



# Committee Minutes

*S355 & Statutory As Information Only*

## COMBINED

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27 September 2016

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**ITEM NO:** 3.1  
**REPORT FROM:** Executive Services  
**SUBJECT:** STATUTORY AND SECTION 355 COMMITTEES - MINUTES  
OF MEETINGS THAT REQUIRE COUNCILS ENDORSEMENT

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**Submitted to Council's Ordinary Meeting held on:** 27 September 2016

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Minutes from Committee Meetings:

3.1-1	Narrandera and Leeton Visitor Services Steering Committee Meeting	26 July 2016
3.1-2	John O'Brien Festival Organising Committee Meeting	8 August 2016
3.1-3	John O'Brien Festival Organising Committee Meeting	22 August 2016
3.1-4	Parkside Cottage Museum Committee Meeting	8 August 2016
3.1-5	Food Bowl Inland Rail Alliance Committee Meeting	9 August 2016

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**ITEM NO:** 3.1-1  
**REPORT FROM:** Executive Services  
**SUBJECT:** MINUTES – NARRANDERA AND LEETON VISITOR SERVICES STEERING COMMITTEE  
**MEETING DATE:** 26 July 2016  
**MEETING VENUE:** Narrandera Shire Council Chambers

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**Submitted to Ordinary Council Meeting held on:** 27 September 2016

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**RECOMMENDATION:**

That Council receive and note the Minutes of the Narrandera and Leeton Visitor Services Steering Committee Meeting of 26 July 2016.

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Committee Members:

Mayor Cr Clarke, Mayor Cr Maytom, Cr Howard, Cr Valenzisi (Chair), CEO Judy Charlton, GM Jackie Kruger, Michelle Sleep, Nicola James, Jenny Ryan (minute taker)

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*~~ This Item is submitted for Council's Information ~~*

The Chairperson opened the meeting at 9:12am and thanked Committee members for attending.

**Item 1: PRESENT:**

Narrandera Shire Councillor	Cr Clarke
Narrandera Shire Councillor	Cr Howard
Leeton Shire Councillor	Cr Maytom
Leeton Shire Councillor	Cr Valenzisi (Chair)
Representing Narrandera Shire Council	Judy Charlton (Chief Executive Officer)
Representing Narrandera Shire Council	Michelle Sleep (Economic Development Manager)
Representing Narrandera Shire Council	Jenny Ryan (Minute Taker)
Representing Leeton Shire Council	Jackie Kruger (General Manager)
Representing Leeton Shire Council	Nicola James (Economic Development, Tourism & Events Manager)

**Item 2: APOLOGIES:** Nil

**Item 3: DECLARATION OF PECUNIARY INTEREST:** No Interest Declared

**Item 4: CONFIRMATION of MINUTES of Previous Meeting of 9 May 2016:**

**Moved:** Judy Charlton

**Seconded:** Cr Clarke

**CARRIED**

## **Item 5: BUSINESS ARISING FROM PREVIOUS MINUTES:**

### 1. Case Studies

Case studies of shared visitor's services could not be made available for discussion by the Committee, there is a lack of any such model or arrangement in existence.

### 2. Submission of Minutes to Council Meetings

The minutes of the 9 May 2016 meeting have not been submitted to the Leeton or Narrandera Shire Council meetings. These minutes are scheduled for submission to Narrandera Shire Council's August 2016 ordinary meeting.

## **ITEM 6. SUBMISSION TO MURRAY DARLING BASIN REGIONAL ECONOMIC DIVERSIFICATION PROGRAM – ROUND 3**

The Manager Economic Development Narrandera Shire, and Manager Economic Development, Tourism and Events Leeton Shire met to discuss feedback from the grant funding body and to brainstorm in relation to the submission of an application. The submission concept was well received in discussions with the grant funding body. A focus on an outcome-driven application was encouraged. The collection of data and information to determine the visitor profile and visitor flows are considered very important to enable appropriate strategising for the future.

An application for grant funding in the amount of twenty two thousand, five hundred dollars (\$22,500) has now been submitted with the project title 'Diversification to a Stronger Visitor Economy Project'. If successful, the grant will fully fund the project. Grant funding results are expected to be known by end August 2016.

The Manager Economic Development Narrandera Shire provided an outline of the area the areas the strategies will focus on as below:

- Maximisation of visitor flow through the two Shires and maximisation of the number of overnight stays in the area and visitor spend.
- Engagement of tourism operators into Digital Enterprise Programming.
- Collaborative marketing and promotion, including events and the most appropriate mediums, including use of technology for the Visitor Profile.
- Strengthen current accommodation providers understanding of their current market and diversify into new markets to achieve ongoing sustainability.
- Recommended structure of a Tourism Group Committee for each Shire to strengthen relationship building with tourism providers.

Quotes have been sought from two consultants who will facilitate the Diversification to a Stronger Visitor Economy Project. Designing the survey and the collection process, and implementation will be undertaken by the first consultant, with the second consultant to undertake the remainder of the consultancy process, analysis of data and formulation of the Visitor Economy Program.

