asset management. They provide design for networks, and guides for traffic management and safety across the road environment.

Richard stated Road Freight Taskforce and the National Heavy Vehicle Regulator are demanding an immediate response to improve transport services.

He reinforced that future vehicles and technology will bring change very quickly and that 99% of our highways and freeways have signs and lines ready for automated vehicles.

There is currently a high rate of e-charge stations for current level of electric vehicles now, but rapid expansion is needed to cope with the expected increase in electric vehicles in the very near future.

Richard described the factors being considered as part of the future vehicles and technology program which have included an audit of autonomous vehicle road sign readability within NSW (99% readable) and also the necessity to upskill and train drivers in the use of the technology as it transitions from manual to autonomous operation.

Lou Boyle, National Manager, Local Government, Teletrac Navman

Lou outline the benefits of using telematics to track vehicular information which relate to compliance and safety, efficiency, the environment, productivity and ROI.

Teletrac is used by over 100 councils and they have produced their own statistics that demonstrate the savings that can be made through changing driver behaviour which results in less insurance claims, reduced fuel expenses and increasing productivity.

Graham Henderson, Downer Reconomy

Graham describes the change demanded by society and how Downer is creating a circular economy by reusing waste and repurposing materials. Downer trials using recycled cartridges and soft plastics have found that a more fatigue resistant asphalt can be produced by incorporating these materials. Councils are perfectly placed to embrace change and need to be an enabler, industry must provide solutions based around quality and will invest if the market demand is there.

Liam O'Keefe, Senior Strategy Manager, Tyre Stewardship Australia

Australia disposes of 56.3 million tyres each year, currently 10% of these are recycles locally, 27% exported as fuel and 63% are exported to landfill or destination unknown. TSA is a voluntary scheme under the National Product Stewardship Act and is a non-for-profit company created to administer the National Tyre Product Stewardship Scheme.

TSA have worked with a number of organisations to promote the reuse of waste tyres and have found the benefits of crumb rubber asphalt include both Engineering and Environmental aspects.

Engineering:

- Increased pavement life
- Improved durability
- Rut resistance
- Lower maintenance costs
- Reduced spray back
- Improved aging and oxidisation resistance

Environmental

- Increased use of waste tyres
- Reduced noise
- Savings in energy and natural resources
- Less use of non-renewable resources

Russell King, Principal Engineer, City of Mitcham

Mitcham had roads that were failing with traditional asphalt due to weak, reactive subgrade conditions and worked with TSA to undertake a joint funded trial of 15% crumb rubber asphalt. Benefits found included the asphalt being 3-4 times more resistant to fatigue, 50% reduced deformation in rutting and improved resistance to moisture.

Russell also covered trials of permeable asphalt in carparks which allows the subgrade to remain moist and avoid pavement problems attributable to expansion and shrinkage associated with moisture variation. Other benefits include retention of moisture for trees and minimal runoff which can present benefits for open areas such as carparks and netball courts.

Jeremy Woolley, Associate Professor, UniSA

Jeremy described the reactive approach taken to safety that includes using the death toll trends as a means to assess safety performance. He outlined the need to mitigate risks and undertake a systemic change to road safety.

Drivers make errors, road managers need to look to reduce severity when crashes occur by making roads more “forgiving”.

An inquiry into the Australian National Road Safety Strategy outlined the implementation failure with the current thought process and highlighted the need to allocate resources and take a large scale approach to safety if we are to be successful in reaching the target for road fatalities of zero.

Gabby O’Neill, General Manager, Office of Road Safety

Gabby is the recently appointed head of this new government office that was set up in April. The office is taking a long term approach to safety influencing politicians about the state of road safety in Australia and requirements to work towards zero. The next goal of the office is developing the National Road Safety Strategy.

David Bobberman, Safety Program Manager, Austroads

David outlined the need for a network approach to road safety rather than just targeting individual blackspots and described an FSI scoring system developed by Austroads that applies a rating to existing roads and can be used to gain an understanding of the network and program safety outcomes. A user guide and training is planned to roll out after Christmas.

David described the issues presented pre and post autonomous vehicles with the pre autonomous focus on treating the network and post autonomous focus on the vehicles themselves which will present long term savings.

Peter Frazer, President, SARAH Group

Peter gave a background on the work of the SARAH Group within the past year and this included the successful national support of the yellow ribbon initiative, the implementation of Sarah's rule within NSW in September 2019.

Peter thanked the council's that had supported the initiative and personally mentioned Cootamundra Gundagai Regional Council during his presentation.

WORKING
TOGETHER
FOR
OUR
COMMUNITIES
NGA20
Call for Motions
Discussion Paper 2020
14-17 June 2020
National Convention Centre Caberra
nga20.com.au
AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

KEY DATES

18 November 2019
Opening of Call for Motions

27 March 2020
Acceptance of motions close

14 - 17 June 2020
National General Assembly

To submit your motion go to:
alga.asn.au/nga20-motions/

SUBMITTING MOTIONS

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda.

To assist you to identify motions that address the theme of the 2020 NGA – Working Together for Our Communities, the Australian Local Government Association (ALGA) Secretariat has prepared this short discussion paper. You are encouraged to read all the sections of the paper but are not expected to respond to every question. Your motion/s can address one or more of the issues identified in the discussion paper.

Remember that the focus of the NGA is on partnerships and working together so your questions could focus on how Local Governments can work in partnership with the Australian Government to address the challenges our communities face, or the opportunities that are arising as we approach the crossroads before us.

Criteria for motions

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

OTHER THINGS TO CONSIDER

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. Motions should commence as follows - This National General Assembly calls on the Australian Government to .....

e.g. This National General Assembly calls on the Australian Government to restore funding for local government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

In order to ensure efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. **Motions should be received no later than 11:59pm AEST on Friday 27 March 2020.**

Please note that for every motion it is important to complete the background section on the form. Submitters of motions should not assume knowledge. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, as well as by state and territory local government associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the importance and relevance of the issue to local government.

Please note that motions should not be prescriptive in directing how the matter should be pursued. With the agreement of the relevant council, motions may be edited before inclusion in the NGA Business Papers to ensure consistency. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

There is an expectation that any Council that submits a motion will be present at the National General Assembly to move and speak to the motion.

INTRODUCTION

The purpose of this discussion paper is to provide guidance to councils developing Motions for Debate at the 2020 National General Assembly (NGA). This NGA will focus on working together for our communities and how local governments can achieve success through partnerships. It will consider how strategic partnerships can assist councils to address the challenges and opportunities we are facing today and tomorrow.

Some of the challenges and opportunities facing Australia were outlined in the CSIRO's Australian National Outlook 2019. Many of the challenges have direct implications for local governments and the communities they represent and provide services for. These challenges can also be opportunities that, if seized and managed appropriately, can ensure that our councils and communities thrive. This will require long-term planning, significant effort, and a cultural shift that will rebuild trust in institutions and all tiers of government, encourage healthy risk taking, and incorporate environmental and social outcomes in decision-making.

Collaboration and partnerships across sectors and with a diverse range of organisations will be vital to develop and implement solutions to the challenges ahead and to seizing the opportunities that emerge.

The National Outlook

The Australia National Outlook 2019 released by the CSIRO[1] revealed that Australia is at a crossroads. The research highlighted that we need to think and act differently if we are to ensure a bright future where GDP per capita could be as much as 36% higher in 2060 and growth is environmentally sustainable and inclusive. Failure to adequately address the significant economic, environmental and social challenges identified would result in a slow decline.

The CSIRO identified six important challenges that are already taking hold or on the horizon:

- **The rise of Asia** – The development boom in China that fuelled strong demand for Australian commodities (particularly resource and energy exports) is tapering off as China transitions to a new phase of growth fuelled by domestic consumption and services. However, growth in Asia could also create significant opportunities for Australia. By 2030, the Asia-Pacific region is set to consume more that half of the world's food, 40% of its energy, and be home to an estimated 65% of the world's middle class, resulting in increased demand for Australia's quality produce and service exports including tourism, education, health and aged care services, entertainment and financial and professional services.

How can local government position its communities to reap the benefits of the rise of the Asian middle class and manage any impacts? What partnerships are important?

- **Technological change** – New disruptive technologies are transforming industries and the way people live, work, and interact with each other. They are also changing the skills that will be needed in the workforce of the future. In the face of declining academic results Australia faces difficulties in ensuring that the workforce is prepared for the jobs of the future. With adaptation strategies in place embracing technology can have a net positive outlook for jobs.

What are the pre-requisites for commitments to take advantage of technological change?

What adaptation strategies are required at a local level to ensure councils and local communities are ready for the jobs of the future? What partnerships may be required?

- **Climate change and environment** – a broad range of impacts will be experienced in Australia as a result of global climate change, the severity of which will depend on the effectiveness of global emission reductions and local adaptation. The impacts include more extremely high temperatures and few extremely low temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, and fewer but stronger cyclones, and sea level rise. These changes will increase stress on Australia's ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management. It is possible to strive towards zero emissions through a range of actions that target key sectors including energy, land use, urban infrastructure and industrial systems.

How do we work together to ensure that there is local adaptation to climate change and climate extremes? What partnerships are available to achieve zero emissions?

- **Demographics** – Australia's population is estimated to reach 41 million by 2060. This increase will be accompanied by an ageing of the population resulting in a reduction in the proportion of working age people from 66% in 2018 to an estimated 60% in 2060. This will impact economic output and infrastructure requirements and place pressure on government budgets. The impacts of population growth are likely to be felt most strongly in urban environments, with Sydney and Melbourne projected to be home to 8-9 million people and Brisbane and Perth increasing to 4-5 million people. If density does not increase, more and more people will be distanced from jobs, higher education, health services and transport.

What partnerships and forward planning are required to manage the impact of population growth in urban areas? How do regional and rural areas work in partnership to realise the benefit of population growth?

- **Trust** – Trust in institutions including governments, businesses, non-government organisations and the media has declined significantly since 1993 when 42% trusted government compared with just 26% in 2016. The loss of trust threatens the social licence to operate for Australia's institutions, restricting their ability to enact long term strategies.

How can local governments utilise partnerships to strengthen our social licence to operate?

- **Social cohesion** – like trust, social cohesion has declined falling from a baseline of 100 in 2007 to 88.5 in 2017, according to the Scanlon Foundation Index. This index considers survey respondents' sense of belonging and worth, social justice and equity, political participation and attitudes towards minorities and newcomers. The drivers of social cohesion are not fully understood but the following factors may all play a role: issues related to trust; financial stress, slow wage growth; poor housing affordability and its disproportionate affect on low income earners; and the rise of inequity.