## **ITEM 7. PRESENTATION – SHARED VISITOR SERVICE FRAMEWORK INCLUDING KPI's**

The Manager Economic Development Narrandera Shire, and Manager Economic Development, Tourism and Events Leeton Shire jointly presented a shared Visitor Service framework including options and KPIs. The presentation, updated following discussion, is attached for reference.

General discussion on the Presentation content focussed mainly on data collection and KPI's, points are summarised below:

- Data is a starting point for many actions, and that the Shires have not had processes in place to collect it. The proposed project would target a representative cross-section of operators with September to October the suggested time-frame, and might assist in tracking digital conversion from the Shires' and other websites. The Shires' Wi-Fi projects might also improve digital mapping of traveller flows. Narrandera Tourism Inc. provides occupancy rates for 6 providers to assist with tracking of accommodation uptake for events.
- Visitation may be increased by encouraging happy visitors to review their experience on Trip Advisor as a strong motivator for other travellers. Linking promotions with National Parks may assist in attracting visitors.
- The importance of including stakeholders in the process was emphasised. The use of a facilitator may assist in bringing people together with a shared vision. More funding opportunities could be sought. It was suggested that due dates for achievements be changed to 2020 and that anticipated percentile increases be lowered slightly to make them more realistic and achievable. Further funding opportunities would be sought.

The Committee supported the concept of option 3 with a staged approach. A summary of the discussion relating to option 3 as a staged project:

- Staging across 3 years will allow time to ensure that community expectations are understood and support of industry is gained. It will also enable the two Council's to monitor successful progression to build confidence to enter the next stage. Each stage would inform the next, while being flexible enough to incorporate changes and build confidence to enter the next stage.
- Option 3 has merit in providing a centralised Visitor Services presence in Narrandera and a satellite presence in Leeton. There is also shift by many Council's to providing only digital-based information services including interactive maps.
- A Cost Benefit Analysis on redevelopment research may show that a physical presence is not the way to go, however the cost of such a study may be too much for the two Councils unless it can be supported by grant funding. It was also important to note the limitations to the skills and resources available within both teams as we progress.
- It was noted that the ongoing opportunity to use Riverina Branding should be explored further.

It was agreed that the Manager Economic Development Narrandera Shire, and Manager Economic Development, Tourism and Events Leeton Shire commence discussions relating to next steps, once funding has been announced.

Some changes to the Presentation were requested. The purpose statement is to be followed by the KPIs. Wording of the purpose statement is also to be updated and include the following wording 'Which may include the development of a joint Visitor Information Service supported by a collaborative tourism and marketing function, industry and product development which promotes tourism and enhances the visitor economies of both Shires.'

It was agreed that data is required before more progress can be made. It was noted that should funding not be received, discussion would need to take place at the next meeting about each Council funding the project. A recommendation may then be required from the Committee back to the respective Councils seeking such funds to be found within current budgets.

It was moved that progression begin upon the Shared Visitor Services staged approach of option 3.

**Moved:** Cr Maytom

**Seconded:** Cr Clarke

**CARRIED**

#### **ITEM 8. INNOVATION FUND – SHARED SERVICES UPDATE**

The Chief Executive Officer Narrandera Shire reported that the communities of Narrandera and Leeton have decided to commence a staged journey in relation to the Innovation Fund – Shared Services.

A NSW Government funding opportunity became available for Councils with populations of less than 10,000 that were not merging. These Councils could partner with another Council, the Council with population under 10,000 to be the grant funding applicant. In March 2016, Leeton Shire Council and Narrandera Shire Council both resolved in March to support an application and this application was submitted. Funding has since been approved in the amount of forty thousand dollars (\$40,000) with each Council to contribute twenty thousand dollars (\$20,000) of in kind funding.

An Action Plan is being prepared and will be submitted for approval by funding Body by the end of this calendar year.

Funding will be used to create a handbook or toolkit that could be used to guide a shared service analysis. This toolkit could be made available to other Councils. The Narrandera and Leeton Shire Council will apply the draft toolkit to three projects to test its effectiveness. One will be the shared Visitor Services. Another project will be RMS Contracting, including how to better use scarce resources to meet the onerous expectations on Councils, and how to gain more funding from RMS. The third project will identify skills gaps to environmental management and how to better improve our capacity to meet our obligations relating to environmental management.

## **GENERAL BUSINESS:**

### 1. Promotional Video Material – Murrumbidgee Irrigation Area

Murrumbidgee Irrigation has released a promotional video aimed at promoting the MIA. The link to the video is to be circulated to Narrandera Shire Council.

### 2. Acknowledgement of Effort

The CEO Narrandera Shire Council acknowledged on behalf of the Committee the great work done by the Manager Economic Development Narrandera Shire, and Manager Economic Development, Tourism and Events Leeton Shire to help the Committee gain an understanding of the shared visitor services concepts, options and choice of actions.

The Manager Economic Development Narrandera Shire thanked the Manager Economic Development, Tourism and Events Leeton Shire and acknowledged the different skills and expertise of each Manager and the contribution to the project and positive working relationship.

**CORRESPONDENCE:** Nil

## **ATTACHMENTS:**

1. Shared Visitor Service Framework Presentation

**NEXT MEETING:** Mid October, date to be determined. Monday morning is preferred.

**MEETING CLOSED:** 10:58pm

Approved by Chairperson: *Cr Valenzisi*

# NARRANDERA / LEETON VISITOR SERVICES COMMITTEE

Options framework



**LEETON SHIRE COUNCIL**

*Preserving the Past, Enhancing the Future*



# Purpose

- To investigate the joint development of a Narrandera and Leeton Visitor Strategy which may include the development of a joint visitor information service, supported by a collaborative tourism and marketing function, industry and product development which promotes tourism and enhances the visitor economies of both Shires.

# Outcomes from 2020

- ∞ Increase number additional visitor overnight stays by 15% by 2020
- ∞ Increase \$ spend by visitors in both Shires by 10% by 2020
- ∞ Increase number of visitors to Centres by 10% by 2020
- ∞ Increase coach tours to each centre by 5% to 2020
- ∞ Increase product development in the region – 2 new products and experiences by 2020 in each shire
- ∞ Increase digital conversions
- ∞ Increase Trip Advisor profile in both shires by 25% by 2020
- ∞ Measurement and analysis of marketing campaigns

# Industry Leader

- ◉ Narrandera / Leeton Visitor Services has an opportunity to be an industry leader
- ◉ First shared service - quantifiable examples of two Councils going beyond marketing / promotion and events and committing to real joint KPI's, initiatives and projects

# Industry Collaboration

## 1. Collaborative marketing

### Riverina Regional Tourism

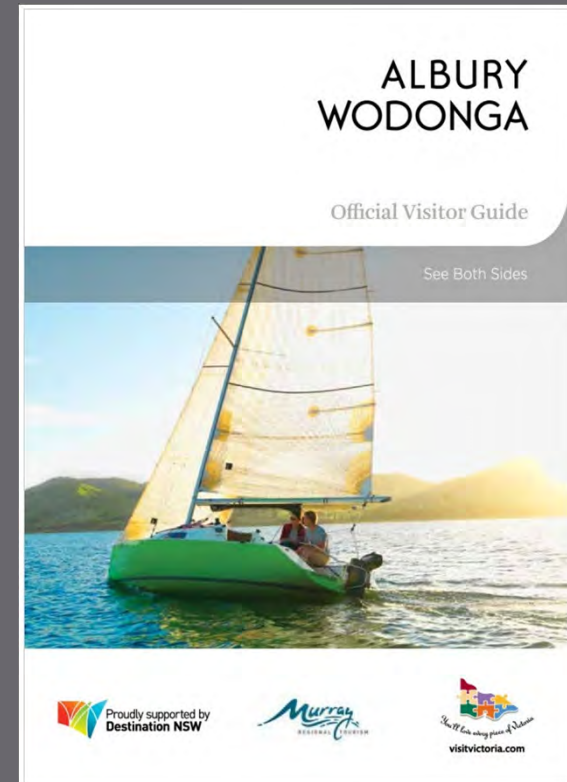
- **Riverina Taste Festival**  
Month long festival which showcases local produce through food based events
- **Riverina Localist**  
Campaign to encourage locals to discover great places to eat, drink or visit.



## 2. **Joint Marketing**

### Albury / Wodonga

- Approximately two years ago promotion of a joint Albury-Wodonga destination
- Resulted in a joint website - [visitalburywodonga.com](http://visitalburywodonga.com), joint Visitor Guide, Joint Facebook Page
- Also enabled bids for larger scale sporting events which have activities in both cities and therefore access to funding.



### 3. Collaborative Grant Applications

#### Joint Narrandera and Leeton Project – Grant Application

- \$25,000 under MDBA-Energise Enterprise funding to conduct a Visitor Economy Project to undertake data collection, data analysis of visitor activities and visitor flow.
  
- Outcomes will include -
  - \* 2 workshops to develop new tourism product in eco-tourism and agri-business
  - \* marketing workshop for tourism operators.
  - \* Visitor Strategy for Narrandera and Leeton
  - \* Product and development
  - \* Structured Tourism Group Committee for both shires.

# 3 Options

1. Stay as we are -with individual centres and separate brands and partner in soft collaborative projects.
2. Narrandera as a gateway to Leeton with separate Centres. Undertake a joint branding exercise and more direct joint projects.
3. Shared Narrandera / Leeton Visitor Service including combined Centre and redeveloped building at Narrandera.



1. Stay as we are – partner and collaboration

Opportunities	Risk	Financial Impact
<p>Builds and further strengthens Council relationships</p> <p>Stronger potential for success in funding applications</p>	<p>Low community and political risk</p>	<p>Very Minor savings</p> <p>No additional funds required for new collateral or branding.</p>

## 2. Gateway and separate Centres

Opportunities	Risk	Financial Impact
Stronger presence in Riverina region	Community and political risk	Cost of new joint branding
Effective use of expertise and resources.	Visitor confusion with change in branding.	Potential saving in marketing, advertising and collateral cost
More market exposure for \$ spent	Industrial / HR issues  Timing – budgets not in place to accommodate	