How can local governments work in partnership with their communities and others to build and maintain social cohesion?

If Australia tackles these six challenges head on using a collaborative approach, we can achieve a bright future as a nation. However, there are five major shifts or changes that must occur. Each of these shifts have several "levers" that support their attainment. Local government has a role in some of the levers.

- An industry shift to enable a productive, inclusive and resilient economy with new strengths in both the domestic and export sectors
  - Increase the adoption of technology to boost productivity in existing industries that have historically supported Australia's growth, as well as new industries.
  - Invest in skills to ensure a globally competitive workforce that is prepared for technology-enabled jobs of the future.
  - Develop export-facing growth industries that draw on Australia's strengths and build competitive advantage in global markets and value chains.

What can be achieved through partnerships that can address the gap between regions that are struggling and those that are well-off?

- An urban shift to enable well-connected, affordable cities that offer more equal access to quality jobs, lifestyle amenities, education and other services.
  - Plan for higher-density, multicentre and well-connected capital cities to reduce urban sprawl and congestion.
  - Create mixed land use zones with diverse high-quality housing options to bring people closer to jobs, services and amenities.
  - Invest in transportation infrastructure, including mass-transit, autonomous vehicles and active transit, such as walking and cycling.

Rural communities are essential to Australia's wellbeing. What is required to ensure equitable access to quality jobs, lifestyle amenities, education and other services? What role do partnerships have to play in this?

Local governments are vital partners in achieving the urban shift? What needs to be brought to the partnerships by other parties? What policies need to be developed or changed?

- An ENERGY shift to manage Australia's transition to a reliable, affordable, low-emissions energy economy that builds on Australia's existing sources of comparative advantage.
  - Manage the transition to renewable sources of electricity, which will be driven by declining technology costs for generation, storage and grid support.
  - Improve energy productivity using available technologies to reduce household and industrial energy use.
  - Develop new low-emissions energy exports, such as hydrogen and high-voltage direct current power.

What role do local governments play in the energy shift? How will local governments and communities benefit?

- A LAND shift to create a profitable and sustainable mosaic of food, fibre and fuel production, carbon sequestration and biodiversity.
  - Invest in food and fibre productivity by harnessing digital and genomic technology, as well as using natural assets more efficiently.
  - Participate in new agricultural and environmental markets, such as carbon forestry, to capitalise on Australia's unique opportunities in global carbon markets.
  - Maintain, restore and invest in biodiversity and ecosystem health, which will be necessary to achieve increased productivity.

How can rural and regional communities' benefit from the land shift? What partnerships are required to achieve this shift?

- A CULTURE shift to encourage more engagement, curiosity, collaboration and solutions, and should be supported by inclusive civic and political institutions.
  - Rebuild trust and respect in Australia's political, business and social institutions.
  - Encourage a healthy culture of risk taking, curiosity and an acceptance of fear of failure to support entrepreneurship and innovation.
  - Recognise and include social and environmental outcomes in decision-making processes.

How can local governments build partnerships with their local communities that also benefit the nation as a whole?

How can local governments work in partnership with the Australian Government and other key stakeholders to achieve these shifts and other significant policy challenges?

Can a partnership approach address the current infrastructure backlog and ensure that infrastructure (including transport infrastructure) is available and fit for the future?

Trust

To effectively implement the scale of change and reform that will be required for the growing Australian population, government needs to focus on rebuilding trust. According to the *Edelman Trust Barometer* [2], trust in government around the world fell to record lows in 2018. While modest increases were reported in the 2019 study including in Australia, citizens around the world are struggling to trust that their governments are working in their best interest.

The 2018 report *Trust and Democracy in Australia: Democratic decline and renewal* [3] revealed that Members of the Australian Parliament (MPs) in general are distrusted by nearly half the population (48 per cent) with only one in five (21 per cent) are willing to express that they trust them "a little bit". For State MPs and local councillors, the figure is slightly better with 31 % and 29 % respectively indicating they "trust them a little bit". Table 1 details the level of trust in different generations.

	Generation Z (1995-present)	Millennials (1980-94)	Generation X (1965-79)	Baby Boomers (1946-64)	Builders (1925-45)
State/Territory Government	38.5%	40.0%	26.7%	35.7%	44.1%
Federal Government	39.5%	31.5%	21.5%	30.8%	39.2%
Political parties	26.9%	15.6%	12.2%	16.7%	15.7%
Local Government	66.5%	47.1%	33.6%	47.5%	54.9%
Government ministers	27.5%	24.5%	15.7%	24.3%	31.1%
MPs in general	26.9%	23.2%	16.1%	20.2%	22.3%
Local Councillors	33.8%	31.7%	24.7%	27.2%	33.3%
Public Servants	45.4%	40.4%	34.4%	39.4%	35.9%
Your local MP	29.2%	30.5%	27.5%	31.2%	39.8%

Table 1: Levels of political trust in different generations (source: Stoker et al 2018)

The report revealed that one thing that appears to unite most Australians is complaining about their politicians with the three biggest grievances being:

- politicians are not accountable for broken promises;
- that they don't deal with the issues that really matter; and
- that big business/trade unions have too much power.

Professor Ken Smith, the Dean and CEO of the Australia and New Zealand School of Government (ANZSOG), is intent on understanding the factors that drive distrust in government and developing innovative ways to counter some of these trends. He has highlighted[4] that people look at central government and see bureaucrats far removed from their own local circumstances. In Australia, where people live in very varied conditions, it is crucial for policymaking to be based in local realities. Yet locally-based solutions have not been the method of choice so far in Australian politics. The answer, according to Professor Smith, is devolved government, or subsidiarity where "policies are driven by and tailored to the needs of the local community – to avoid the problem of service provision that completely misses the mark".

Some commentary suggests that declining trust and confidence is driven by a perceived failure of our institutions to uphold promises and deliver outcomes. Research undertaken for *Trust and Democracy in Australia: Democratic decline and renewal* [5] revealed a significant appetite for reform including the co-design of policies with ordinary Australians, citizen juries, to solve complex problems that parliament can't fix, and reforms aimed at creating a stronger community or local focus to decision-making.

The Review into the Australian Public Service (APS) had a focus on delivering local solutions[6] not only in terms of place-based policy making but also by paying attention to communities (often specific communities determined by interest or identity). The review found that there is currently no guiding set of administrative principles or coordinated holistic architecture either within the APS or across the APS and other levels of government to fully support and enable local delivery solutions.

The report[7] went on "evidence suggest the need for increasing localised solutions in genuine partnership with communities to achieve best social, economic and environmental outcomes. Top down policy making is no longer sufficient alone to deal with community expectations or the complexity of challenges faced in community settings. Communities themselves need to be part of the solutions, right from problem conception to design, implementation and evaluation". "There are opportunities for the APS to get closer to the communities it services directly and indirectly (through effective partnerships with other levels of government and civil society".

How can local governments address the trust deficit with their local communities and assist the Australian Government to do the same?

How can the Australian Government and local governments maximise the strengths and abilities of the public service (including council staff) and deliver in partnership for our communities?

How can we draw on the strengths and resourcefulness of local governments and local communities to work in partnership with the Australian Government to tackle issues of national significance and lift key economic and social indicators?

What do local governments bring to the table to tackle issues of national significance?

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PAGE 4
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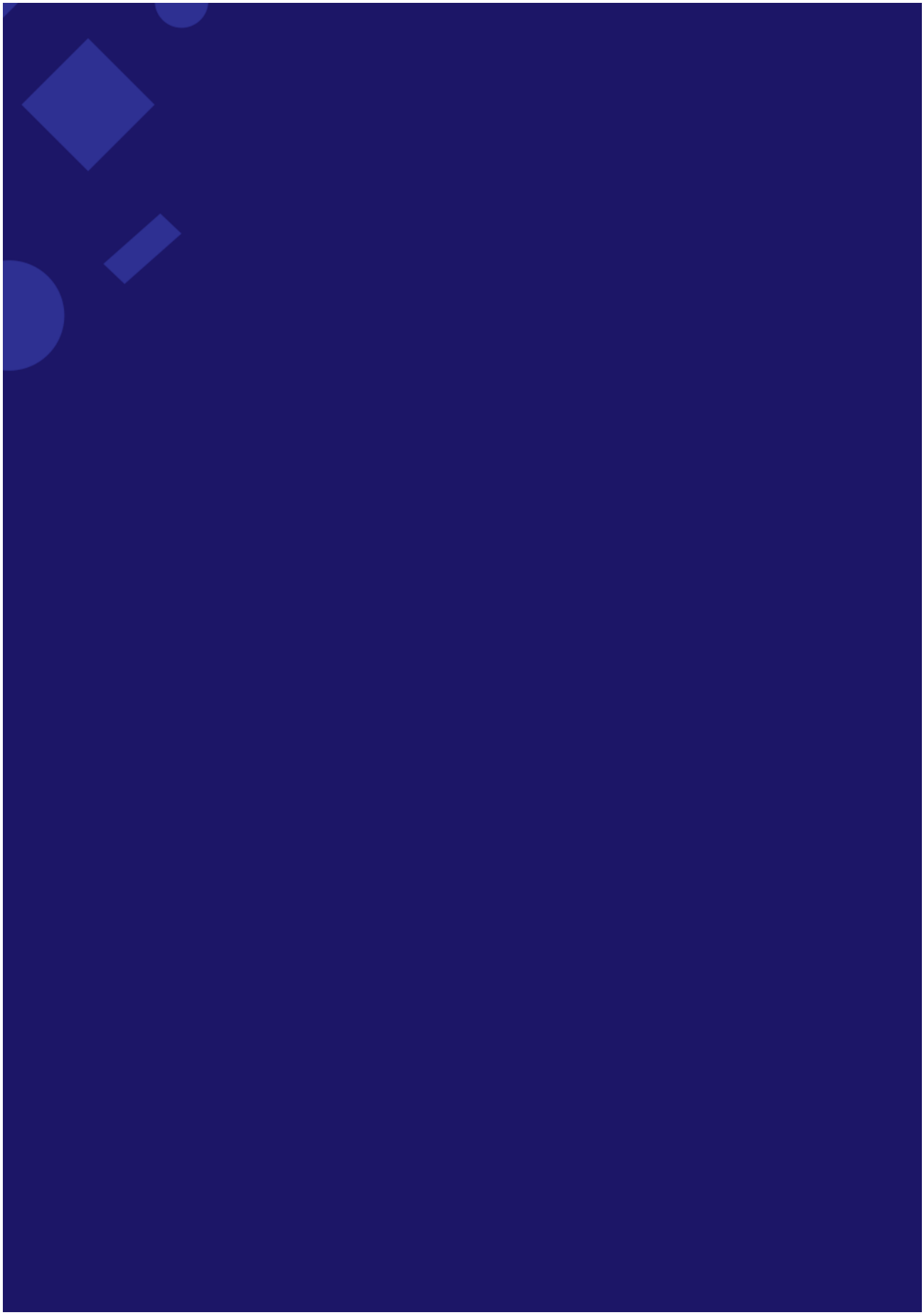