### 3. Shared Narrandera/ Leeton Visitor Service and Centre

Opportunities	Risk	Financial Impact
New centre could provide a multi-faceted complex to Narrandera	Leeton Visitor Centre building was gifted to Council.	Potential for savings dependent on cost structure
Stronger events Unit	Emotional and proprietary issues with Centre	Fee-based gateway for Murrumbidgee / Jerilderie
Opportunity to be a gateway for other smaller Shires	Industrial and staffing	

# Option 3 in stages

1. Stage 1 - Team building - set the scene
2. Stage 2 – Stepping it up - test market readiness
3. Stage 3 - The future - Confirm fit for purpose  
Narrandera/ Leeton Visitor Centre

# Stage 1 - Team building & setting the scene

Year 1

- \* Joint itinerary services
- \* Bundling / packages
- \* Famils & joint training initiatives
- \* Joint funding applications
- \* Promotion of coach tours to the region

# Stage 2 – Test market readiness

Year 2

- \* Undertake joint brand and joint marketing collateral
- \* Investigate joint business tools (Remplan, id)
- \* Joint digital platform incorporating brand
- \* Joint Destination Marketing Plan / Strategic Plan
- \* Joint events (Taste Riverina / Taste Murrumbidgee Valley)
- \* Investigate shared staffing arrangements – marketing / product development

# Stage 3 – The Future & Narrandera/Leeton Visitor Centre

Year 3

- \* Cost benefit analysis on re-development of fit-for-purpose Narrandera / Leeton Visitor Centre
- \* Test community readiness & build confidence
- \* Design plans commissioned
- \* Building costed
- \* Appetite to fund in AoP
- \* Revenue streams identified through new building
- \* Feasibility plan to establish options and costings

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**ITEM NO:** 3.1-2  
**REPORT FROM:** Executive Services  
**SUBJECT:** MINUTES – JOHN O’BRIEN FESTIVAL ORGANISING COMMITTEE  
**MEETING DATE:** 8 August 2016  
**MEETING VENUE:** Narrandera Ex-Servicemen’s Club

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**Submitted to Ordinary Council Meeting held on:** 27 September 2016

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**RECOMMENDATION:**

That Council receive and note the Minutes of the John O’Brien Festival Organising Committee Meeting of 8 August 2016.

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Committee Members:

Cr Mayne, Cr Kschenka, Ernest Rea (chair), David Marwood, Kimberley Beattie, Tony Andracchio, Annette Morey, John Morey, Zuzana Crook, Judy Hobart, Stuart Hobart  
Events Officer – Ashleigh Harrison

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*~~ This Item is submitted for Council’s Information ~~*

The Chairperson opened the meeting at **6:05pm** and thanked committee members for attending.

**Item 1 - PRESENT:**

Narrandera Shire Councillor	Cr Mayne
Narrandera Shire Councillor	Cr Kschenka
Representing Committee	Ernest Rea (Chair)
Representing Committee	Kimberley Beattie
Representing Committee	David Marwood
Representing Committee	Tony Andracchio
Representing Committee	Judy Hobart
Representing Committee	Stuart Hobart
Representing Committee	Zuzana Crook
Representing Committee	Annette Morey
Representing Committee	John Morey
Representing Narrandera Shire Council	Ashleigh Harrison (Events Officer)
Representing Narrandera Shire Council	Michelle Sleep (Economic Development Manager)

Observers Nil

**Item 2 - APOLOGIES:** Nil

**Item 3 - DECLARATION OF PECUNIARY INTEREST:** No Interest Declared



**Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 25 July 2016:**

**Moved:** Cr Mayne

**Seconded:** Stuart Hobart

**CARRIED**

**Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES:**

Nil

*\*\* At this point, time being 6.08pm, Cr Kschenka joined the meeting.*

**ITEM 6. BUDGET**

1. Budgets and actuals from the 2015 and 2016 John O'Brien Festivals were distributed to all committee members.
2. The Committee were informed that Council has adopted the budget for the 2017 John O'Brien Festival. A copy of the Council budget was distributed to the Committee. The Economic Development Manager explained that due to the changeover of committee members and the late start in planning for the 2017 John O'Brien Festival, the budget is projected to come in at a loss. However, breaking-even would be preferable. The Committee should focus on trying to achieve this.
3. Discussion was held around the Committee's projected budget and how it compares to previous years and why it is broken down into categories as presented.

*\*\* At this point, time being 6.28pm, Committee members, Annette and John Morey joined the meeting.*

4. The Committee approved the Committee projected budget and agreed that it be submitted to the next ordinary meeting of Council meeting for their information.

**RECOMMENDATION Item 6:**

That Council receives the attached Committee projected budget for the 2017 John O'Brien Festival.

**Moved:** David Marwood

**Seconded:** Cr Kschenka

**CARRIED**

**ITEM 7. PROGRAM**

1. Programs from 2015 and 2016 were circulated to all committee members as examples of what has been included in the past.
2. The Committee decided to retain the basic program template from the 2016 John O'Brien Festival keeping key events at the same times and days. The Committee will also attempt to get a few different performers and not repeat individual non-key shows from last year.
3. Discussion of past programs was held to identify which events are key events. The key events were identified as the poets' breakfasts, the poetry performance competitions, the two Irish luncheons, the Saturday night concert, the street carnival and parade, and the ANZAC Tribute.
4. Some performers from previous years have contacted Council's Events Officer and other committee members to express interest in performing at the Festival again.
5. Performer application forms need to be updated and uploaded on to the John O'Brien Festival website and distributed to the performer contact list and to any other performers' who express interest.

6. The dates of the upcoming John O'Brien Festival are Friday 17- Sunday 19 March 2017.

**ITEM 8. COMMITTEE MEMBER ROLES/RESPONSIBILITIES**

The Committee members discussed the various roles and responsibilities and all agreed to the following:

- a. Stallholder Coordinator – Tony Andracchio
- b. Sponsorship and Fundraising Coordinator – Ernest Rea
- c. Performer Coordinators – John and Annette Morey
- d. Program Coordinator – Zuzana Crook
- e. Media Liaison Officer – Annette Morey
- f. Volunteer Coordinator – Judy Hobart
- g. Parade Coordinator – Ernest Rea

There are still a number of vacant roles to be filled. These include Parade Coordinator, Sponsorship and Fundraising Coordinator and Competitions Coordinator.

**GENERAL BUSINESS:** Nil

**CORRESPONDENCE:** Nil

**ATTACHMENTS:**

- 1. John O'Brien Festival 2017 Committee Projected Budget

**NEXT MEETING:** Monday 22 August 2016 – 6pm – Narrandera Ex-Servicemen's Club

**MEETING CLOSED:** 7:48pm

Approved by Chairperson:



**DRAFT Budget for 2017 John O'Brien Festival**

	<b>2017</b>	<b>2017</b>
	<b>Council Budget (Endorsed)</b>	<b>Committee Projected Budget</b>
<b>Income</b>		
Donations/Fundraising	\$ 6,000.00	\$ 5,000.00
Grants	\$ -	\$ -
Stallholder Income	\$ 500.00	\$ 500.00
Sponsorship	\$ 5,000.00	\$ 3,000.00
Ticket Sales	\$ 18,250.00	\$ 17,000.00
Competition Entries	\$ 250.00	\$ 350.00
<b>Total</b>	<b>\$ 30,000.00</b>	<b>\$ 25,850.00</b>
<b>Expenses</b>		
Catering	\$ 5,000.00	\$ 5,000.00
Performers costs	\$ 8,600.00	\$ 8,000.00
Promotions/Marketing	\$ 6,500.00	\$ 5,500.00
Traffic Control	\$ 2,200.00	\$ 1,500.00
Venue/Equipment Hire	\$ 3,900.00	\$ 3,500.00
Wages Administration	\$ 2,000.00	\$ 1,200.00
Design and Printing Expenses	\$ 3,000.00	\$ 2,500.00
Consultants	\$ -	\$ -
Ticket sale commissions	\$ 4,000.00	\$ 4,000.00
Competition/Prizes	\$ 2,100.00	\$ 2,000.00
Website Master & Management	\$ 1,200.00	\$ 1,000.00
Committee Administration/Postage	\$ 1,000.00	\$ 800.00
Volunteer Costs	\$ 500.00	\$ -
<b>Total</b>	<b>\$ 40,000.00</b>	<b>\$ 35,000.00</b>
<b>Profit (Loss)</b>	<b>(\$10,000.00)</b>	<b>-\$ 9,150.00</b>

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**ITEM NO:** 3.1-3  
**REPORT FROM:** Executive Services  
**SUBJECT:** MINUTES – JOHN O’BRIEN FESTIVAL ORGANISING COMMITTEE  
**MEETING DATE:** 22 August 2016  
**MEETING VENUE:** Narrandera Ex-Servicemen’s Club

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**Submitted to Ordinary Council Meeting held on:** 27 September 2016

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**RECOMMENDATION:**

That Council receive and note the Minutes of the John O’Brien Festival Organising Committee Meeting of 22 August 2016.

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Committee Members:

Cr Mayne, Cr Kschenka, Ernest Rea (Chair), David Marwood, Kimberley Beattie, Tony Andracchio, Annette Morey, John Morey, Zuzana Crook, Judy Hobart, Stuart Hobart Events Officer – Ashleigh Harrison

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*~~ This Item is submitted for Council’s Information ~~*

The Chairperson opened the meeting at **6:02pm** and thanked committee members for attending.

**Item 1 - PRESENT:**

Narrandera Shire Councillor	Cr Mayne
Narrandera Shire Councillor	Cr Kschenka
Representing Committee	Ernest Rea
Representing Committee	Kimberley Beattie
Representing Committee	Zuzana Crook
Representing Committee	Stuart Hobart
Representing Committee	Annette Morey
Representing Committee	John Morey
Representing Committee	David Marwood
Representing Committee	Tony Andracchio
Representing Committee	Judy Hobart
Representing Narrandera Shire Council	Ashleigh Harrison (Events Officer)

Observers Nil

**Item 2 - APOLOGIES:** Nil

**Item 3 - DECLARATION OF PECUNIARY INTEREST:** No Interest Declared

**Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 08 August 2016:**

**Moved:** Cr Mayne **Seconded:** Zuzana Crook **CARRIED**

## **Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES:**

### 1. Rotary Art Show 2017

It has been confirmed the Rotary Art Show will be held during the John O'Brien Festival in March 2017. The official opening of the Rotary Art Show will be held on Thursday 16 March 2017. The venue for this event is yet to be determined.