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8.8.2 REPLACEMENT OF 20 TONNE EXCAVATOR

DOCUMENT NUMBER	318610
REPORTING OFFICER	Matt Stubbs, Manager Technical Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**3. Sustainable natural and built environments: we connect with the places and spaces around us** 3.2 Our built environments support and enhance liveability
FINANCIAL IMPLICATIONS	Purchase of excavator in accordance with Plant Replacement Program
LEGISLATIVE IMPLICATIONS	There are no Legislative implications associated with this report.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	1. Evaluation Report for Replacement of Plant No.1101 - 20tonne Excavator - Confidential (under separate cover)

RECOMMENDATION

1. **Council approve the procurement of the Hitachi Excavator for the amount of $236,600 (esc. GST) from Hitachi Construction Machinery Pty Ltd.**
2. **The trade-in amount of $75,000 (exc.GST) offered for Plant No.1101 Hitachi ZX200LC-3 Excavator, be accepted.**
3. **Council approve the purchase of nominated attachments from Sitech Solutions Pty Ltd and Attachment Solutions WA as detailed in the report.**

Introduction

Council recently called a Request For Quotation (RFQ2019-13) for the replacement of Plant No.1101 – Hitachi ZX200LC-3 excavator, based in the Gundagai depot.

Replacement of this plant is being carried out as per, and in accordance with:-

- 2019/20 CGRC Plant Replacement Program.
- CGRC Procurement Policy (13/10/17)

Discussion

Operational Requirements

The excavator is located at the Gundagai depot and used by the Technical Operations team for a range of earthworks and drainage jobs.

Operational efficiencies can be achieved through the use of GPS technology to construct works in accordance with designs without the need for onsite string lines or manual set out. Purchase of this equipment formed part of the specification and evaluation criteria.

Quotations

A Request for Quotation (RFQ) was advertised through VendorPanel and a total of 8 submissions were received.

Evaluation & Comments

Submissions were evaluated by a panel of three and each submission was allocated a score for a number of criteria in accordance with the table below, results were then weighted and a ranking determined.

Evaluation Criteria	Weighting %
Price	**35.00%**
Quality of Machine being provided	**30.00%**
Aftersales support - accessibility to spare parts, service personnel	**10.00%**
Estimated Trade in value of purchased machine	**10.00%**
Provisional components and schedule of rates	**5.00%**
Running Costs (including fuel, consumables etc)	**5.00%**
Operator Familiarity, ergonomics, WHS considerations and feedback	**5.00%**

A confidential Tender Panel Evaluation Report is provided under separate attachment for the information of Council.

The preferred submission after evaluation was that from Hitachi Construction Machinery Pty Ltd for the tendered price of **$236,600.00** (GST Exclusive) and a trade in value for plant #1101 (Hitachi ZX200LC-3) of **$75,000.00**. This was the third cheapest price of the eight submissions and the highest scorer of the non-price evaluation criteria.

In addition to the base machine there are a number of attachments that have been deemed necessary to purchase by Council's operations staff. After reviewing the submitted prices of attachments it was determined that Council could receive a more competitive price for these components by sourcing directly from the relevant suppliers. These attachments include a 3D GPS System to improve operational efficiency and negate the need for extensive on site survey along with a custom made sieve bucket for separating rock from fines and grading of stockpiled material.

The cost for Hitachi to supply a full 3D GPS system is $95,894.74, it was determined that better value could be achieved by engaging directly with the supplier of Trimble equipment. The cost of a Trimble full 3D GPS system through SITECH (inclusive of base and cab kits) is $76,000.00 (GST Ex) but given budgetary considerations it is recommended that Council buy the base kit for **$21,650.00 (GST Ex)** and hire in the cab kit on an as needed basis until sufficient funds allow purchase of the cab kit.

The best value sieve bucket can be purchased from Attachment Solutions for a price of **$10,445 (GST Ex)**. This bucket is projected to last for many years and will provide a significant benefit to Council in undertaking maintenance work in cleaning rock lined drains along with separating rock from fines in stockpiled material such as that stored on the Adjungbilly Hill. Purchase will allow the attachment to be readily available as required and negate the need to hire in when needed along with associated cost savings.

The proposed total investment into the new excavator is **$268,695.00** and this amount is outside our budgetary allocation of $230,000.00 for this piece of equipment. There is an increase in the anticipated trade in value for the excavator of $15,000.00. It is proposed to use these additional funds along with projected savings from the watercart replacement budget for 2019/20 to cover this deficit.

8.9 FACILITIES

Nil

8.10 WASTE, PARKS AND RECREATION

8.10.1 COOTAMUNDRA AQUATIC CENTRE OPERATIONS PLAN

DOCUMENT NUMBER	318769
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
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. Letter from Cootamundra Swimming Club User Requests 2. 2019/2020 Cootamundra Aquatic Centre Operations Plan

RECOMMENDATION

1. **The report on the revised 2019/2020 Cootamundra Aquatic Centre Operation Plan be received and noted.**
2. **The 2019/2020 Cootamundra Aquatic Centre Operations Plan as presented be adopted.**

Introduction

Council currently has two existing 2018/2019 Cootamundra Aquatic Centre Operation Plans which has been reviewed for relativity and current compliance with public swimming pool operations policy and regulation.

There are two separate Plans in place, one being for the indoor pool, and one for the outdoor pool. These two documents have now been reviewed and brought together as one document.

Included in the policy is a user agreement between council and the Cootamundra Swimming Club seasonal requirements.

Discussion

As detailed above, the existing two (2) Cootamundra Aquatic Centre Operation Plans (indoor & outdoor pool) have been reviewed and brought up to date with current public swimming pool regulation, customer requirements and methods of service delivery.

The documents have also now been combined as one document, to be known as the 2019/2020 Cootamundra Aquatic Centre Operations Plan.

The requirements as submitted by the Cootamundra Swimming and Lifesaving Club and as adopted by the local Sport and Recreation Council have been included into the revised 2019/2020 Cootamundra Aquatic Centre Operations Plan.

The Operation Plan has been sent to the Cootamundra Swimming and Lifesaving Club for comment with suggested changes incorporated into the plan as considered appropriate. There has been no official negative feedback from the Swimming Club received to date.

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.
President: Mark LAKE
Vice President: Gareth JONES
Secretary: Heather GAMMON
Treasurer: Debra CRAM

Mr Wayne BENNETT
Cootamundra Gundagai Regional Council
Cootamundra, NSW, 2590

Dear Wayne,

RE: POOL AGREEMENT FOR SUMMER FOR COOTAMUNDRA SWIM CLUB.

I refer to my correspondence email / sent to you on Thursday 19th September, 2019 pertaining to our Summer Pool Agreement. A meeting was scheduled on Monday 2nd October, 2019 at 3pm at the Council Building. Unfortunately Mrs Heather Gammon (Secretary) and I turned up to be advised you were at another meeting in Gundagai and no communication to notify us of cancellation, after numerous attempts to get together previously.

I appreciate you calling me the following day Tuesday 3rd October, 2019, to offer your apology, which we accept, though as discussed with you, we were not over the moon about it and extremely frustrated for a number of reasons, which I raised with you during our phone conversation.

During my discussion with you the Swimming Club would kindly like to request the following due to our numbers at this present time.

1) Swimming Club request as per usual two lanes with a third lane for overflow in the public pool on Monday, Tuesday and Wednesday from 5:00pm

2) Swim Club would like to also request two lanes in the indoor pool on Tuesday and Wednesday from around 5:30pm – 6:45pm.

    - The reason for this request is due to number of Junior Swimmers, it would be more beneficial for them to use the 25m pool before progressing to the outdoor 50m pool.
    - It will also allow the general public to use the outdoor without swim club taking up to many lanes in the outdoor pool and prevents overcrowding in our allocated lanes for swim club.
    - Time frame is so swimmers do not interfere with learn to swim program if running.

3) Swim Club kindly ask that when the weather is extremely terrible or pouring rain, that our paying swimmers who are in attendance are permitted to do their training in the indoor pool in consultation with staff member on duty. (Hopefully this is a very rare occurrence during the summer period).

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.
President: Mark LAKE
Vice President: Gareth JONES
Secretary: Heather GAMMON
Treasurer: Debra CRAM

4) Cootamundra Swim Club is permitted access from the beginning of November Monday 4th November through to 13th March, 2020. (Commencement date pending on water quality)

5) The Council Guarantee allocation of the 50m Pool at Cootamundra for Cootamundra Swimming Club for Thursday Club Night Swimming Races commencing on the 14th November, 2019 during the above period commencing from 6pm to 8:30pm in the outdoor pool and permitted to commence set up with lane ropes from 5:45pm.

6) Cootamundra Swimming Lifesaving Members and families are permitted entry into Cootamundra Pool Grounds from 5:30pm on Thursday Nights at no charge.

7) Cootamundra Swimming Lifesaving Club is scheduled to hold an all-day Swimming Event on Sunday 9th February, 2020. A Guarantee as per previous seasons the outdoor pool be given complimentary to Cootamundra Swimming Lifesaving Club for that day to run our swim meet as per previous seasons.

8) Cootamundra Swimming Lifesaving Parents and Members be permitted access on Saturday 8th February, 2020 to prepare setting up for the event consisting of large marquees for marshalling area.

9) Cootamundra Swimming Club Members / Volunteers be permitted access from 7:15am on Sunday 9th February,2019 to commence final set up preparations.

10) Cootamundra Swimming Lifesaving Club be permitted to charge an entry fee out the front of the Cootamundra Swimming Pool as per season 2018/2019.