The Committee were informed the Narrandera Camera Club may host a photography exhibition in the CRC Hall during the 2017 John O'Brien Festival. This is yet to be confirmed.

## **ITEM 6. PROGRAM**

1. The 2016 John O'Brien Festival program has been removed from John O'Brien Festival website.

*\*\* At this point, time being 6.10pm, the Volunteer Coordinator joined the meeting.*

2. A mixed show, featuring both poetry and music performances, was suggested as one of the 2017 John O'Brien Festival events. The Committee supported this suggestion.
3. The Program Coordinator asked Committee members to think about program layout and aesthetics for when it comes time to design the 2017 John O'Brien Festival program.

*\*\* At this point, time being 6.18pm, Cr Kschenka joined the meeting.*

4. It was suggested a venue map be placed on the back on the program. This will be dependent on the readability of the map. If it is too small to read, it will not be included.

## **ITEM 7. PERFORMERS**

1. The Committee discussed the performer application process.
2. The 2017 John O'Brien Festival Performer Application form has been created and sent electronically to performers on the Committee's existing contact list.
3. The Performer Application form will be uploaded to the John O'Brien Festival website in the next week.
4. The deadline for performer applications to be received is Wednesday 12 October 2016.
5. Committee members are encouraged to contact any performers they know who might be interested in performing at the 2017 John O'Brien Festival.
6. The Performer Coordinators have been liaising with a number of entertainers who may be interested in applying to perform at the 2017 John O'Brien Festival. The Performer Coordinators will send these entertainers the performer application form for completion.

## **ITEM 6. SPONSORSHIP**

1. The Committee discussed seeking sponsorship. It was decided that a letter should be sent to potential sponsors as well as speaking to potential sponsors face-to face.
2. The Chairperson will start seeking sponsorship for the 2017 John O'Brien Festival now.
3. The Stallholder Coordinator has spoken with a local business regarding a voucher to be used as a raffle prize. The cost of the voucher would be split 60/40. The Committee would need to pay for 60% of the cost, and the business would cover the other 40%. The Committee are undecided on whether they will take up this offer at present.
4. The Performer Coordinators may also be able to secure a potential raffle prize. The Committee are yet to decide on what their major prize will be.

## **GENERAL BUSINESS:**

1. Parade  
The Chairperson has been contacting people to be in the 2017 John O'Brien Festival parade. The RAAF has been approached for a fly-over. This will need to be followed up further. The load limits allowed for a parade will need to be confirmed with Council.
2. Radio Promotion  
The Chairperson suggested the Committee start media promotion with local radio and possibly wider regional radio and television.
3. Repositioning of Main Street Stage  
The Committee discussed the positioning of the stage in East Street on the Saturday of the John O'Brien Festival. The Committee decided that the stage should be located in Bolton Street rather than East Street. This will not affect the Traffic Management Plan.
4. Buskers  
The Committee decided that buskers will be placed on the footpath in East Street rather than in the middle of East Street. This will allow the buskers to be sheltered rather than exposed to the weather conditions.
5. Traffic Management Plan  
The John O'Brien Festival Traffic Management plan will need to be completed by November 2016. This will allow adequate time for the plans to be submitted to the Narrandera Shire Council Traffic Committee and relevant approvals sought.

6. Youth Engagement

It was suggested the Committee approach Charles Sturt University to recruit youth performers. It was also suggested that local pubs be approached to gauge their interest in supplying entertainment in the pubs during the John O'Brien Festival. This could be included in the John O'Brien Festival program as an extra event, similar to the Rotary Art Show.

**CORRESPONDENCE:** Nil

**ATTACHMENTS:** Nil

**NEXT MEETING:** Monday 5 September 2016 – 6pm – Narrandera Ex-Servicemen's Club

**MEETING CLOSED:** 6:56pm



Approved by Chairperson:

MS/kd/ah – CM/16-9 & ED/1955

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**ITEM NO:** 3.1-4  
**REPORT FROM:** Executive Services  
**SUBJECT:** MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE  
**MEETING DATE:** 8 August 2016  
**MEETING VENUE:** Parkside Cottage Museum

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**Submitted to Ordinary Council Meeting held on:** 27 September 2016

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**RECOMMENDATION:**

That Council receive and note the Minutes of the Narrandera Parkside Cottage Museum Committee meetings held 8 August 2016.

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Committee Members:

Cr Lee, Graham Minchin, June Hulands, Roy Wade, Robert Sloan, Geoff Sullivan, Lyn Brown and George Patterson

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*~~ This Item is submitted for Council's Information ~~*

The Chairperson opened the meeting at **7.35pm** and thanked committee members for attending.