11) On Sunday 9th February, 2019 the indoor pool will be off limits to all participants in the swim meet.

12) Cootamundra Swimming Lifesaving Club is permitted to run a BBQ on the day of the Swim Meet as per season 2018/2019.

COOTAMUNDRA SWIMMING & LIFESAVING CLUB Inc.
President: Mark LAKE
Vice President: Gareth JONES
Secretary: Heather GAMMON
Treasurer: Debra CRAM

SPONSORSHIP BOARD

Wayne also as discussed, last year **(12 months ago**) Cootamundra Swimming Club put a letter forward seeing if the club was able to put a sponsorship Board up in the foyer of the Swimming Centre which can also say, " Home of Cootamundra Swimming Lifesaving Club". Our club are happy to cover the cost of that board as numerous other sporting bodies in the area have something similar on council buildings. We are also happy to put the Cootamundra Gundagai Council Logo on this board.

We never got a response from the previous manager so I would like to see if this is still possible.

I look forward to hearing from you in hope of support for this new initiative of a Sponsorship Board for our club that is progressing and building steadily with many families attending the Cootamundra Pool to be part of our club.

WHITE ANT REPORT

Wayne, as also discussed with you over the phone.

Earlier this year White Ants were identified at the Cootamundra Pool, in the Council owned building/structure at the western end of the pool grounds which we use as our club rooms.

Prior to your arrival a Pest Inspection was organised and completed to my knowledge. I was wondering if you could provide me and Committee members with an update on the report that council was organising. Our club would like to known if the structure / building is safe for our children and parents to enter the club rooms.

Once again the club thanks Council for their ongoing support with our Sporting Club and look forward to finalising the pool agreement.

I can be personally be contacted on 0417028046 or at the club email address for any written correspondence to cootaswim@gmail.com.au pertaining to the above items.

Regards

m. lake

Mark Lake
President
Cootamundra Swimming Lifesaving Club
13th October, 2019

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Cootamundra Indoor & Outdoor Aquatic Centre Operations Plan 2019/2020

Adopted date November 2019

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Document Control

Version number	Date	Date effective	Council resolution	Description
1.0	13/10/14	1/7/14	09/10/14	2014-15 Season Operations Plan adopted by Council
1.1	13/10/14	1/7/14	09/10/15	2015-16 Season Operations Plan adopted by Council
1.2	13/10/14	1/7/14	09/10/15	2016-17 Season Operations Plan adopted by Council
1.3	1/11/19	01/12/19	26/11/19	2019-20 Season Operations Plan adopted by Council

This Plan forms part of Council's Policy Register, and the Policy Register is updated to reflect any changes adopted by Council.

1. Introduction

This Operations Plan provides the instructions necessary for Council staff to administer the routine functions of its swimming pool facilities.

The aim of this Operations Plan is to provide facilities which promote a healthy lifestyle and social interaction for the residents and visitors of the Shire.

The Cootamundra-Gundagai Regional Council's Operations Plan takes into consideration all aspects of the operation and use of the Cootamundra Aquatic Centre and facilities and the roles and responsibilities of its patrons and staff.

The Aquatic Centre Operations Plan is an active document to be used as a management tool by pool staff, and to detail the user needs of relevant user groups and to support user group activities.

The Pool Operations Plan will be reviewed on a needs basis, and will address changes as required or suggested by pool user groups or individuals as and when required.

1.1 Commencement

The Operations Plan commenced as of November, 2019 and will receive annual reviews by Council and will remain in force until further notice.

1.2 Application

This Operations Plan only applies to the 25 metre indoor heated & 50 metre outdoor swimming pool within the Bourke Street Pool complex operated and maintained by Council.

1. The Indoor Heated Pool will operate between the months of **July 2019** to **November 2019** and **March 2020** through to **June 2020.**

The 50 metre outdoor swimming pool within the Bourke Street Pool complex will operate and be maintained by Council between the months of **November 2019 to March 2020** pending seasonal conditions.

The Operations Plan commenced as of **November 2019** and will receive annual reviews by Council and will remain in force until further notice.

This Operations Plan does not affect the operation of any Act or Regulation relating to the appropriate management of NSW public swimming pools.

Practice Note 15 (produced by the NSW Department of Local Government) will provide guidance on any standard not specifically discussed in this Operations Plan.

1.3 Definitions

In this Operations Plan:

i. "mass evacuation plan" means a plan designed to ensure the safe egress of large organised groups from the swimming pool grounds

ii. "Pool Attendant" is a Council employee who is responsible for daily maintenance and general operations at a swimming pool and is employed by Cootamundra-Gundagai Regional Council.

iii. "Sports & Recreation Officer" is the person who has the overall responsibility and management of Councils public Swimming Pools and Sports Stadium ensuring that the facilities are operated in accordance with all related regulations, policies and procedures.

iv. "Recreation Assistant" is a pool attendant employed by Council to assist the Cootamundra-Gundagai Regional Council to assist the Sport & Recreation Officer and who is responsible for lifeguard duties and minor maintenance.

v. "WH&S" means work health and safety

vi. "Code of conduct" is a standard of behaviour required on swimming pool grounds and is a condition of entry all patrons must adhere to signage displaying the conditions of entry are provided at a pool which communicates to the public the standard of behaviour required on swimming pool grounds, as detailed in Section 11 of this document.

2. POOL FACILITIES

Council **aims** to provide the following pool related facilities now & into the future:

i. 50m outdoor pool with diving blocks.
ii. 25m indoor swimming pool
iii. Pool deck showers
iv. Ramp access into heated pool
v. Separate male, female and disabled toilets and change areas
vi. Junior Splash Pool
vii. Jumping Pillow
viii. Covered BBQ's & Seating
ix. Shade areas
x. Outdoor wading pool
xi. 1.5m diving platform(there will only be one diving platform in use at any one time)

3. ADMINISTRATION OF SWIMMING POOLS

3.1 Records

i. Staff will ensure all records for the operation of this swimming pool is legible and kept for the minimum period of time as per Council's record keeping policy.

3.2 Usage Records to be maintained at the Pool

i. A daily diary in which all incidents and events will be recorded.
ii. An incident/accident log book.
iii. A weekly booking calendar.
iv. A daily inspection checklist. (as per manual sheets)
v. Suspension and eviction forms.
vi. Water analysis records.
vii. Material Safety Data Sheets (MSDS) for all chemicals used to sanitize swimming water.

4. WORK HEALTH & SAFETY

4.1 General Compliance

i. Contractors will be required to submit qualifications and insurance details to Council and either comply with Council WH&S policies and procedures or have their own policies and procedures that are as thorough as Council procedures and policies. This will be clarified at the time of engagement.
ii. All incidents are to be reported in accordance with Council WH&S procedure.
iii. All accidents are to be investigated and reported in accordance with Council WH&S procedure.
iv. All other organisations operating at the pool (see Section 5) that are covered by the NSW WH&S Act will have WH&S policies to a standard that meets the minimum required by the Act.

5. CLUBS, SCHOOLS, ORGANISATIONS

5.1 General

A swimming club, school or organisation wishing to utilise a swimming pool must (in addition to other more specific requirements explained in this document):

i. Have a current workers compensation policy if they employ any staff.
ii. Possess a public liability insurance policy (minimum value aud$20,000,000.00)
iii. Negotiate with the swimming pool Swimming Club seasonal requirements with council for approval by the end of each winter swimming season year.
iv. Ensure that the number of clients can be safely accommodated in the pool space provided by council to conduct their intended activities
v. Provide all equipment associated with their activity. This includes kickboards, seats & stands for small children, balls, nets, etc. and these items must be designed and approved for their intended purpose and be in good working order and abides by the code of conduct.
vi. Comply with all pool rules including strict adherence to the code of conduct and Prohibitions for Swimming Pools.
vii. Ensure that commercial activities and private swimming lessons are not undertaken at the pool complex without prior approval from Council.
viii. Spectators and careers are not permitted use of the pool during swimming club events.

5.2 Coaches

i. Swimming coaches and instructors will only be provided access if they hold current qualifications relevant to the activity undertaken e.g. AUSTSWIM Teacher of Swimming and Water Safety Certification, a current CPR Certificate and a NSW Working with Children Check.
ii. Parents or Guardians must escort children under 10 years old to and from Coaches/Instructors.

5.3 Schools

i. It is the responsibility of the school to perform the custodial role of students. It is not the responsibility of Council pool employees.
ii. A school must ensure it provides adequate supervision to school students attending the venue. Should school children be left without a teacher the children will be immediately

required to vacate the water and the school will be contacted to arrange their collection. The Principal of the school or NSW Department of Education will be advised in writing of the event.

iii. School children under the age of 10 are not permitted to enter the pool facility unless their supervising teachers are present.

iv. Underwater breath holding competitions (races) may not be held by schools, nor permitted during free time by supervising teachers due to the risk of Hypoxic Blackout (Teachers wishing more information on this matter should refer to the Royal Life Saving Society Australia Fact Sheet – Hypoxic Blackout No.23 available at www.royallifesaving.com.au)

v. It is compulsory for Schools to participate in any Mass Evacuation Plan implemented by Council pool employees. This includes teachers taking specific roles in ensuring the pool premise is evacuated quickly and efficiently.

vi. All schools must complete and submit a Swimming Pool User request/season schedule prior to the first use of the pool each season or entry will be refused.

5.4 Cootamundra Swimming Club (2019/2020 summer swimming season Agreement)

I. Two lanes be reserved in the outdoor pool on Monday, Tuesday and Wednesday from 5:00 pm to 7:00 pm, plus a third lane for overflow when required.

II. Two lanes be reserved in the indoor pool from 5:30 pm to 6.30 pm Tuesday and Wednesday each week.

III. Permission to train in the indoor pool due to bad weather pending usage of the pool at a given time and at the discretion of the Pool Supervisor.

IV. Access to the outdoor pool from 18th November 2019. Due to installation of new maintenance systems the water quality will not be to standard until mid-November. Access to outdoor pool to be granted at the earliest opportunity.

V. The facility be closed to the public on Thursday nights from 6:00 pm to 8:30 pm, with set up of lane ropes from 5:45 pm.

VI. Family members and spectators be permitted free entry to the facility, in accordance with council's Fees & Charges Policy.

VII. All day event for the outdoor pool on Sunday 9, February 2020 be approved free of charge. Staff to be supplied by Council.