**Item 1 - PRESENT:**

Representing Committee	Graham Minchin (Chair)
Representing Committee	Lyn Brown (Secretary)
Representing Committee	Roy Wade
Representing Committee	Robert Sloan (Caretaker)
Representing Committee	Geoff Sullivan
Representing Committee	June Hulands

Guest Gordon Bobbin – Narrandera Security Services

**Item 2 - APOLOGIES:** Nil

**Item 3 - DECLARATION OF PECUNIARY INTEREST:** No Interest Declared

**Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 9 May 2016:**

**Moved:** June Hulands **Seconded:** Geoff Sullivan **CARRIED**

**Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES:**

Mr Bobbin recommended that the Museum Committee make contact with EACOM Technologies at Griffith. A copy of the site alarm report for Saturday 6 August 2016 was provided to the meeting listing alarm events. The Secretary asked to speak to EACOM and pass on Narrandera Security Services phone number so that they can sort out and fix the system.



## **ITEM 6. TREASURER'S REPORT**

Treasurers Report as at 31 July 2016 read and tabled:

Total Income	\$352.00
Total Expenditure	\$824.12
Bank Balance	\$1,069.79

### **RECOMMENDATION Item 6:**

That the Treasures report be accepted.

**Moved:** Roy Wade

**Seconded:** June Hulands

**CARRIED**

## **ITEM 7. COUNCIL REPORT – No report for 8 August meeting**

## **ITEM 8. CARETAKERS REPORT**

1. The outside toilet continues to have problems. An Out of Order sign is now attached to the door.

### **GENERAL BUSINESS:**

#### **1. Firearms**

Roy Wade contacted the Narrandera Police in regards to the firearms that have been offered to the museum. To date there has been no response received from Sergeant Wilkie.

**CORRESPONDENCE:** Nil

**ATTACHMENTS:** Nil

**NEXT MEETING:** AGM - Monday 10 October 2016 – 7pm – Parkside Cottage Museum

**MEETING CLOSED:** 8.50pm

Approved by Chairperson:

*Mr Graham Minchin*

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**ITEM NO:** 3.1-5  
**REPORT FROM:** Executive Services  
**SUBJECT:** MINUTES – FOOD BOWL INLAND RAIL ALLIANCE COMMITTEE  
**MEETING DATE:** 9 August 2016  
**MEETING VENUE:** Council Chambers

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**Submitted to Ordinary Council Meeting held on:** 27 September 2016

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**RECOMMENDATION:**

That Council receive and note the Minutes of the Food Bowl Inland Alliance (FBIRA) Taskforce Meeting of 9 August 2016.

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Committee Members:

Mayor Cr Clarke, Deputy Mayor Cr Eipper, Cr Hall, Cr Howard, Mayor Cr Maytom, Cr Weston, Judy Charlton, Michelle Sleep, Geraldine Christou, Garry Stoll, Nicola James, Greg Lawrence, David Farley, Mark Wilkie

Member Council Invited Guests:

Berrigan Shire Council, Federation Shire Council, Greater Shepparton City Council, Mitchell Shire Council, Moira Shire Council, Murrumbidgee Shire Council, Griffith City Council, Leeton Shire Council, Narrandera Shire Council

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*~~ This Item is submitted for Council's Information ~~*

The Chairperson opened the meeting at 10.40am and thanked committee members for attending.

**Item 1 - PRESENT:**

Narrandera Shire Councillor	Cr Clarke (Mayor)
Narrandera Shire Councillor	Cr Hall
Narrandera Shire Councillor	Cr Howard
Representing Narrandera Shire Council	Judy Charlton (Chair) (Chief Executive Officer)
Representing Narrandera Shire Council	Michelle Sleep (Economic Development Manager)
Representing Leeton Shire Council	Cr Maytom (Mayor Leeton Shire Council)
Representing Leeton Shire Council	Jackie Kruger (General Manager)
Representing Leeton Shire Council	Nicola James (Manager Economic Development, Tourism and Events)
Representing Greater Shepparton City Council	Geraldine Christou (Manager Investment Attraction)
Representing Moira Shire Council	Frank Malcom (Economic Development Officer)
Representing Berrigan Shire Council	Cr Bernard Curtin (Mayor)
Representing Berrigan Shire Council	Rowan Perkins (General Manager)

Observers Michelle Sleep (Minute Taker)

**Item 2 - APOLOGIES:** David Farley community member Narrandera Shire Council, Rohan Sali of Greater Shepparton City Council, Cr Ruth McCrae and General Manager Murrumbidgee Shire Council, Greg Lawrence of Griffith City Council, Members of Mitchell Shire Council.

**Item 3 - DECLARATION OF PECUNIARY INTEREST:** No Interest Declared

**Item 4 - CONFIRMATION of MINUTES of Previous Meeting held 11 December 2015:**  
**Moved:** Cr Clarke **Seconded:** Cr Maytom **CARRIED**

**Item 5 - BUSINESS ARISING FROM PREVIOUS MINUTES:** Nil

**ITEM 6. UPDATE ON NATIONAL TRUNK RAIL'S PRESENTATION AT SHEPPARTON FORUM 30 JUNE 2016**

Discussion on NTR's presentation at the forum held at Shepparton on 30 June 2016 where Martin Albreicht, NTR addressed attendees.