VIII. CSLSC Club swimmers be exempt from paying the pool entry fee after 5.30pm for Thursday night's club swims ONLY run by CSLSC.

IX. Parents and CSLSC members be permitted access on Saturday, 8 February 2020 to set up marquees, on the condition no vehicles (except for emergency vehicles) are allowed within the pool grounds during operating hours.

X. CSLSC members and volunteers be permitted access from 7:15 am on Sunday, 9 February 2020 for final set up of event.

XI. CSLSC be permitted to charge a gold coin entry fee at front of facility as a Club fundraiser.

XII. On Sunday, 9 February 2020 public access will be to the indoor pool only. Participants of the swim meet to use outdoor pool only.

XIII. Barbeque to be run at event held on Sunday, 9 February 2020.

XIV. be incorporated and have a constitution

XV. Be run by an elected committee that consists of at least the following office bearers, President, Secretary, Treasurer.
XVI. Ensure that coaches hold a current qualifications relevant to the activity being undertaken e.g. AUSTSWIM Teacher of Swimming and Water Safety Certification and a current CPR Certificate and ASA Coaches Qualification and/or teacher of competitive swimming.
XVII. Have public liability insurance to the value of $20 million.
XVIII. Provide a completed Swimming seasonal request/schedule for approval by Council 4 weeks prior to facility use.
XIX. Provide and maintain their own equipment, the use of which must be approved by the Council pool staff.
XX. Ensure sufficient supervision is provided to perform the custodial role of members under 10 years of age and not rely on the life guards to perform this role.
XXI. In their request/schedule they must nominate a liaison person (i.e. committee member) to discuss operational matters in relation to the daily use of the pool. The aim of this requirement is to avoid confusion as to the Swimming Club's requirements during each swimming session and avoid the potential for harassment of Council pool staffs to occur.
XXII. Must have copy of Councils Cootamundra Operations Plan on hand at Pool.

6 RESTRICTIONS ON STAFF & OPERATIONS

i. Whilst on duty during pool operating hours any Council pool employees will not be permitted to volunteer to facilitate (supervise) the running of a community event at the pool.
ii. A Council pool employee is allowed to volunteer or participate in a community event at a pool where other staff members of Council have been rostered to provide supervision and operate pool plant and equipment.
iii. Only trained and qualified Council staff will be permitted to operate swimming pool facilities and provide supervision of those Council facilities at the public Council pool.

7 OPERATING HOURS

7.1 General

The following is standard for the Aquatic Centre

i. The indoor swimming pool season operates all year.
ii. The summer season pool opening will commence within the first two weeks of November of each year pending appropriate approvals.
iii. The pool may be used for NSW Department Sport and Recreation learn to swim programs or other Council approved programs or events.
iv. The Council may approve the pool to be closed or have advertised operating hours varied to the general public for the holding of special events. Such events if approved will have a minimum of 2 weeks' notice and closure or variation of times will be advertised at the pool, Council's website and local paper and councils social media sites.
v. The pool will be closed on Christmas Day. The pool will also be closed until 1.00pm on ANZAC Day.
vi. Council organised Swimming programs and Aqua-aerobics classes may operate outside advertised general admission hours.
vii. The Council pool employee has the discretion to change pool operating hours in cases of extreme heat or when the weather or pool is unsafe and requires closure. Notification to a senior Council staff member of any such change to operating hours will be documented.

viii. The Council pool employee has the discretion to extend pool operating hours by extending the opening period to a maximum 30 minutes beyond advertised closing times if patronage is deemed sufficient (minimum of 12 in the pool)
ix. The Council pool employee has the discretion to decrease pool operating hours by closing the facility early by a maximum 30 minutes before advertised closing times if at the time there is no swimming patrons at the facility.
x. Facility will be opened early to facilitate school swimming carnivals (but not regular school sport or PE classes) when booked in accordance with Section 9.

The following is standard for each outdoor swimming pool season.

i. The outdoor pool season commences in mid-November and closes in early March
ii. The pool may open early NSW Department Sport and Recreation learn to swim programs or other Council approved programs or events.
iii. The pool will be closed on Christmas Day. The pool will also be closed until 1.00pm on ANZAC Day. Free Entry to the Pool on Australia Day if used for Australia Day civic function & pool hours modified to fit event timetable.
iv. The Swimming club will be accommodated on Thursday evenings from 5.45pm to 8.30pm, after which all participants must vacate the Aquatic Centre Grounds.
v. Aqua Aerobics classes may operate at dates and times pre-arranged and approved during the season.
vi. The Council pool employee has the discretion to change pool operating hours in cases of extreme heat or when the weather or pool is unsafe and requires closure. Notification to a senior Council staff member of any such change to operating hours will be documented.
vii. The Council pool employee has the discretion to extend pool operating hours by extending the opening period to a maximum 30 minutes beyond advertised closing times if patronage is deemed sufficient (minimum of 15+ in the pool)
viii. The Council pool employee has the discretion to decrease pool operating hours by closing the pool early by a maximum 30 minutes before advertised closing times if at the time there is no patrons at the facility (no-one in the pool)
ix. Pool will be opened early to facilitate school swimming carnivals (but not regular school sport or PE classes) when booked in accordance with Section 9.

7.2 <u>Specific Conditions on Hours for Indoor Pool:</u>

Council staff undertaking swimming lessons during public open hours may restrict public access to the indoor pool during these periods.

The facility may not open or may close early due to:

i. Safety reasons e.g. Power failure or interruption, lightning is imminent or forecast or a contamination event exists etc.
ii. A Council Pool employee has the authority to close the facility following notification to a senior Council staff member of any such closure of the facility which will be documented.
iii. A Council Pool employee has the authority to extend the operating hours of the facility beyond the official closing time of the pool as stated in 7.1 (v) and (VI) as stated above.
iv. Maintenance operations

7.3 Specific Conditions on Hours for 50m Outdoor Pool

A pool may not open or may close early due to:

v. Safety reasons e.g., lightning is imminent or forecast or a contamination event exists etc.

vi. A Council Pool employee has the authority to close any pool within the pool grounds.

vii. A Council Pool employee has the authority to close sections of the pool grounds.

viii. A Council Pool employee has the authority to extend the operating hours of the pool beyond the official closing time of the pool as stated in 5. v and vi above.

ix. Maintenance operations.

7.4 Special Events or Family Evenings

i. The application for dates to hold these events within advertised pool operating hours will be submitted in writing to the Council not less than 5 working days prior to the event and assessed for approval by Council staff.

ii. Special events or family evenings will be available for bookings provided the proposed events are biased towards fulfilling the needs of children generally and are family friendly. Examples include Blue Light Discos, Evenings Hosted by the Local Swimming Club which are open to the community (member drives) or fundraising evenings by Local Community Groups (such as but not limited too - Lions and Rotary). NSW Health or other Government Agencies are welcome to set up stalls or provide free services or information during the evening that may benefit the community.

iii. An admission charge to the pool cannot be levied by a group which is utilising the facility for a Special Event. An entry fee for an event / race (i.e. business house relay) is permissible provided it is at most a gold coin donation per participant for the event. Any such fee will be in addition to the normal admission charge.

Cootamundra Aquatic Centre winter Operating Hours

Season Commencement Date: 16th March 2020

Month	Day	Opening hours
March 16th 2020 to 18th November 2020	**Weekdays**	**6.30am – 8.00am**
		11.30pm – 2.00pm **5.00pm – 7.00pm**
	Saturdays **Sunday** **Public Holidays**	**9.00am – 12.00pm** **9.00am – 12.00pm** **9.00am – 12.00pm**

7.5 Cootamundra Aquatic Centre Summer Operating Hours

Season Commencement Date: 18th November 2019.

Month	Day	Opening hours
November 18th 2019– December 16th 2019	**Weekdays**	**6.00am - 8.00am 9.30am – 7.00pm**
	Weekends	**11.00am - 6.00pm**
	Public Holidays	**11.00am – 6.00pm**
December 17th 2019 to 25th January 2020	**School Holidays**	**6.30 to 8.00am 9.30am to 7.00pm**
January 26th 2020 to March 1st 2020	**Fridays & Saturdays**	**9.30am to 8.00pm**
	Week Days	**6.00am to 8.00am 9.30am to 7.00pm**
March 2nd 2020 to March 15th 2020	**Week Days**	**6.00am to 8.00am 9.30am to 6.00pm**

8.0 Kiosk

i. The kiosk will be Council operated or leased to suitable applicant(s) and shall ensure;

1..1. That staff be adequately trained in how to safely handle food and are capable of operating emergency equipment to suppress kitchen fires and respond to burn incidents.
1..2. Induct staff to the workplace in accordance with the WH&S act and keep records of inductions of training provided to kiosk staff.
1..3. Participate in any emergency evacuation procedure for the pool.

ii. The kiosk operator is required to notify the NSW Food Authority of their presence as required by the NSW Foods Act 2003.

iii. Council may from time to time allow other organisations to provide/sell food items as part of the organisations activities (i.e. Swimming Club BBQ's etc.). This must be done with a formal application to the Council.

9 FEES

9.1 Evidence of Age

i. Evidence of age can be requested as a condition of entry to the pool facility (for the purpose of determining which fee to charge or to confirm they are a responsible adult for the purpose of attending minors).
ii. Acceptable evidence of age will be a current "Proof of Age Card", Drivers Licence, or Australian Passport.
iii. Any persons from a swimming club who cannot provide evidence will be charged the Adult entry fee or advised they cannot enter the facility as a supervisor of persons under the age of 10 (as appropriate) in accordance with councils pool fees and charges.

9.2 Fees & Charges

i. Fees will be charged for facility entry and facility services in accordance with Council's current Fees and Charges.
ii. Pensioners and Carers – relates to holders of an Australian Government Centrelink issued age pension card, disability pension cards, Commonwealth Seniors Health card and noted Carers/Seniors card. Those patrons holding a noted Carers Card will only be admitted with a discount if they are accompanying the person they are caring for.
iii. A person leaving the facility and wishing to return and associated with a swimming club event, must obtain approval from the Pool Supervisor prior to leaving. If a person cannot show a pass out they will be charged another entry fee

10 BOOKINGS

10.2 General

i. The swimming pool is available for hire at the fee set by Council for use outside of general admission operating hours or when not being used for Council organised programs
ii. All bookings for the indoor swimming pool outside normal operating hours must be made with a minimum of 24 hours' notice by email or in writing.
iii. The General Manager, Manager Waste, Parks & Recreation & Sports & Recreation Officer along with Recreation Officers upon receiving a request or application for use in accordance to point (ii) may consider and approve applications for events outside the official operating hours of the pool.
iv. Council will assess each booking and where a conflict arises, Council may need to cancel a booking in accordance with the Pool Supervisors instruction.
v. Schools are to book all swimming programs at least one month in advance

10.3 Cancellation of Bookings

i. Council has the right to cancel or change bookings at any time.
ii. Where a booking is cancelled, Council staff will endeavour to provide an acceptable alternative, when such an alternative can be accommodated.
iii. When there is conflict between bookings, Council will attempt to negotiate an outcome that suits all.

11 MANAGING TARDINESS

i. Where a swimming club, sporting club, school, organisation or individual does not vacate the pool or pool grounds by the required time, Recreation Officers and the General Manager, Director of Engineering or Manager Facilities & Services may issue a tardiness notice in writing. Future bookings may be cancelled.
ii. Neither refunds nor compensation will be paid where bookings have been cancelled due to tardiness.
iii. The pool hours related to the facility opening and closing times e.g.: 6.30am – 8.00am means facility locks up at 8am so all patrons should have vacated the facility by 8.00am

12 CODE OF CONDUCT

As a condition of entry all patrons must adhere to the following Code of Conduct at all times whilst in attendance at the Cootamundra Swimming Pool Complex.

12.1 Code of Conduct - Conditions of Entry

i. Follow all directions given by Council pool employees and not abuse them in any way
ii. Pay any fee for pool entry and pool services in accordance with Council's Fees and Charges.
iii. Comply with Section 12 - Activities Requiring Approval - All Pool areas
iv. Not swear
v. Wear appropriate swimming attire
vi. Not run inside the complex
vii. Not "bomb" (jump on) other patrons
viii. Not obstruct the entry/exit points to a pool (including sitting on pool steps or ramp)
ix. Not interfere with any pool safety equipment
x. Not enter pump rooms or chemical storage areas
xi. Not enter the Pool Managers office (except for the receipt of first aid or instruction)
xii. Not enter the Kiosk
xiii. Adhere to the general Code of Conduct for swimming pools
xiv. Ensure children under the age of 10 are accompanied by a responsible adult of 18 years of age or over.
xv. If requested provide evidence of age
xvi. Wear appropriate unsoiled bathing costumes at all times
xvii. Be unsoiled before entering a pool
xviii. Not urinate or defecate anywhere other than in a public toilet
xix. Not attempt to enter the swimming pool facility whilst intoxicated or under the influence of illegal drugs, nor bring or consume alcohol or illegal drugs within the pool grounds
xx. Not smoke within the pool facility (in accordance with NSW no Smoking rules)
xxi. Not take photographs or make video (or electronic) recordings in the change rooms or pool facility. This ruling is as a consequence of the Privacy and Personal Information Act. This ruling is in force unless there is written and express permission granted by parents in the context of swimming carnivals.
xxii. Not sit on, dive over or otherwise interfere with lane ropes.
xxiii. Not damage, deface, interfere with or alter swimming pool infrastructure
xxiv. Not obstruct any authorised person/employee of Council or contractor in performing their required duties
xxv. Not enter the water if they have sores, open cuts or contagious infections/afflictions.

13 ACTIVITIES REQUIRING APPROVAL - ALL POOL AREAS

A person must not do any of the following within swimming pool facility without either a written exemption from Council or verbal approval from the Council pool staff on duty. Permission will not be unreasonably withheld. Offenders will be prosecuted under relevant State or Federal Law

i. engage in trade or commerce nor distribute any circulars, advertisements, paper drawing or photographic material
ii. bring or use inflatable devices such as air mattresses, domestic pool toys, or balls onto the grounds but excluding flotation devices or kickboards specifically designed as learn to swim aids
iii. play or conduct any unapproved sport or contest
iv. camp or reside on the land
v. bring or leave any rubbish onto swimming pool grounds,
vi. Kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced, plant any tree, shrub, herbage or other plant without prior consent.

14 YOUNG CHILDREN

Excluding change rooms, all children must wear either:

i. a clean (unsoiled) bathing costume or
ii. a water proof nappy at all times when in the pool grounds
iii. Children who require accompaniment or assistance need to use the Unisex change rooms

15 ABANDONED CHILDREN

Where a child (under the age of 10) is identified as abandoned at the pool (i.e. without the required supervision), a Council pool employee will firstly ensure the physical safety of the child (remove from the water) and then attempt to contact the parent(s) / legal guardian (via phone if a number is provided). Any child abandonment incident is to be recorded in the pool diary.

Children under 10 years old being dropped off for swimming lessons etc. must be escorted to the instructor and picked up from the instructor. This will be a condition of operation for the instructor.

If a parent is unable to be contacted by phone or refuses to collect the child or does not arrive within 30 minutes to collect the child the Council Pool employee will contact either the NSW Police Service or Department of Family and Community Services (FACS) to arrange the transfer of the child into their custody.

The 24 hour contact number for FACS is 13 21 11.

16 AUTHORITY

16.1 The Council pool employee on duty may:

i. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) request a person to leave the swimming pool facility at any time
ii. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) implement a Suspension Order for temporary or permanent restriction of access into the swimming pool facility.(Sample attached)
iii. For an instance of non-compliance with the Code of Conduct conditions of entry (11.1) implement a Warning Notice for temporary or permanent restriction of access into the swimming pool facility.(Sample attached)
iv. Contact the Police Youth Liaison Officer (6942 0099) or local school if a student appears to be a truant from school and unaccompanied by an adult at the pool.

A ban at any one pool applies to all pools operated within the pool complex regardless of swimming season.
If a ban is applied upon a person who is supervising others, those being supervised must also leave the pool.

Any poorly behaved person may be banned from the facility.

16.2 Refusal to comply

A patron refusing to comply with the directions of a Council pool employee will be automatically banned from entering the Cootamundra-Gundagai Regional Council swimming pool grounds for the remainder of the current pool season or as dated on the suspension or non-compliance order. Council pool employees are to contact the NSW Police to arrange the forced removal of an offender if deemed necessary.

16.3 Appeals

A person who wishes to appeal the imposition of a ban is entitled to write to Council for a review and state their reasons why the imposition of a ban is unfair.

A review will be conducted within 28 days of receipt of correspondence and the appellant notified of the outcome of the review in writing.

17 ACCESS FOR PEOPLE LIVING WITH A DISABILITY

17.1 Assistance

Staff will provide all reasonable assistance to enable access to the facility, by those living with a disability, to facilitate the enjoyment of the swimming pool facilities by all patrons.

18 EMERGENCIES

i. The contact number for emergencies is 000.
ii. The secondary contact number is Council's 24hr line 1300 459 689.

19 EVACUATION PLANS

i. Facility evacuation plans are located at the entrance, Manager's Office and throughout the pool and are updated annually by Council's Risk HSE Officer.

20 EQUIPMENT and SERVICES

Chemical monitoring and injection equipment (pumps) for Council pools will be inspected by Council pool employees on a regular basis and faults and any repairs are to be reported to the Manager Waste, Parks & Recreation Services.

Council pool employees will undertake daily inspection of service metres and log all readings accurately in the pool operations log system and report results to the Manager Waste, Parks & Recreation Services.

21 ASBESTOS

i. In the event of a fire the pool grounds are to be closed until clearance is obtained from a suitably qualified person that the area is safe.
ii. For any other event which results in asbestos building products being disturbed, the Council pool employee is to cordon off the area (minimum of 8m), advise their manager and (if qualified) follow the procedures for the collection and disposal of asbestos (as per the Work Cover publication Your Guide to Working with Asbestos).

22 ACCESS TO COUNCIL RESOURCES

The phone and computer internet services located within the swimming pool grounds is for the use of Council staff only to conduct Council business.

23 DISPLAY OF THE CODE OF CONDUCT

The Code of Conduct will be displayed in a prominent place at the Pool.

24 ROUTINE LANE ALLOCATION 50M OUTDOOR POOL

24.1 General

The Council pool employees on duty may decide to adjust lane allocations to suit pool use on a particular day. This will be based on the employees' judgment of the current and likely numbers of swimmers. The employees' decision is final. Harassment of Council pool employees (either as an individual or a group) with regard to lane allocation will not be tolerated. Those guilty of harassing a Council pool employee (i.e. challenging the employees allocation of lanes after they considered their initial request to review the lane allocations) will be warned in writing that if harassment reoccurs during the swimming season the perpetrator will be banned for the season.

If, after asking the Council pool employee to consider a reallocation of lanes, a pool user believes that lane allocations are not being properly monitored by the employee they should address their detailed concerns (date, time, numbers etc.) in writing to the General Manager with attention to the Director of Engineering Services.

It is expected that Swimming Club members will

i. Use the lanes allocated to the Swimming Club and

ii. Direct any questions in relation to the setup of the pool to the Council pool employee through the nominated liaison person (see 5.2 ii).

Pending a determination from the Pool Supervisor for change, five (5) lanes of the pool will remain available to the general public at all times when the pool is open to the public for general use. Provision of at least one edge lane provides both the elderly and young swimmers with a quick point of respite in the event of fatigue.

Where lap swimming is provided for the general public the Council pool employee may decide to grade each lane as slow, medium or fast.

24.2 Early Morning Sessions

i. The early morning session is generally defined as the time from first opening until morning close, Monday to Friday (i.e. between 6.00/6:30am and 8am) from November 18th 2019 to March 15th 2020.

ii. The available lanes will be allocated to the general public and the Swimming Club depending on the needs of each on the day. The standard arrangement will be determined based on the Swimming Club's written request at the beginning of each season. The Swimming Club will rope off pool lanes and the general public will use non-roped lanes.

iii. Lap swimmers may be able to use Swimming Club lanes for individual training where the pool is sufficiently busy that no additional lap swimming lanes can be provided, lap swimmers should consult with the Swimming Club if this situation occurs.

24.3 Daily Sessions

i. The daily swimming sessions are as per Section 7 Cootamundra Swimming Pool Operating Hours

ii. An edge lane in a pool may be allocated for non-public use. The lane will be allocated to the local swimming club in preference to other users provided the club has sufficient numbers to warrant the exclusion of the lane or is conducting training which would be incompatible with other users.

iii. A second lane can be added adjacent to the lane allocated to a local swimming club at the discretion of Council pool employees. A maximum of two lanes will be dedicated for the Swimming Club or lap training at the Cootamundra Pool at any one time. Any additional lanes required by the club will be at the discretion of the Pool Supervisor and or Sports & Recreation Officer.

24.4 Weekends and Public Holidays

Weekends and public holidays at the Cootamundra Swimming Pool are not available for training by a Swimming Club or squad coaches. Two lanes are to be set aside for public lap swimming on these days if required. Bookings for the following activities will be considered provided they are conducted in harmony with public lap swimming.

i. The running of a regular triathlon

ii. Adult swim training

iii. Lifesaving courses

iv. Learn to swim classes for infants and young children (that does not require a dedicated lane), as run by council.

Otherwise lane configuration at weekends will be determined by Council pool employees.

25 DIVING PLATFORM

Where diving platforms are provided these will only be operated one platform at a time and only at the discretion of Council pool employees. Safety is the paramount consideration when deciding to operate a diving platform.

A diving platform will be closed by the placement of a sign and/or barrier between the end of the board and the route which a person using a diving board correctly would normally enter. A person who uses a diving platform that has been closed will be asked to leave the pool and pool grounds immediately.

A person who uses a diving platform in a manner which endangers others will be asked to leave the pool and pool grounds immediately.

P.O. Box 420
Cootamundra NSW 2590

Ph: 1300 459 689

COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL SUSPENSION ORDER

Date: _____

This Order advises you that _____of (person) _____ has been suspended from
(address)
the Cootamundra Swimming Pool until (date) _____

Reason for Suspension:

_____
_____
_____

For the above person to be re-admitted after that date, the authority of the parent / or legal guardian is required.

Signed:		**Date:**	
	(Pool Superintendent)		

I hereby authorise _____ to be re-admitted to the Cootamundra Swimming Pool after (date)_____

Signed:		**Date:**	
	(Parent/Guardian)		

Note:

1. Any appeal to this suspension has to be made to the Manager Waste, Parks & Recreation Services for variation.
2. The Pool Superintendent has no authority to revoke this suspension.

P.O. Box 420
Cootamundra NSW 2590

Ph: 1300 459 689

COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL EVICTION ORDER

To: Manager Facilities and Services

Date: _____ Time: _____

Person Evicted: Name: _____ Phone: _____

Address: _____

Reason for Eviction:

_____

_____

_____

_____

Police Called: Yes ☐ No ☐ Time of Arrival: _____

Police who attended: Name: _____ Ph: _____

Name: _____ Ph: _____

Employee who evicted person:

Name: _____ Position: _____

Signature: _____

Noted Manager of Facilities and Services

Signature: _____ Date: _____

P.O. Box 420
Cootamundra NSW 2590

Ph: 1300 459 689

COOTAMUNDRA- GUNDAGAI REGIONAL COUNCIL WARNING NOTICE

Date:_____

This notice is issued to_____

Of_____

This warning is issued by a Cootamundra-Gundagai Regional Council staff member due to an incident that occurred at the Cootamundra Pool on

(Date)_____(day)_____(time)_____

Reason for Warning

Signed:_____ Date: _____
(Pool Supervisor)

This facility has a zero tolerance policy. Please treat the staff and fellow users of this facility with courtesy and respect.

COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

ABN: 46 211 642 339
PO Box 420, Cootamundra NSW 2590
Email: mail@cgrc.nsw.gov.au
www.cgrc.nsw.gov.au

Cootamundra Office:
81 Wallendoon Street, Cootamundra NSW 2590
Phone: 1300 459 689
Fax: 02 6940 2127

Gundagai Office:
255 Sheridan Street, Gundagai NSW 2722
Phone: 1300 459 689
Fax: 02 6940 2127

8.10.2 COOTAMUNDRA AQUATIC CENTRE OPERATING HOURS TRIAL REVIEW

DOCUMENT NUMBER	318770
REPORTING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
AUTHORISING OFFICER	Wayne Bennett, Manager Waste, Parks and Recreation Services
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**1. A vibrant and supportive community: all members of our community are valued** 1.2 Public spaces provide for a diversity of activity and strengthen our social connections
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. Additonal Operational Hours Results 2. Additonal Operational Financial Results

RECOMMENDATION

1. **The report detailing the information collated from the Cootamundra Aquatic Centre Operating Hours Trial be received and noted.**
2. **The Cootamundra Aquatic Centre operating hours be set in accordance with the 2019/2020 Cootamundra Aquatic Centre Operations Plan.**

Introduction

At the Ordinary Meeting held 25th June, 2019 Council resolved (203/2019) to extend the Cootamundra operating hours for two extra hours per day on Saturdays and Sundays during the winter months as a trial over a period of sixteen (16) weeks. This was undertaken to determine that there was interest from the community to utilise the pool facilities during this trial period.

This report contains information for the consideration of Council of the results from this week (16) trial period.

Discussion

Council adopted to extend the Cootamundra Aquatic Centre winter operating hours over each and every Saturday and Sunday by two hours each day over a trial period of 16 weeks.

The summary of the results from that trial of the additional 2 hours (per Saturday and Sunday) operation over 16 weeks is as follows:

Table (1)

Period	Total No. of additional visitation	Average period additional visitation/16 weeks	Total Revenue (Approx)	Average Operational $Loss/weekend	Additional Operating costs Labour only	Final Financial Result
6/7/19 to 26/10/19	136	8.5/week or 4.25/day	**$150.50**	**-$360.67**	**-$5,921.28**	**-$5,770.78**

Table (1) indicates a negative budget impact of $5,770.78 over the 16 week trial period. The negative financial result needs to be assessed against the number of visitations that were either patrons that had seasonal passes, spectators and or patrons that were of an age that no entry fee was applicable.

The results have to be assessed against the value of the asset to the community and against the cost to deliver that facility to the community.

When pool users purchase a pool season ticket from Council, it needs to be appreciated that the value of that season ticket should have been determined against the pool availability value, e.g. the value/cost incurred to Council to provide each pool hour to the community.

This issue will be assessed as part of the Cootamundra Aquatic Pool external assessment and will give Council a clearer understanding of what is considered acceptable and affordable when setting pool entry fees against pool availability hours and operating costs.

This report recommends that both the operating hours of the Cootamundra Aquatic Centre be in accordance with, and as outlined, in the updated 2019/2020 Cootamundra Aquatic Centre Operations Plan.

Once completed, the review of the proposed pool entry fees detailed in the final Cootamundra Aquatic Centre external review report will be submitted for the consideration of Council.

DATE	OBSERVER	PENSIONER	ADULT	CHILD	UNDER 3	DAILY TOTAL
6.07.2019	0	0	2	0	0	2
7.07.2019	0	0	0	0	0	0
13.07.2019	0	0	0	0	0	0
14.07.2019	2	0	2	1	0	5
20.07.209	5	0	2	2	0	9
21.07.2019	6	2	1	0	0	9
27.07.2019	2	0	0	1	0	3
28.07.2019	3	2	0	3	0	8
3.08.2019	0	1	0	0	0	1
4.08.2019	0	1	0	0	0	1
10.08.2019	0	0	1	0	0	1
11.08.2019	0	0	2	2	0	4
17.08.2019	0	0	2	1	0	3
18.08.2019	1	2	1	1	0	5
24.07.2019	6	1	1	1	0	9
25.08.2019	0	0	0	0	0	0
31.08.2019	3	0	0	2	0	5
1.09.2019	0	0	1	0	0	1
7.09.2019	4	0	0	2	0	6
8.09.2019	1	0	0	1	0	2
14.09.2019	0	0	0	0	0	0
15.09.2019	0	1	1	0	0	2
21.08.2019	3	1	2	1	0	7
22.09.2019	1	2	2	0	0	5
28.09.2019	0	0	3	4	0	7
29.09.2019	4	0	0	2	0	6
5.10.2019	0	0	1	1	0	2
6.10.2019	1	1	4	5	0	11
Sub Total	42	14	28	30	0	
12.10.2019			closed			0
13.10.2019			closed			0
19.10.2019	1	1	0	0	0	2
20.10.2019	5	1	2	5	0	13
26.10.2019	0	0	0	0	0	0
27.10.2019	0	2	3	2	0	7
Sub total	6	4	5	7	0	
Totals	**48**	**18**	**33**	**37**	**0**	**136**

Date	Observer	Pensioner	Adult	Child	Under 3		extra hours	normal hourly rate of pay	after 12 noon sat/sun rate of pay	sat/sun pay rate	excess wages
6.07.2019	1	1	2	0	0		4	$30.84	1.5	$46.25	$185.04
7.07.2019	2	1	5	0	1		4	$30.84	1.5	$46.25	$185.04
13.07.2019	1	0	1	3	0		4	$30.84	1.5	$46.25	$185.04
14.07.2019	3	0	4	2	0		4	$30.84	1.5	$46.25	$185.04
20.07.2019	6	2	3	3	0		4	$30.84	1.5	$46.25	$185.04
21.07.2019	6	5	4	2	1		4	$30.84	1.5	$46.25	$185.04
27.07.2019	3	1	2	4	0		4	$30.84	1.5	$46.25	$185.04
28.07.2019	6	4	0	4	0		4	$30.84	1.5	$46.25	$185.04
3.08.2019	1	2	0	1	0		4	$30.84	1.5	$46.25	$185.04
4.08.2019	1	1	2	1	1		4	$30.84	1.5	$46.25	$185.04
10.08.2019	2	2	1	2	0		4	$30.84	1.5	$46.25	$185.04
11.08.2019	0	0	3	3	0		4	$30.84	1.5	$46.25	$185.04
17.08.2019	2	1	3	1	1		4	$30.84	1.5	$46.25	$185.04
18.08.2019	3	3	1	5	2		4	$30.84	1.5	$46.25	$185.04
24.08.2019	10	2	0	3	0		4	$30.84	1.5	$46.25	$185.04
25.08.2019	4	0	2	2	0		4	$30.84	1.5	$46.25	$185.04
31.08.2019	5	1	0	1	0		4	$30.84	1.5	$46.25	$185.04
1.09.2019	0	0	1	0	0		4	$30.84	1.5	$46.25	$185.04
7.09.2019	4	0	0	5	0		4	$30.84	1.5	$46.25	$185.04
8.09.2019	3	0	0	4	0		4	$30.84	1.5	$46.25	$185.04
14.09.2019	0	0	1	1	0		4	$30.84	1.5	$46.25	$185.04
15.09.2019	1	2	3	2	0		4	$30.84	1.5	$46.25	$185.04
21.09.2019	3	1	4	5	4		4	$30.84	1.5	$46.25	$185.04
22.09.2019	2	2	4	5	0		4	$30.84	1.5	$46.25	$185.04
28.09.2019	0	1	4	12	0		4	$30.84	1.5	$46.25	$185.04
29.09.2019	8	1	4	11	0		4	$30.84	1.5	$46.25	$185.04
5.10.2019	3	1	15	22	0		4	$30.84	1.5	$46.25	$185.04
6.10.2019	2	3	7	26	0		4	$30.84	1.5	$46.25	$185.04
11.10.2019	closed for maintenance										
12.10.2019											
19.10.2019	6	1	0	1	0		4	$30.84	1.5	$46.25	$185.04
20.10.2019	13	0	1	4	0		4	$30.84	1.5	$46.25	$185.04
25.10.2019	0	5	6	0	1		4	$30.84	1.5	$46.25	$185.04
26.10.2019	0	4	4	6	0		4	$30.84	1.5	$46.25	$185.04
TOTAL	101	47	87	141	11		128		48		
	0	$ 117.50	$ 304.50	$ 352.50	0						$5,921.28

9 MOTION OF WHICH NOTICE HAS BEEN GIVEN

9.1 NOTICE OF MOTION - COUNCIL UNDERTAKE ANOTHER VOLUNTEER INDUCTION FOR DRIVERS OF THE COUNCIL COMMUNITY HIACE MINI BUS IN FEBRUARY, 2020

DOCUMENT NUMBER	318484
REPORTING OFFICER	Penny Nicholson, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager

The following Notice of Motion signed by Councillor Penny Nicholson was submitted on .

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 10 December, 2019:

MOTION

That a group volunteer induction day be advertised in January, 2020 so members of local community groups be eligible to drive the Community Hiace Mini bus so as to optimise its use.

Note from Councillor

Council previously provided volunteer induction where 31 people were inducted to be able to drive the mini bus and be covered by Council's insurance. Since then, further enquired have been received in relation to use of the bus and expressions of interest were made in undertaking any future volunteer inductions to be held by Council.

I propose that a date for an additional induction day be advertised in January, 2020 with the intention of having the induction day in February or March, 2020.

9.2 NOTICE OF MOTION - UNDERTAKE RESEARCH INTO THE CREDIBILITY OF CLIMATE CHANGE, PARTICULARLY AS IT IMPACTS ON THE RIVERINA AND THE LGA AND, IF WARRANTED, DEVELOP A CLIMATE CHANGE POLICY, WHICH MAY INCLUDE STRATEGIES THAT EXAMINE EFFICIENT BUILDINGS, REDUCE WASTE REGENERATION, INCORPORATE CLIMATE RESILIENCE IN DEVELOPMENT APPLICATIONS AND PLANNING POLICIES AND A CLIMATE CHANGE RISK ASSESSMENT

DOCUMENT NUMBER	318731
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 2 December, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 10 December, 2019:

MOTION

That Cootamundra-Gundagai Regional Council:

1. **Undertake research into the credibility of climate change, particularly as it impacts on the Riverina and our LGA and, if warranted,**
2. **Develop a Climate Change Policy, which may include strategies that examine efficient buildings, reduce waste regeneration, and incorporate climate resilience in development applications and planning policies and a Climate Change Risk Assessment.**

Note from Councillor

Climate Change was identified as a challenge in the community consultation which informed "Our Place, Our Future: Community Strategic Plan 2018 – 28".

On page 15 of that document, under the heading Changing Climate, it reads, "A range of issues was discussed relating to the forecasted changing climate including the need to embed environmental care into wider thinking within our region. Our community talked about innovation and adaptability as being key to responding to climate change in the future. Opportunities to strengthen our already sound response including increasing community awareness and education, investigating the potential for innovative renewable energies and protecting the agricultural base of the region."

On its website, https://climatechange.environment.nsw.gov.au/Adapting-to-climate-chage/Local-government the State Government identifies the part that local councils have to play in addressing climate change. It acknowledges that the effects and risks of climate change will differ in each region but encourages early planning and preparation to minimise long-term economic, social and environmental costs to the community. The NSW Government has provided information to help residents understand, prepare for and minimise the impacts of future extreme events and hazards caused by climate change.

It would be remiss of us, as the leaders of the community, to ignore the possible threats of climate change in our region, if there is something we can do to help our communities to adapt – if the research undertaken by Council proves that climate change is a factor we need to consider.

9.3 NOTICE OF MOTION - THAT COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL FORMALLY ACKNOWLEDGES THE INVALUABLE WORK DONE BY ALL OUR S355 COMMITTEES AND FORWARDS A LETTER TO EACH COMMITTEE THANKING THEM FOR THEIR CONTRIBUTION TO THE WORK OF COUNCIL.

DOCUMENT NUMBER	318774
REPORTING OFFICER	Leigh Bowden, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager

The following Notice of Motion signed by Councillor Leigh Bowden was submitted on 3 December, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of :

That Cootamundra-Gundagai Regional Council formally acknowledges the invaluable work done by all our S355 Committees and forwards a letter to each committee thanking them for their contribution to the work of Council.

Note from Councillor

As Glenn Inglis has stated, “Community Committees are Gold Dust” (Speaking Notes, Life After Amalgamation Forum, 17/9/2019).

Section 355 Committees undertake responsibility for various aspects of the work of Council eg maintenance and management of Council assets (e.g. buildings), progressing aspects of Council functions (e.g. tourism) and undertaking special events (e.g. Coota Beach Volley Ball). As such, the S355 volunteers take on work that saves Council both time and money.

They are to be commended, encouraged and thanked for their contribution to our communities.

9.4 NOTICE OF MOTION - THE COST OF AN IRRIGATIONSYSTEM FOR THE OFF LEASH DOG PARK IN HURLEY STREET BE INCLUDED IN THE 2020/21 BUDGET.

DOCUMENT NUMBER	318886
REPORTING OFFICER	Gil Kelly, Councillor
AUTHORISING OFFICER	Phil McMurray, General Manager

The following Notice of Motion signed by Councillor Gil Kelly was submitted on 4 December, 2019.

I hereby give notice of my intention to move the following motion at the Council meeting of Tuesday, 10 December, 2019:

MOTION

That an amount of $30,000 be allocated within the 2020/21 Budget for an irrigation system to be installed at the Off Leash Dog Park in Hurley Street, Cootamundra.

Note from Councillor

Numerous representations have been made by members of the Cootamundra Community in relation to the ongoing poor state of the off leash dog park in Hurley Street, Cootamundra. The park is often dry and weed infested which deters people from using the park.

The off leash park is located close to an RV dump point and, as such, is ideally located for visitors to walk their dogs whilst using the dump point facility and public toilets. To attract return visitors Council's facilities are required to be in quality condition so as to be known as a township with pride.

All of the parks in the Cootamundra-Gundagai local government area are well tended and well used. The off leash dog park needs to brought to a similar standard and an irrigation system will assist with that objective.

10 QUESTIONS WITH NOTICE

10.1 QUESTIONS WITH NOTICE

DOCUMENT NUMBER	316981
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager

RECOMMENDATION

The Questions with Notice from Councillors and related responses from Council officers be noted.

Questions with Notice

The following questions with notice from Councillors have been received with the responses from Council officers provided respectively:

Craig (Stewie) Stewart – with the nice clean up now at the Woolworths entry, is there a chance of a new Perspex front on the Notice Board facing Parker Street?

Response from Council Officer – This would be the tourist information board which has already been arranged to be refurbished. The board belongs to the company that is responsible for its maintenance and we have been in contact and requested maintenance or replacement. I will follow up to see how far away the refurbishments are and advise Cr Stewart.

Penny Nicholson – When will the road at Tumut Street be re-aligned to allow vehicle access?

Response from Council Officer – Council Officer will respond at the December, 2019 Ordinary Meeting.

Penny Nicholson – Can the planning and budgeting of the Gundagai office upgrade be given priority in the new year?

Response from Council Officer – Consideration has been given to this matter at an internal finance meeting held on Tuesday, 3rd December, 2019 and it was determined to recommend funding as a matter of priority.

11 CONFIDENTIAL ITEMS

11.1 CONFIDENTIAL ITEMS

DOCUMENT NUMBER	316255
REPORTING OFFICER	Marianne McInerney, Personal Assistant to the General Manager
AUTHORISING OFFICER	Phil McMurray, General Manager
RELEVANCE TO COMMUNITY STRATEGIC PLAN	**4. Good governance: an actively engaged community and strong leadership team** 4.1 Decision-making is based on collaborative, transparent and accountable leadership
FINANCIAL IMPLICATIONS	There are no Financial implications associated with this report.
LEGISLATIVE IMPLICATIONS	To facilitate compliance with sections 10 and 11 of the Local Government Act 1993.
POLICY IMPLICATIONS	There are no Policy implications associated with this report.
ATTACHMENTS	Nil

Note

Council's Code of Meeting Practice allows members of the public present to indicate whether they wish to make representations to the meeting, before it is closed to the public, as to whether that part of the meeting dealing with any or all of the matters listed should be closed.

RECOMMENDATION

1. **Items 11.2, 11.3 and 11.4 be considered in closed Council at which the press and public are excluded in accordance with the applicable provisions of the Local Government Act, 1993 and related public interest reasons detailed.**
2. **In accordance with section 11 (2) and (3) of the Local Government Act, 1993, the reports, correspondence and other documentation relating to Items 11.2, 11.3 and 11.4 be withheld from the press and public.**

11.2 PROPOSED ACQUISITION LAND AFFECTING LOTS 35, 71 AND 88 DP751415 AND LOT 2 DP1100263 RENO ROAD, GUNDAGAI

Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

11.3 PURCHASE OF NEW WATER CART

Provisions for Confidentiality

Section 10A (2) (c) – The Confidential Report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Public Interest

It is considered that discussions of this matter in open Council would, on balance, be contrary to the public interest as it would prejudice Council's ability to secure the optimum outcome for the community.

11.4 MAYORAL MINUTE - GENERAL MANAGERS REVIEW

Provisions for Confidentiality

Section 10A (2) (f) – The Confidential Report contains details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

Public Interest

Not applicable.