The main points raised at the Forum:

- Federal government has funds for land acquisition for the inland rail.
- There is to be an expression of interest process (EOI) process to test private sector interest to partner with government to construct and operate the inland rail. The EOI process is a clear signal to the private sector of the opportunities to participate in the inland rail project that may attract other interest.
- The terms of reference (TOR) are not available at this time. Department of Finance will be overseeing this process. National Trunk Rail's (NTR) position is that an EOI process and broader TOR provide an opportunity for private sector to participate, whereas the published route is too narrow in scope.
- There is a need to shift freight from roads to rail and obtain cost improvement in the supply chain. The preferred route needs to demonstrate the lowest cost per tonne per km.
- The Australian Rail Track Corporation (ARTC) proposed Melbourne to Brisbane rail route through Albury and Wagga is an efficient route with a lower construction cost because it uses the existing rail network.
- There are approximately 1800 trucks travelling the Newell Highway which is expected to increase with freight forecasts that it will triple in the foreseeable future. This is an opportunity for rail to capture the market share of this freight traffic providing opportunities for export products and the agricultural industry.
- An inland rail route has the potential to unlock agriculture, mining, including coal and other minerals.
- There have been improvements made in the infrastructure to Port of Brisbane.

- The Shepparton, Narrandera inland rail route is a shorter, faster, flatter, straighter solution and proposed to be more efficient achieving the modal shift for agricultural commodities.
- \$594 million of funds in the Federal Budget for ATC to undertake preconstruction work. \$3.8 million is in the Federal Budget for market testing of private sector interest.

It was noted that there is a small window of opportunity for advocacy on this matter. NTR is still to meet with Damian Drum, Federal Member Murray as a follow up to the briefing notes sent to him regarding the Shepparton Narrandera inland rail route.

#### **ITEM 7. NEXT ADVOCACY STEPS – LETTERS AND FOLLOW UP ADVOCACY REGARDING BROAD TERMS OF REFERENCE FOR THE PRIVATE SECTOR INTEREST**

Discussion was held on who may assist with advocacy and what discussions have been held with them to date. It was noted that there currently is a strong relationship with Tim Fischer.

Consideration should be given to holding discussions with other politician to garnish their support such as the Finance Minister, Senator Cormann and Jayne Holton, Secretary Department of Defence. Strategically getting the National Party key Ministers on board with the Shepparton, Narrandera inland rail route and making them aware of the need to broaden the TOR was seen as important. It was also discussed that providing briefings to the opposition and Queensland State Labour Party may be beneficial.

The inland rail route will be subject to economic analysis, must demonstrate that it is an efficient low cost route and meet environmental assessment. The Shepparton, Narrandera route is shorter; the ground is flatter and provides greater opportunity to shift road traffic of agricultural commodities onto rail. Use of rail will decrease the cost of agricultural production in the region, improve export competitiveness of agricultural commodities and provide expansion opportunities for the region. The successes of the irrigation schemes in the region demonstrate the benefits of such infrastructure and the growth and jobs that occur as a result.

The benefits to smaller communities of the Shepparton, Narrandera route were discussed. It was noted that this inland rail train route may not stop in localities along the route. The infrastructure would potentially have capacity to enable other operators to use the network with the construction of passing lanes. It may also support a hub and spoke intermodal to freight to and from the rail.

It was noted that a submission regarding the Shepparton, Narrandera route option for inland rail to the Murray Riverina Regional Plan, in particular the importance of this rail freight corridor has been lodged.

The Manager Investment Attractions Greater Shepparton advised that Greater Shepparton has written to Darren Chester, MP to increase his awareness of the need to broaden the TOR of the EOI process to maximise the private sector interest.

#### **RECOMMENDATION Item 7:**

A number of actions to advocate the need to broaden the TOR of the EOI process and increase the awareness of and benefits of the Shepparton, Narrandera inland rail route.

1. Judy Charlton to seek the assistance of David Farley to contact Anthony Pratt and arrange an introduction to NTR.
2. Geraldine Christou and Greater City of Shepparton to seek Member for Murray Damien Drum's advice on how to arrange a meeting with Hon Barnaby Joyce, Deputy Prime Minister and member for New England and the Hon Susan Ley Minister for Health and Aged Care, Minister for Sport and Member of Farrer and Hon Fiona Nash, Minister for Regional Development Minister for Regional Communications Minister for Local Government.
3. Seek a multistate alliance writing to interstate Ministers and MPs that may have a stake in the Shepparton, Narrandera inland rail route, once we have the advice from Action 2.
4. Write to the Departments of Finance and Infrastructure to appraise them on the need to expand the TOR and explore other inland rail alternatives that will have an impact on regional Australia that will potentially have an economic flow on to the nation.

**Moved:** Cr Curtin

**Seconded:** Cr Mayton

**CARRIED**

**ITEM 8. SUBMISSIONS**

The item to be deferred to next meeting.

**ITEM 9. MEDIA**

City Beat – Courier Mail 24/5/2016. Circulated with agenda.

NTR Endorses Competitive Process for Inland Rail. Circulated with agenda.

**GENERAL BUSINESS:** Nil

**CORRESPONDENCE:** Nil

**NEXT MEETING:** To be advised

**MEETING CLOSED:** 12.05am

Approved by Chairperson:

