



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**20 October 2020**

## ETHICAL DECISION MAKING & CONFLICT OF INTEREST

*A Guiding Checklist for Councillors, Officers & Community Committees*

### ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of Interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

### CONFLICT OF INTEREST

A Conflict of Interest is a clash between private interests and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Department of Local Government and, Non-pecuniary – regulated by Codes of Conduct, ICAC, Ombudsman, Department of Local Government (advice only).

### THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

### IDENTIFYING PROBLEMS

- 1 Do I have private interest affected by a matter I am officially involved in?
- 2 Is my official role one of influence or perceived influence over the matter?
- 3 Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

### AGENCY ADVICE

Officers of the following agencies are available during Office Hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and codes.

<b><u>Contact</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Narrandera Shire Council	02-6959 5510	<a href="mailto:council@narrandera.nsw.gov.au">council@narrandera.nsw.gov.au</a>
ICAC	02-8281 5999	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
Toll Free	1800 463 909	
Department of Local Government	02-4428 4100	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
NSW Ombudsman	02-8286 1000	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>
Toll Free	1800 451 524	

## COMMUNITY STRATEGIC PLAN

# Themes

### Agenda Section 16 ~ Our Community

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- 1.1 To live in a healthy community and one that demonstrates a positive attitude
- 1.2 To advocate for quality educational and cultural opportunities
- 1.3 To live in an inclusive and tolerant community
- 1.4 To feel connected and safe

### Agenda Section 17 ~ Our Environment

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- 2.1 To value, care for and protect our natural environment
- 2.2 To effectively manage and beautify our public spaces
- 2.3 To live in a community where there are sustainable practices

### Agenda Section 18 ~ Our Economy

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- 3.1 To encourage new business and industry that can be sustained
- 3.2 To support local business and industry to grow and prosper
- 3.3 To strongly promote our Shire and to improve its attractiveness
- 3.4 To grow our population

### Agenda Section 19 ~ Our Infrastructure

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- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

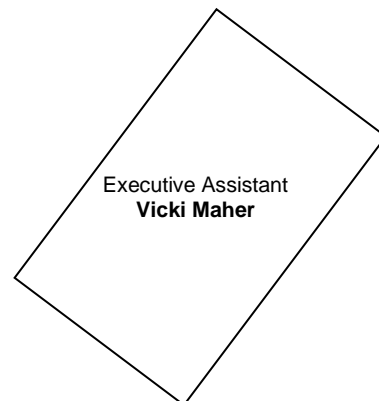
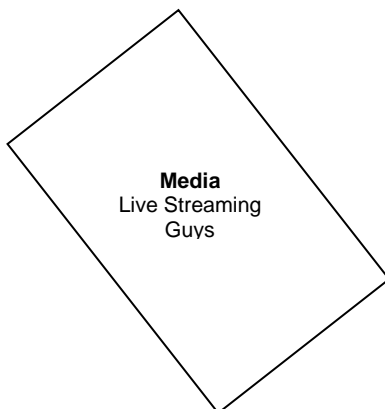
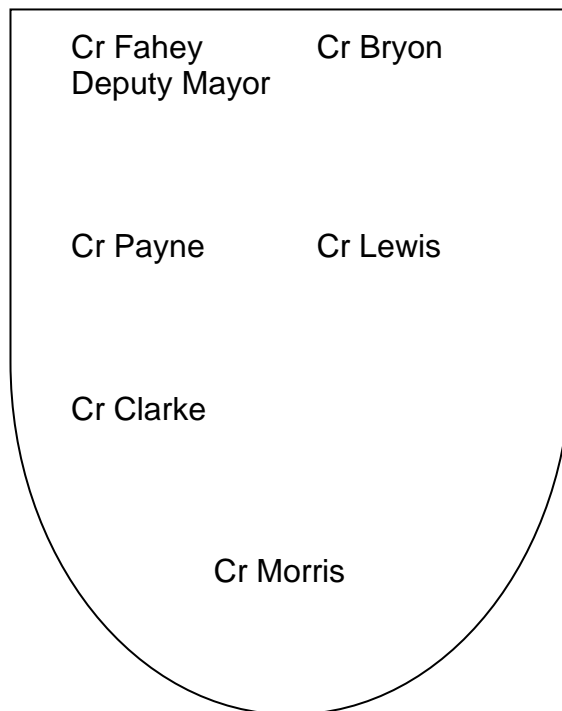
### Agenda Section 20 ~ Our Civic Leadership

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- 5.1 To have a Council that demonstrates effective management consistently
- 5.2 To have a progressive Council that communicates and engages well with all of the community and is a role model for inclusivity
- 5.3 To have a community and a Council that works collaboratively with harmony, respect and understanding

# SEATING

General Manager <b>George Cowan</b>	<b>MAYOR</b> <b>Cr</b> <b>Kschenka</b>	Deputy General Manager Infrastructure <b>Shane Wilson</b>	Deputy General Manager Corporate & Community <b>Martin Hiscox</b>
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**Notice is hereby given that the Ordinary Meeting of the Narrandera  
Shire Council will be held in the Council Chambers on:  
Tuesday 20 October 2020 at 2pm**

**Order Of Business**

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- 1      **ACKNOWLEDGEMENT OF COUNTRY**
- 2      **HOUSE KEEPING**
- 3      **DISCLOSURE OF POLITICAL DONATIONS**
- 4      **PRESENT**
- 5      **APOLOGIES**
- 6      **DECLARATIONS OF INTEREST**
- 7      **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 15 September 2020



# **MINUTES**

**Ordinary Council Meeting**

**15 September 2020**



**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 15 SEPTEMBER 2020 AT 2PM**

The Mayor declared the meeting opened at **2pm** and welcomed the Councillors, Staff, Media and Members of the Gallery.

**1 ACKNOWLEDGEMENT OF COUNTRY**

*I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present*

**2 HOUSE KEEPING**

*Advice provided of Council's Work, Health and Safety (WHS) Evacuation Plan and location of the Amenities.*

**3 DISCLOSURE OF POLITICAL DONATIONS**

Advice provided to those present, of the legislative requirement for Disclosure of Political Donations:

*The Environmental Planning and Assessment Act 1979, Section 147 requires a person submitting planning applications or submissions regarding a planning application, to disclose any reportable political donation and/or gifts to any local Councillor or employee of Council. Reportable political donations include those of, or above, \$1,000. The Disclosure Statement forms are available on Councils website or from the Customer Service Centre and must be lodged in accordance with the Act.*

*There were no Disclosure of Political Donations received by the Chairperson.*

Section 1,2 & 3 announced at the commencement of the Public Forum

**4 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Tammy Galvin, Cr Tracey Lewis, Cr Barbara Bryon

**In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant) and Lauren Redden (Minute Taker)

**5 APOLOGIES**

Nil

**6 DECLARATIONS OF INTEREST**

Nil

**6.1 MOTION – BRING ITEMS 13.4, 18.2, 18.3, AND 20.4 FORWARD****RESOLUTION 20/227**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Move Items 18.2 Election of Mayor, 18.3 Election of Deputy Mayor, 20.4 Audit Report - 2019 / 2020 General Purpose Financial Statements and 13.4. Minutes - Audit, Risk and Improvement Committee - 2 September 2020 forward in the Agenda.

**CARRIED**

At this point, time being 2.01pm, Mayor Neville Kschenka handed proceedings to the General Manager as Returning Officer and he and Deputy Mayor Cr David Fahey vacated their chairs for the 2020-21 Mayor and Deputy Mayor Elections.

**18.2 ELECTION OF MAYOR****RESOLUTION 20/228**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

That:

1. Council choose the method of voting to be either Preferential Ballot, Ordinary Ballot or by Open voting.  
- Ordinary Ballot was chosen
2. The election of Mayor be held.

**CARRIED**

The Returning Officer called for nominations for the position of Mayor.

After receiving, the Returning Officer declared Nominations Closed and advised that one (1) nomination was received for Cr Neville Kschenka and voting was not required.

The Returning Officer then declared Cr Neville Kschenka re-elected to the position of Mayor unopposed .

Cr Kschenka expressed his heartfelt thanks for the support shown by fellow Councillors.

### **18.3 ELECTION OF DEPUTY MAYOR**

#### **RESOLUTION 20/229**

Moved: Cr Kevin Morris

Seconded: Cr Tammy Galvin

That Council:

1. Determine that it will elect a Deputy Mayor for one-year term 2020 to 2021.
2. Choose the method of voting to be either Preferential Ballot, Ordinary Ballot or by Open voting.
  - Ordinary Ballot was chosen

**CARRIED**

The Returning Officer called for nominations for the position of Deputy Mayor.

After receiving, the Returning Officer declared Nominations Closed and advised that two (2) nominations were received for Cr David Fahey and Cr Clarke.

Names placed on Ballot Paper and eight (8) copies printed.

The Returning Officer initialled the back of each paper before they were distributed to each Councillor for voting. Councillors recorded their votes on the ballot papers which were then collected and tallied.

The Returning Officer declared Cr David Fahey re-elected to the position of Deputy Mayor 5/3.

Cr Fahey assumed position in the Deputy Mayor Chair.

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#### **2020/21 Elected Mayor**

Cr Neville Kschenka

#### **2020/21 Elected Deputy Mayor**

Cr David Fahey

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At this point, time being 2.10pm, the Returning Officer handed proceedings to the Mayor to chair the remainder of the meeting.

At this point, time being 2.11pm, Council's Auditor Ms Dannielle MacKenzie from Crowe joined the meeting via Zoom link and gave an overview on the 2019/2020 Financial Statement and Auditors Report followed by questions from Councillors. Council's Audit Risk & Improvement Committee Chair Mr Roger Fitzgerald also joined the Zoom to view.

**13.4 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 2 SEPTEMBER 2020**

**RESOLUTION 20/230**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 2 September 2020.
2. Refer to the Financial Managers Report for the Publication of Accounts in this Council Meeting Agenda.
3. Endorse the Internal Audit Charter.

**CARRIED**

**20.4 AUDIT REPORT - 2019 / 2020 GENERAL PURPOSE FINANCIAL STATEMENTS**

**RESOLUTION 20/231**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Adopt the 2019/2020 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

**CARRIED**

**7 CONFIRMATION OF MINUTES**

**RESOLUTION 20/232**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That the minutes of the Ordinary Council Meeting held on 18 August 2020 be confirmed.

**CARRIED**

**8 MAYORAL REPORT**

**8.1 MAYORAL REPORT AUGUST / SEPTEMBER 2020**

**RESOLUTION 20/233**

Moved: Cr Neville Kschenka

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the Mayoral Report for August / September 2020 with the Triple M correction included.

**CARRIED**

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS**

**13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 1 SEPTEMBER**

**RESOLUTION 20/234**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tammy Galvin

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held 1 September 2020, together with the updated Economic Development Strategy (non-confidential).

**CARRIED**

**13.2 MINUTES - ARTS AND CULTURE ADVISORY COMMITTEE - 1 SEPTEMBER 2020**

**RESOLUTION 20/235**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Minutes of the Arts and Culture Advisory Committee held on Tuesday 1 September 2020.

**CARRIED**

**13.3 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 31 AUGUST 2020**

**RESOLUTION 20/236**

Moved: Cr Barbara Bryon

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the Minutes of the Parkside Cottage Museum Committee held on Monday 31 August 2020.

**CARRIED**

*Item has been considered at another section.*

**14 OUR COMMUNITY**

**14.1 POLICY REVIEW CS80 BUSKING**

**RESOLUTION 20/237**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council

1. Adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**CARRIED**

**14.2 POLICY REVIEW CS20 FINANCIAL ASSISTANCE PROGRAM**

**RESOLUTION 20/238**

Moved: Cr Narelle Payne  
 Seconded: Cr Tracey Lewis

That Council

- 1) Adopt the amended policy CS20 Financial Assistance Program for exhibition.
- 2) Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**CARRIED**

**14.3 LOCAL GOVERNMENT ROAD SAFETY PROGRAM PROJECT FUNDING**

**RESOLUTION 20/239**

Moved: Cr Tracey Lewis  
 Seconded: Cr Tammy Galvin

That Council:

1. Endorses the 2020 Annual Review of the Road Safety Action Plan 2019-2021.
2. Accepts Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and endorses the projects approved by TfNSW.
3. Reallocate existing TfNSW road safety project funding to the newly TfNSW approved projects.
4. Approves the changes to be included in the next Quarterly Budget Review.

**CARRIED**

**14.4 TOURISM PROMOTION - INSTALLATION OF HAYLLAR TRANSPORT TRUCK CURTAIN**

**RESOLUTION 20/240**

Moved: Cr Narelle Payne  
 Seconded: Cr Barbara Bryon

That Council

1. Endorse Option 2 and engage the marketing collaboration with Hayllar Transport to promote Narrandera Shire with digital graphics on a Hayllar Transport Trailer.

*Option 2 – Approve the promotional venture side curtain and rear door graphics as outlined within this report for a total of \$12,126.50 (Including GST Curtain install and design) from Job Cost Town Brochure Reprint #8700-0056-0000, due to Joint Marketing*

*initiative underway for brochure replacement.*

**CARRIED**

## **15 OUR ENVIRONMENT**

### **15.1 WESTERN REGIONAL PLANNING PANEL NOMINATIONS**

#### **RESOLUTION 20/241**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Elect the following nominations for the Western Regional Planning Panel:
  - (a) Mr Shane Wilson – Deputy General Manager Infrastructure
  - (b) Councillor “to be selected at the meeting”
2. Advise the Planning Panels Secretariat of the nominations within 14 days of the election.

Cr Clarke and Cr Payne self-nominated.

Following a vote by show of hands, Cr Clarke was elected as Councillor representative on the Western Regional Planning Panel.

**CARRIED**

## **16 OUR ECONOMY**

Nil

## **17 OUR INFRASTRUCTURE**

### **17.1 UPDATE ON DROUGHT COMMUNITIES PROGRAMME**

#### **RESOLUTION 20/242**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

1. That Council note the report.

**CARRIED**



**18 OUR CIVIC LEADERSHIP**

**18.1 POLICY REVIEW - CS250 SECTION 355 COMMITTEES**

**RESOLUTION 20/243**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council:

1. Review and endorse the current policy numbered CS250 - Section 355 Committees as presented for the purpose of public exhibition.
2. Following the 28 days public exhibition period if no submissions are received the policy is deemed to be adopted.

**CARRIED**

*Item has been considered at another section.*

*Item has been considered at another section.*

**18.4 MAYORAL DELEGATIONS**

**RESOLUTION 20/244**

Moved: Cr Kevin Morris

Seconded: Cr Tammy Galvin

That Council:

1. Approve the Mayoral Delegations as recorded in this report.

**CARRIED**

**18.5 POLICY REVIEW ES30 COUNCILLORS ACCESS TO INFORMATION, INTERACTIONS WITH STAFF AND ACCESS TO COUNCIL PREMISES**

**RESOLUTION 20/245**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council

- 1) Adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.
- 2) Should no submissions be received during exhibition, the policy as exhibited be implemented at the conclusion of the exhibition period.

**CARRIED**

**18.6 ANNUAL DISCLOSURE OF PECUNIARY INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED PERSONS**

**RESOLUTION 20/246**

Moved: Cr David Fahey OAM  
 Seconded: Cr Jenny Clarke OAM

That Council:

1. Acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by both Councillors and designated persons and that these documents are tabled for information.

**CARRIED**

**18.7 LAKE TALBOT TOURIST PARK - ABATEMENT OF ADDITIONAL MONTHLY LEASE PAYMENT TO COUNCIL ALSO REQUEST FOR A REDUCTION IN MONTHLY LEASE PAYMENTS**

**RESOLUTION 20/247**

Moved: Cr Tracey Lewis  
 Seconded: Cr Jenny Clarke OAM

That Council:

1. Agree to the abatement of the monthly lease payment for the month of July 2020; and
2. Agree to the reduction of monthly lease payments for the months of August 2020 to December 2020 inclusive with the reduced amount payable to Council being 15.5% of the gross monthly income of the Lake Talbot Tourist Park with documentation to be provided each month to Council supporting the calculation.

**CARRIED**

**18.8 2018-2022 DELIVERY PROGRAM - 30 JUNE 2020 QUARTERLY REVIEW**

**RESOLUTION 20/248**

Moved: Cr Tracey Lewis  
 Seconded: Cr David Fahey OAM

That Council:

1. Endorse the 2018-2022 Delivery Program quarterly review dated 30 June 2020 as presented and publish the report to the community using the website of Council.
2. Requests a Notice of Motion from Cr Lewis to the next Council Meeting regarding her suggestions of a Wellness Team to be included in the 2021 Delivery Program.

**CARRIED****18.9 CORRESPONDENCE FROM THE SCOUT ASSOCIATION OF AUSTRALIA, NSW BRANCH, RIVERINA REGION - RATES AND CHARGES****RESOLUTION 20/249**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

The Council:

1. Seek additional information from The Scout Association of Australia (NSW) clarifying the frequency of usage or occupancy of the property so to make an informed decision about the continuation of the exemption from the ordinary rate; and
2. Following a review of the exemption from the ordinary rate, that the amounts payable to Council for the 2020-2021 financial year only be paid from the Mayor and General Manager funds, with The Scout Association of Australia (NSW) to advise Council in May 2021 if the current situation has changed.

**CARRIED****18.10 EXTENDING COUNCILLOR DELEGATES TO SEPTEMBER 2021****RESOLUTION 20/250**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

That Council:

1. Resolve to extend existing Councillor delegates terms until September 2021.
2. Elects Councillor delegates to vacancies following the resignation of Councillor Galvin.
  - a. Murray Darling Association Murrumbidgee Region Group 9  
Following self-nominations, Cr Clarke was elected as Council Delegate (previously alternate) and Cr Bryon was elected as alternate.
  - b. Local Emergency Management Committee  
Following self-nomination, Cr Lewis was elected as Council Delegate
  - c. Parks and Gardens Advisory Committee  
Following self-nomination, Cr Payne was elected as another Council Delegate

**CARRIED**

**18.11 AGREEMENT BETWEEN NARRANDERA EAST INFANTS SCHOOL (NSW DEPARTMENT OF EDUCATION) AND COUNCIL FOR USE OF THE FORMER NOOSH BUILDING**

**RESOLUTION 20/251**

Moved: Cr David Fahey OAM

Seconded: Cr Kevin Morris

That Council:

1. Enter into a formal agreement with the Narrandera East Infants School to use and occupy the demountable classroom building owned by Council; and
2. Delegate authority to the Mayor and the General Manager to sign the agreement and any other documentation relating to this matter.

**CARRIED**

**19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**

**19.1 AUGUST DEVELOPMENT SERVICES ACTIVITIES**

**RESOLUTION 20/252**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Development Services Activities Report for August 2020.

**CARRIED**

**20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**

**20.1 AUGUST INCOME STATEMENT**

**RESOLUTION 20/253**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 August 2020.

**CARRIED**

**20.2 AUGUST STATEMENT OF INVESTMENTS**

**RESOLUTION 20/254**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That Council:

1. Receive and note the information contained in the Statement of Investments report as at 31 August 2020.

**CARRIED**

**20.3 AUGUST CAPITAL WORKS PROGRAM**

**RESOLUTION 20/255**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the information contained in the Capital Works report as of 31 August 2020.

**CARRIED**

*Item has been considered at another section.*

**20.5 AUGUST STATEMENT OF BANK BALANCES**

**RESOLUTION 20/256**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 August 2020.

**CARRIED**

**20.6 AUGUST STATEMENT OF RATES AND RECEIPTS**

**RESOLUTION 20/257**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 31 August 2020.

**CARRIED**

## **21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**

### **21.1 NEW MODEL CODE OF CONDUCT & PROCEDURES**

#### **RESOLUTION 20/258**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct.
2. Note Circular 20-32 advising the new Model Code of Conduct and Procedures take effect immediately.

**CARRIED**

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RESOLUTION 20/259**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**22.1 Economic Development Strategy at 1 September 2020**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.2 Lake Talbot Tourist Park - correspondence received and supporting information**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

**22.3 Purchase of Hanger Building at Narrandera-Leeton Aerodrome**

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**CARRIED**

**22.1 ECONOMIC DEVELOPMENT STRATEGY AT 1 SEPTEMBER 2020****RESOLUTION 20/260**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

1. That Council receive and note the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held 1 September 2020.

**CARRIED**

**22.2 LAKE TALBOT TOURIST PARK - CORRESPONDENCE RECEIVED AND SUPPORTING INFORMATION****RESOLUTION 20/261**

Moved: Cr Narelle Payne  
 Seconded: Cr Tracey Lewis

That Council:

1. Acknowledge the correspondence received from Graejan Pty Ltd also the supporting information relating to amounts payable to Council.

**CARRIED**

**22.3 PURCHASE OF HANGER BUILDING AT NARRANDERA-LEETON AERODROME**

**RESOLUTION 20/262**

Moved: Cr Narelle Payne  
 Seconded: Cr David Fahey OAM

That Council:

1. Approve the purchase of the 690m<sup>2</sup> hanger building which forms part of the Narrandera-Leeton Aerodrome being part of Lot 1 in DP 187882 for the amount detailed within the report.
2. Funding for the purchase to be allocated from the Sale of Water Allocations internal reserve.
3. Authorise the General Manager and Mayor to sign all required documents, resultant to the purchase and sale.
4. Authorise the use of the common seal on all associated documents.

**CARRIED**

**23 OPEN COUNCIL**

**RESOLUTION 20/263**

Moved: Cr David Fahey OAM  
 Seconded: Cr Narelle Payne

That Council moves out of Closed Council into Open Council and the Mayor advise of the resolutions endorsed in Closed Session.

**CARRIED**

On behalf of Councillors and Staff, Mayor Kschenka presented Cr Tammy Galvin with a gift as a token of appreciation and thanked her for her contribution over the past 4 years.

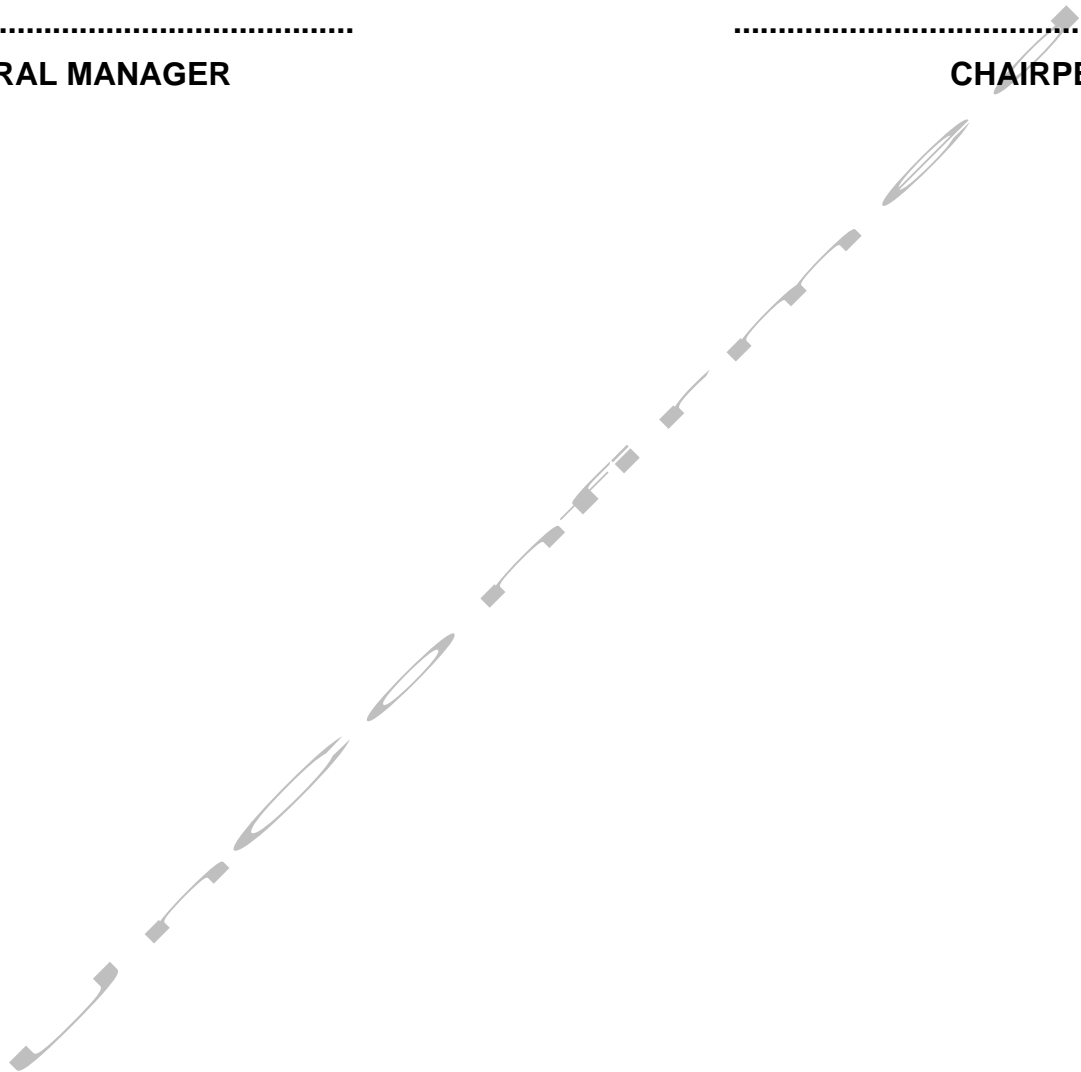


**The Meeting closed at 3.26pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 October 2020.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**



**8 MAYORAL REPORT****8.1 MAYORAL REPORT SEPTEMBER / OCTOBER 2020**

**Document ID:** 522692  
**Author:** Mayor  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the Mayoral Report for September / October 2020.

**BACKGROUND**

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 15 September 2020, I have had the privilege to attend the following on behalf of our Council: -

**Meetings with General Manager**

Attended regular Monday, and unscheduled, meetings with the General Manager George Cowan to discuss various matters. Deputy Mayor also attends these meetings.

All Councillors and I attend a weekly Zoom meeting with the General Manager.

**SEPTEMBER 2020****Friday 11**

I met with a Shire resident and discussed several opportunities for the shire.

**Tuesday 15**

I chaired the monthly Councillors Briefing Session and Ordinary Council Meeting. Unconfirmed Minutes of the Council Meeting submitted for Council's endorsement.

At the commencement of the Ordinary Meeting, the 2020-2021 Mayoral Elections were conducted by the General Manager as Returning Officer. Being the only nominee for Mayor, I was elected unopposed. Cr Fahey and Cr Clarke were nominated for the position of Deputy Mayor and Cr Fahey was returned with a vote count of 5/3. Minutes of the Ordinary Meeting are further submitted to Council.



Mayor Cr Neville Kschenka



Deputy Mayor Cr David Fahey OAM

At the conclusion of the Ordinary Meeting, I presented Cr Tammy Galvin with a small gift and card in appreciation of her service to the shire as a Councillor for four years following her resignation and giving her best wishes for her future.



### Wednesday 16

Visited the worksite at the Cowabbie Creek upgrade which is progressing well and should be completed in time for the harvest season.



**Wednesday 16**

I joined a RAMJO zoom meeting for further updates on Digital Connectivity Mapping. This is an important step in providing better services including mobile phone coverage to the shire.

**Thursday 17**

Together with the General Manager I enjoyed another segment on the local Community Radio, 91.1 Spirit FM, where GM George Cowan and I advise the listeners on outcomes of agenda items from the monthly council meeting as well as providing any updates on current projects. Positive comments continue regarding this segment held monthly at 8:30am, the Thursday following the monthly Council meeting.

**Thursday 24**

Met with Council's Deputy General Manager Corporate Community to discuss an issue that had been raised from a community member.

**Monday 28**

Joined an Office of Local Government Webinar with the Minister for Local Government the Hon. Shelley Hancock MP. The Minister for Health and Medical Research the Hon. Brad Hazzard MP, joined and provided the latest information and advice to councils, followed by a Q & A session. Also attending the webinar was Dr Kerry Chant PSM, NSW Chief Health Officer.

**Monday 28**

Attended and chaired the Australia Day Planning committee meeting held in the Youth Space at the Narrandera Library to discuss 2021 Australia Day arrangements. Minutes of the meeting are further presented to Council. I encourage shire residents to submit nominations for the four categories – Young Citizen, Senior Citizen, Citizen and Organisation of the Year.

**OCTOBER 2020****Friday 2**

This year Narrandera Shire Council willingly embraced the Return and Earn scheme by installing a Reverse Vending machine (RVM) at the entrance to the Narrandera Waste Depot.

The RVM has proved to be a huge success both in the reduction of can and bottle litter around the area and as a source of funds for those people obtaining vouchers from the machine and redeeming them at Coles Narrandera.

The RVM has already reached an impressive milestone, registering 1,107,206 containers deposited or around 35,000 per week since the RVM was installed early this year.

Council committed to the installation of the RVM supplied by Tomra/Cleanaway, who has just announced that more than 4 billion containers have been returned for recycling across NSW since the scheme was launched in 2017.

Narrandera has more than played its part in the Return and Earn Scheme which is delivering tangible environmental, social, and economic benefits for the Shire and for NSW as a whole. I congratulate the residents of Narrandera Shire who have solidly supported

the service offered at the RVM and urge them to continue to use the unit as a part of their daily lives.



**Tuesday 6**

Deputy Mayor Cr David Fahey OAM together with fellow committee members, attended and chaired the monthly Economic Taskforce meeting. Minutes of the meeting together with the latest update to the Economic Development Strategy are presented to Council.

**Thursday 8**

Accompanied by the General Manager Mr George Cowan, I joined Leeton Shire Council's Mayor Cr Paul Maytom, for the announcement that design works for the proposed parallel taxiway at Narrandera/Leeton Airport are officially in motion.

To mark the occasion, Mayor Maytom and I, together with Mr Chris Hine Executive Chairman of AAPA and Executive Director of REX, accompanied by an instructor and trainee pilot from AAPA, all attended the official opening of the Australian Airline Pilot Academy (AAPA) satellite Narrandera Campus Briefing Centre, at Narrandera Leeton Airport.

Mr Hine was thrilled to visit Narrandera Leeton Airport and appreciated the convenience of our new satellite briefing facility established at the airport precinct, with the assistance and support of both Councils.

Trainees and their instructors greatly appreciate the convenience and comfort of the briefing facility which is in close proximity to the apron area used by AAPA aircraft.



**Monday 12**

Attended and chaired the Australia Day Planning committee discussion held at the Narrandera Visitor Information Centre to continue discussion on the 2021 Australia Day arrangements, including the process and timelines for nominations of the Citizen, Young Citizen and Organisation of the Year awards.

**Tuesday 13**

Together with fellow committee members, I attended via Zoom link up, the Narrandera Local Rescue and Emergency Management Committee meeting.

\*\*\*\*\*

I continue to extend my gratitude and thanks to those Councillors who have attended various meetings throughout the past month, either on my behalf, or as elected committee members; thank you, your assistance is always appreciated.

\*\*\*\*\*

*Until next time, Mayor Kschenk*

**RECOMMENDATION**

That Council:

- 1.Receive and note the Mayoral Report for September / October 2020.

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS****13.1 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 31 AUGUST 2020****Document ID: 526252****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Parkside Cottage Museum Committee Minutes - 31 August 2020****RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Parkside Cottage Museum Committee held on Monday 31 August 2020.
2. Acknowledge that Committee member Steve Wicker has been elected as Committee Chairperson.



**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKSIDE COTTAGE MUSEUM COMMITTEE  
HELD AT THE LIBRARY YOUTH SPACE  
ON MONDAY, 31 AUGUST 2020 AT 10:10AM**

**1 PRESENT**

Delegate Cr Barbara Bryon, Community Members Mrs Josie Middleton, Ms Lynette Burrell, Mr Robert Cahill, Mr Bob Bennett, Mrs Nerelle Daly, Mrs Lesley Bailey, Mr Steve Wicker, Observers Cr Tracey Lewis, CDM Sue Killham, Minute Taker Mel Gilmour

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 REPORTS**

**6.1 ELECTION OF COMMITTEE CHAIRPERSON**

**RECOMMENDATION**

The Committee:

1. Elect a Chairperson for the upcoming 12 months

Bob Cahill nominated Cr Barbara Bryon for Committee Chairperson.

Cr Barbara Bryon accepted nomination.

There were no other nominations from the Committee.

It was brought to the attention of the Committee by CDM Sue Killham and Minute Taker Mel Gilmour that there was a conflict with the Terms of Reference section 11 Office Bearers, **the position of Chairperson is elected annually at the Annual General Meeting from the Committees Community Representatives.**

It was resolved that the election of Chairperson would be postponed until the next meeting as a resolution to the conflict with the TOR would be sought by Cr Barbara Bryon.

The Committee determined that Cr Barbara Bryon would act as Chair for the meeting.

**6.2 BUDGET**

**COMMITTEE RESOLUTION**

Moved: Mrs Nerelle Daly

Seconded: Mrs Lesley Bailey

The Committee:

1. Receive and note the budget and actual figures as of August 2020.

**CARRIED**

**6.3 SCOPE OF WORKS UPDATE FROM CDM**

**COMMITTEE RESOLUTION**

Moved: Mr Bob Bennett

Seconded: Mrs Nerelle Daly

The Committee:

1. Receive and note update on the progress of works at the Parkside Cottage Museum from CDM Sue Killham.

**CARRIED**

**5 CORRESPONDENCE**

Cr Barbara Bryon tabled the following correspondence;

- Email, Museum of Applied Arts & Sciences regarding a Webinar that is available to small museums
- David Kraus – ANU
- Kim Biggs – Museum Advisor

**6 NEXT MEETING**

Thursday 1 October 2020, 10:00am

Library Youth Space

**7 MEETING CLOSE**

**The Meeting closed at 10:55am.**

**The minutes of this meeting were confirmed at the Parkside Cottage Museum Committee held on .**

.....  
**CHAIRPERSON**

**13.2 MINUTES - YOUTH ADVISORY COUNCIL - 14 SEPTEMBER 2020**

**Document ID: 526691**

**Author: Community Support Manager**

**Authoriser: Deputy General Manager Corporate and Community**

**Attachments: 1. Youth Advisory Council Minutes - 14 September 2020**

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Youth Advisory Council held on Monday 14 September 2020.



# MINUTES

## Youth Advisory Council Meeting

**14 September 2020**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
YOUTH ADVISORY COUNCIL MEETING  
HELD AT THE YOUTH SPACE  
ON MONDAY, 14 SEPTEMBER 2020 AT 3:30**

**1 PRESENT**

Mayor Braden Lyons, Deputy Mayor Wesley Bamblett, Cr Madeline Fraser, Cr Kayleigh Cassidy, CLO Suzanne Litchfield, Observer Cr David Fahey

**2 APOLOGIES**

Nil

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

##### **COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Deputy Mayor Wesley Bamblett

That the minutes of the Youth Advisory Council Meeting held on 10 August 2020 be confirmed.

**CARRIED**

#### **5 REPORTS**

##### **5.1 PRESENTATION BY CR FAHEY**

##### **COMMITTEE RESOLUTION**

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note the Food Trailer presentation by Cr Fahey

**CARRIED**

##### **5.2 COVID TRAINING - DRIVE IN**

##### **COMMITTEE RESOLUTION**

Moved: Cr Kayleigh Cassidy

Seconded: Deputy Mayor Wesley Bamblett

The Youth Council

1. Participate in COVID-Safe Training for food service ahead of the Drive-in Movie Night and provide a copy of the certificate to CLO upon completion.

**CARRIED**

### **5.3 FOOD TRAILER ARTWORK COMPETITION PROGRESS**

#### **COMMITTEE RESOLUTION**

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note the updates on the Food Trailer Artwork Competition
2. Select a new closing date for the competition.

**CARRIED**

### **5.4 UPDATE ON CULTURAL PLAN**

#### **COMMITTEE RESOLUTION**

Moved: Cr Madeline Fraser

Seconded: Cr Kayleigh Cassidy

The Youth Council

1. Endorse the submissions of these suggestions to the CDM for inclusion in the plan

**CARRIED**

### **5.5 UPDATE ON YOUTH STRATEGY**

#### **COMMITTEE RESOLUTION**

Moved: Cr Kayleigh Cassidy

Seconded: Cr Madeline Fraser

The Youth Council

1. Endorse the suggestions for the Youth Strategy

**CARRIED**

### **5.6 REGIONAL YOUTH TASK FORCE**

#### **COMMITTEE RESOLUTION**

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note the information about the Regional Youth Task Force

**CARRIED**

**6 NEXT MEETING**

3.30pm 12 October at the Library Youth Space

**7 MEETING CLOSE**

**Meeting Closed at 545pm**

**13.3 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 28 SEPTEMBER 2020**

**Document ID: 527233**

**Author: Events and Visitor Services Team Leader**

**Authoriser: General Manager**

**Attachments: 1. Australia Day Planning Committee Minutes - 28 September 2020**

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Australia Day Planning Committee held on Monday 28 September 2020.



**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUSTRALIA DAY PLANNING COMMITTEE  
HELD AT THE NARRANDERA SHIRE LIBRARY - YOUTH SPACE  
ON MONDAY, 28 SEPTEMBER 2020 AT 4PM**

**1 PRESENT**

Cr Neville Kschenka, Cr Narelle Payne, Ms Helen McDermott, Mr Bob Manning, Ms Beryl Brain, Mr Stephen Targett, Member Toneale O'Connell,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Ms Beryl Brain

That apologies from Ms Barbara Bryon and Mr Graeme Davies be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mr Bob Manning

That the minutes of the Australia Day Planning Committee held on 3 February 2020 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

- This years nominee listing and succinct biography is to be printed into a booklet and distributed locally.

## **6 REPORTS**

### **6.1 AUSTRALIA DAY EVENT VENUE SELECTION**

#### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mr Bob Manning

Discuss and approve a suitable venue/s and start time/s for the 2021 Australia Day celebrations in Narrandera Shire.

- Narrandera Shire Australia Day Planning Committee approved the Lake Talbot Swimming Complex as the 2021 venue for the Narrandera Australia Day ceremony with a start time of 9am.

**CARRIED**

### **6.2 NARRANDERA SHIRE AUSTRALIA DAY NOMINATION FORM 2021**

#### **COMMITTEE RESOLUTION**

Moved: Mr Stephen Targett

Seconded: Cr Narelle Payne

Review and approve 2021 Australia Day Nomination Form.

- Narrandera Shire Australia Day Planning Committee approved the 2021 Australia Day Awards nomination form
- Narrandera Argus, Facebook, Posters and Community Radio to be used in the call for nominations
- Ensure Narrandera Shire residents are aware that nominees who have not won in previous years are able to be nominated for this years awards programs.

**CARRIED**

### **6.3 NARRANDERA SHIRE AUSTRALIA DAY AMBASSADOR PROGRAM**

#### **COMMITTEE RESOLUTION**

Moved: Mr Bob Manning

Seconded: Ms Helen McDermott

Discuss participation and arrangements for the 2021 Australia Day Ambassador Program.

- Narrandera Shire Australia Day Planning Committee determined that an application for the 2021 Australia Day Ambassador Program be submitted to the Australia Day Council if the program is to run in 2021.
- Narrandera Shire Australia Day Planning Committee approved approaching local identities as a “local ambassador” as part of the 2021 Australia Day program. Committee members to prepare candidates for discussion at the October meeting.

**CARRIED**

### **6.4 NARRANDERA SHIRE AUSTRALIA DAY 2021 ACTIVITIES**

#### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Ms Beryl Brain

Discuss and plan Narrandera Shire Australia Day activities for the 2021 event.

- Narrandera Shire Australia Day Planning Committee determined the 2021 ceremony will have 1 vocalist, 2 masters of ceremonies, involvement from the Narrandera Shire Youth Council, support Lake Talbot Swimming Complex through Australia Day Activities and a sound system set up will be required.

**CARRIED**

### **7 GENERAL BUSINESS**

- Narrandera Shire Australia Day Planning Committee has approved the Sportsperson Committee to present the Sportsperson of the Year Awards as a segment of the Australia Day Ceremony.

### **8 CORRESPONDENCE**

Nil

**9 NEXT MEETING**

October 12<sup>th</sup> – 4pm

**10 MEETING CLOSE**

**The Meeting closed at 5.20pm.**

**The minutes of this meeting were confirmed at the Australia Day Planning Committee held on.**

.....  
**CHAIRPERSON**

**13.4 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 6 OCTOBER****Document ID: 525002****Author: Council Administration Assistant****Authoriser: General Manager****Theme: Our Economy****Attachments:**

1. **2020-10-06 Economic Taskforce MINUTES UnConfirmed v2.pdf** [↓](#)
2. **2020-10-06 Economic Strategy (Open).pdf** [↓](#)

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **6 October** 2020, together with the updated Economic Development Strategy (non-confidential).

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **6 October** 2020, together with the updated Economic Development Strategy (non-confidential).

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ECONOMIC TASKFORCE COMMITTEE  
HELD VIA ZOOM  
ON TUESDAY, 6 OCTOBER 2020 AT 10AM**

Meeting commenced at 10.05am

**1 PRESENT**

Cr David Fahey OAM, Cr Jenny Clarke OAM, Cr Kevin Morris, GM George Cowan, EDM Peter Dale, TEDC Tiffany Thornton,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That apologies from Cr Neville Kschenka be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That the minutes of the Economic Taskforce Committee held on 1 September 2020 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

- 2<sup>nd</sup> dot point regarding Griffith Real Estate radio advert about development in Narrandera – referenced development is storage units behind residential block of units up from Coles
- Return and Earn – redeemed at Coles – so assume majority of spending occurs in town

**6 REPORTS**

**6.1 ECONOMIC & TOURISM STIMULUS PROJECTS-WORK IN PROGRESS-NARRANDERA ENERGISED**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That the Economic Taskforce receive and note the report.

**CARRIED**

Cr Clarke joined the meeting at 10.44am

**6.2 ECONOMIC DEVELOPMENT STRATEGY**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr Jenny Clarke OAM

That the Economic Taskforce Committee:

1. Receive, note, and discuss listed projects
2. Endorse items written in [Blue](#) within the Economic Development Strategy for submission to the next Council Business Paper Agenda for consideration in Open Council
3. Endorse full Economic Development Strategy for submission to the next Council Business Paper Agenda for consideration in Closed Council

**CARRIED**

**7 GENERAL BUSINESS**

- Suggestion to move meetings to bi-monthly – discuss with Mayor and Cr Clarke and submit recommendation to November meeting
- Electric charging machine – no information provided by NRMA for sometime – will request an update

**8 CORRESPONDENCE**

Nil

**9 NEXT MEETING**

Tuesday 3 November 2020 – 10am – via Zoom

**10 MEETING CLOSE**

The Meeting closed at 11.12am

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 3 November 2020.

.....  
CHAIRPERSON

UnConfirmed



1. Planning for the economy of the future  
**Initiative 1: Our Shire is 'Open for Business'**

A 'can do' attitude is fundamental to stimulating economic growth. To attract new business and investment and to ensure that our existing businesses continue to grow and prosper, Council will provide a positive, supportive and responsive investment environment.

Strategies		Key Actions		Progress
1.1	<b>Be a proactive, supportive and coordinated Council</b>	1.1.1	Continue to employ an Economic Development Manager and provide funds and resources for economic development.	Achieved
		1.1.2	Establish an Economic Development Taskforce to drive economic development and implement this Strategy with Council, key industry and key community membership	Achieved Note: No industry or community members Committee to consider frequency of ED taskforce meetings on a monthly or bi-monthly basis
		1.1.3	Review Council's policies, plans and regulations to ensure that they facilitate and support development.	Ongoing EDM has drafted a Business Recovery Plan as a short/medium term measure to indicate how Council can support local businesses during the Covid 19 emergency. This plan is designed to dovetail with the current Economic Development Strategy 2017-2020 which will be fully reviewed and updated when the health emergency is considered to be over. Narrandera Energised-Business Recovery Strategy 2020 will be presented to Council's briefing session and then to regular meeting on July 21 meeting for adoption. Narrandera Energised-Business Recovery Strategy 2020 adopted by Council at its meeting on 21 July. Separate report tables recording Economic Development Stimulus projects and Tourism Stimulus projects reported under separate cover.
		1.1.4	Ensure that Council's systems and procedures for handling and processing development and investment enquiries are welcoming, stream-lined and customer service focussed.	Ongoing
		1.1.5	Purchase access to online, interactive statistical data and modelling tools (eg id profile, REMPLAN) to provide	REMPAN subscription renewed to 2021

Strategies		Key Actions	Progress
		comprehensive demographic, social and economic data for the Shire.	
	1.1.6	Produce information and data that will assist businesses, investors and potential residents in their decision-making, and enable Council to monitor performance.	<p>Effective use of REMPLAN into the future for development applications, grant applications etc.                      January 2019: REMPLAN introduces Business Analysis Model (BAM) Current data transferred from ABR and now available in Economy/Business tab in Remplan.                      Businesses within selected local geography reported to committee                      Survey of attendees at 39<sup>th</sup> National Cavy Show to inform future event arrangements.                      ED team through Marketing Tourism and ED Coordinator have produced a facebook initiative called Narrandera Takeaway and Delivery Service and Business as usual in conjunction with with Narrandera Business Group as well as creating a business online directory which is under development. The facebook initiative is to assist business to keep operating and it has been very well received with 500 followers.                      As at June 2020 there are 640 followers                      As at July there are 700+ followers.</p> <p>Updated quarterly Small Area labour market data for Narrandera. December qtr 2019 reveals unemployment rate of 5.9% and 180 unemployed out of total workforce of 3075. March qtr 2020 reveals unemployment rate of 6.3% and 194 unemployed out of a total workforce of 3093.                      This is consistent with trend across the Riverina and is considered not yet reflecting impact of Covid 19 pandemic.                      June qtr SALM data available end of October 2020</p> <p>Council has commissioned an independent survey called a VIBE survey being undertaken by NDP Economic Development Group. The survey is an independent audit to determine Narrandera Shire's economic performance and highlight any areas of concern and potential growth. It is expected to explain the severity of Covid-19 impacts on the Shire's economy, the nature of local business sentiment and guidance on economic development programs and planning. The survey is expected to be completed by early/mid October.</p>

Strategies		Key Actions		Progress
		1.1.7	Include comprehensive information on economic development and business assistance on Council's website.	<p>Economic Development Department has contributed to planning of Council's Website upgrade.</p> <ul style="list-style-type: none"> <li>Economic Development Strategy on Website.</li> <li>REX Community fare on website</li> <li>Information on BEC workshops for business on website/Facebook</li> </ul>
1.2	<b>Continue to build partnerships and strategic alliances</b>	1.2.1	<p>Strengthen relationships with Government Agencies, regional organisations and service providers through:</p> <ul style="list-style-type: none"> <li>Active participation in regional programs, forums and workshops.</li> <li>Briefing and updating these organisations on the Shire's needs and priorities.</li> <li>Advocating strongly for improved facilities, infrastructure and services.</li> <li>Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings.</li> <li>EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking.</li> <li>Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019.</li> <li>Council facilitated Bee Forum to address issues arising from any accidents and emergencies on our region's roads involving the transportation of live bees with the aim of identifying gaps, finding solutions and increasing preparedness.</li> <li>Forum formulates and endorses a 3 point action plan for positive outcome.</li> <li>DPI representative Daryl Cooper working with Apiarists to develop an Action List Protocol that can be used by all emergency services responding to a vehicle accident involving the transportation of live bees in hives.</li> <li>Wed 22 April EDM participated in regional zoom forum of Economic Development officers from Western Riverina Councils organised by Nicola James-Ausindustry</li> <li>EDM to participate in Skills Forum as a component o the Riverina Skills Audit conducted by CSU research team ( 9 October zoom meeting)</li> <li>EDM to participate in Regional Australia Institute presentation of Deputy PM pre budget speech on 30 September</li> </ul>
		1.2.2	Build and strengthen strategic alliances with Councils within the Riverina Region and along strategic road and rail corridors.	<ul style="list-style-type: none"> <li>Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line &amp; Intermodal Support Alliance.'</li> <li>Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility.</li> <li>Working relationships with Western Riverina Councils known as Functional Economic Regions</li> </ul>

Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> <li>• Council working on Tourism joint initiative for digital visitors guide with Murrumbidgee Leeton and Lockhart Shires. Presentation to Councillors at briefing session 19 Nov 19.</li> <li>• Development of marketing prospectus and strong support from advertisers.</li> <li>• Murrumbidgee Trails name and logo adopted.</li> <li>• Strong response across the targeted region for advertising in the new guide which is scheduled for launch in November 2020.</li> </ul>
1.3	Engage pro-actively with local businesses and business / industry organisations	1.3.1	Build knowledge and understanding of local economic sectors and businesses, including organising a program of industry briefings and tours for Councillors and Council staff.	<p>Ongoing</p> <p>17/9 Visit to Glendale completed ED team working closely with Narrandera Business Group to provide assistance to business during Covid 19 business closures and limitations.</p> <p>As at June 2020 proposed new Narrandera Business Chamber not yet functional. Narrandera Business Group meetings suspended during Covid 19 health crisis. Narrandera Business Group to reconvene at meeting on 10 August . Narrandera Business Group meets on 10 August. Christmas Fun fair and Markets to be discussed at September meeting. Industry tours to recommence when Covid 19 emergency has passed</p>
		1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	<p>EDM attends Narrandera Business Group. Attended Narrandera Business Group meeting 14 October Planning progressed for Small Business Month October with arrangements in place and invitations issued for Narrandera Connected (2) on 23 October at TAFE CLC. Sponsorships received from Service NSW, Business Group, TAFE and Articulate Pear. Workshop planned for 28 October at TAFE CLC to be delivered by BEC. NSC and Narrandera Business Group jointly sponsor Social Media Connectivity. Successful Small Business October events with 30 people in attendance at each event.</p>
		1.3.3	Establish effective networks and communication channels.	<p>Bi -monthly newsletter for business prepared and circulated by EDM since start of 2019. Most recent circulation in June 2020. Business Newsletter distributed late August 2020-update on Narrandera Energised activities</p>

Strategies		Key Actions		Progress
		1.3.4	Support business groups and networks.	<p>Ongoing. Arrange business breakfast with CEO of Tomra James Dorney 6 Sept in conjunction with Narrandera Business Group. 34 people attend successful breakfast. Involve Business Group in Small Business Month October event planned for 23 October at TAFE CLC-Narrandera Connected (2)</p> <p>Acting Secretary for Narrandera Business Group upon resignation of Secretary until new Secretary appointed-..Josie Marks appointed Secretary on 14 October 2019</p> <p>Formation meeting for Narrandera Business Chamber held on 3 Feb 2020 and interim committee established. Questionnaire in circulation early July</p> <p>Regular distribution of information and advice on business recovery to business database. Information received from State and Federal Government, EDA, Regional Australia Institute, Business NSW, Ausindustry, BEC, etc on recovery and support initiatives during covid 19 pandemic.</p> <p>Ongoing interaction with Narrandera Business Group (NBG). Tiffany Thornton communicates training needs strategy information to NBG.</p>
		1.3.5	Harness skills and experience available in the Shire and surrounding region (eg through forming task forces and working groups) to address specific challenges and realise opportunities.	<p>To be addressed as opportunities and shared purposes arise.</p> <p>Negotiate with Klaus Baumgartel of ICN for audit of services in Narrandera Shire to support the imminent development requirements for the 3 new solar farms.</p> <p>Organise small taskforce from the community to address the goods and services audit for solar farm development.</p> <p>Klaus Baumgartel contacts all people on EOI list to ensure they have direct registration particulars for Avonlie Solar.</p> <p>Organised Steering Committee for Central West Lifestyle Magazine project.</p> <p>Mr Rick Shaw of Finley is working with regional EPCs to mobilise service providers to take advantage of work at the various solar farms, including those proposed for Narrandera.</p> <p>Survey of motels in Dec 2019 indicates approx. 60 solar farm workers from Darlington Point project staying in Narrandera facilities.</p> <p>February survey reveals 30+ Darlington Point Solar farm workers accommodated in Narrandera.</p> <p>Solar Farm Reference Group considers final draft of Accommodation and Employment Strategy for Avonlie Solar farm.</p> <p>Strategy adopted and endorsed by Dept of Planning</p>
1.4	<b>Build a strong, positive profile</b>	1.4.1	Implement the branding strategy and signage strategy.	<p>Council agrees on style, wording and location of 6 new town entry sign at its 18 June 2019 meeting.</p>

Strategies		Key Actions		Progress
	for Narrandera Shire			<p>Designs of signs agreed and signs ordered. Installation around end of August/early September.</p> <p>All 6 signs installed as at 16 September.</p> <p>3 signs installed at prominent locations promoting the Easter Rod Run Show and Shine</p> <p>Planning underway for new banners and window decals at the airport promoting Narrandera</p>
		1.4.2	Develop and implement a communications strategy, including articulating key messages.	<p>Reinforce process with ED staff for communicating event arrangements to ensure no breakdown in arrangements.</p> <p>EDM prepares media releases as appropriate as well as items for Council communique and newsletter.</p>
		1.4.3	Build the Shire's digital presence, including launching a new Council website, embracing social media and capitalising on opportunities provided by third party data bases, websites and apps.	<p>Development of Council website underway. EDO is on development team.</p> <p><b>New website launched</b></p> <p>Partnership with BEC for a digital and online marketing workshop on 6 December 2018.</p> <p>Review Federal Government's National Digital Economy Strategy released Dec 2018 titled "Australia's Tech Future". Review Federal Government Small Business Digital taskforce Report March 2018.</p> <p>Review Business Listings category for new website. Prepare new list and content.</p> <p>February meeting with Mark Wilkie to discuss future possible meeting of the Digital Economy Group.</p>
		1.4.4	Effectively market and promote the Shire, to raise its profile and increase awareness of its strengths, assets and opportunities.	<p>Ongoing. Progressive and targeted distribution of Winter Edition 2019 of Central West Lifestyle Magazine featuring Narrandera o people of influence in various organisations.</p> <p>Provide comment for NRMA Annual Report 2019 on invitation from NRMA regarding installation of EV fast Charger at Narrandera.</p> <p>Australia post announces that it has developed a postage stamp featuring the image of the lizard on the National Award -winning Narrandera Water Tower. Supporting postcard also produced depicting the Koala fascia of the water tower.</p> <p>Enter the Reverse Vending Machine-Return and Earn project in the relevant section of the Keep Australia Beautiful Awards.</p> <p><b>CEO of Keep Australia Beautiful Council visits Narrandera in September and inspects town and the RVM</b></p>

Strategies		Key Actions		Progress
		1.4.5	Encourage the community to be advocates for the Shire, including speaking about the positives.	Judging of applications in KAB awards deferred until October 2020 Ongoing
		1.4.6	Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	Awaiting response from 'Playground on the Murrumbidgee' NSW State Funding application. Considering application for current round of funding with BBRF. Funding confirmed from NSW Government of \$8 Million for Playground on Murrumbidgee project including the replacement of the VIC with the Narrandera Destination and Discovery Hub. VIC closed during Corona Virus Pandemic and staff either working from home or redeployed. Possible reopening 1 June 2020 VIC reopens on 1 June with strict social distancing requirements in place. Perspex barriers installed to protect staff and customers. Enquiry levels reduced compared to normal times but public is travelling again in reduced numbers. 23/7 First meeting of project team to progress the construction of the Destination and Discovery Hub-Emily Curry as Project Manager. Project plan and timelines established.

✓ Additional resources required in Year 1 to build the framework to support implementation in Years 2 and 3.

**Initiative 2: Enhancing our Liveability**

Lifestyle and work-life balances play a major role in relocation and investment decisions. Working with our community, Narrandera Shire Council will continue to develop, position and promote Narrandera Shire as:

- A welcoming, caring and safe community.
- Having quality, comprehensive facilities and services.
- Offering a contemporary, vibrant, affordable lifestyle in a physically attractive setting.
- Providing a positive business environment with strong locational advantages and diverse investment opportunities.

Strategies		Key Actions		Progress
2.1	Continue to improve	2.1.1	Implement the Narrandera CBD Masterplan – subject to funding and	Ongoing

Strategies		Key Actions		Progress
	<b>presentation – creating positive first impressions</b>		staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	
		2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.	Refer 1.4.1 for Town entry signage Pole banners installed at Grong Grong highway entry point  New airport banners and window decals being produced.
		2.1.3	Improve the presentation of the Shire's industrial areas.	Ongoing. 4 new poles and banners erected at entry to Red Hill Industrial Estate at Cnr Driscoll Rd and Barellan Rd.
<b>2.2 Enhance lifestyle</b>		2.2.1	Continue to improve and expand recreation, sporting and leisure facilities within the Shire.	Ongoing
		2.2.2	Develop and diversify arts and cultural activities.	Ongoing
		2.2.3	Continue to develop and promote a dynamic and vibrant program of events and activities.	Express support for possible future Annual General Meeting of NSW National Party in Narrandera in 2020. Arrange 2 events for Small Business Month October in conjunction with Narrandera Business Group. Marketing Tourism and Economic Development Coordinator making contact with National Party Conference Organiser to offer support. National Party Conference deferred till health emergency passes Cavy Show cancelled Good old Days cancelled Rockin' on East cancelled Fully booked pop - up drive in theatre event for 3 October with 120 vehicles booked to attend.
<b>2.3 Advocate for the retention and expansion of facilities and services</b>		2.3.1	Advocate for improved childcare, health care, aged care and social assistance facilities and services within the Shire.	Preparing for Health Alliance meeting to bring together primary health and aged care and associated agencies in Narrandera Shire. EDM to meet with Dr Romeo who is unavailable until end of July 2019. Requested meeting with Dr and Mrs Romeo Meeting with Dr and Mrs Romeo held and support expressed for Alliance meeting.



Strategies		Key Actions		Progress
				<p>Alliance meeting arranged for 29 November in Narrandera with representatives of agencies will discuss proposal for a Narrandera Health Alliance.</p> <p>Meeting arranged with Federal MP Sussan Ley and State MP Stephanie Cooke to discuss Health issues 29 November at 2pm</p> <p>Narrandera Health Advisory Group formed at meeting held on 29 November in Narrandera.</p> <p>Meeting with Minister Mark Coulton Thurs 13<sup>th</sup> Feb at which he advises that the MLHD has had its "Pathway" GP trainee program approved.</p> <p>Meeting of Narrandera Health Advisory Group convened for 5 March to consider pilot Pathway program developed by MLHD.</p> <p>CEO of MLHD outlines Rural Generalist GP Training pilot that will provide doctors in GP practice and at hospitals in rural area of the MLHD.</p> <p>New Doctor commences at Dr Romeo's practice in May 2020 for 12 months.</p> <p>2 new Doctors to commence at Dr Romeo's Practice early in new financial year 2020 on long term contract</p>
		2.3.2	Ensure that facilities and services have the capacity to support 'aging in place'.	<p>Strategy included in Western Riverina REDS.</p> <p>Council considering at its March meeting the preferred quote to develop a concept plan for an Independent Living Village at 1.4 ha site at Cnr Crescent and Elwin Sts</p> <p>Council accepts quote from Noel Thomson Architecture of Wagga Wagga. Prerequisite reports required by Noel Thomson include land survey, environmental report and geotechnical report. Qualified providers engaged and work in progress.</p> <p>All reports completed and provided to Noel Thomson. Concept plans (Draft) expected to be presented to seniors' group in July.</p> <p>3 Options of concept plan prepared by Noel Thomson are to be refined and together with a report presented to ELT on 11 August then to the seniors' group on 17 August prior to Council briefing and Council meeting on 18 August.</p> <p>Noel Thomson concept plans presented to ELT and referred back to architect to further develop alternative concepts for development of the subject land. It is expected that amended submission will be available for Council in October.</p> <p><b>Final drafts expected to be presented to ELT on 13 October and then to Council</b></p>
		2.3.3	Explore options / advocate for improved education outcomes within the Shire,	<p>The Grong Grong School Building was sold in 2017.</p>

Strategies		Key Actions		Progress
			including the re-opening of the Grong Grong Public School (if warranted), and the redevelopment of the TAFE campus as a ONE TAFE Flexible Learning Centre.	
2.4	Encourage and support opportunities for community development	2.4.1	Explore opportunities for providing information, activities and programs that will help new residents and people on temporary work visas assimilate into the community.	Liaise with RDA skilled migration unit. EDM attended multicultural meeting in Leeton with all relevant agencies present to evaluate what services might be available to Narrandera residents as an outreach service. Focus on migrants and refugees. PIC piggeries apply for Labour agreement for skilled piggery workers that could see as many as 40 workers over the 5year period of the agreement with 19 potential permanent residents in years 4 and 5 of the agreement.
		2.4.2	Continue to support activities (eg events, sport, creative arts etc) that encourage engagement and social inclusion and build pride in, and commitment to, the local community.	Easter Rod Run and Shown N Shine a huge success. Council de-brief held with external group debrief to follow. Corona Virus response advocated by Federal Government and Senior Health Officials includes avoiding gatherings in excess of 500 people. This will impact proposed events such as Folk Festival on 20-22 March and Rod Run Events on 11 -12 April. These events have been cancelled.
		2.4.3	Support community initiatives to develop, grow and enhance the liveability of the Shire.	ED Dept. continues to contribute to preparation of funding applications such as Stronger Country Communities, Fixing Country Roads Regional Growth Fund etc. Narrandera Imperials Football Netball Club has been invited to apply for funds to build a new Club House through the NSW Government's Regional Sports Infrastructure Fund. ED staff have assisted with preparation of the Business Case and other requirements where needed.
2.5	Attract new residents	2.5.1	Develop and implement a Resident Attraction and Retention Strategy.	Winter Edition 2019 of Central West Lifestyle Magazine highlights opportunities in Narrandera for new residents. New promotional videos produced

**Initiative 3: Economic Growth and Diversification**

Economic growth will come through growing and strengthening existing economic activities and businesses, and attracting new businesses and investment.

Strategies		Key Actions		Progress
3.1	Encourage and nurture business start-ups	3.1.1	Provide access to information and business advisory services.	<ul style="list-style-type: none"> <li>Information received from a variety of agencies eg RDA, Business Connects, RDA, EDA, Regional Australia Institute and others disseminated to Narrandera Business database from time to time as received.</li> </ul>
		3.1.2	Assess feasibility of hosting business start-up events to link people with business ideas to business advisory and support services (eg Many Rivers, BEC etc).	ongoing
3.2	Support and nurture existing businesses	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	Distribute information cards for NSW Business Connect eg through Business Group and at NSC front counter Refer public enquiries to Remplan Community and Economic profile Electronically distribute via group emails to local business, advice on Corona Virus support programs from AusIndustry, Business NSW,RDA, EDA and others.
		3.2.2	Encourage and support 'buy local' initiatives.	Installation of new RVM at Narrandera Landfill will provide vouchers redeemable at Coles Narrandera. Last 3 weeks data from RVM as follows: Week ended 5/4 \$1496.90 Week ended 12/4 \$1367.60 Week ended 19/4 \$2649.20# Total voucher redemptions in May as advised by Coles is \$17,500(over 5 weeks) This is increased spending at Coles by locals thereby contributing to local employment and minimising shopper bleed to Leeton etc.  Total voucher redemptions in June total \$12,500 (over 4 weeks) Total voucher redemptions in July total \$12,522 (over 4 weeks) Total Voucher redemptions for August total \$15,081(over 5 weeks) CEO of Tomra advises that as at September 2020 over 1,100,000 containers deposited in Narrandera RVM(approx. 35,000 per week)  Assist with advice to Mayor on controversial issue of Marketplace in Wagga Wagga seeking to provide free bus from Narrandera to their shopping complex and provision of gifts, vouchers etc.to shoppers from Narrandera. Temora, Cootamundra and Tumut also targeted.

Strategies		Key Actions		Progress
				<p>Lobbying by the Mayors stops this potentially very negative impact on our retailers in Narrandera and similarly in the other towns.</p> <p>Early 2020 investigate 'Why leave Town Promotions' Community Gift Card program in conjunction with Narrandera Business Group.</p> <p>Join COSBOA facebook group to access campaign digital content and supporter material and toolkit for a Government supported "Go Local First" campaign-no cost to Council. This complements the Narrandera ' Buy Local' initiative.</p>
		3.2.3	Raise awareness of business advisory and support services and encourage businesses to participate in business and skills development programs.	<p>ED maintains a business distribution list and uses it to share information re opportunities for businesses in the Shire.</p> <p>Small Business Month October activities and facilitate BEC Skills for Business Success Workshops.</p> <p>Advise business database of series of short courses available at TAFE at no cost to people who enrol.</p>
		3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> <li>• Site at landfill confirmed as suitable for 4- point RVM kiosk. Site plans prepared and execution of licence agreement with Tomra/Cleanaway completed by Council. Site plans and construction plan and power supply design commenced.</li> <li>• Partnership with Tomra/Cleanaway and Council to mount a display in the Exhibition Hall at Narrandera Show on 7 September. This display will inform the public of the operational and container deposit requirements for the RVM.</li> <li>• CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group.</li> <li>• CEO of TOMRA/Cleanaway addresses a business breakfast with 34 in attendance on 6 September.</li> <li>• TOMRA/Cleanaway and Council join to manage a stand at Narrandera Show with information on the Return and Earn program and the RVM.</li> <li>• Preparation of site progressing at Narrandera Landfill entrance to accommodate the RVM.</li> <li>• Actively promote Small Business Month October activities for professional development, networking and business tips.</li> <li>• RVM scheduled for installation on 25 Feb 2020.</li> <li>• RVM installed and operational with generator power on 28 Feb 2020 with solid use over first weekend.</li> </ul>

Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> <li>EDM and Marketing Tourism and ED Coordinator attend webinars by Economic Development Australia, Treasury on Covid 19 business support and recovery strategies</li> </ul>
		3.2.5	Identify training programs and resources available on-line from Government Agencies and training providers and provide links to these from the Economic Development page of Council's website.	Local Government NSW sponsors Inclusive Tourism: Economic Opportunities. A new online learning course now available to explain how you can better service this market. VIC staff to undertake.
		3.2.6	Raise the profile of local businesses by providing opportunities to showcase, market and promote businesses products and services.	Ongoing Narrandera to feature in November 2019 Country Change program. In response to Covid 19 challenges to all business the Ed team through Tiffany Thornton has developed an online strategy through facebook that at last report (July) had over 700 followers.
		3.2.7	Encourage businesses to list on relevant industry data bases and websites and participate in programs such as trade missions.	As advised to NBG
		3.2.8	Encourage and assist local businesses to register on Federal, State and Council procurement data bases.	Developing relationship with Klaus Baumgartel, Regional Manager for Industry Capability Network to assist local industry connect with procurement data bases. Klaus to make contact with Uarah Fisheries and solar power companies considering locating in Narrandera Shire. Klaus Baumgartel has retired and his replacement is Geoff Reardon
		3.2.9	Work with major project proponents to identify the goods and services required and provide introductions to local businesses.	Database provided to Siemens/Gamesa the EPC for Avonlie Solar at Sandigo. Siemens Gamesa provide direct email contact address for expressions of interest from businesses wanting to register to provide their services to solar farm construction.

Strategies		Key Actions		Progress
				<p>Beon Energy takeover construction of Avonlie from Siemens Gamesa to be finalised before end of 2019.</p> <p>As at Feb 18 2020 information received which points to delay in Avonlie project which is unlikely to commence before May/June as a result of grid capacity constraints. Confirmed by Mike Whitbread of RES.</p> <p>As at May 2020 RES advises that Siemens/Gamesa is confirmed as their EPC and Accommodation and Employment Strategy finalised for sign-off by the Department.</p> <p>As at July 2020 Siemens /Gamesa withdraws from Australia and therefore from Avonlie project. RES to appoint new EPC and advise Council in due course.</p>
		3.2.10	Encourage and assist businesses to prepare for the NBN and embrace digital / on-line business and marketing opportunities.	<ul style="list-style-type: none"> <li>Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017.</li> <li>GM provide report on meeting with NBN.</li> <li>Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services.</li> <li>Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December.</li> <li>NSC and Narrandera Business Group sponsor the BEC Social Media Masterclass on 28 October with approx. 25 attending at TAFE CLC.</li> <li>Meeting with Mark Wilkie to discuss future meeting of Digital Economy Group.</li> </ul>
		3.2.11	Facilitate access by business and community groups to funding programs.	A data base of funding programs is maintained and provided to community groups. Media releases and funding program announcements emailed to business group database.
<b>3.3</b>	<b>Strengthen and grow key sectors</b>	3.3.1	<p><b>Agriculture and Agri Business</b></p> <ul style="list-style-type: none"> <li>Develop a producer data base and establish networks and communication channels.</li> </ul>	<p>Sandigo Solar farm.</p> <p>2018-01-30 – Developers have met with Council on the proposal. Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has proposed a \$250,000 community fund component as one of its initiatives. This proposal is currently being reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020. Avonlie awarded Development Consent on 8 August 2019. Council representatives meet with Jacobs Consulting appointed by Siemens/Gamesa, the EPC for Avonlie Solar, to review the Accommodation</p>

Strategies		Key Actions		Progress
				and Employment Strategy. Updates strategy presented for review to solar reference group. Accommodation and Employment Strategy reviewed and completed. Avonlie development now not expected to commence until H1 2021 as EPC Siemens Games has withdrawn from Australian projects and therefore RES need to appoint a new EPC (solar farm builder).
			<ul style="list-style-type: none"> <li>Continue to advocate for water security.</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>Encourage and support adoption of new activities and technologies, sustainable land management practices, and innovative business models.</li> </ul>	EV fast charger installed January 2019
			<ul style="list-style-type: none"> <li>Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce.</li> </ul>	EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May. Piggery Forum held in Narrandera addressed by industry experts on 30 August.45 people present. Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries. Advice received from DPI International Engagement Division that Australia does not have a pork export arrangement with China. PIC Australia apply for Pork Industry labour Agreement for Grong Grong Piggery. Letter of support provided. EDM to participate in focus group on 9 October for CSU Research project being Riverian Skills Audit.
			<ul style="list-style-type: none"> <li>Explore opportunities for and encourage development of new processing and value-adding opportunities and utilisation of waste products.</li> </ul>	Ongoing. <b>Confidential Statement Removed.</b>
	3.3.2	<b>Aquaculture</b>		
			<ul style="list-style-type: none"> <li>Support the expansion of the aquaculture industry within the Shire.</li> </ul>	<b>Confidential Statement Removed</b> Assist Dr Yu with information on how to source an apprentice in aquaculture.
			<ul style="list-style-type: none"> <li>Build skills and knowledge about the industry within Council and the local community.</li> </ul>	Ongoing

Strategies		Key Actions		Progress
			<ul style="list-style-type: none"> <li>Explore the possibility of positioning the Narrandera Fisheries Research Centre as a Centre of Excellence for the Murray Cod industry.</li> </ul>	<p>Under consideration</p> <p>Meet with Manager Narrandera Fisheries and establish partnership arrangement for development of large inland fish aquarium at proposed Narrandera Destination and Discovery Hub.</p> <p>Narrandera Fisheries selected as safe facility to relocate distressed Murray Cod and other species transferred from other environments under stress as a result of the drought.</p>
		3.3.3	<b>Retail &amp; Wholesale</b>	
			<ul style="list-style-type: none"> <li>Position and promote Narrandera as a lifestyle centre.</li> </ul>	<p>Central West Lifestyle Magazine Winter Edition launched on 24 May 2019 and targeted distribution by Council to strategic individuals and organisations commenced.</p>
			<ul style="list-style-type: none"> <li>Encourage and facilitate training (customer service, merchandise display, e.commerce etc)</li> </ul>	<p>Ongoing</p>
			<ul style="list-style-type: none"> <li>Encourage development of and participation in cooperative marketing and promotional campaigns.</li> </ul>	<p>Invited Griffith, Leeton and Lockhart to send brochures with staff to Adelaide for Caravan and Camping Expo. New Country Change promotion by RDA is imminent.</p> <p>Country Change program launched by RDA.</p> <p>Enrolled in Country change for 2020.</p> <p>Country Change magazine launched by Deputy PM in September 2020</p>
		3.3.4	<b>Tourism / Visitor Economy</b>	
			<ul style="list-style-type: none"> <li>Continue to develop products, experiences and activities, including events.</li> </ul>	<p>Ongoing</p> <p>Tourism team organising pop-up drive-in cinema experience for 3 October with good early registrations. At Henry Mathieson Oval. 120 vehicles registered to comprise a full house.</p>
			<ul style="list-style-type: none"> <li>Continue to improve infrastructure, facilities and services for visitors</li> </ul>	<p>Awaiting outcome of 'Playground on the Murrumbidgee' funding application under NSW funding program.</p> <p>Funding of \$8 million approved by NSW State Government</p> <p>VIC closed during health emergency</p> <p>VIC reopens to public on 1 June 2020</p>
			<ul style="list-style-type: none"> <li>Update and improve information and promotional collateral.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Purchased promotional backpacks for insertion of information on Narrandera supported by vouchers redeemable at local businesses. Backpacks to be distributed F.O.C from time to time by V.I.C. staff to visiting caravanners and campers at Brewery Flats. Survey box to be installed on amenities block at Brewery Flats for survey collection.</li> </ul>



Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> <li>Survey Box installed and positive responses being received. Data collected will be advised to the Taskforce in due course</li> </ul>
			<ul style="list-style-type: none"> <li>Effectively market and promote the Shire, including implementing the branding strategy and expanding the Shire's on-line presence and capitalising on digital and social media opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Joint promotion between Narrandera, Murrumbidgee, Lockhart and Leeton to utilise digital capacity to develop a state of the art visitors guide for the sub region</li> <li>Plan new banners/flags at Airport terminal as a branding exercise</li> </ul>
		3.3.5	<b>Transport and Logistics</b> <ul style="list-style-type: none"> <li>Leverage off Narrandera's strategic location to position and develop the Shire as a road transport hub.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
		3.3.6	<b>Health Care &amp; Social Assistance</b> <ul style="list-style-type: none"> <li>Advocate for continued improvements in health, aged care and social assistance services, programs and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with local health sector agencies to seek support for program initiated by the Gwydir Health Alliance. Proposal is to convene a meeting in Narrandera to form a local health alliance. Little indication of support and limited response to petition aimed at bringing shortages of rural doctors to the attention of Government.</li> <li>Plan for Health Alliance meeting after Easter 2019 break. Meet with Dr Romeo, obtain feedback from RAMJO Health Group to prepare for possible meeting in June/July.</li> <li>Meeting with Dr Romeo and Liz completed.</li> <li>Health Alliance meeting planned for 29 November in Narrandera</li> <li>Narrandera Health Advisory Group (NHAG) established on 29 November 2019.</li> <li>NHAG meeting on 5 March to consider pilot Pathway program developed by MLHD and approved by Government.</li> <li>CEO of MLHD outlines program that will provide more trainee Generalist Pathway trainee doctors into local health system as GPs and at the hospital</li> <li>New GP commencing in Narrandera at Dr Romeo's practice on 9 May 2020. Dr Sonia Volante is coming from another NSW rural location and is independent of the MLHD Generalist Pathway program..</li> </ul>
3.4	<b>Target and attract new businesses and activities</b>	3.4.1	Investigate possible investment attraction incentives and formulate an Economic Development Assistance Policy that articulates the support that Council can offer new businesses and investors.	Red Hill Industrial Land for Sale Policy ES270 amended. EDM attends Direct Foreign Investment Training in Sydney presented by Andreas Dressler an international identity, formerly with KPMG for 23 years, who has extensive experience representing countries and large corporations seeking foreign investment opportunities. Arranged by DPC.

Strategies		Key Actions		Progress
				<p><b>Confidential Statement Removed</b></p> <p>July 2020 CASA formally approves use of airport facilities and Narrandera airspace by AAPA. AAPA have commissioned construction and installation of a sign at front of airport residence. This will provide a media opportunity with AAPA involvement.</p> <p>AAPA sign completed and installed in front of airport residence now promoted as "AAPA Briefing centre-Narrandera Campus" Awaiting advice from AAPA as to a mutually convenient date for a media event.</p>
		3.4.2	Produce information and promotional collateral – in both digital and print formats.	See above – collateral: Industry Prospectus, Redhill Prospectus, Lifestyle Insert, 4 Redhill Videos, billboard sign, Land For Sale signs.
		3.4.3	Participate in forums, expos, trade missions etc that have the potential to bring new businesses / investment into the Shire.	<p>Ongoing</p> <p>EDM attends Direct Foreign Investment training in Sydney in March organised by DPC. Program emphasises the importance of thoroughly developing and communicating Narrandera's value proposition.</p> <p>Local forum organised July 2019 for hospitality/accommodation sector to exchange information and learn of assistance available through Destination NSW to attract conferences to Narrandera.</p> <p>Facilitated Bee Forum 17/7/19. Ref 1.2.1</p> <p>Participated in Service NSW Regional Engagement Forum August 2019</p>

Strategies		Key Actions		Progress
				<p>Participated in Ernst Young Inland Rail Regional Opportunities Forum 12 August.</p> <p>Participated in Dept of Infrastructure, Transport, Cities and Regional Development Forum at Wagga Wagga on 9 Oct 2019 on Inland Rail—Inland Rail Interface Improvement Plan.</p> <p>Attend National Renewables in Agriculture Conference and Expo 14 Nov</p>
		3.4.4	Explore opportunities to leverage off Council's Sister City programs.	<p>Current relationship with Urumqi is problematic given ongoing serious ethnic unrest in that city and its region, Xinjiang.</p> <p>As at November no response to August 2018 Communication to Chinese Ambassador seeking support for relationship with Urumqi.</p> <p>Feb 2019 still no communications from Chinese Ambassador</p>
		3.4.5	<p>Investigate the potential of emerging / new activities:</p> <ul style="list-style-type: none"> <li>• Government and service sector</li> <li>• Intensive agriculture</li> <li>• Niche / boutique agriculture and agri-businesses</li> <li>• Manufacturing – value-adding and processing</li> <li>• Renewable energy and use of waste products</li> </ul>	<p>Opportunities discussed to capitalise on the Smart Cities funding program, in particular the opportunity to develop projects around the renewable energy, solar farm developments planned for Narrandera Shire.</p> <p>Ongoing development with 3 renewable energy companies developing major solar farms in the Shire.</p> <p>Wrote to Australian Renewable Energy Agency (ARENA) to seek opportunity to discuss Narrandera's unique position in the Renewables development in Australia-i.e 3 Solar Farms and TransGrid duplication of 330KV line S.A to NSW. As at 19 June 2019.</p> <p>ARENA response from Alison Wiltshire, Director Business Development by phone 12/7/19 advising that this is not an issue for ARENA and we should contact Clean Energy Council and possibly Minister Taylor.</p> <p>Contact made with Clean Energy Council and Meeting arranged with key personnel.</p> <p>Met with CEC representatives in Melbourne (see separate report).</p> <p>Attended Renewables in Agriculture National Conference in Wagga wagga and obtained valuable information and made useful contacts with experts from the renewable energy sector,</p> <p>Arranging teleconference with Jessica Berry of Pitt and Sherry to assess solar farm development opportunities on Council land.</p> <p>Recent purchase of lots 163 and 164 Driscoll Road to accommodate an industrial development involving road construction materials manufacture with site construction expected to commence early 2021 and up to 13 employees over time.</p>

Strategies		Key Actions		Progress
		3.4.6	Market the Shire's strengths, assets and opportunities.	Lot 169 Driscoll Road sold to owner of two adjoining lots. Under contract. See above. Also recent launch of new Visitor Information Booklet. ongoing

**Initiative 4: Planning for the Economy of the Future**

Economic development is dependent upon having suitable land and premises and utility and transport infrastructure to accommodate and facilitate growth as well as access to a work force. The focus will be on ensuring that these 'foundation blocks' are in place.

Strategies		Key Actions		Progress
<b>Land &amp; Premises</b>				
4.1	<b>Ensure sufficient supply of land and premises to facilitate and support growth</b>	4.1.1	Annually review land use plans and strategies to ensure sufficient land is zoned to accommodate growth for industrial and residential activities.	Reviewed 2017
		4.1.2	Investigate the need for a light industrial / business park land and/or premises in Narrandera, and if needed, encourage owners of vacant and/or underutilised land in the Narrandera West (Leeton Road) and Pine Hill Industrial Estates to bring this land into production (subdivision, sale, lease or development).	To be reviewed. As at September 2020 review opportunity to subdivide some small/medium sized lots in Red Hill Industrial Estate to be made available to small to medium enterprises. Presently only one subdivided lot available for sale.
4.2	<b>Facilitate further development of the Red Hill Industrial Estate</b>	4.2.1	Retain general / heavy industry zoning and preserve buffer areas around the Estate.	Buffers are noted as an important selling point in our Redhill Marketing and Communications Strategy. Current offer to purchase lot 169 Driscoll Rd to be communicated to ELT and then to Council at 21 July meeting Offer to purchase lot 169 Driscoll Rd accepted by Council and contracts prepared and provided to purchaser's solicitors. Contracts exchanged and deposit paid.
		4.2.2	Develop a sales policy for Council-owned land in the Estate that provides	Under consideration

Strategies		Key Actions		Progress
			incentives for developers, fosters a quick development timeline, and discourages land banking.	
		4.2.3	Formulate and implement a marketing plan for the Estate that includes quality promotional material and supporting information, as well as conceptual subdivision layouts and servicing plans.	Current. See earlier comments. New bright 'for sale' signs and 3mx2m billboard erected on Red Hill Industrial Estate. Gateway entrance poles and banners installed. Promotional flyer provided to real estate agents who have listed Red Hill Industrial Estate for sale.
		4.2.4	Organise famils of the Estate (and Narrandera) for regional development agency (eg RDA, Industry NSW, BEC) staff and regularly update these agencies regarding the availability of commercial and industrial land and premises within Narrandera.	Under consideration.
		4.2.5	Advocate for Government Funding to assist in providing enabling infrastructure to facilitate subdivision and development.	ED Dept contributed to successful submission re Truckwash under Fixing Country Truckwash Grant.
<b>4.3</b>	<b>Ensure that the power supply can accommodate growth</b>	4.3.1	Advocate for on-going improvements in the power supply in Narrandera Shire.	Consideration being given as a component of the Smart Cities funding program. Power extension negotiated with Essential Energy to service proposed RVM at Landfill site. Power to site in progress. Low voltage completed. Investigations continuing to assess Red Hill Ind Estate as a location to develop a solar farm initiative.
		4.3.2	Advocate for and assist local businesses access grant funds for 'last mile' infrastructure.	For consideration
		4.3.3	Support the development of renewable / green energy producers within the Shire.	Ongoing. Assessing Council land suitability for solar farm development. Various briefings by the proponents of the Haystack Solar Farm at Grong Grong known as solar gardening. Formation of a cooperative imminent and construction work expected to commence early 2021.
<b>4.4</b>	<b>Improve telecommunications</b>	4.4.1	Develop and implement a Digital Strategy in consultation with industry and community groups.	Monitor development of National Digital Strategy for compatibility. National Digital Strategy released December 2018. Under review.

Strategies		Key Actions		Progress
4.5	Increase the capacity of the road network in the Shire to accommodate increased truck movements and higher productivity vehicles	4.5.1	Develop a Road Improvement Strategy, identifying strategically important production and freight routes within and through the Shire and the works required to remove 'pinch points' and expand capacity to accommodate HPVs.	Flood-proofing of Sturt Hwy at Gillenbah included in Regional Economic Development Strategy for Western Riverina.
		4.5.2	Advocate for the Shire's road needs to be included in regional and State freight and transport strategies.	Refer Draft NSW Ports and Freight Plan and Western Riverina REDS.
		4.5.3	Advocate for and seek funding to upgrade and maintain strategically important roads.	As above. Brought to attention of Federal Minister for Local Government the Hon Dr John McVeigh at a RAMROC Councils meeting held in Albury on 15 May
4.6	Provide infrastructure and facilities to support the road transport sector.	4.6.1	Plan for improved infrastructure and/or facilities for trucks in Narrandera – Gillenbah and Barellan.	Truckwash to be constructed at Redhill. DA now in the planning system. Construction commences June 2019 Narrandera Stock and Bitumen Truckwash completed March 2020. Update industrial estate signage with Truckwash details.
4.7	Continue to improve rail infrastructure	4.7.1	Advocate for ongoing improvements to the Hay Branch line (Junee through to Griffith via Narrandera), taking the line from Class C to Class A to facilitate longer and heavier trains.	ARTC proposing to improve the line to accommodate 80ft flat top rolling stock with 25 tonne axle capacity to take 2x40ft containers. Govt allocates \$60 million for line improvements. New lines and upgrades being planned at Illabo/Stockinbingal as part of Inland Rail connectivity to other rail systems.
		4.7.2	As required, support rail and freight service providers secure 'paths' for rail freight from the Western Riverina.	Ongoing. Refer Western Riverina REDS. EDM and GM attend National Supply Chain Freight and Logistics Strategy Scenario Planning workshop in Griffith on 9 Oct. Meet with Hermione Parsons of Deakin University do discuss possibility of future alternative study for Narrandera if Lycopodium study unable to be used. Executive summary from Transport NSW received Feb 2019. Localised and independent freight demand study under consideration in partnership with Leeton and Griffith. Consultant engaged and work commenced.  Attend Port of Melbourne briefing on 15 April in Wagga. PoM announces \$300 million investment on Melbourne Port to bring 4 dual rail sidings onto the dock each to accommodate 600m trains that will be deconstructed from longer trains

Strategies		Key Actions		Progress
				at outlying intermodals. This eliminates 'last mile' transfer costs from train to truck. Attend Inland Rail Forum in Wagga on 9 Oct-Details of Inland Rail Interface Improvement Program
4.8	Plan for freight infrastructure to meet growing demand	4.8.1	Liaise with local producers (eg Agri Australis, Proten, Grants Sawmilling, Hutchins Bros Engineering) to determine likely future freight transport requirements.	Discussions with Patersons transport re local/regional freight task. Consider in context of Lycopodium report. Document remains confidential to Council. Participate in forums on Inland Rail presented by CSIRO and Ernst Young and Dept of Infrastructure, Transport, Cities and Regional Development. Highlight Narrandera's industries as potential freight sources.
		4.8.2	Advocate to have the Narrandera-Tocumwal rail corridor recognised as strategic infrastructure and protected and preserved for future use.	Finalised. 15 September 2020-Mayoral letter of support to Strathbogie Shire in Victoria supporting their proposal with other stakeholders to reopen the Tocumwal to Narrandera Rail Line to complement an intermodal facility under consideration at Mangalore VIC. Letter of support addresses Strathbogie's submission of an EOI to the Federal Government's Inland Rail Interface Improvement program in a bid to gain funding for a business case for the conversion to standard gauge of the Goulburn Valley rail line between Mangalore Junction and Tocumwal and the refurbishment of the rail line between Tocumwal and Narrandera. No financial involvement is contemplated for Narrandera Shire Council.
		4.8.3	Plan for a small intermodal terminal / freight receival site in Narrandera.	Amazon has been provided with relevant information highlighting Narrandera as a potential site for an Amazon distribution facility. 22/3/18
4.9	Retain commercial air services to Narrandera	4.9.1	Continue to upgrade the Narrandera – Leeton Airport to ensure on-going compliance.	Give consideration to future proofing the airport infrastructure with possible aircraft type obsolescence. Potential development opportunity with Wagner Group interest in freight opportunities. Assess potential producers and processors, types of exports and tonnages and frequency of export for advice to Wagners. Advice again provided to Wagners on export task potential from Narrandera-Leeton airport, as at February 2019. John Wagner advised of KPMG study, as advised by DPC. Contacted Deputy Chair of Rex The Hon John Sharp to determine Rex Airline future fleet requirements and operations. Fleet of SAAB 340s not expected to be replaced for 10-15 years. Discussions with Warrick Lodge of Rex (General Manager-Network Strategy) regarding upgrade to main runway to

Strategies		Key Actions		Progress
				<p>accommodate foreseen RPT traffic movements. Rex will assist in developing case for funding if required</p> <p>Contact specialist consultancy group BECA who provide outline for a Draft Airport Masterplan and Business Case for Narrandera/Leeton Airport in context of \$100million Regional Airport Fund soon to be opened. Regional Airport Fund announced 11 Oct 2019.Under consideration by Manager Works and EDM. Funding application being developed for \$950,000 main runway reseal at airport. Banners commissioned to advertise community fares. Rex supported by Council during Covid 19 emergency through waiving head taxes between 1 April 2020 and 31 December 2020. Rex operating 3 flights per week through Covid emergency..</p> <p>Funding received to re-seal main runway and improve lighting &amp; fencing. Quotes imminent for design of parallel taxiway to support AAPA training activities. Quotes received for parallel taxiway and under consideration by technical services team Design proposal accepted and preliminary studies have commenced-eg survey,geotechnical etc.</p>
		4.9.2	Implement the Airport Strategic Plan.	Ongoing
		4.9.3	Build patronage on the route by diversifying the market base – eg through growing the conference, meetings and events markets.	<p>Venue guide produced in 2017. Community fare agreement negotiated with Rex for the benefit of airline commuters out of Narrandera/Leeton Airport. Five (5) year agreement with Rex commencing 4 October 2018. AS at 20 April 2020 Rex confirms it has received Government support to enable 2 services per week to be continued for next 6 months</p>
4.1 0	<b>Diversify and improve accommodation available in the Shire</b>	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for the development of new accommodation within the Shire.	<p>Tourism activities will now be reported to Council via this Strategic Plan Report. Barellan has gained recognition as an RV Friendly destination. Early November 30-60 electricians from Darlington Point expected to occupy local motels until February-organised by Rick Shaw. Survey of Motels in December 2019 reveals approx. 60 workers from Darlington Point project accommodated in Narrandera.</p>



Strategies		Key Actions		Progress
				Survey Feb 2020 reveals 30+ Darlington Point workers still in accommodation in Narrandera.
		4.10.2	Advocate for improved supply of rental housing and other accommodation for temporary and seasonal workers and position Narrandera as the accommodation hub to service the Narrandera – Leeton area.	EDM attends Workforce Futures Forum in Griffith on 10 May when discussion was held about overall accommodation shortages in the Western Riverina and consideration given to possible strategies to address. Discussions commenced with appointed EPC for RES Solar (Siemens/Gamesa) and their appointed consultants Jacobs to commence preparation of the Employment and accommodation strategy required as condition of consent Met with Zara Durnan Senior Consultant for Jacobs on 20 August and discussed 1 <sup>st</sup> draft of accommodation and employment strategy which is to be reviewed by Solar Reference Group. Strategy reviewed by Solar farm Reference Group and submitted to Jacobs. Accommodation and Employment Strategy finalised.
		4.10.3	Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	For consideration. Survey box with forms to be installed on amenities block at Brewery Flats and complimentary branded information bag with information and vouchers to be distributed to campers/travellers from time to time. Ref.3.3.4 Survey box installed and branded information backpacks being distributed to campers/travellers at Brewery Flats. Camping areas closed due to Corona Virus related Government direction Camping areas reopened as at 1 June 2020 subject to social distancing requirements. Upgrade of brewery flats facilities and management arrangements being implemented.
4.1 1	Grow the local workforce, ensuring that it is aligned with local and regional industry needs	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills gaps.	Refer 4.10.2
		4.11.2	Work with regional organisations and education and training providers to address job and skill gaps and formulate and deliver 'job readiness' and skills development opportunities.	Refer 4.10.2 Participate in RDA skills survey Facilitate contact between TAF at Narrandera and Avonlie project owners RES and EPC Siemens /Gamesa to discuss development of relevant courses to support solar farm works.
		4.11.3	Participate in relevant employment and skills development programs and	Refer 4.10.2 Riverina Skills audit involvement in focus group.

Strategies		Key Actions		Progress
			initiatives (eg the 'Grow our Own' program being implemented in the Western Riverina).	
		4.11.4	Encourage proponents of major developments to 'grow their own' workforce by employing local residents and investing in training and skills development.	Refer 4.10.2 Ref. 4.11.2
		4.11.5	Work with the Shire's Aboriginal community and residents who are socially disadvantaged, to improve training and employment outcomes.	For consideration
		4.11.6	Work with industry and businesses to attract skilled workers to the Shire to fill vacant positions and address skills gaps.	For consideration Riverina Skills Audit ref 4.11.3
		4.11.7	Investigate opportunities to harness skills of visitors to the Shire (eg retirees, back packers) to address labour shortages, particularly for seasonal work (eg harvesting, picking, truck drivers).	For consideration
		4.11.8	Advocate for improved access to education and training services and flexible approaches to workplace training, apprenticeships and traineeships.	Use event opportunities to promote TAFE and its services and courses and to utilise TAFE Narrandera Connected Learning centre e.g. Small Business Month October events
		4.11.9	Retain young people within the community, through programs such as school based vocational training, transition to work / work ready, offering apprentice and traineeships and providing access to tertiary training.	For consideration
		4.11.10	Develop and implement programs to welcome and orientate new employees and integrate them into the community.	For consideration

**14 OUR COMMUNITY****14.1 PROSPECTUS CAMPAIGN BLUEPRINT - PREPARED BY DESTINATION NSW PR AND VISITING MEDIA TEAM IN COLLABORATION WITH THRIVE RIVERINA****Document ID:** 526461**Author:** Tourism & Economic Development Coordinator**Authoriser:** General Manager**Theme:** Our Economy**Attachments:** 1. **2020-10 Campaign Prospectus Blueprint - Thrive Riverina Love NSW Marketing Campaign.pdf** [↓](#)**RECOMMENDATION**

That Council:

1. Receives and notes the inclusion of Narrandera Shire as a Thrive Member in the attached Destination NSW promotional campaign.

**BACKGROUND**

Thrive Riverina has submitted an Expression of Interest to participate in the Tier 2 opportunity of the Love NSW Marketing Program, incorporating Destination-Specific Content and Media Partnerships. The destination has a total budget of \$70,000 + GST for this campaign, funded jointly by Narrandera Shire Council, Coolamon Shire Council, Murrumbidgee Council, Lockhart Shire Council, Snowy Valleys Council, Temora Shire Council, Bland Shire Council, Cootamundra-Gundagai Council, Hay Shire Council, Leeton Shire Council and the Whitton Malthouse.

**CAMPAIGN OBJECTIVES**

The campaign is set to highlight experiences in the lesser known areas of the Riverina, focusing three major road touring routes, also to capture content for ownership and usage on own channels.

Target Markets:

- Families
- 30-54 Laidback Couples
- Touring/Caravanners
- Primary: Sydney, Melbourne, Canberra, Regional VIC and NSW

Narrandera Shire is featured in all proposed itineraries.

Narrandera's financial contribution is \$7,000 allocated from J/C 8750-0087-0000.

**RECOMMENDATION**

That Council:

1. Receives and notes the inclusion of Narrandera Shire as a Thrive Member in the attached Destination NSW promotional campaign.



- 
**LAUNCH DATE:** Late Summer/Autumn 2021
- 
**PROJECT LEAD:** Destination NSW PR and Visiting Media Team
- 
**NEXT STEPS:** Partners to provide confirmation ASAP

## Background

Thrive Riverina has submitted an Expression of Interest to participate in the Tier 2 opportunity of the *Love NSW* Marketing Program, incorporating Destination-Specific Content and Media Partnerships.

The destination has a total budget of \$70,000 + GST for this campaign, funded jointly by Coolamon Shire Council, Murrumbidgee Council, Lockhart Shire Council, Narrandera Shire Council, Snowy Valleys Council, Temora Shire Council, Bland Shire Council, Cootamundra-Gundagai Council, Hay Shire Council, Leeton Shire Council and the Whitton Malthouse.

## Campaign Objectives

- Highlight experiences in the lesser known areas of the Riverina, focusing three major road touring routes
- Capture content for ownership and usage on own channels
- Promote CTA and urgency to travel

## Target audiences

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- Families
- 30-54 Laidback Couples
- Touring/Caravanners
- Primary: Sydney, Melbourne, Canberra, Regional VIC and NSW

## Considerations

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- One of the primary target markets for this campaign is Victoria, which is currently in Stage 4 lockdown, with restrictions not likely to be eased until mid-September.
- There is no clear visibility as to when NSW borders will open to Victorians, with some estimating not before Christmas.
- The travel content space is very competitive at this time, with Tourism Australia investing heavily in the domestic market, as well as a heavy presence of existing Destination NSW campaign activity soon to be activated in the market.
- There is a large caravan and camping blogging community, however when considered on an individual basis there are limited blogger channels that provide a broad reach, ROI, and appropriate audience targeting compared to more traditional media channels.

## Insights

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- Due to the continuing overseas travel restrictions, a domestic-led recovery includes the possibility of converting some people who had been planning overseas travel into domestic tourists, and may lead them to consider previously undiscovered destinations, as well as longer trips.
- The desire for authentic experiences, as well as the increased concern around safety and hygiene will drive experiences such as road trips, caravanning and camping.
- Research conducted by the World Food Travel Association confirms that 'Culinary Travellers' are:
  - those who have participated in a unique or memorable food or drink experience on a recent trip and for whom food and drink experiences are a prime motivator in choosing a destination.
  - more likely to spend more on food and drink, take part in a greater variety of experiences, and take more trips than average travellers.

## Strategy

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Leverage the three hero Riverina region road trips and their associated experiences to drive high quality content creation and media placements aligned with the campaign target audiences.

## Proposed Itineraries

Note: These are indicative itineraries only. Final product inclusions are subject to change based on media partners chosen for each road trip.

### RIVERINA TO SNOWY VALLEYS WAY

- Leeton
- Narrandera
- Whitton Malthouse
- Coolamon
- Temora
- Cootamundra-Gundagai
- Snowy Valleys

Not included: Murrumbidgee Council, Lockhart Shire Council, Bland Shire Council, Hay Shire Council.

#### DAY 1

- Arrive at Narrandera airport, pick up hire car, and explore Narrandera.
- Explore that art deco heritage of Leeton as well as a stop at the Leeton Museum and Gallery.
- Enjoy a tour and tasting at Whitton Malthouse, followed by dinner and spending the night in the new onsite accommodation.

#### DAY 2

- Drive part of the Canola Trail, visiting Coolamon and Temora and exploring their attractions, e.g. Coolamon Cheese and Brushwood Oats.
- Make way to Cootamundra, explore attractions such as Bradman birthplace museum and local eateries.
- Travel onto Tumut, stopping by the Dog on the Tucker Box and spending the night in Cootamundra-Gundagai, accommodation TBC (eg Flash Jacks or Highfield Farm and Woodland Ecohut).

#### DAY 3

- Drive to Tumut for Wine and Vine Heli Tour through Tumut/Tumbarumba.
- Following tour, check in at Nimbo Fork Lodge and overnight.

#### DAY 4

- Explore the Rosewood Rail Trail.
- Depart for home.



## Proposed Itineraries

Note: These are indicative itineraries only. Final product inclusions are subject to change based on media partners chosen for each road trip.

### RIVERINA OUTDOOR ART TRAIL

- Bland
- Narrandera
- Lockhart
- Murrumbidgee
- Temora
- Cootamundra-Gundagai
- Leeton
- Hay

Not included: Coolamon Shire Council, Snowy Valleys Council, Whitton Malthouse.

#### DAY 1

- Start in Hay, explore Bidgee Riverside and Cultural Trail.
- Explore Bland Shire Art Trail — Weethalle Silo Art, Mirool and Ungarie.
- Stop in at the Barellan Big Tennis Racquet.
- Interesting statues: Wheat Lumper at Aria Park, Boofhead at Temora and Cootamundra, Wallendbeen Milestone Sculptures and Captains Walk in Cootamundra.

#### DAY 2

- Explore Yerong Creek Water Tower and the Lockhart Sculpture and Heritage Trail.
- Explore part of the Ned Kelly Trail in Jerilderie.
- Visit Narrandera Water Tower Mural.

#### DAY 3

- Photograph Leeton’s art deco architecture and visit Lyrics, Landscapes and Lintels Public Art Trail.

## Proposed Itineraries

Note: These are indicative itineraries only. Final product inclusions are subject to change based on media partners chosen for each road trip.

### CLASSIC AUSTRALIAN DRIVE AND BEYOND

- Hay
- Murrumbidgee
- Narrandera
- Temora
- Cootamundra-Gundagai
- Bland
- Coolamon
- Lockhart

Not included: Leeton Council, Snowy Valleys Council.

#### DAY 1

- Arrive and pick up hire car.
- Hay Plains and Shear Outback photography.
- Bidgee Riverside Trail and other Hay activities.
- Overnight in Hay.

#### DAY 2

- Depart and travel to Altina Wildlife Park.
- Narrandera Koala Reserve.
- Narrandera Water Tower Mural.
- Drive to Bland.
- The Big Football, Wyalong Heritage Walk, Wyalong Museum and other Bland activities.
- Overnight in Bland.

#### DAY 3

- Drive to Coolamon.
- Coolamon Up-to-Date Store and Coolamon Cheese.
- Drive to Temora.
- Temora Aviation Museum.
- Cootamundra Captains Walk.
- Gundagai and Architectural Heritage Walk.
- Overnight Lockhart (e.g. Yerong Creek Church Retreat or Hanericka Farm Stay).

#### DAY 4

- Yerong Creek Water Tower.
- Hike The Rock Nature Reserve — Kengal Aboriginal Place.
- Depart for home.

MEDIA PARTNER OVERVIEW	DELIVERABLES
<p><b>Nine Publishing</b></p> <p>Bespoke partnership leveraging the platform’s large combined audience of 2.1 million readers per month via a mix of native content across print and digital channels. The average age of the <i>Traveller</i> audience is between 25-54.</p>	<ul style="list-style-type: none"> <li>• 1 x cover story incorporating all three Riverina road trips in <i>The Sydney Morning Herald</i> and <i>The Age</i> newspapers</li> <li>• Content amplified across the Nine Publishing mastheads (SMH, AGE, WAToday, BT) and Traveller.com.au and supported with native drivers</li> <li>• The Riverina as ‘Feature Destination’ on Traveller.com.au homepage</li> <li>• eDM inclusion (80,000 subscribers)</li> <li>• <i>Traveller</i> branded Facebook social post.</li> <li>• <b>Budget \$25,000* + famil costs</b></li> </ul>
<p><b>Tyson Mayr</b></p> <p>A multi-faceted content partnership incorporating print editorial, video, photography and social media posts with one of Australia’s most adventurous personalities and now a regular <i>Escape</i> columnist, reaching a total potential audience of more than 4 million.</p>	<ul style="list-style-type: none"> <li>• 1 x Destination Video of trip from Riverina to Snowy Valleys Drive, shared to Instagram, Facebook &amp; YouTube (estimated 30,000 views within first 24 hrs)</li> <li>• 1 x <i>News Corp Escape</i> Editorial, 700 Words, 2-3 pics (3.7 million total reach)</li> <li>• 1 x <i>Destination Escape</i> Video of Region (shared across their channels)</li> <li>• 5 x social media posts across Tyson’s channels</li> <li>• 10 x Instagram stories</li> <li>• 25 x Images owned outright</li> <li>• <b>Budget \$14,000 + famil costs</b></li> </ul>

MEDIA PARTNER OVERVIEW	DELIVERABLES
<p><b>NRMA</b></p> <p>A content partnership across NRMA's digital and social channels, as well as <i>Open Road</i> magazine, reaching a potential audience of more than one million.</p>	<ul style="list-style-type: none"> <li>• Minimum 4 page feature in <i>Open Road</i> Magazine (readership 850,000) on the Riverina Outdoor Art Trail</li> <li>• Article repurposed for Mynrma.com.au (estimated 3,600 sessions per month for article)</li> <li>• Article to also be hosted on Mynrma.com.au Road Trips Hub (estimated 1,500 per month for article)</li> <li>• 2 x Facebook posts (187k followers)</li> <li>• 2 x Instagram post (10k followers)</li> <li>• <b>Budget \$5,000 + famil costs</b></li> </ul>
<p><b>Blonde Nomads</b></p> <p>Content partnership with Rob, Tracy, Marli and Ziggy, an adventurous travelling Australian family known as the Blonde Nomads. Partnership to include a mix of blog content, photography, video and social media posts to an audience of almost 70,000. Audience majority from Australia, mostly from NSW, VIC and QLD.</p>	<ul style="list-style-type: none"> <li>• The family will take a trip encompassing both the Riverina Outdoor Art Trail and the Classic Australian Drive</li> <li>• 6 x Instagram posts (37.7k followers)</li> <li>• 6 x Facebook posts (20k followers)</li> <li>• 1 x Riverina road trip blog post (10,000 unique visitors per month)</li> <li>• Daily Instagram stories showcasing activities on itinerary and saved in Riverina Highlights Reel</li> <li>• Highlights Video – shared on YouTube, Facebook and IG stories (50,000 views)</li> <li>• 20 images with joint ownership for use on socials, website and brochures (chosen from a larger selection)</li> <li>• <b>Budget \$12,000 + famil costs</b></li> </ul>

MEDIA PARTNER OVERVIEW	DELIVERABLES
<p><b>Magdalena Roze and Darren Robertson</b></p> <p>A content partnership with journalist and author Magdalena Roze, husband Darren Robertson and their family, shared across their social media channels with traditional media opportunities. Darren Robertson is one of the <i>Three Blue Ducks</i>. Both audiences are based predominantly in Sydney and Melbourne, between the ages of 25-54.</p>	<ul style="list-style-type: none"> <li>• Minimum of 3 x static Instagram posts each (6 total to combined following of more than 80,000)</li> <li>• Minimum 3 x Instagram stories each (6 total to a combined following of more than 80,000)</li> <li>• 'Guide on the Riverina to Snowy Valleys Way Road Trip' on Magdalena's blog, promoted via social media</li> <li>• 1 x media opportunity each with Magdalena and Darren with titles such as <i>Escape or Delicious</i>, talking about their time on the Riverina to Snowy Valleys Way Road Trip (potential audience 4 million+)</li> <li>• <b>Budget \$8,000 + famil costs</b></li> </ul>
<p><b>Destination NSW Added Value</b></p> <p>DNSW will look to amplify content on owned channels where relevant.</p>	<ul style="list-style-type: none"> <li>• Uncovered Media Newsletter to 1,200 media subscribers</li> <li>• Social Media Channels, at the discretion of DNSW's Social Media team</li> <li>• Visitnsw.com destination pages where relevant</li> </ul>
<p>*Note: Opportunities marked with an asterisk are based on a minimum of 5 partners. Deliverables are subject to change.</p>	

**14.2 NARRANDERA TOURISM AND HAYLLAR TRANSPORT PROMOTION VENTURE****Document ID:** 526539**Author:** Tourism & Economic Development Coordinator**Authoriser:** General Manager**Theme:** Our Economy**Attachments:** 1. 2020-9- 24 Image - Truck Curtain.pdf [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the graphic design for promotional truck curtain installation on Hayllar's Transport.

**PURPOSE**

The purpose of this report is to provide Council with a viewing of the graphic design used in the marketing collaboration with Hayllar Transport to promote Narrandera around Australia on the sides of a Hayllar Transport trailer.

The measurements of the side curtains are approx. 14 metres long and 2.8 metres high each side.

Narrandera Shire Council retains ownership of the curtains and can ask to have them removed at any time or updated if situations or promotional images change.

**RECOMMENDATION**

That Council:

1. Receive and note the graphic design for promotional truck curtain installation on Hayllar's Transport.

Truck Curtain  
13.5 m x 3 m



'Your adventure awaits'  
is a placeholder only.



CLIENT	NARRANDERA	DATE	24/09/2020
JOB NAMED	TRUCK CURTAIN	DESCRIPTION	TRUCK CURTAIN
All concepts copyright © Straight Lines Design and Marketing Pty Ltd • 02 6962 9444 • hello@straightlinesdesign.com			

1/1

### 14.3 NARRANDERA FESTIVE TREE

**Document ID:** 526662

**Author:** Deputy General Manager Infrastructure

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Our Community

**Attachments:** 1. Facebook Post and Feedback [↓](#)

#### RECOMMENDATION

That Council:

1. Relocate the festive tree from Memorial Park to the future roundabout at the intersection of East & Elwin Street, when constructed and
2. Recommission the flagpole, including the cross arms at the time of the relocation.

#### PURPOSE

The purpose of this report is for Council to consider the potential relocation of the Narrandera Festive Tree.

#### SUMMARY

The relocation of the festive tree in Narrandera is being considered following the withdrawal of support for its continued use of the flagpole at Memorial Gardens. There are several potential sites where the festive tree could be relocated, with each having their positives and negatives. During the consultation, the community expressed a desire to keep the tree in East Street, with many preferring retaining the current location.

The Narrandera Business Centre Master Plan has provision for roundabouts including one at the intersection of East & Elwin Street. This is considered the most appropriate and least intrusive location; hence it is the recommended site.

#### BACKGROUND

##### Narrandera Festive Tree

In July 2020 Council received a letter from the RSL Sub Branch requesting that the flagpole which currently holds the festive tree on the western end of Memorial Gardens be returned to its role as a flagpole including cross arm.

In researching the background of this project, the following information was found. The flagpole which was designed to resemble a ships mask as used at Gallipoli, was donated to the community via the RSL Sub Branch by retired Naval Officer Mr John Lott in the early 2000's. The flagpole was erected at the eastern end of Memorial Gardens up until around 2011 at which time it was relocated to the western end where it stands today. In 2018 a decision was made to install the festive tree on the flagpole and remove the flagpole assembly., that has been stored by Council.

Upon receipt of the letter to have the tree relocated, community consultation was undertaken via our Facebook page, with the initial proposed location being Marie Bashir



Park. The feedback was mixed but generally didn't support relocation to the park as there was a desire to have it kept in East Street. As the Narrandera Business Group contributed to the erection of the festive tree feedback was sought from their members, that resulted in a small number of replies, with a general consensus to leave it where it is.

A number of potential sites have been explored as detailed below.

### Kiesling Lane



The festive tree could be located to the north-eastern side of the existing pedestrian crossing, as per the illustration to the left. This location is central to the business centre and would allow for the power and associated audio to be placed within the lane. The added advantage to this site is the ability for the audio system to be used to promote the town without the light show operating.

There are some residential properties located within this area and these residents would need to be consulted, with potential impact on hours of operation of the lights as is the case with the current site.

The Business Centre masterplan has this area identified as a pedestrian shared area, which will reduce the potential safety issues associated with the pedestrian crossing.

### Corner East Street and Bolton Street

There are two potential locations in this area, being on the southern side of Bolton Street, either in front of the Commonwealth Bank or the Bakery. Both sites have adequate space and are centrally located. They are also less likely to interfere with any residential tenancies and will be able to be incorporated within any future upgrades of the area. There are two pedestrian crossings at this intersection.

### East Street Round-About

At the June 2015 Council meeting, Council resolved to adopt the Narrandera Business Centre Master Plan and include it into the Master Plan Register and upload to Councils Website. This plan proposed to modify selected intersections through installation of roundabouts to improve traffic and pedestrian safety with the added benefit of managing vehicle speeds through physical design. Appropriate large vehicle manoeuvring requirements would be catered for in the roundabout design.

The Master Plan has two roundabouts identified for East Street, these being at the intersection of Elwin & East Street and another at Audley & East street, both of which are pictured below.



ELWIN & EAST STREET



AUDLEY & EAST STREET

There is an option to place the festive tree centrally within one of these two roundabouts, which will allow for viewing from several locations and attract people to other sections of East Street. The preferred location would be at the intersection of Elwin and East Street as it is less populated with residential properties.

Marie Bashir Park

The north-eastern side of Marie Bashir Park has been identified as a possible location with easy access for community events. This location is separated from the CBD area and residential site and could be used more often than the current site.

Memorial Park

The other option which has been suggested is to leave the tree in the current location and relocate the flagpole back to the eastern end of the Memorial Gardens.

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

**Theme**

Our Community

**Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

**Action**

2.2.1 - Focus on the Narrandera CBD Masterplan

## ISSUES AND IMPLICATIONS

### Policy

Nil

### Financial

Depending on the desired location the costs will vary as detailed in the table below:

Relocation option	Estimated cost
Roundabout at the intersection of Elwin and East Street (Does not include the full cost of a permanent Roundabout)	\$22,000
Leave the tree in the current location and relocate the flagpole back to the eastern end of the Memorial Gardens.	\$11,000
Kiesling Lane - located to the north-eastern side of the existing pedestrian crossing	\$14,000
Corner East Street and Bolton Street	\$14,800
North-eastern side of Marie Bashir Park	\$14,000

Funding could be allocated from the CBD upgrade funds should the tree be located within the footprint of the Narrandera Business Centre Master Plan.

### Legal / Statutory

Nil

### Community Engagement / Communication

Initial community consultation has been undertaken with a mix of views as to where the festive tree should be moved to or even if it should be moved at all. On 24 August 2020, Council posted a request through Facebook seeking feedback from the community regarding the placement of the Mega Tree after indicating it was time to move it from the Victoria Square Memorial Park Gardens. The post was heavily engaged with, receiving 56 comments, which can be seen in the attachment.

Of the 56 comments the following were identified. Note that some comments included multiple suggestions, each suggestion has been included in the tally.

- Thirty-six (36) - leave it where it is.
- Two (2) - people agreed it should be moved elsewhere out of respect to the memorial.
- Seven (7) - people felt that it appeared as though the decision had already been made or enquired as to why it must move at all.
- Eight (8) - people suggested using the money on other projects including the score board at the sportsground, street lighting, signage for the tree, the main street upgrade, and a stage in park.
- Five (5) - people agreed it should be moved to the park.
- Three (3) - people suggested moving the tree to the top of the main street.

It is suggested that should Council resolve to change the current arrangements, a notification process should be undertaken to inform all potentially effected properties and businesses.

### **RISKS**

The main risk is the potential for community dissatisfaction should the festive tree be located to a position that is not broadly supported.

### **OPTIONS**

There are several options on the potential location of the festive tree, with each of these detailed above.

Option 1 – resolve to follow the recommendation as reported.

Option 2 – select an alternate site as detailed within the report

Option 3 – resolve to leave the festive tree in its current location and advise all parties as to the reason for that decision.

### **CONCLUSION**

The relocation of the tree is a very subjective issue and it is likely that any decision is not going to please all parties. Given the current master plan identifies two roundabouts to be constructed in East St, these are considered the most favoured from an operational perspective as they will have least impact on the residential properties. The most suitable site is considered to be that of Elwin & East Street, with an option to locate the festive tree and place a temporary concrete roundabout at the intersection which will allow for the detailed design to be undertaken and final construction to be done in accordance with the Narrandera Business Centre Master Plan.

The secondary location would be at the entry to Kiesling lane as detailed above.

### **RECOMMENDATION**

That Council:

1. Relocate the festive tree from Memorial Park to the future roundabout at the intersection of East & Elwin Street, when constructed and
2. Recommission the flagpole, including the cross arms at the time of the relocation.

**Facebook post and subsequent feedback**

Thank you everyone for your feedback, it is great to hear how much everyone has enjoyed the tree in it's original spot.

While we agree that the current location was good to begin with, the decision has been made to move the display elsewhere for the following reasons:

Out of respect to the Victoria Square Memorial Park Gardens and it's significant and original purpose, a place of remembrance and respect to those residents of Narrandera who served. To allow more space for people to stop and enjoy the tree's lighting displays for extended periods. To utilise the display more frequently during the year.

We are still eager to hear your feedback about this topic, please continue to leave your suggestions in the comments below.

1. So the decision was already made. So why ask ?????
2. How much is this move going to cost the Ratepayers? Who made the decision to move the Tree? Why did you ask for Feedback when the decision had already been made?
3. I found the Anzac Day display on the tree very respectful to all that serve and have served. If display costs allow, something similar should be displayed periodically in the present location. Relocation of display to park could be distractive to traffic on highway. Have Transport for NSW been consulted etc or do we have to move it again after Cadell Street residents complain about lights shining through windows? Better still, put it next to scoreboard at Sportsground to visibly display footy scores.
4. the decision has been made. Not the first time you have got something wrong. LISTEN to the people, PLEASE!!!
5. I'm a bit confused. Has there been a complaint/s relating to the points above? Was there community / ex-service personnel consultation prior to it being installed in the memorial gardens? If you are now considering the impact on Narrandera residents that have served... perhaps you should consult with them directly (knowing that many are not on social media).
6. Put the money it would cost to move it into upgrading some street lights around town, I often walk at night and our town has some seriously dark streets. Even directly across the road from the Charles Sturt restaurant exit is pitch black, streetlight upgrades seriously needed.
7. Is there any particular reason why it needs to be moved???
8. Leave it where it is.
9. Hoping to see the new Christmas tree in Barellan park in time for this year's celebration?
10. Why waste money moving it? Is the council mad or made of \$\$\$? It's in a good spot on the Main Street.
11. Why move it?. It is in a great spot. Easy for everyone to enjoy. Adds to the beauty of our main street. I hope it is not being moved to suit one person. I agree maybe more promotion will encourage more to visit the main street and show what we have to offer.
12. Obviously some thought went into where it was originally going to go. So now why do you need to move it?. Or more to the point why is it now that it needs to be moved. Use the money to make more lighting in our streets around town. Or how about put a sign up coming into town that we have an awesome tree that commemorates different times of the year in our main street with some pictures of what the light show looks like.
13. Great idea. The same way visitors are directed to the Water Tower Art Trail.
14. Great idea to move it to the park, would be a great backdrop for a Christmas event, carols, or Christmas night time markets. Also shows travellers passing through who do not go to the Main

Street ( and never will) what a great festive town it is. Only possible downside is we might get the “why does this town have a Christmas tree lights display all year round”???

15. Narrandera Shire loves wasting Ratepayers money. How much is this latest exercise costing our Community? Leave the beautiful tree where it is please Mr Mayor and Councillors. Why not just finish the rest of the main street to the same standard as the middle bit
16. Couldn't agree more
17. Great idea - would be visible to traffic on the Newell Highway!
18. Like it were it is , just a thought would be nice for some colour flood lights from the ground going up the trees in park.
19. I like were it is, gives life to the main street
20. I like the idea of the top of the main street too. Would give a great focal point to the lights up east st as you look north.
21. I think the park is a great spot for it.
22. It's great in the main street lets get fair DINKUM even when the coloured lights in the main street are on The street can be on the dark side so a bit of razzamataz sparks it up
23. Leave it where it is. It's in a central location and if its in the park it will most likely get damaged.
24. I also like it where it is. It needs to be somewhere in the Main Street where traffic passes it . Maybe move it to the top of East Street.
25. Why waste ratepayers money. Why ask for opinions. Why bother the residents of Narrandera with this post when as usual council will do as it pleases. Or what is needed to be done to suit one person. Disgraceful.
26. wherever it goes (or stays) there needs to be no orange street lights around it as they mess with the way the colours look
27. Probs just leave it aye. If the Main Street isn't easy access, I dunno what is. You literally can't miss it
28. Leave it where it is. That's the problem with Narrandera council... would rather do something silly like this than actually fix stuff wrong with the town....
29. I agree with Eve. Top of main street or leave it where it is. It is beautiful.
30. More importantly look at lighting on East street crossing outside Coles... pedestrians come out of shadows to step on to crossing??
31. Why fix it if it's not broken? Maybe put something else in the park that's different and stands out from other towns.
32. Leave it where it is, it's in a visible spot for all, plus plenty of cameras as a deterrent to vandalism
33. Much better to take it out of victoria square looks really wrong there
34. Love where it is now. Please don't change it.
35. Leave it where it is stop wasting money use the money for something new that's needed or something the rate payer want. Instead of moving the tree may be put the stage in the Marie Bashir park
36. It is in a great spot now leave it
37. Why the hell move it Leave it where it is and think of something else to go in the park
38. Our rates are dear enough as it is, stop wasting money, leave it where it is
39. I think it should stay where it is.
40. Yep. it's lovely where it is.
41. It should stay where it is.
42. In a good spot atm
43. I agree with you Ken .
44. Leave where it is
45. Leave it where it is, what is the reason behind wanting to move it?
46. Please leave the tree where it is.
47. I like it where it is

48. I honestly think you guys should do a poll post and it's a Majority votes wins
49. Why was it put there in the 1st place if now 12months later you move it why wasn't this discussed with Narrandera people in the beginning.
50. Park
51. Why not have 2?
52. Yes good call
53. You are asking for comment and most agree it should stay where it is yet you say you are going to move anyway. The council was voted in by the people yet you disregard their opinion.
54. I like it where it is also.
55. Leave it where it is.
56. leave it

**14.4 DRAFT NEW POLICY - ES350 TOURISM POLICY****Document ID:** 526568**Author:** Tourism & Economic Development Coordinator**Authoriser:** General Manager**Theme:** Our Community**Attachments:** 1. DRAFT ES350 Tourism Policy.docx [↓](#)**RECOMMENDATION**

That Council:

1. Reviews and endorses the ES350 Tourism Policy for the purposes of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deem this policy as Adopted.

**PURPOSE**

The purpose of this report is to review new Policy ES350 Tourism Policy.

**SUMMARY**

To design a tourism policy that considers all culture, sporting, environmental and social dynamics. A tourism policy that will help increase awareness of the importance of tourism in both the public and business environments and assist in the promotion of Narrandera Shire to improve internal and external tourism needs, wants and demands.

**BACKGROUND**

The Tourism and Economic Development Team recognised the need to develop a tourism policy as one did not exist in the current Narrandera Shire Council policies.

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES****Theme**

Our Community

**Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

**Action**

5.1.1 - Accountable, transparent and ensure open communication between the community and Council



**ISSUES AND IMPLICATIONS****Policy**

N/A

**Financial**

N/A

**Legal / Statutory**

Compliance with the Local Government Act 1993

**Community Engagement / Communication**

The new policy will be placed on exhibition for comment prior to its adoption. The exhibition period also increases the public awareness of Councils tourism initiatives that considers all culture, sporting, environmental and social dynamics.

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

N/A

**OPTIONS**

Adopt Policy ES350 Tourism Policy as attached

Adopt Policy ES350 Tourism Policy with amendments

Refer Policy ES350 Tourism Policy back to staff for further development.

**CONCLUSION**

Adopt ES350 Tourism Policy as attached

**RECOMMENDATION**

That Council:

1. Reviews and endorses the ES350 Tourism Policy for the purposes of public exhibition.
2. Following 28 days public exhibition, if no submissions received, deem this policy as Adopted.

# Tourism Policy 2020

## ES350



**Policy No:** ES350  
**Policy Title:** Tourism Policy  
**Section Responsible:** Executive Services  
**Minute No:**  
**Doc ID:** 432915

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### 1. INTENT

To design a tourism policy that considers all culture, sporting, environmental and social dynamics.

### 2. SCOPE

This policy applies to Narrandera Shire Council staff and Councillors.

### 3. OBJECTIVE

Narrandera Shire Council has established the Tourism Policy major objectives as;

- The recognition of tourism as a social and economic force within the Narrandera Shire Council Local Government area
- To foster and create a community awareness of the benefits of tourism within the Narrandera Shire Council Local Government area
- To guide and influence the development of tourism within the Narrandera Shire Council Local Government area
- To provide basic facilities and infrastructure sufficient to encourage tourism development
- To ensure that the facilities within the Narrandera Shire Council Local Government are adequate to cater for visitors and residents
- Recognise the value of conservation parks – Flora and Fauna Reserve and wildlife

### 4. POLICY STATEMENT

To design a tourism policy that considers all culture, sporting, environmental and social dynamics. A tourism policy that will help increase awareness of the importance of tourism in both the public and business environments and assist in the promotion of Narrandera Shire to improve internal and external tourism needs, wants and demands.

### 5. PROVISIONS

## 5.1 PRINCIPLES

- NSC will provide annually a budget allocation for tourism/promotion expenditure
- NSC will assist (financial and other) subject to budget provision, tourism organisations or events which have the potential to develop tourism in the area.
- When considering tourism development projects, NSC will consider the wider social, cultural, and economic benefits and environmental impact within the area before encouraging such development.
- NSC will ensure that where delicate environmental, historic or cultural areas exist, these areas will be adequately protected in relation to development or usage.
- NSC supports the preservation and presentation of significant historic sites/items.
- NSC recognise that the development of tourism enhances the well-being to the permanent population for the following reasons:
  - Tourism as an industry creates job opportunities
  - Facilities that are provided for the tourist initially also benefit the permanent population
  - The financial income brought into the Shire by the tourist improves the economic viability of the entire Shire
- NSC will actively investigate the opportunities for tourism projects
- NSC will seek and encourage innovative tourism opportunities.
- NSC will promote the Shire and region through active participation in partnerships with other Councils, regional tourism and industry groups
- Asset and Benefits - The Murrumbidgee River is a significant natural resource that enhances the attractiveness and lifestyle of the Shire and supports a range of agricultural, tourism and recreational activities
- Tourism is the strongest opportunity for growth and diversification
- Strengthen and grow key sectors within Tourism/ Visitor Economy
- Continue to develop products, experiences and activities including events
- Continue to improve infrastructure, facilities and services for visitors
- Update and improve information and promotional collateral
- Effectively market and promote the Shire, including implementing the branding strategy and expanding the Shire's on-line presence and capitalising on digital and social media opportunities
- Actively bid to host sporting events (regional, state, national) in Narrandera including exhibition games, which have the potential to draw visitors from surrounding regions into the Shire
- Liaise with sporting clubs and associations to identify and target opportunities to host sports development programs, camps, clinics, carnivals and tournaments in the Shire. Also building and capitalising on existing sporting events in the Shire.

- Investigate the opportunities for holding sporting events in the Crown Reserves and other park areas including mountain biking, cross country running, orienteering etc.
- Investing in cultural and natural heritage restoration
- Support inclusive tourism – develop tourism initiatives with a design of places, things, information, and communication that can be useable by the widest range of people and in the widest range of situations without special or separate design. Including but not limited to the ageing population, people who use wheelchairs, children, people with temporary mobility limitations, people with prams, and people with hearing or vision impairments.
- Invest mobility/ accessibility systems in the tourism areas to help manage tourism flows and build tourism related resources – including buildings, walks, hikes, tracks

### **5.1.1 Components of Tourism Industry**

- Tourism attractions and activities
  - All natural, cultural and special feature of the area, which attracts tourists to visit the area
- Sporting Facilities
  - Stadium, sportsgrounds, swimming pool, sporting clubs
- Accommodation
  - Hotels, motels, caravan parks and other types of facilities
- Tourist Facilities and Services
  - Food establishments, Visitor Information Centre, Medical facilities, shopping
- Transportation facilities and services
  - Modes of transport – plane, bus, train, taxi
- Other Infrastructure
  - Water supply, power, sewage systems, telecommunications, drainage systems

## **6. DEFINITIONS**

- Tourism policy: a set of principles, roles and responsibilities, directives and development/ promotion objectives and strategies that provide a frame- work within which the collective and individual decisions directly affecting long-term tourism development and the daily activities within a destination are taken
- Tourism: is travel for pleasure or business; also, the theory and practice of touring, the business of attracting, accommodating, and entertaining tourists, and the business of operating tours. Tourism may be international, or within the traveller's country
- NSC Narrandera Shire Council

## **7. ROLES AND RESPONSIBILITIES**

### **Staff**

- Economic Development Team
  - Economic Development Manager
  - Marketing, Tourism and Economic Development Coordinator
  - Events and Visitor Services Team Leader
  - Visitor Information Staff

- Monitoring progress – measures in place

The progress and success of the Economic Development Strategy and Tourism Policy will be evaluated by regular checks with accommodation providers and tourism operators in regards to monitoring statistics on:

- Increase visitation to the Shire
- Domestic Overnight Visitors
- Improving the image and awareness of Narrandera and Narrandera Shire by improving presentation, increased advocacy and effective marketing and promotion
- Record and document attendance at events
- Survey development and research for events
- A yearly breakdown of Section 356 contributions for direct and indirect tourism assistance (tourism/ events assistance including traffic control/waste management etc.) to be reported in the annual report
- Data gathered from Destination NSW, Destination Riverina Murray, Regional Development Australia and Thrive Riverina

## **8. RELATED LEGISLATION**

- Local Government Act 1993
- Privacy Act 1988

## **9. RELATED POLICIES**

- Economic Development Strategy 2017 – 2020
- Product Development and Destination Marketing Strategy 2011
- Narrandera Tourism Branding and Style Guide 2017

## **10. VARIATION**

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

**11. PREVIOUS VERSIONS**

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- Nil

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EXTERNAL

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Tourism, Marketing and Economic Development Coordinator</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>XX Month 202X</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>XX Month 202X</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Adopted by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	XX Month 202X	XX Month 202X	XX Month 202X
<b>2 Reviewed</b>	XX Month 202X		

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**12. Acknowledgement of Training Received (if required)**

I hereby acknowledge that I have received, read and understood a copy of Council's XXXXX Policy.	
Employee Name	
Position Title	
Signature	
Date	



**15 OUR ENVIRONMENT****15.1 DRAFT NEW POLICY - BODY WORN VIDEO DEVICES POLICY****Document ID:** 526340**Author:** Manager Development & Planning**Authoriser:** Deputy General Manager Infrastructure**Theme:** Our Environment**Attachments:** 1. [Draft Body Worn Video Devices Policy](#) ↓**RECOMMENDATION**

1. That Council endorse the Draft Body Worn Video Devices Policy to be placed on public exhibition, and
2. The policy be considered adopted should no submissions be received during the exhibition period.

**PURPOSE**

The purpose of this report is review and consider a draft policy on the use of body worn video devices (BWVD) by Council rangers and the subsequent storage and management of the resultant video footage in order that it may be presented to Council for further consideration and public notification.

**SUMMARY**

A body worn video device has been purchased for the use of Council's rangers during their general and companion animal compliance activities.

Before a BWVD can be used Council should adopt a Policy on how and when it is to be used and how the resultant video footage is to be managed.

**BACKGROUND**

A BWVD is a small video and audio recording device attached to the vest worn by a person. In this instance it is intended to be worn by Council's ranger in the course of their compliance activities.

The use of BWVDs has several advantages in compliance activities, not the least being they can modify the behaviour of the alleged transgressor, capture necessary information supporting compliance enforcement and protect against allegations of inappropriate actions of staff.

The Policy will provide details on;

- How and when a BWVD will be used, and
- How the resultant video footage will be stored and managed, in particular who is authorised to view the footage and under what circumstances, as well as for how long the footage will be retained.

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES****Theme**

Choose an item.

**Strategy**

Choose an item.

**Action**

Choose an item.

**ISSUES AND IMPLICATIONS****Policy**

Currently Council does not have a Policy on the use of BWVDs.

**Financial**

NA

**Legal / Statutory**

Prior to the use of BWVD Council must have in place an adopted Policy that sets out how and when the device will be used and how the resultant footage will be managed, in particular who is authorised to view the footage and under what circumstances, as well as for how long the footage will be retained.

**Community Engagement / Communication**

Once ELT has resolved the Draft BWD Policy is suitable for submission to Council it will presented with a recommendation that it must be publicly exhibited for 28 days before it can be formally adopted.

**Human Resources / Industrial Relations (if applicable)**

NA

**RISKS**

Council rangers will not be able to use a BWVD until such time as Council has formally adopted a policy on its use and the management of the resultant footage.

**OPTIONS**

The three options that could be considered are;

1. Resolve not to approve the use of BWVD by Council's rangers.
2. Resolve to approve the use of BWVD by Council rangers and adopt the Draft BWVD Policy as is and present it to Council for consideration.
3. Resolve to approve the use of BWVD by Council rangers and amend the Draft BWVD Policy before presenting it Council for consideration.

**CONCLUSION**

The use of BWVDs have proven at other Councils to be a valuable and critical part of successful compliance activities and it is recommended that Council adopt a suitable Policy in order to utilise the use of BWVDs by Council's range

**RECOMMENDATION**

1. That Council endorse the Draft Body Worn Video Devices Policy to be placed on public exhibition, and
2. The policy be considered adopted should no submissions be received during the exhibition period.

# BODY WORN VIDEO DEVICES

XXX000



**NARRANDERA SHIRE COUNCIL POLICY**

**Policy No:** XXX000  
**Policy Title:** Body Worn Video Devices  
**Section Responsible:** Infrastructure  
**Minute No:**  
**Doc ID:**

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### **Background**

Body-worn video devices (BWVD) is an overt method by which staff may obtain and secure audio and visual evidence at the scene of an incident or an offence or during the course of investigating an incident or an offence.

Recordings are made and retained for operational purposes and for potential use in Court proceedings. They are restricted and should not be shown or given to unauthorised persons.

The use of BWVD can defuse potentially volatile situations by promoting public assurance and reducing antisocial behaviour. Recordings may provide irrefutable evidence that may assist in the prosecution of cases and reduce the reliance on victim statements as evidence, particularly those who may be vulnerable or reluctant to attend Court.

### **Objective**

The objectives of this Procedure are to:

- (a) Provide awareness about the aspects which must be considered and the requirements for the use of BWD in the performance of Council's regulatory functions.
- (b) Facilitate provision of video evidence for use in potential Court proceedings.
- (c) Ensure the use of BWD does not result in adverse impact to Councils IT network.
- (d) Protect the privacy of individuals and ensure that individuals who may be recorded are aware that recording is taking place.
- (e) Assist in the defusing of conflicting or contentious situations involving individuals.

### **Roles and Responsibilities**

- General Manager
- Deputy General Manager – Infrastructure
- IT Manager
- Development & Environment Manager
- Compliance Officer

## PROTOCOL

The policy applies to Narrandera Shire Council Rangers, Manager Development & Environment, Information Technology staff, Deputy General Manager – Infrastructure and General Manager.

### Prior to Use

- (a) Prior to the use of BWVD the Authorised Officers must have completed training in its use and operation.
- (b) The equipment is to be checked by the user prior to departure to ensure that it is ready for operation. The device must have adequate storage and the correct date/time setting.
- (c) The device must be affixed to the user's top left chest area in stand-by mode with the power switch on top.

### Recording

- (a) Use of the body worn video device is mandatory and is to be used in all compliance enforcement situations for the protection of the authorised officer and for the capture of admissible evidence.
- (b) Recording must be incident-specific and not indiscriminately record entire duties or patrols.
- (c) Recordings are to include video and audio at incidents that would normally be the subject of an official notebook entry or penalty infringement notice. All such situations are to be treated as potentially evidential.
- (d) It is evidentially important to record as much of an incident as possible. Recording should begin at the earliest opportunity at the start of an incident, so users should commence recording immediately the user becomes aware of a potential incident.
- (e) Incidents include the following:
  - Any situation subject to an official notebook entry.
  - Any enforcement actions.
  - Any PINS situation.
  - Any situation where evidence may be gained.
  - Staff actions that may require investigation.
- (f) At the commencement of any recording, the user should make a verbal announcement to indicate why the recording has been activated including stating the date, time and location and the nature of the incident.
- (g) Immediately the officer meets a person(s) the following statement (or similar) is to be made;  
**My name is ..... and I am a ranger for Narrandera Shire Council. I am video recording this conversation/ incident. You are not obliged to say or do anything, you may move away from the camera.**
- (h) Recording must continue uninterrupted from the beginning to the conclusion of the incident or the resumption of normal duties.

### **Management of Recordings**

- (a) Recordings must be transferred and uploaded by the user of the BWVD to the approved computer file immediately on return to the Council Administration Centre, via an automatic docking process.
- (b) The BWVD wearer is not to view or delete or edit the recordings at any time.
- (c) All recordings will be stored in accordance with the Surveillance Devices Act 2007.
- (d) Recordings will not be deleted unless the Deputy General Manager – Infrastructure has so authorised and where the matter has been finalised and further risk to Council presents.
- (e) Recordings are to be stored in a secure manner and access to them will be restricted to the General Manager, Deputy General Manager – Infrastructure and IT Manager in accordance with Narrandera Shire Council Records Management Policy HRR008.
- (f) Public access to recordings will be managed in accordance with Narrandera Shire Council Access to Council Information Policy CS310.

### **Monitoring**

#### **Audit & Review**

- (a) Regular audits shall be made of recorded incidents for quality assurance purposes.
- (b) Should reviews identify areas of potential misconduct an assessment and appropriate action is to be taken.
- (c) Potential misconduct includes deliberate obstruction of the camera lens, failing to record an obvious incident and interrupting a recording without good reason.

#### **Complaints**

- (a) All complaints received from the public about the conduct of an authorised officer must be recorded through MagiQ.
- (b) The complainant should be made aware when the BWVD exists.
- (c) The General Manager or Deputy General Manager – Infrastructure may show the footage to the complainant and provide a commentary of the facts shown in the footage together with an explanation of any procedures disclosed.
- (d) Where BWVD recordings are made available this should be reviewed by the appropriate officer and a sealed master copy made.
- (e) If the complaint is withdrawn, a record should be made and signed by the complainant.

#### **Maintenance of Equipment**

- (a) Equipment must be kept maintained to a standard so it is in good working order.
- (b) Equipment must be charged prior to use.
- (c) Time and date settings must be synchronised with a central clock.
- (d) The camera lens should be clean and the picture clarity of suitable quality.
- (e) In the event of a fault or problem, the device should be repaired or replaced.

**Related Legislation**

- The Workplace Video Surveillance Act 1998
- The Local Government Act 1993
- The Companion Animals Act 1998
- Evidence (audio- and audio-visual links) Act 1998
- Evidence Act 1995
- Crimes Act 1900
- The Privacy and Personal Information Protection Act 1998
- Government information (public access) Act 2009
- Interpretation Act 1987
- Surveillance Devices Act 2007 Sect 7
- Telecommunications (Interception and Access) Act 1979

**Related Policies**

- Narrandera Shire Council Records Management Policy HRR008
- Narrandera Shire Council Access to Council Information Policy CS310

**Variation**

Council reserves the right to review, vary or revoke this policy in accordance with award, legislation and regulation changes. Council may also make charges to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

**Previous Versions**

Not applicable. This is a new policy.

**Acknowledgement of Training Received**

I hereby acknowledge that I have received, read and understood a copy of Council's XXXXX Policy.	
Employee Name	
Position Title	
Signature	
Date	



**Policy History**

<b>Responsible Officer</b>	<b>Development &amp; Environment Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>XX Month 2020</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>XX Monty 20XX</b>		
<b>Revision Number</b>	<b>Endorsed by ELT</b>	<b>Adopted by Council</b>	<b>Date signed by GM</b>
1	XX Month 20XX	XX Month 20xx	XX Month XX

**15.2 DRAFT COMPANION ANIMAL MANAGEMENT PLAN****Document ID:** 526344**Author:** Manager Development & Planning**Authoriser:** Deputy General Manager Infrastructure**Theme:** Our Environment**Attachments:** 1. [Draft Companion Management Plan 2020](#) **RECOMMENDATION**

1. That endorse the Draft Narrandera Shire Council Companion Animal Plan 2020 placed on public exhibition, and
2. The policy be considered adopted should no submissions be received during the exhibition period.

**PURPOSE**

The purpose of this report is present to Council the Draft Companion Management Plan 2020 for review and approval to submit to Council for consideration to be placed on public exhibition prior to formal adoption.

**SUMMARY**

Narrandera Shire is yet to adopt a companion animal management plan to guide the application of various legislative requirements relating to the management and control of companion dogs and cats within the Shire.

The Draft Plan will bring the management of companion animals in Narrandera Shire into line with the current requirements of the NSW Companion Animals Act 1998, NSW Companion Animals Regulation 2018 and the Office of Local Government Guideline on the Exercise of Functions Under the Companion Animals Act.

**BACKGROUND**

The Draft Narrandera Shire Council Companion Animal Management Plan establishes a framework for companion animal management and operational commitment to the provision of effective companion animal management procedural functions in line with Community expectations.

Furthermore a Companion Animal Management Plan provides guidance to the community on how Council will approach companion animal management, what the rights, obligations and responsibilities applying to the owners of companion animals are and providing direction in the management of potential issues.

The Draft Companion Animal Management Plan 2020 addresses a range of issues and actions applying to the management of companion animals, and includes such things as;

- Purpose & Objectives of the Plan.
- Public safety.
- Council Ranger Services.
- The management of dogs, including the definition of nuisance, menacing and dangerous dogs and their management.

- The management of cats.
- Animal rehoming.
- The management of feral and infant animals.
- The treatment of Injured animals.
- Animal hoarding.
- Identification & Registration.
- Assessment of representations against Council intentions to declare a dog a Dangerous or Menacing dog.
- Revoking a Dangerous or Menacing dog declaration.
- Assessment of a request to change the breed of a restricted dog.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Environment

### **Strategy**

1.3 - To feel connected and safe

### **Action**

2.3.1 - Consider and where possible implement sustainable environmental practices

## **ISSUES AND IMPLICATIONS**

### **Policy**

The Draft Narrandera Shire Council Companion Animal Management Plan 2020 will be a new Policy.

### **Financial**

N/A

### **Legal / Statutory**

The Draft Companion Animal Management Plan 2020 provides guidance to the Community of Narrandera Shire and to appropriate staff on how the relevant legislation and guidelines relating the management of companion animals will be applied.

### **Community Engagement / Communication**

At this stage, the Draft Companion Animal Management Plan 2020 has not yet been subject to any community engagement.

Prior to the formal adoption of the Draft Companion Animal Management Plan 2020 it will need to be formally exhibited for an appropriate period to permit the Narrandera Shire Community to provide feedback for further consideration by Council.

### **Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

Risks associated with Council's companion animal management will be reduced with the adoption of a suitable plan that incorporates current legislative requirements.

**OPTIONS**

It is considered that Council would have the following options;

1. Resolve not to adopt a suitable companion animal management plan. However it is considered that would not provide certainty or consistency to either dog and cat owners within the Shire or to Council staff administering the relevant legislation applying to companion animals.
2. Resolve to adopt the Draft plan as presented for the purposes of seeking public comment before further consideration and final adoption.
3. resolve to amend the Draft plan as presented for the purposes of seeking public comment before further consideration and final adoption.

**CONCLUSION**

The Draft Narrandera Shire Council Companion Animal Management Plan provides information to the Community of Narrandera Shire on the obligations of dog and cat owners in the Shire, the expectations of the Community in relation to the management of companion animals and the exercise of enforcement functions under the Companion Animals Act and Regulations.

**RECOMMENDATION**

1. That endorse the Draft Narrandera Shire Council Companion Animal Plan 2020 placed on public exhibition, and

The policy be considered adopted should no submissions be received during the exhibition period.



# Companion Animal Management Plan

**DRAFT - August 2020**

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DRAFT

## 1. Introduction

### 1.1 Introduction

Narrandera Shire Council is located in south-western New South Wales. The Shire covers 4116km<sup>2</sup> and has an estimated resident population of 5,976.

Australia reportedly has one of the highest pet ownership rates in the world, with estimates that 36% of households own a dog and 23% of households own a cat. Of these, approximately 1,338,000 dogs and 883,000 cats live in NSW.

As of June 2018, the NSW Companion Animals Register revealed that there were 2029 registered dogs and cats within the Narrandera local government area. The register also indicates a greater number of dogs and cats within the shire that have been identified (micro-chipped) but not formally registered.

Companion Register	Animals	ID + Rego	ID Only	Total
Dog		1800	1963	3763
Cat		229	414	643

The *Companion Animals Act 1998* (the Act) defines the term ‘companion animals’ as all dogs and cats. Even animals not strictly kept as a “companion” are classified as a companion animal for the purposes of the Act and this includes working dogs on rural properties, guard dogs, police and corrective services dogs.

Companion animals are an integral part of our community, culture and society and ownership of a companion animal is considered to be a privilege. Accompanying this privilege is a range of responsibilities in relation to the animal, the community and the environment. We need to minimise the impacts caused by our pets to enable our community to receive maximum benefit from them. We therefore need to ensure that our companion animals are responsibly managed.

A Companion Animal Management Plan provides an animal management framework and an organisational commitment to the provision of an effective animal management service and procedural functions under the Act throughout the Shire. The main items relevant to this plan are to:

- acknowledge general duties and responsibilities for the management of domestic animal issues throughout the Narrandera Shire
- identify statutory obligations
- identify strategies targeted at achieving a balance between the needs of pet owners and non-pet owners
- monitor trends and assess performance
- understand that companion animals can contribute to quality of life and integrate this with the need to minimise impacts on the environment and native wildlife
- provide animal owners with support, education, regulation and facilities to accommodate their pets within the broader community and environment.



## 1.2 Purpose

The regulation of companion animals is a complex community concern which can be very emotive. Companion animals are often the cause of conflict between members of the community and/or the Council. Combined with public safety concerns, there are complex legislative requirements that Council is required to administer.

The purpose of the Companion Animal Management Plan is to provide clear and concise information to the community in relation to the rights and responsibilities of owning a companion animal under the Act. The plan enables Council to identify how it will fulfil its responsibilities under the Act over the next five years, by determining relevant objectives and priorities along with clear action plans describing how these will be achieved.

The Plan further aims to balance community amenity, animal welfare and environmental preservation while promoting the benefits of responsible pet ownership alongside effective companion animal management.

The Plan recognises that enforcement approaches alone will not result in lasting changes in human behavior. Council therefore needs to be proactive and engage the community in education to bring about the changes required to ensure that companion animal owners fulfill their obligations under the Act.

## 1.3 Objectives

The main objectives of this Plan are to:

- Provide an efficient and effective response to companion animal matters for which Council is responsible such the education of responsibilities of companion animal owners, maintaining public safety, ensuring companion animal welfare standards and meeting legislative requirements
- Promote and encourage the permanent microchip identification and lifetime registration of all companion animals in order to achieve the efficient return of animals to their owners
- Undertake an active animal re-homing program for animals surrendered to and unclaimed from Council's animal pound facility to minimise euthanasia rates
- Maintain best practice operation of Council's animal pound facility
- Efficient and effective response to dangerous, menacing and restricted dogs and nuisance dog behaviour
- Provide adequate off-leash areas for dog exercise throughout Narrandera Shire that are as safe as possible for both dogs and humans
- Improve community awareness of the importance of safety when dealing with animals, as well as their responsibility to maintain effective control over their animals in public places
- Encourage animal owners to provide appropriate physical and mental challenges for their animals in order to improve animal welfare and reduce adverse impacts on the wider community
- Raise awareness of owners of their responsibilities relating to minimise noise pollution (barking) caused by their animals, maintaining effective control in public places
- Minimising the impact of animals and their faeces in public places.

## 1.4 Scope

This Plan applies to Council and all owners and persons in control of a companion animal as defined under the Companion Animals Act 1998 within Narrandera Shire or that use facilities located within the Shire.

### 1.5 Definitions

- **Act** - means the *Companion Animals Act 1998*.
- **Authorised Officer** - means an employee of a local authority authorised by the local authority for the purposes of the *Companion Animals Act*, or a police officer.
- **Cat** - means an animal of the species *Felis catus*, whether or not domesticated.
- **Companion Animal** - means a dog, a cat or any other animal that is prescribed by the regulations as a companion animal.  
Note: The fact that an animal is not strictly a "companion" does not prevent it being a companion animal for the purposes of this Act. All dogs are treated as companion animals, even working dogs on rural properties, guard dogs, police dogs and corrective services dogs.
- **Corrective Services Dog** - means a dog that is being used on official duty by a correctional officer (within the meaning of the *Crimes (Administration of Sentences) Act 1999*).  
Note: This Act contains special exemptions for corrective services dogs. Because this definition requires that the dog is being used on official duty by a correctional officer, the exemptions apply only when the dog is "on duty".
- **Council** - means Narrandera Shire Council
- **Council Pound** - means the Animal Management Facility established by Council under the *Impounding Act 1993*, or any other place approved by Council as a place for the holding of animals for the purposes of this Act.
- **Dangerous Dog** - means a dog for the time being the subject of a declaration by an authorised officer of Council or a court under the *Companion Animals Act* that the dog is dangerous.
- **Desexed** - means rendered permanently incapable of reproduction.
- **Director-General** - means Director- General of the Office of Local Government.
- **Dog** - means an animal (of either sex, or desexed, and whether or not domesticated) of a species with the scientific name *Canis familiaris*, *Canis lupus familiaris*, *Canis lupus dingo*, *Canis familiaris dingo* or *Canis dingo*, or a synonym of any of those names, and including a hybrid of any of those species.
- **Feral Cat** - means an unowned cat.
- **Menacing Dog** - means a dog for the time being the subject of a declaration by an authorised officer of Council under Section 34 (1A) or a Court under Section 45 (1A) that the dog is a menacing dog.
- **Microchip** - means a subcutaneous full duplex electronic radio transponder.
- **Nuisance Cat** - has the same meaning as defined in Section 31 of the *Companion Animals Act 1998*.
- **Nuisance Dog** - has the same meaning as defined in Section 21 of the *Companion Animals Act 1998*.
- **Police Dog** - means a dog that is being used by a police officer on official duty.  
Note: This Act contains special exemptions for police dogs. Because this definition requires that the dog is being used by a police officer on official duty, the exemptions apply only when the dog is "on duty".
- **Register** - means the Register of Companion Animals provided for by the Act.
- **Registered** - means registered under the Act.
- **Registered Owner** - of a companion animal means the person shown in the registration information entered on the Register as the registered owner of the animal (and in the case of joint registered owners means each of those joint registered owners).
- **Regulation** - means the *Companion Animals Regulation 2008*.
- **Sell** - includes transfer ownership of the property in an animal by any means, including by gift.
- **Working Dog** - means a dog used primarily for the purpose of droving, tending, working or protecting stock, and includes a dog being trained as a working dog

## 2. Companion Animal Management in Narrandera Shire

### 2.1 Public Safety

A safe community is a high priority of this Plan and particular attention needs to be given to safety in public places and the main concerns relating to public safety involve dogs. Dog attacks primarily occur where dogs are not under effective control in a public place. Attacks are more common where a dominant, protective, un-socialised or injured dog is not adequately controlled.

### 2.2 Education & Animal Welfare

An owner of a companion animal has a responsibility to ensure that they have adequate skills and knowledge to manage the welfare of their animal. Owners have an obligation to make themselves aware, or seek assistance where necessary, of their duty to take reasonable care of their animals and to prevent any adverse impacts on the community from the improper or negligent control of their animals.

Council can direct the community to information to assist owners or potential owners of companion animals on:

- appropriate pet selection to ensure that an appropriate type of animal, breed and sex is chosen to suit the owner's lifestyle and circumstances
- basic health and welfare principles to ensure good animal health and prevent nuisance impacts on the community
- the requirements for permanent identification and registration of companion animals under the Companion Animals Act 1998
- the benefits of de-sexing their animals

There are a range of factors to consider when deciding what type of pet would best suit your environment and lifestyle. These include:

#### 2.2.1 Your Home and Property

- is there adequate space?
- can the pet be securely confined?
- can you provide adequate shelter?
- can you set up separate areas for pets and young children (if applicable)?

#### 2.2.2 Your Lifestyle

- how much time can you (and your family, if applicable) devote to a pet?
- will you have time to supervise young children with a pet (if applicable)? The costs which can include:
  - purchase
  - housing
  - feeding
  - microchipping and registration
  - vet checks; vaccinations; and worming, tick and flea treatments

- de-sexing (permanent sterilisation)
- grooming
- training
- boarding

Once you have considered these factors, you may have a greater understanding of the type of pet that would suit you and your family. Sometimes the most responsible thing you can do is to decide not to have a pet until your circumstances change.

As a cat or dog owner, you have a responsibility to look after your cat or dog's basic welfare needs, including:

- providing your cat or dog with an appropriate balanced diet and clean, cool water at all times
- ensuring that your cat or dog has adequate shelter suitable for all weather conditions
- ensuring that your cat or dog is well socialised, trained and exercised
- ensuring your cat or dog's good health with regular veterinary checkups, worming, tick and flea treatments
- making sure that your cat or dog is looked after when you go away

Neglecting your cat or dog's basic welfare needs can lead to fines and/or imprisonment under animal welfare and cruelty related legislation.

Owners who are not going to breed from their animals or do not have adequate means of dealing with litters are strongly encouraged to have their animals de-sexed. De-sexing has the capacity to reduce several unwanted animal behaviours including unwanted litters, roaming by male animals, territorial aggression and noise complaints.

### **2.3 Dog Control**

The Act requires a dog that is in a public place to be under the effective control of a competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person (cl 13 of Act). A dog is not considered to be under the effective control of a person if that person has more than four dogs under his or her control. Failure to comply with this requirement is an offence under the Act and subject to penalties.

The above requirement does not apply to a dog:

- in an off-leash area (but only if the total number of dogs of which its owner has control does not exceed four)
- engaged in droving, tending or working of stock
- being exhibited for show purposes
- participating in an obedience class, trial or exhibition
- secured in a cage or vehicle or tethered to a fixed object or structure
- a police dog
- a corrective services dog

## 2.4 Off-Leash Areas

Council acknowledges that dogs need areas where they can exercise, walk and run without being on a leash. The Act requires Council to provide at least one off-leash area within the local government area. Council currently has one designated off-leash area within the Shire located at Narrandera Sportsground.

There are a range of benefits in having suitable off-leash areas available for people to exercise their dogs and for socialising with other dog owners. The regular use of off-leash areas can help:

- reduce people allowing their dogs off-leash in other public places,
- relieve boredom of dogs which leads to more contented lives,
- reduced problems for pet owners and the community, particularly those keeping large or energetic dogs in small or confined areas.
- It is also recognised that a dog is their main form of recreation for some people and visits to off-leash areas can be a part of their daily exercise routine.

Council will periodically evaluate the designated off-leash areas within the Shire to ensure that they continue to fulfil the needs of dog owners while also ensuring the safety of dogs and members of the public.

## 2.5 Bite Avoidance

The majority of dogs do not bite people or other animals, however all dogs have the potential to do this, irrespective of their breed, gender, temperament or history. Strategies for bite avoidance include appropriate breed selection, early socialisation, training, de-sexing and confinement to prevent dogs from roaming.

Education strategies should focus on reading the body language of dogs (eyes, head position, backline, tail, posture and attitude) and dealing with potentially threatening situations. Some types of attacks can be caused by teasing, rough playing, interfering with feeding, invading a dog's space and predatory aggression caused by the victim running away from a dog.

Council will promote these programs to local schools, and the wider community as they become available.

## 2.6 Council Ranger Services

Council's Ranger Services currently has one full time Compliance Officer and one Relief Ranger. Outside normal working hours, the Ranger Services team provides an on-call service for emergency situations. The majority of Ranger Services work deals with companion animal related issues.

Council's Ranger Services staff undertake the day-to-day management of the Council Pound facility, while also performing a range of duties required under the Act including:

- responding to animal related complaints
- impounding and/or seizing dogs
- ensuring dogs and cats are returned to their owners where possible
- implementing Council's animal re-homing policy
- entering dog registration data onto the Companion Animals Register

- issuing penalty notices for offences under the Act
- responding to and investigating dog attack incidents
- enforcing restricted, dangerous and menacing dog orders
- providing education to the public in relation to companion animals
- undertaking regular patrols of Narrandera, Barellan and Grong Grong

Council aims to provide a high quality service to the public that complies with statutory requirements and meets community expectations by responding to animal related matters in a timely manner.

Council's Ranger Services are regularly monitored and evaluated to ensure that the service is meeting expectations and continually improving in accordance with new statutory requirements and industry best practice.

## **2.7 Narrandera Animal Management Facility**

Council's Animal Management Facility (the Pound) is located adjacent to the Narrandera Works Depot, Barellan Road. The facility comprises of dog enclosures contained within a secured area, an exercise area, and a storeroom area.

The Pound facilities along with the operational practices implemented at the facility comply with the NSW Department of Primary Industries - *NSW Animal Welfare Code of Practice No 5 - Dogs and Cats in Animal Boarding Establishments*.

The Pound facility is not open to the public due to disease management and work, health and safety considerations. Members of the public intending to claim or surrender an animal contact Council Ranger Services to make a meeting time or attend Council's offices in East Street, Narrandera to complete the necessary paperwork prior to collecting or leaving an animal with Ranger Services staff.

Council's Ranger Services staff attend the Pound Facility daily.

Council conducts regular reviews of the Pound facility and its operational standards to ensure that it meets statutory obligations and industry standards.

The NSW Department of Primary Industries has developed draft *Dogs and Cats in Council Pounds and Animal Shelters Guidelines*. The guidelines will complement the *Prevention of Cruelty to Animals (Dogs and Cats in Council Pounds and Animal Shelters) Standards 2014 No 1*. There has been no timetable set for the adoption of these new guidelines, however once adopted Council will evaluate Council's Pound facility against the new standards and undertake any upgrading works deemed necessary.

## **2.8 Enforcement**

Council plays an active role in ensuring animal owners comply with the requirements of the Act. Council relies heavily on voluntary compliance and responsible pet ownership.

Council may elect to take enforcement action where breaches of the Act are revealed. This can take a range of forms, including the issuing of a penalty notice and orders. For more serious offences, Council can elect to prosecute an animal owner through the local court.

Council recognises that enforcement approaches alone will not result in lasting changes in human behavior.

Council endeavours to engage with and educate the community to bring about the change required to ensure that companion animal owners fulfill their obligations under the Act. Methods of engagement and education include social media promotion, radio sessions, door-to-door compliance checks, compliance staff advice and follow-up.

## **2.9 Dogs**

### **2.9.1 Places where Dogs are Prohibited**

Under the Act, dogs are prohibited in the following place whether or not they are leashed or otherwise controlled (cl 14 of Act):

- Children's play areas which includes areas within 10 meters of any playing apparatus in a public place
- Food preparation/consumption areas included within 10 meters of any apparatus provided for the preparation of food for human consumption
- Recreation areas where dogs are prohibited
- Public bathing areas where dogs are prohibited
- School grounds unless given approval
- Childcare centres unless given approval
- Shopping areas where dogs are prohibited
- Wildlife protection areas. Narrandera Shire Council does not currently have any designated wildlife protection areas.

### **2.9.2 Nuisance Dogs**

The Act defines a dog as being a nuisance if it:

- is habitually at large
- makes a noise by barking or otherwise, that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises
- repeatedly defecates on another person's property
- repeatedly chases any person, animal or vehicle
- endangers the health of any person or animal
- repeatedly causes substantial damage to anything outside the property on which it is ordinarily kept (cl 31A of Act)

The words 'repeatedly' and 'habitually' are important in determining if a nuisance exists. Where nuisance behaviour is identified, Council may take action under the Act via the issuing of orders to declare a dog as a nuisance dog (cl 32A & 32B of Act).

A nuisance dog order requires the owner of the dog to prevent the behaviour that is alleged to constitute the nuisance. Such an order remains in force for six (6) months from the date it was issued. Failure to comply with the order is an offence under the Act and is subject to penalties or prosecution.

Council management of nuisance dogs will be guided by Section 13 of the NSW Office of Local Government *Guideline on the Exercise of Functions under the Companion Animals Act*.

### 2.9.3 Dog Attacks

A dog attack incident is broadly defined under the Act when “a dog rushes at, attacks, bites, harasses or chases any person or animal (other than vermin), whether or not any injury is caused to the person or animal”. The owner of the dog that is involved in a dog attack, or another person over the age of 16 which is in charge of the dog at the time, is guilty of an offence (cl 16 of Act). It is also an offence to encourage a dog to attack a person or animal (cl 17 of Act).

A dog attack incident can result in substantial penalties or prosecution.

It is not an offence if a dog attacks due to being provoked by teasing, mistreatment, while being attacked itself or as a result of a person or animal trespassing on the property on which the dog was being kept, or as a result of the dog acting in reasonable defence of a person or property.

Council is obligated to report all dog attack incidents to the Office of Local Government by entering details of the attack onto the Companion Animals Register within 72 hours of receiving information about the incident (cl 33A of Act).

Where Council is advised of a dog attack incident, Council will commence an investigation. Council will seek to obtain victim and/or witness statements for all dog attack incidents where possible and ensure that the owner of the attacking dog is advised of the incident in a timely manner.

Council may in accordance with Part 5 Division 1 *Companion Animals Act* resolve to declare a dog as a Menacing Dog or a Dangerous Dog as a result of a dog attack. Council will assess the incident in accordance with the NSW Office of Local Government *Guidelines on the Exercise of Functions Under the Companion Animals Act* to determine the nature of any enforcement action to be taken.

### 2.9.4 Menacing Dogs

The Act defines a dog as being menacing if it:

- has displayed unreasonable aggression towards a person or animal (other than vermin)
- has, without provocation, attacked a person or animal (other than vermin) but without causing serious injury or death (cl 33A of Act)

Where menacing behaviour is identified, Council may take action under the Act via the issuing of orders to declare a dog as a menacing dog (cl 34). To declare a dog as a menacing dog, Council will advise the owner of the dog that it is Council’s intention to declare the dog a Menacing dog and invite them to provide a submission with the reasons why this declaration should not occur. Assessment of the case for and against declaration will be made in accordance with Part 9 of NSW Office of Local Government Guidelines on the Exercise of Functions Under the Companion Animals Act.

The dominant factor in the determination of whether a dog should be declared a menacing dog is the public interest and the safety of the community.

Should a dog be declared by Council as a menacing dog, the owner of a declared menacing dog must comply with the control requirements of the Act (cl 51 of Act) which includes amongst other things:

- the dog must be de-sexed



- when on the property on which the dog is ordinarily kept and not under the effective control of a person of or above the age of 18 years, the dog must be enclosed in a manner that is sufficient to restrain the dog and prevent a child from having access to the dog
- whenever the menacing dog is outside the property on which the dog is ordinarily kept, the dog must be under the effective control of a competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person and must be muzzled in a manner that is sufficient to prevent it from biting any person or animal
- An owner of a declared menacing dog who does not comply with any of the requirements of the Act or Regulation is guilty of an offence and subject to penalties or prosecution. A menacing dog order is not subject to any appeal or review.
- Council management of Menacing dogs will be guided by Section 9 of the NSW Office of Local Government Guideline on the Exercise of Functions under the Companion Animals Act.

#### 2.9.5 Dangerous and Restricted Dogs

The Act defines a dog as being dangerous if it:

- has, without provocation, attacked or killed a person or animal (other than vermin)
- has, without provocation, repeatedly threatened to attack or repeatedly chased a person or animal (other than vermin)
- is kept or used for the purposes of hunting except a dog which is used only to locate, flush, point or retrieve birds or vermin (cl 33 of Act)
- Where dangerous behaviour is identified, Council may take action under the Act via the issuing of orders to declare a dog as a dangerous dog (cl 34). To declare a dog as a dangerous dog, Council will advise the owner of the dog that it is Council's intention to declare the dog a dangerous dog and invite them to provide a submission with the reasons why this declaration should not occur. Assessment of the case for and against declaration will be made in accordance with Part 9 of NSW Office of Local Government Guidelines on the Exercise of Functions Under the Companion Animals Act.

The dominant factor in the determination of whether a dog should be declared a dangerous dog is the public interest and the safety of the community.

The Act identifies a number of restricted dogs (cl 55 of Act) which include:

- American pit bull terrier or pit bull terrier
- Japanese tosa
- Dogo Argentino
- Fila Brasileiro
- any other dog of a breed, kind or description whose importation into Australia is prohibited by or under the Customs Act 1901 of the Commonwealth
- any other dog of a breed, kind or description prescribed by the Regulations

Cross breeds of the above breeds are also considered to be restricted dogs. Where Council is of the opinion that a dog is of a breed or cross breed of those mentioned above, action may be taken under the Act via the issuing of orders to declare the dog as a restricted dog (cl 58A & 58C of Act).

The owner of a declared dangerous or restricted dog must comply with the control requirements of the Act (cl51& 56 of Act) which includes amongst other things:

- the dog must be de-sexed
- the dog must not at any time be in the sole charge of a person under the age of 18 years
- while the dog is on property on which it is ordinarily kept the dog must be kept in an enclosure that complies with the requirements of the Regulation (cl 24 Regulation). A certificate of compliance in relation to the required enclosure must be obtained from Council
- one or more signs must be displayed on that property on which the dog is kept showing the words "Warning Dangerous Dog" in letters clearly visible from the boundaries of the property
- the dog must at all times wear a designated distinctive collar (cl 27 of Regulation)
- whenever the dog is outside its enclosure the dog must be under the effective control of a competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person and must be muzzled in a manner that is sufficient to prevent it from biting any person or animal

An owner of a declared dangerous or restricted dog who does not comply with any of the requirements of the Act or Regulation is guilty of an offence and subject to penalties or prosecution.

Council management of Dangerous and Restricted dogs will be guided by Section 9 and 10 of the NSW Office of Local Government Guideline on the Exercise of Functions under the *Companion Animals Act*.

## **2.10 Cats**

### **2.10.1 Places where Cats are Prohibited**

Under the Act, cats are prohibited in the following places:

- food preparation/consumption areas which includes any public place, or part of a public place, that is within 10 metres of any apparatus used for the preparation of food for human consumption or for the consumption of food by humans
- wildlife protection areas. Narrandera Shire Council does not currently have any designated wildlife protection areas.

### **2.10.2 Nuisance Cats**

The Act defines a cat as being a nuisance if it:

- makes a noise that persistently occurs or continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premises
- repeatedly damages anything outside the property on which it is ordinarily kept

Dealing with nuisance cat complaints is challenging, as cats are more difficult to confine to a property than dogs. Each complaint is examined on a case-by-case basis. It is important to note that a domestic cat that has not been declared to be a nuisance by the Council cannot be seized and impounded. Such a cat must be returned to its owner if identified.

Where nuisance behaviour is identified, Council may take action under the Act via the issuing of orders to

declare a cat as a nuisance cat (cl 31 of Act). The order may specify the behaviour of the cat that must be prevented. Such an order remains in force for six (6) months from the date it was issued and is not subject to any appeal or review.

Failure to comply with a Nuisance Order is an offence under the Act and is subject to penalties or prosecution.

Council management of nuisance dogs will be guided by Section 13 of the NSW Office of Local Government *Guideline on the Exercise of Functions under the Companion Animals Act* October 2015.

### **2.11 Seizure of Dogs and Cats**

Council's Ranger Services may seize and impound an animal in certain circumstances under the Act (cl18, 52, 57, 57D & 58G of Act) including if a dog is found unattended in a public place or if the requirements of an order is not being complied with.

As a minimum, if an animal is impounded in Council's pound, Council will hold the animal for the following period;

- if it is identified and registered whilst waiting for the owner to collect it - a period of 14 days after notifying the animal's owner
- if there is no identification - a period of seven (7) days

Council aims to return as many animals to their owners as possible.

- Where an animal is not identified:
- Council's Ranger Services will take all reasonable steps to identify the owner of the animal.
- If an animal is impounded or surrendered to Council's pound facility, Council may either re-home the animal; or, if it is deemed unsuitable for rehoming, euthanize the animal once the above statutory holding periods lapse.

Where an animal is identified:

- Advice of the dog's seizure or impounding will be directed to the registered owner as documented on the Companion Animals Register.
- As a community service and in recognition of pet owners meeting legislative requirements, Council currently returns roaming animals that are correctly microchipped and registered to their owners without being impounded. This is only applicable if the owner is at home or immediately contactable to take possession of the animal.
- A 'three strikes' practice applies, where upon the third incidence will result in the animal being impounded with a release fee payable.
- Where an un-registered animal is claimed by its owner, Council will require the animal to be microchipped and registered before Council will release it from the pound.

The regulatory powers to seize animals do not extend to entering private property to seize an animal that may have been the subject of neglect or cruelty. In any such case, the RSPCA is the appropriate authority.

### 2.12 Animal Re-homing

Impounded companion animals not claimed by their owners and animals surrendered to Ranger Services are evaluated for rehoming. This program aims to reduce the euthanasia rate of animals in the Pound.

80% of unclaimed and surrendered dogs and 60% of unclaimed and surrendered cats are rehomed by pet rescue groups and a small number of volunteers rehoming locally.

It is acknowledged that not all animals are suitable for re-homing and surrendering of animals to Council is often due to behavioral issues. Where a cat or dog is not considered to be suitable for re-homing by a pet rescue group or dogs involved in an attack incident, the animal will be euthanised by a qualified veterinarian.

### 2.13 Management of Feral and Infant Animals

Pursuant to Section 64(2) of the *Companion Animals Act*, feral and unregistered infant companion animals seized or surrendered to the Narrandera Pound may be euthanased prior to the standard holding period as set out in Section 64(1) of the Act.

Such euthanasia may occur if it is the opinion of Council's Rangers that such animals are too young, unsuitable for or unlikely to be rehomed.

The fostering of suitable infant companion animals may also be coordinated by Council's Rangers with approved foster caring groups or individuals if considered appropriate in that instance.

### 2.14 Injured Animals

From time to time injured companion animals may either be delivered to Council's pound by a member of the public or be collected by Council's Rangers.

This section sets out the actions Council will follow in full consideration of the condition of the animal to ensure that the animal is not subject to any undue suffering.

In this situation, the following actions will be undertaken by Council;

- If the animal has suffered a life threatening injury and any action to determine its owner will unnecessarily prolong its distress and pain, Council's Ranger Services will seek approval from the General Manager or their delegate to cause the animal to be euthanased as humanely and expeditiously as possible.
- Where an injured companion animal is either delivered to Council's pound or collected by Council, all practical actions will be immediately undertaken to identify and contact the owner in order to advise the owner and seek their intentions (either to surrender the animal to Council or so that they may collect and obtain their own veterinary treatment for the animal).
- If an injured companion animal is surrendered to Council by its owner, Council will assess its condition and welfare and either cause the animal to be either euthanased as soon practicable or if possible be offered for treatment and rehoming by an approved re-homing organisation.
- In the event that the companion animal is not registered or the owner cannot be identified or contacted, the matter will be referred to the General Manager or their delegate, to authorise either veterinary

treatment or euthanasia.

- Where Council has been advised by a person other than the owner, that a companion animal has been killed, Council will, if practical, identify and advise the owner of the animal that the animal is deceased.
- Where an injured companion animal is delivered directly to a vet for treatment by a person who is not the owner, Council will not be liable or responsible for any costs resulting from any treatment, including euthanasia, undertaken by the vet.

### **2.15 Animal Hoarding**

Animal hoarding is a poorly understood phenomenon but put simply it is a person owning more than the typical number of companion animals and who cannot provide adequate standards of nutrition, sanitation, shelter and veterinary care. Hoarders often care about their animals deeply, but do not see or understand that their behaviour actually results in animal neglect. This neglect can often involve cramped, poor living conditions and in extreme cases starvation, illness and death.

The vast majority of animal hoarders exhibit a range of behaviours that reflect the characteristics of mental illness. Hoarders are often in denial about their inability to provide appropriate care for their animals and typically believe that no-one else can care for their animals like they do.

There is currently no specific law in Australia for dealing with animal hoarders. Cases of animal hoarding reported to Council are dealt with on a case-by-case basis and may involve consultation with the RSPCA and the imposition of court orders to change and maintain the restriction of numbers and care of animals.

### **2.16 Identification and Registration**

#### **2.16.1 Microchipping**

A microchip is defined under the Regulation as a subcutaneous full duplex electronic radio transponder. Modern microchips are about the size of a grain of rice and are implanted beneath the animal's skin between the shoulders.

No personal information is stored on the microchip, only the unique identification number. Once a microchip is scanned, the number can be entered into the Companion Animals Register by a licensed user in order to retrieve the animal owner's contact details.

Microchip identification is one aim of the Act designed to facilitate the efficient return of animals to their owners as soon as possible. Benefits of microchip identification also include:

- reduced stress being applied to the animal when seized due to less likelihood of extended confinement in the pound facility
- allowing an opportunity for Council's Ranger Services to educate and/or take enforcement action where necessary

The Act requires all cats and dogs in NSW, other than exempt cats and dogs, to be microchipped by 12 weeks of age or before being sold or given away, whichever happens first (cl 8 of Act). Failure to comply with this requirement can result in a fixed penalty notice or prosecution and penalties by the court. Higher penalties are applicable for restricted dogs and declared dangerous and menacing dogs.

A working dog used and kept on a rural property for tending stock and greyhounds currently registered under the Greyhound Racing Act 2009 are exempt from the requirement to be microchipped or registered. The Regulation also provides a range of further exemptions including for police dogs and dogs used by a correctional officer or Commonwealth officer.

All unregistered companion animals that are impounded in Council's Pound facility must be microchipped and registered before they will be returned to their owner (even if it is less than six months old).

#### **2.16.2 Registration**

The Act requires all cats and dogs in NSW, other than those that are exempt, to be registered by six months of age (cl 9 of Act). The registration fee is a once-only payment, which covers the cat or dog for its lifetime in NSW, regardless of any changes in ownership. Discounted registration fees apply to de-sexed cats and dogs.

Registration fees are set by the State Government and are included in Council Revenue Policy every year. Registration fees paid to Council are passed onto the State Government which uses this money for companion animal related services such as the administration of the Companion Animals Register. A portion of the registration fees is returned to Council and contributes to Council providing animal management related services to the community. These services include Ranger Services, operating Council's pound facility, educational and other companion animal-related activities.

Failure to comply with the registration requirements of the Act can result in penalties or prosecution.

#### **2.16.3 Identification of Dogs**

In addition to the requirement to be microchipped and registered the Act requires all dogs, except working dogs, to wear a collar with a name tag attached that shows the name of the dog and the address or telephone number of the owner of the dog, when outside the property on which it is kept.

A declared restricted, dangerous or menacing dog must wear a distinctive collar complying with the requirements of the Regulation. This distinctive collar allows Council officers and members of the public to quickly identify these known dangerous dogs.

Failure to comply with this requirement can result in penalties or prosecution. Higher penalties are applicable for declared restricted, dangerous and menacing dogs.

#### **2.16.4 Identification of Cats**

The Act requires all cats, except cats being exhibited at a show or in transit to or from a show at which they will be exhibited, to have some form of identification when in a public place.

Cats born before 1 July 1999 must be identified with either a microchip or a collar and tag with the cat's name and owners address or telephone number on it.

Cats born after 1 July 1999 do not have to wear a collar and tag, but must be microchipped and registered unless exempt by the Regulation.

Failure to comply with this requirement can result in penalties or prosecution.

## **2.17 Environmental Issues**

Animals can create negative impacts on the environment in a number of ways such as noise, pollution, land pollution and impacts on native fauna. By informing animal owners of the impacts that their companion animal may cause, as well as highlighting strategies to minimise adverse effects, a greater understanding and cooperative and sustainable relationship within the community will result.

### **2.17.1 Noise Pollution**

While all dogs bark, it is those that bark excessively that require management. Barking dogs account for a significant number of companion animal related complaints received by Council.

Barking dogs are a significant community problem and can result in loss of neighbourhood amenity, anxiety, sleep disruption and aggression. A dog barking may be due to a variety of issues including territorial behaviour, boredom, separation anxiety, illness, visual stimuli/distraction or teasing.

Barking dog incidents are often difficult to resolve and consume extensive resources. It is the responsibility of the animal owner to control their animal including their barking issues.

Where Council receives a barking dog complaint, correspondence is sent to both the complainant and the owner of the dog or owner of the property on which the dog is being kept. The complainant is initially advised to approach the owner of the dog to make them aware of the situation and if the barking continues, to provide Council with a 14 day barking dog diary identifying the times, dates and duration of the barking.

Usage of the diary system is useful in determining if a legitimate complaint exists and pinpoints the times of excessive barking. It also assists Council when developing solutions for the problem and forms part of the evidence required if more formal action is required to be taken.

The owner of the dog is advised of the complaint and provided with information about dealing with barking dogs. They are also advised that if the barking continues Council may issue a nuisance order under the Companion Animals Act 1998. Owners are also advised of the potential penalties which are applicable.

The noise of cats fighting in the middle of the night is reported less frequently than dogs but it is still a cause of noise pollution. It is very difficult to identify cats which are causing noise nuisance in public areas. It is considered that education for cat owners regarding containment particularly during the night is the best method of dealing with this issue.

In cases where multiple dogs located on a property are causing noise pollution due to barking and an individual noisy dog cannot be identified as causing the pollution, Council may elect to take action under the Protection of the Environment Operations Act 1997 via the issuing of a Prevention Notice. This notice can require the owner of the dogs to take such action which is deemed necessary to prevent or stop the nuisance barking.

Members of the public can elect to take action in relation to barking dogs independent of Council via the seeking of a noise abatement order under section 268 of the Protection of the Environment Operations Act 1997 from the local court. There are fees for applying for a noise abatement order. The register at the Local

Council can be contacted to obtain information about the process for applying for a noise abatement order.

### **2.17.2 Faecal Management**

Faeces from companion animals is a significant environmental and public health issue. The pollution of urban yards, footpaths, parks, and reserves by animal faeces can result in pollution of waterways by stormwater run-off along with odour issues.

If a dog defecates in a public place the Act requires the owner or other person over the age of 16 which is in charge of the dog at the time to immediately remove the dog's faeces and properly dispose of them into a rubbish receptacle suitable for that waste.

Failure to comply with this requirement can result in penalties or prosecution.

Council provides appropriate rubbish bins in various public spaces including the designated off-leash areas.

### **2.17.3 Impact on Biodiversity**

It is vital that animal management strategies be implemented to assist with protection of native flora and fauna.

Domestic dogs and cats are responsible for a large number of wildlife deaths every year particularly if allowed to roam unrestricted. Cats in particular are very efficient hunters with research indicating that each free-roaming domestic cat kills on average 30 native animals per year.

The Act declares that the protection of native birds and animals is an objective of animal welfare policy in the State of NSW. Therefore owners of companion animals have an obligation to prevent their animals from adversely impacting on wildlife.

It is considered that education strategies aimed at promoting the benefits of de-sexing, animal containment and management techniques play the primary role in reducing the impacts on the local biodiversity.

### **2.18 Action Plans**

In order to achieve the aims and objectives of this Companion Animal Plan, action plans have been developed and are included in Appendix 1 to this document. Each action plan has been developed to include Council's statutory requirements under the Act, the standards set by this Plan and other Council's policies along with items listed in Council's Operation Plan and Delivery Program.

Each action is prioritised and includes related goals along with performance indicators which will be used in assessing if the action has been achieved.

### **2.19 Review**

Ongoing monitoring and review of key performance areas are essential to this Plan. This will ensure strategies and focus will remain relevant, sustainable and in-line with statutory obligations and community expectations. Statistics and data from both Council's records and the Companion Animal Register will provide the performance indicators necessary to assess and improve the plan as required.



This Companion Animal Management Plan will be reviewed every five years.

### **3. Action Plans**

Attached.

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**3.1 Action Plan 1 - Identification and Registration**

The identification and registration of companion animals is important as it assists Council with animal control, enables the identification of lost pets and facilitates the return of animals to their owners, and is a source of funding for animal management services.

ACTION PLAN 1 – IDENTIFICATION AND REGISTRATION OF DOGS AND CATS			
Action	Priority	Related Goals	Performance Indicators
Record Companion Animal matters	Ongoing	<ul style="list-style-type: none"> <li>Maintain Companion Animals Registers and enforcement Data</li> </ul>	<ul style="list-style-type: none"> <li>Office of Local Government report, quarterly and annually</li> </ul>
To provide education materials and events for the community to promote and encourage the permanent identification of companion animals	High	<ul style="list-style-type: none"> <li>Provide companion animal management services across the shire</li> <li>Encourage the permanent identification of all required companion animals</li> <li>Facilitate the prompt and safe return of animals to their owners</li> <li>Provide an effective and efficient service for people updating and/or registering details on the NSW Companion Animal Register</li> <li>Reduce time period that animals are required to be kept in Council pound facility while owners are identified</li> </ul>	<ul style="list-style-type: none"> <li>Increase in the number of Companion Animals being microchipped</li> <li>Increase in the number of companion animals being registered</li> <li>Develop printed promotional material</li> </ul>
Ensure that all animals released or re-homed from the pound are registered and microchipped.	On-going	<ul style="list-style-type: none"> <li>Compliance with the requirements of the Companion Animals Act 1998</li> </ul>	<ul style="list-style-type: none"> <li>Council records reflect that all animals released or re-homed from the pound are microchipped and registered.</li> </ul>

**3.2 Action Plan 2 - Animal Welfare/ Responsible Pet Ownership**

- The Companion Animals Act provides that pet owners must ensure the welfare and safety of their pets.
- Public education is required to inform pet owners about standards of care and safety for their pets.
- It is important that Council educates and promotes the de-sexing of non-breeding pets to reduce the unwanted pet population.

ACTION PLAN 2 – ANIMAL WELFARE / RESPONSIBLE PET OWNERSHIP			
Action	Priority	Related Goals	Performance Indicators
Design and implementation of a publicity campaign to provide pet owners with information relating to responsible pet ownership	Medium	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• Maintain community safety by management of public nuisance in line with community expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Regular social media posts</li> <li>• Door-to-door compliance visits</li> </ul>
Undertake regular ranger patrols of Narrandera, Barellan, Grong Grong	On-going	<ul style="list-style-type: none"> <li>• Encourage permanent identification of all Companion Animals</li> <li>• Impound stray animals in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Council records reflect a decrease in the number of complaints regarding roaming animals</li> <li>• Increase the numbers of Companion Animals being returned to their owners</li> <li>• At least weekly patrols of each township</li> </ul>
Manage the Narrandera Council Pound in accordance with the NSW Animal Welfare Guide Practice No. 5 – Dogs & Cats in Animal Boarding Establishments	Ongoing	<ul style="list-style-type: none"> <li>• Maintain the Narrandera Council Pound in a manner to maximise the welfare of impounded animals.</li> </ul>	<ul style="list-style-type: none"> <li>• Dailey cleaning of the pound.</li> <li>• Completion of any required maintenance in a timely manner.</li> </ul>

Maintain the rehoming of suitable animals	Ongoing	<ul style="list-style-type: none"> <li>• Rehome as many surrendered or stray animals as possible.</li> <li>• Reduce the numbers of surrendered or stray animals being euthanized as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain links to approved animal rehoming services</li> <li>• Co-ordinate regular visits to the Narrandera Pound by approved animal rehoming service</li> <li>• Annual reporting figures provided to NSW Department of Local Government</li> </ul>
Promote the importance of training and regular exercise to the owners of Companion Animals	On-going	<ul style="list-style-type: none"> <li>• Encourage education regarding responsible pet ownership</li> <li>• Encourage owners to provide mental and physical challenges for their animals to improve their welfare and to reduce negative impacts on the community</li> <li>• Increased animal health and wellbeing</li> <li>• Reduced nuisance related complaints from barking</li> </ul>	<ul style="list-style-type: none"> <li>• Council records reflect a decrease in the number of complaints about noise from barking</li> <li>• Regular social media posts</li> </ul>

**3.3 Action Plan 3 - Public Safety**

- All dogs must be under effective control of a competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by or secured to that person.
- Council has a designated off-leash dog exercise area in Narrandera.
- Dog owners must ensure that their properties are adequately fenced to confine their pets and that there is sufficient room and amenity for the welfare of their dogs.

ACTION PLAN 3 – PUBLIC SAFETY			
Action	Priority	Related Goals	Performance Indicators
Promote the location and proper use of the off-leash area	On-going	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• H2.8 of the Delivery Plan– Maintain community safety by management of public nuisance in line with community expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease in the number of complaints regarding roaming animals</li> <li>• Decrease in the number of dogs not under effective control outside the designated off-leash areas</li> </ul>
Conduct a review of the current leash-free area	Medium	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• Ensure that off-leash areas provided in the shire are safe and meeting the expectations of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct review</li> <li>• Provide report to Council on the findings of the review</li> <li>• Implement changes approved by Council as necessary</li> <li>• Promote any changes to the community</li> </ul>

<p>To improve the communities awareness of animal safety and bite avoidance techniques</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• Maintain community safety by management of public nuisance in line with community expectations</li> <li>• To promote the awareness of dog training and keeping dogs under effective control at all times</li> <li>• To encourage further education regarding responsible pet ownership</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease in the number of dog attacks reported</li> <li>• Decrease in number of complaints regarding roaming animals</li> <li>• Provide information to local schools and the wider community on safe pet interaction</li> </ul>
<p>Ensure all declared dangerous, menacing and restricted dogs are compliant with the requirements of the Companion Animals Act</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Maintain community safety by management of public nuisance in line with community expectations</li> <li>• Compliance with the Companion Animals Act 1998</li> <li>• Increase public safety</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with dangerous, menacing and restricted dog control requirements</li> <li>• Regularly review the Companion Animals Register to identify any dangerous, menacing or restricted dogs which relocate to the shire</li> <li>• Maintain a record of all active dangerous, menacing and restricted dogs within the shire and the compliance of the control requirements for each dog</li> </ul>

**3.4 Action Plan 4 - Enforcement and Education**

- Council’s Ranger Service enforce the provision of the Companion Animals Act.
- Educating pet owners is the key to successful implementation of the Act. Educating no-pet owners is also an important consideration.

ACTION PLAN 4 –ENFORCEMENT AND EDUCATION			
Action	Priority	Related Goals	Performance Indicators
Develop and implement an educational program to promote responsible pet ownership throughout the Shire	Medium	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• Maintain community safety by management of public nuisance in line with community expectations</li> <li>• To encourage the training and education to facilitate their integration into the community</li> <li>• To encourage further education regarding responsible pet ownership in the Shire</li> <li>• To promote changes in the behaviour of owners through education on the responsibilities of being an owner</li> </ul>	<ul style="list-style-type: none"> <li>• Draft the educational programme</li> <li>• Implement the educational programme</li> <li>• Number of complaints and infringements decrease</li> </ul>
To continue to enforce the requirements of the Companion Animals Act 1998 and the Companion Animals Regulations 2008	High	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• Maintain community safety by management of public nuisance in line with community expectations</li> <li>• Provide education and awareness to Companion Animal owners</li> <li>• Review enforcement procedures as required</li> <li>• Provide a visible presence within the community to encourage better compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Decrease in the number of complaints received</li> <li>• Undertake regular patrols in accordance with set standards</li> <li>• Record numbers and types of PINS issued</li> </ul>

**3.5 Action Plan 5 – Provision of Facilities**

Council is required to make provisions for the operation of a Pound for the receipt of stay, impounded, surrendered and lost animals.

ACTION PLAN 5 –PROVISION OF FACILITIES			
Action	Priority	Related Goals	Performance Indicators
Provide a well-managed and maintained pound to care for stray, impounded, surrendered and lost animals	On-going	<ul style="list-style-type: none"> <li>Conduct a review of Council’s current facilities and its management</li> <li>Maintain the Pound in accordance with relevant government requirements at the time</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work to on-going compliance with the current NSW Animal welfare Code of Practice No. 5 Dogs and Cats in Animals Boarding Establishments</li> <li>Review any future standards and implement any required changes</li> </ul>
Ensure that Council staff are appropriately trained	On-going	<ul style="list-style-type: none"> <li>Provide access to training for Council staff on operations of the Pound</li> <li>Provide access to training for animal handling and behaviour assessment</li> </ul>	<ul style="list-style-type: none"> <li>Rangers to attend regular training</li> </ul>



**3.6 Action Plan 6 - Monitoring and review**

- It is important that after the Companion Animal Management Plan is adopted by Council, regular reviews take place to consider any new issues and changes to priorities
- This Plan should be reviewed every 5 years.

ACTION PLAN 6 –MONITORING AND REVIEW			
Action	Priority	Related Goals	Performance Indicators
To review the Companion Animal Management Plan every 5 years	Medium	<ul style="list-style-type: none"> <li>• Provide companion animal management services across the shire</li> <li>• Maintain community safety by management of public nuisance in line with community expectations</li> <li>• Ensure that Council's Companion Animals Management Plan is updated with changes in legislation, priorities and community expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a review of the Plan every 5 years and make necessary changes</li> </ul>

## 4. Assessment of Representations Against Intention to Declare a Dog a Dangerous Dog or a Menacing Dog

### 4.1 Dangerous Dogs and Menacing Dogs

The purpose of this section is to outline how representations from the owner/s of a dog appealing against Council's intention to declare their dog as being either a Dangerous Dog or a Menacing Dog will be evaluated.

In accordance with Section 35 of the *Companion Animals Act* (the Act), a Council that intends to declare a dog as being either a Dangerous Dog or a Menacing Dog must give the owner of the dog a notice of their intention. This notice is the requirement will also advise the owner that they have the right to appeal against Council's intention to declare their dog to either a Dangerous Dog or a Menacing Dog within seven (7) days after the date the notice is given.

Section 37 of the Act states that:

*The Authorised officer must consider dog owner's objections*

- (1) *The owner has 7 days after the date the notice is given in which to object to the proposed declaration.*
- (2) *If the owner does not object within that time, the authorised officer can proceed to make the declaration after the 7 days have passed.*
- (3) *If the owner does object within that time, the authorised officer must first consider the objection before proceeding to make the declaration.*
- (4) *A reference in this section to the authorised officer is a reference to any authorised officer of the council and is not limited to the authorised officer who gave the notice.*

An appeal from the dog's owner against Council's intention to declare a dog as being either a Dangerous Dog or a Menacing Dog should include the following;

- Evidence that the dog was either not responsible for the attack or any exhibition of unreasonable aggression or that there were mitigation circumstances.
- Evidence not supporting Council's intention to declare the dog, including witness statements, photos, videos or a temperament assessment report from an animal behavioural specialist or other qualified person.

When assessing an appeal from the dog's owner against Council's intention to declare a dog as being either a Dangerous Dog or a Menacing Dog, Council's authorised officer is to prepare a report to the Deputy General Manager Infrastructure for consideration and resolution.

The report is to consider the following:

- Has the dog come to attention of Council because it has displayed unreasonable aggression towards a person or animal to the extent that it has caused the death of an animal or fear or apprehension of an attack to a person or animal?
- Are there mitigating circumstances whereby the dog may only have acted aggressively when guarding their owner's home or business?
- Has the dog a history of proven aggressive or menacing behaviour?

- The strength of evidence supporting or not supporting the intention to declare the dog, including witness statements, photos, videos or a temperament assessment report from an animal behavioural specialist or other qualified person.

The authorised officer will ensure that an assessment of an appeal will not be made for for any improper reasons such as:

- Any elements of discrimination against the owner of the dog on any grounds including nationality, gender, political or community factors.
- Personal empathy or antipathy towards the owner of the dog.
- Personal empathy or antipathy towards the person subject of the alleged attack.
- The political affiliations of the authorised officer.

The dominant factor in the determination of whether a dog should be declared a dangerous or menacing dog is the public interest and the safety of the community.

#### **4.2 Revoking a Dangerous Dog or Menacing Dog Declaration**

The purpose of this section is to outline how Council will assess applications to revoke a Dangerous Dog or a Menacing Dog declaration.

Section 39 of the Act states that:

- (1) *The owner of a dog that has been declared a dangerous dog or a menacing dog under this Division can apply to the council of the area in which the dog is ordinarily kept (whether or not it is the council whose authorised officer made the declaration) for the declaration to be revoked.*
- (1A) *An application under subsection (1) cannot be made until after the period of 12 months following the date on which the dog was declared to be a dangerous dog or a menacing dog.*
- (2) *The council to which the application is made may revoke the declaration but only if satisfied that—*
  - (a) *it is appropriate to do so, and*
  - (b) *if the council determines that it is necessary—the dog has undergone appropriate behavioural training.*
- (2A) *In making a determination under subsection (2) (a) in relation to a menacing dog declaration, the council is to have regard to the nature and extent of any behavioural training that the dog has undergone.*
- (3) *The council must, as soon as practicable, give notice to the owner of the dog that the declaration has been revoked or that the council has refused to revoke the declaration.*

When assessing an application to revoke a Dangerous Dog or a Menacing Dog declaration, Council will consider:

- The circumstances under which the dangerous dog or menacing dog declaration was issued.
- The dog's current circumstances and behaviour in relation to the original declaration, including any behaviour modification training that may have been undertaken.
- Any behavioural assessment obtained by the owner from an animal behaviour specialist or other qualified professional.
- A report from Council's Ranger Services, which will address, amongst other things, the appropriateness

of revoking the declaration.

Any application to revoke a Dangerous Dog or a Menacing Dog declaration will be presented to the Council for consideration and determination.

#### 4.3 Assessment of Request to Change Breed of Restricted Dog

Under the Act certain breeds of dog are classified as being **Restricted Dogs** and the owners of restricted dogs are required to comply with Section 56 of the Act which requires that restricted dogs are to be desexed, appropriately kenneled, wear a distinctive collar, be on a lead and wear a muzzle at all times when outside the enclosure and be subject to an annual permit.

The following dogs are **restricted dogs** for the purposes of this Act:

- (a) *American pit bull terrier or pit bull terrier,*
- (b) *Japanese tosa,*
- (c) *dogo Argentino,*
- (c1) *Perro de Presa Canario or Presa Canario,*
- (d) *fila Brasileiro,*
- (d1) *any other dog of a breed, kind or description whose importation into Australia is prohibited by or under the [Customs Act 1901](#) of the Commonwealth,*
- (e) *any dog declared by an authorised officer of a council under Division 6 of this Part to be a restricted dog,*
- (f) *any other dog of a breed, kind or description prescribed by the regulations for the purposes of this section.*

The purpose of this section is to outline how Council will assess applications for considering breed change requests. Council cannot change any breed of dog that has been declared as a restricted breed under the Act.

Council will only consider changing the registered breed of a dog when the dogs breed was originally entered incorrectly on the NSW State Companion Animal Register.

When making this assessment Council's Rangers will:

- Consider the reasons for the request to change the dogs registered breed details.
- Scan the dog to ensure that the microchip number corresponds with the registered dog in question.
- Photograph the dog for record purposes.
- Make an assessment on the breed of the animal. The Rangers may consult with a licensed Vet for a further assessment.

Should Council's Ranger agree that the breed of the registered dog does not match the actual breed of the dog, Council will advise the NSW Companion Animals Register and seek a change of the registered dogs breed only if the new assessed breed is not a restricted dog.

### 15.3 ORGANICS OPTIONS STUDY

**Document ID:** 526404

**Author:** Deputy General Manager Infrastructure

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Our Environment

**Attachments:** 1. **Organics Options Report (under separate cover)** [↗](#)

#### RECOMMENDATION

That Council:

- (a) Endorse the Organics Option Study to be placed on public exhibition for a period of 28 days, and
- (b) Undertake community consultation to measure the degree of acceptance to an increase in the current waste charges should a kerbside organics collection be considered, and
- (c) Receive a further report following consultation.

#### PURPOSE

The purpose of this report is for Council to consider the Organics Option Study as prepared by Robert Bailey Consulting and resolve to publicly exhibit the document.

#### SUMMARY

The Organics Option Study details five potential options for the management of organic waste within the Narrandera Local Government area. Before Council considers a preferred option for the organics, which includes collection and treatment measures, community consultation should be undertaken. This would include publicly exhibiting the Study for 28 days and measuring the degree of acceptance to an increase in the current waste charges should a kerbside organics collection be considered.

#### BACKGROUND

At Councils Ordinary Meeting conducted in July 2020, Council resolved to investigate the potential to undertake a food waste/organics collection service in the Narrandera Local Government Area. The investigation was to take the form of a feasibility study to determine if there is an adequate organics waste stream, to assess the cost of production, explore viable sales markets for the finished product and model the potential cost that would need to be passed onto the rate payer.

In adopting that resolution, Council has recognised industry and government gravitation towards improving the recovery of organic material from the waste stream and is seeking to explore options in introducing an organics collection service and to the processing and marketing of recovered organic material.

The report has been prepared in four parts, with each part contributing to the knowledge base which will enable Council to make informed decisions on planning the pathway for

effective and economical management of organic waste material generated within its local government area.

**Part 1** - provides the background information and defines the scope of the project, establishes the project aims and sets baseline information on the current infrastructure and services provided by Council. This baseline information identifies the quantities of organic waste material likely to be collected and potentially diverted from landfill. The cost of collection and processing is included, and together with quantities, provides a reference point upon which to measure the effects of the various options presented in this report.

**Part 2** - considers the technical and legislative elements of the project, including compliance with the Australian Standard for compost production, AS4454. Meeting this standard is more about risk management in confirming that the compost has been sanitised and all pathogens, weeds and seeds have been destroyed.

The process for obtaining and retaining a composting Environmental Protection Licence (EPL) together with the need for Development Approval is a most necessary consideration and is a prerequisite to any decision to embark on establishing and operating a composting facility. This aspect of composting is also considered in Part 2 along with the importance of marketing the finished product which will help shape thinking in the type of organics management systems Council may choose to pursue.

**Part 3** - examines seven composting systems that are applicable to Council, most of which are currently in use in Australia, these being Open Windrow, Tunnel, Fabric Cover (Gore), Mobile Aerated Floor (MAF), Inoculated (Groundswell), HotRot and Vertical Composting Unit (VCU). These seven composting systems range from the simple and cheap to the more expensive and complicated, yet with all offering particular applications to meet a variety of needs.

**Part 4** - considers options and charts the cost implications upon Council should any of these options be pursued. It is evident that the cost in dollars terms to divert organic waste from landfill is significant, but this cost may be taken in context with the associated social and environmental benefits together with resident's expectations.

Transportation to a third-party processing facility adds considerable cost to the process but eliminates a number of issues that would confront Council in establishing and operating its own facility, especially where relatively small volumes of inputs are involved. Local processing of organic inputs may offer better outcomes, but should food waste be included, then it will be important that Council chooses a system that can manage this material appropriately by applying it to a composting process on the day it is received or have approved storage mechanisms. Plausible options in this regard are limited for a Council with a small population such as Narrandera Shire.

This part considers five potential options being:

- Option A – introduce a kerbside organics collection service and include food waste. Transport the collected material to a third-party composting facility.
- Option B- undertake open windrow composting for self-haul green waste only as an input.
- Option C – self haul green waste and kerbside collected garden organics mulched and used as part of final capping as the revegetation medium and over intermediate cover to achieve surface stabilisation.
- Option D – set up MAF composting systems and manage Council's non-food waste organic inputs (kerbside and self-haul).
- Option E – undertake the inoculated static pile system where food waste is an input.

Making a determination on which pathway to pursue will be a value judgement for Council, however it is good policy when change is being considered to prepare and undertake commensurate consultation and engagement with those who will be affected by the change.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Environment

### **Strategy**

2.1 - To value, care for and protect our natural environment

### **Action**

2.3.1 - Consider and where possible implement sustainable environmental practices

## **ISSUES AND IMPLICATIONS**

### **Policy**

Nil

### **Financial**

There are no immediate financial implications as a result of this report. There would be a financial impact associated with implementing change to the current organic's management practices. The degree of impact would be determined once an option is chosen, however should an additional kerbside collection be introduced that would result in an increase waste charge of up to \$165 per service each year.

Full financial models are detailed within the study, with the cost to divert organic waste from landfill being significant, especially where food is an input. Cost should be considered alongside social and environmental benefits together with resident's expectations.

### **Legal / Statutory**

The introduction of a composting facility would require development consent and an environment protection licence under the Protection of the Environment Operations Act (1997). Any additional charges would be levied under the provision Section 496 of the Local Government Act 1993.

### **Community Engagement / Communication**

As detailed within the recommendation, community engagement will be undertaken to measure the degree of acceptance to an increase in the current waste charges should a kerbside organics collection be considered. The Organics Option Study will also be placed on public exhibition for a period of 28 days.

### **RISKS**

The risk associated with this stage of the process is not gathering adequate community engagement to make a concise decision on the communities' desire for such a service or acceptance of any increased costs.

Future risks relate to the potential contamination and associated markets that are available depending on the chosen option, these would be further detailed in later reports.

## OPTIONS

The options available at this stage of the process are:

1. Adopt the recommendation as presented in this report, including undertaking public exhibition and community consultation.
2. Note the report and resolve to take no further action, with regard to the organics program.

## CONCLUSION

Any decision to include food waste as an extension to a kerbside garden organics collection service will have a corresponding escalation in costs, especially should kitchen tidies and compostable liners be supplied to residents. Studies into the quantum of food waste included in kerbside organics collection services indicate that generally around 5% but up to 10% of the total organics placed in the receptacle is food waste. Studies also show that the amount of material placed in kerbside organics receptacles where food waste is an input, the average annual quantity ranges between 400 kilograms per annum per premises to 700 kilograms per annum per premises. For Narrandera where there is the potential for about 2,000 services, allowing for the upper range of 600 kilograms per annum per premises, the total amount of food waste that could be collected would be between 60 to 120 tonnes per annum. This is an important factor when considering the cost/benefit of providing a kerbside organics collection service that includes food waste.

Making a determination on which pathway to pursue will be a value judgement for Council, however it is good policy when change is being considered to prepare and undertake commensurate consultation and engagement with those who will be affected by the change.

## RECOMMENDATION

That Council:

- (a) Endorse the Organics Option Study to be placed on public exhibition for a period of 28 days, and
- (b) Undertake community consultation to measure the degree of acceptance to an increase in the current waste charges should a kerbside organics collection be considered, and
- (c) Receive a further report following consultation.



**15.4 MODIFICATION OF DA 29/2014-2015****Document ID: 526665****Author: Manager Development & Planning****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment****Attachments: 1. Site Plan [↓](#)****RECOMMENDATION**

That Council:

1. Grant conditional consent to the application to modify Development Application 29/2014-2015 by modifying the following original conditions of consent;
  - (i) Condition 1 – Approved Plans - to be modified by removing all reference to Lot 15 DP 13106, Manderlay Road, Narrandera from Clause 3.6 on page 12 of the Environmental Impact Assessment prepared by EnviroAg Australia for Eagleglen Holdings Pty Ltd.
  - (ii) Condition 1 – Approved Plans – to be modified by referencing a new site plan and new finisher shed plans.
  - (iii) Condition 3 – Lapsing of Consent - to be modified by stating that the consent will lapse on 6 January 2021, five years after the date of consent.
2. Advise parties who have submitted letters opposing the modification of DA 29/2014-2015 be notified of Councils decision.
3. Determine the resolution by way of a Division.

**PURPOSE**

The purpose of this report is to present to Council for consideration and determination an application to modify an existing development approval.

**SUMMARY**

The application seeks approval from Council to modify DA 29/2014-2015 by;

1. Removing all reference to Lot 15 DP 13106, Manderlay Road, Narrandera from Clause 3.6 of the Environmental Impact Assessment prepared by EnviroAg Australia for Eagleglen Holdings Pty Ltd.
2. Re-aligning the expiry date of the development consent relating to DA 29/2014-2015 to a date that is 5 years from the actual consent date of 6 January 2016.
3. Relocating two proposed finishing sheds from their original location on Lot 6 DP 852287 adjacent to the northern side of the main piggery to a new site with one shed proposed to be on the southern side of the piggery on Lot 6 and one shed on

Lot 1 DP 1054841 immediately adjacent to the first finishing shed on Lot 6 on the southern side of the main piggery.

## **BACKGROUND**

DA 29/2014-2015 was approved by Council on 9 December 2015 for the construction of 3 new sheds and 2 shed extensions and an increase in the number of breeding sows from 500 to 700 at an existing piggery at 309 Manderlay Road Narrandera.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Environment

### **Strategy**

3.1 - To encourage new business and industry that can be sustained also support local business and industry to grow and prosper

### **Action**

5.1.7 - Planning instruments reflect the intent and direction of land use strategies and facilitate development and growth of the Shire

## **ISSUES AND IMPLICATIONS**

### **Policy**

N/A

### **Financial**

N/A

### **Legal / Statutory**

The assessment of development applications and their subsequent modification is to be undertaken in accordance with the Environmental Planning & Assessment Act (EP&A Act) and Regulations and relevant Council plans such as the NSC Local Strategic Planning Statement and Local Environmental Plan.

Specifically, Section 4.55 (1A) of the EP&A Act, addresses the assessment of applications to modify development consents and provides that;

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

(1A)(a) it is satisfied that the proposed modification is of minimal environmental impact, and

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

Section 4.55 (1A) raises two legal tests that must be considered. Firstly, is the modification itself considered to be of minimal environmental impact, and secondly is the development to which the proposed modification relates is substantially the same development.

Planning case law has established that when assessing an application to modify a legal consent it is only the terms of the modification, not the original consent, that can be assessed

In this instance the modification seeks to;

1. Remove all reference to Lot 15 DP 13106 Manderlay Road from Clause 3.6 of the Environmental Impact Assessment (EIS) prepared by EnviroAg Australia for Eagleglen Holdings Pty Ltd.

Under this EIS, Lot 15 is mentioned in the section relating to effluent disposal as a possible disposal site for effluent without any formal approval from the owners of Lot 15 who are not associated with the piggery operation.

The potential use of Lot 15 for effluent disposal is however not mentioned in the actual approved Wastewater Management Plan (WWMP) for the piggery which was approved at the same time as DA 29/2014-2015.

Under the WWMP only Lot 6 DP 852287 and Lots 1 & 3 DP 1054841, all belonging to the applicant, have been approved for effluent disposal.

2. Correct an administrative error where the Notice of Determination sets an incorrect date that is less than the five-year period that is mandated by the Notice of Determination. In this instance the date on which the consent is nominated to lapse is the 9<sup>th</sup> December 2020 despite the Notice of Determination clearly stating that the consent is to operate from 6 January 2016 and will lapse 5 years after this date should the consent not be activated.
3. Relocate two proposed finishing sheds from their original location on Lot 6 DP 852287 adjacent to the northern side of the main piggery to a new site with one shed proposed to be on the southern side of the piggery on Lot 6 and one shed on Lot 1 DP 1054841 immediately adjacent to the first finishing shed on Lot 6 on the southern side of the main piggery.

In their support for this change the applicant has stated that *there will be no effect on soil at the new locations and there is no impact to any vegetation as the area is void of vegetation. Please refer to the EIS submitted with the original DA consent which was approved December 2015.*

The proposed new site of the two finishing sheds will be located within 45 metres of the southern side of the existing piggery.

The odour modelling provided in the EIS submitted in support of the original DA approved by Council, indicates that the predicted ground level odour concentrations

will be 3.1 odour units at the nearest effected dwelling, which is under the current odour criteria of a maximum of 7 OU and that therefore the odour modelling will not be significantly affected by relocating these two sheds.

In his submission the applicant also states that *we confirm that the number of sows and pigs contained on the site will be as per current and EIS approved by Council in 2013.*

To address the legal tests of Section 4.55 (1A) it is considered that;

1. The modification will have minimal environmental impact given the odour modelling, nil effect on soil or ground water as the sheds will have an impervious floors and waste will be disposed of via existing approved systems and no effect on native vegetation.

Furthermore, the other two aspects of the modification relate to administrative matters only.

2. The development to which the proposed modification relates is substantially the same development. On 9 December 2015 Council approved DA 29/2014-2015 to construct 3 new sheds and 2 shed extensions and increase in the number of breeding sows from 500 to 700 at the existing piggery at 309 Manderlay Road Narrandera.

The development to which the consent is proposed to be modified is therefore considered to be substantially the same development as the development for which the consent was originally granted

### **Community Engagement / Communication**

The application to modify DA 29/2014-2015 was notified to all adjoining landowners for the required period.

As a result, two submissions were received generally opposing the modification application.

Whether it could be argued that Council may not have been clear in the terms and intent of the modification, but both submissions appear to largely oppose the expansion of the piggery to 700 sows which was approved in 2015 and the subsequent management of the resulting effluent, rather than the actual modification.

Therefore, it is difficult to draw conclusions and provide guidance to Council relating to the impact of the modifications.

### **RISKS**

In any planning matter there is always a risk that a court appeal could be lodged opposing Councils decision. In this instance it is considered that the actual modification complies with Section 4.55 of the EP&A Act.

### **OPTIONS**

1. Unconditionally approve the application to modify DA 29/2014-2015

This option would not be recommended as there are some conditions of consent that need to be modified should the application be approved.

4. Conditionally approve the application to modify DA 29/2014-2015.

This is the recommendation that is considered to be most appropriate as the following conditions of consent need to be modified;

Condition 1 – Approved Plans - to be modified by removing all reference to Lot 15 DP 13106, Manderlay Road, Narrandera from Clause 3.6 on page 12 of the Environmental Impact Assessment prepared by EnviroAg Australia for Eagleglen Holdings Pty Ltd.

Condition 1 – Approved Plans – to be modified by referencing a new site plan and new finisher shed plans.

Condition 3 – Lapsing of Consent - to be modified by stating that the consent will lapse on 6 January 2021 five years after the date of consent.

3. Refuse to approve the application to modify DA 29/2014-2015

### **CONCLUSION**

In conclusion following an assessment of the application to modify DA 29/2014-2015 it is recommended that Council grant conditional consent to the modification of DA 29/2014-2015. There are considered to be no planning grounds on which this application could be refused.

### **RECOMMENDATION**

That Council:




1. Grant conditional consent to the application to modify Development Application 29/2014-2015 by modifying the following original conditions of consent;
  - (i) Condition 1 – Approved Plans - to be modified by removing all reference to Lot 15 DP 13106, Manderlay Road, Narrandera from Clause 3.6 on page 12 of the Environmental Impact Assessment prepared by EnviroAg Australia for Eagleglen Holdings Pty Ltd.
  - (ii) Condition 1 – Approved Plans – to be modified by referencing a new site plan and new finisher shed plans.
  - (iii) Condition 3 – Lapsing of Consent - to be modified by stating that the consent will lapse on 6 January 2021, five years after the date of consent.
2. Advise parties who have submitted letters opposing the modification of DA 29/2014-2015 be notified of Councils decision.

Determine the resolution by way of a Division.

PRELIMINARY DRAWINGS  
NOT FOR CONSTRUCTION

DATE REVISION	REVISION REMARKS



 <b>STOCKYARD</b> INDUSTRIES <small>54 KING ST., CLIFTON, QLD. 4307 AUSTRALIA                  TEL. NO. +61 7 4697 33 44                  FAX NO. +61 7 4697 32 45</small>	RED ELK		DRAWN BY	PCG
	SHED LAYOUT		DATE DRAWN	08/16/19
	SHEDS		REVISION No.	01
	NOT TO SCALE	A4	DATE REVISION	03/11/20
	DIMENSIONS IN METRE		 	DR & MISC: NA PROSCBDE/PROSADG

**16 OUR ECONOMY**

Nil

## 17 OUR INFRASTRUCTURE

### 17.1 NARRANDERA SHIRE CEMETERIES SERVICE LEVEL REVIEW

**Document ID:** 526046

**Author:** Open Space and Recreation Manager

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Our Infrastructure

**Attachments:** 1. Cemetery Review 2020 (under separate cover) [⇒](#)

#### RECOMMENDATION

That Council:

1. Adopt the Narrandera Shire Cemetery Review and all recommendations contained within it.

#### PURPOSE

The purpose of this report is for Council to adopt the attached Narrandera Shire Cemetery Service Review, including all recommendations.

#### BACKGROUND

At the August 2020 ordinary council meeting, it was resolved that Council *Endorses the Narrandera Shire Cemetery Review for the purpose of a 28-day public exhibition.*

At the end of the exhibition period no submissions had been received.

The Narrandera Shire Cemetery Service Review made ten (10) recommendations to ensure the current and improved levels of service can be achieved. The recommendations are to:

- a) Establish a range of clear and concise policies and procedures for the management and operation of Narrandera Shire Council Cemeteries.
- b) Improve efficiency of cemetery operations through the purchase of a cemetery management system, specifically developed for cemetery management. The system is to assist with the coordination of records, reservations, and historical data to enable accurate reports to be generated instantly without unnecessary resource strain. The system would include a mapping program capable of capturing and protecting all historical data, including available for public viewing.
- c) Improve the efficiency and effectiveness in the planning, management and operation of Narrandera Shire Council cemeteries through the engagement of a specialised consultant to review historical records for accuracy and develop site specific masterplans, complete with future extensions to address requirements of Section 90 of the *Cemetery and Crematoria Act 2013*.
- d) Acknowledge the need for additional staff and resources to address the maintenance needs of expanding cemeteries identified in master plans.
- e) Acknowledge the need for additional future budget allocations sufficient to meet maintenance works identified within the master plans.



- f) Engage a certified consultant to undertake the monument testing as part of the masterplan and cemetery management system project.
- g) Acknowledge that under Section 90 of the *Cemeteries and Crematoria Act 2013*, Council is required to have a strategic plan (individual plan or overarching) for Council-managed Crown cemeteries.
- h) Acknowledge the Voluntary Code of Practice for Cemetery Maintenance - Cemetery Maintenance Guide.
- i) Review potential options for the extensions of the Narrandera Cemetery to be detailed through master planning with a specialised consultant.
- j) Acknowledge the Barellan Lawn cemetery's forecasted capacity statement and support the concept of extending two lawn areas directly south of the existing lawn areas.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Infrastructure

### **Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

### **Action**

4.2.1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure

## **ISSUES AND IMPLICATIONS**

### **Policy**

TS70 Cemeteries

### **Financial**

The recommendation and implementation of the Cemetery Review will come with some short-term financial implications for the preparation of the master plan and implementation of the cemetery management system, which are expected to be around \$40,000.

Upon completion of the master plan a further report with detailed costings will be presented to Council, which will outline the required financial model based on the adopted level of service.

It is noted that there is no proposal to increase staff, services, or operational expenditure as a result of the adoption of this plan.

The current fees and charges applied to the cemetery will be increased in accordance with Council's current model of CPI, at this stage.

**Legal / Statutory**

The review has considered a large number of Acts and Regulations. The main ones to be considered with regard to this report are the *Cemeteries and Crematoria Act 2013* and *Local Government Act 1993*.

**Community Engagement / Communication**

Public exhibition was undertaken for a period of 28 days, after which no submissions had been received.

**Human Resources / Industrial Relations (if applicable)**

The review identified future additional position/s which would impact Human Resources, however no industrial relation issues are expected.

**RISKS**

The risks associated with the review and the recommendations are as follows:

- By not developing masterplans or establishing a clear and concise set of policies and procedures Council is at risk of not meeting the requirements under Section 90 of the *Cemeteries and Crematoria Act 2013* and also the requirements within the *Crown Land Management Act 2016* to develop and implement plans of management for all Council managed crown land.
- By not investing and implementing a suitable cemeteries management software Council is at risk of not adhering to the reporting requirements under the *Cemeteries and Crematoria Act 2013*.
- By not testing monuments in accordance to AS 4204-2019 Council is not proactively demonstrating the ability to manage the risks associated with monuments.

**OPTIONS**

The options available are for the Council to:

Option 1 - Adopt the Narrandera Shire Cemetery Review. The benefit of the endorsement is that the community feedback can be sought, and a further report presented to Council.

Option 2 – Decide not to proceed with the review.

**CONCLUSION**

The Narrandera Shire Cemetery Review examined current service provisions and management procedures and considered options for the future provision of cemetery services. Narrandera Shire Council currently operates six cemeteries across the Shire, each presenting different management challenges. There are also private cemeteries and graves within the Local Government Area (LGA) that Council does not control or manage.

Taking into consideration the evolution of the cemetery, funeral industry and local government's important role in the provision of services and facilities, the need to establish a long-term direction for the care, control and management of public cemeteries was recognised, as well as the ongoing expectations of procedural and operational improvements.

In line with the purpose of the cemetery review, recommendations have been made that provide a clear and consistent direction for the planning, management, and operation of

the cemeteries throughout the LGA. These operational improvements and strategic directions take into consideration several key drivers, including:

- Public expectations
- Legislative and regulatory requirements
- Industry standards and trends
- Consistency with other Local Government Authorities
- Retainment of the key characteristics of the cemeteries within the Shire
- Future demands on the provision of cemeteries

All cemetery operators (no matter how large or small) are required to comply with the same legislation and reporting requirements. For Narrandera Shire Council to meet these legislative requirements, and more importantly the reporting requirements, it is essential for Council to consider the recommendations within the review.

In considering the recommendations of this review, the review group emphasised the importance of committing long term funding to carry out the actions within the future master plans. This is essential to ensure masterplans are of value and are a working asset to Council.

#### **RECOMMENDATION**

That Council:

1. Adopt the Narrandera Shire Cemetery Review and all recommendations contained within it.

## 17.2 CLEAN DRINKING WATER STRATEGY

**Document ID:** 526639

**Author:** Water and Sewer Engineering Officer

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Our Infrastructure

**Attachments:** Nil

### RECOMMENDATION

That Council:

1. Continue with current flushing programme, and
2. Install inline filters on the property side of the meter on the worst affected properties for a cost of up to \$100,000, which is to be funded from the restricted Water Reserve, and
3. Allocate \$75,000 per year, commencing in the 2021/22 budget, for a yearly high-pressure hydrant flushing program.

### PURPOSE

The purpose of this report is to provide Council with some short, medium and long-term options for addressing the ongoing issue of discoloured water within Narrandera water supply area.

### SUMMARY

Discoloured water is a common occurrence within Narrandera, but its impact can be mitigated through increased maintenance and capital expenditure.

The most suitable and timely solution is the installation of domestic filter units combined with increased mains cleaning, both would reduce the incidence of discoloured water in Narrandera.

### BACKGROUND

Due to a combination of aging infrastructure, the chemical characteristics of Narrandera's bore water and an unsophisticated water distribution and treatment system, discoloured water is a common occurrence.

This water discolouration is purely cosmetic and is not considered harmful for contact via the skin, or for drinking purposes. In accordance with Council's Drinking Water Management System, staff test daily to confirm the water produced is safe and undertake a monthly sampling program in conjunction with NSW Health to confirm the safety of water via laboratory testing.

While it is not harmful, it can be extremely unappealing aesthetically as well as causing damage to fixtures and fabrics.

A summary of short, medium, and long-term projects to reduce the impact and incidence of discoloured water, and their costs is included below.

Short term

- Routine and on call hydrant flushing when customer complaints are received. Currently undertaken, but with limited customer knowledge leading to less calls than expected. Approximate cost including water losses \$25,000 annually.
- Installation of domestic filter units with replaceable cartridge filters in worst affected areas, at a cost of approximately \$400 per property installed with 4 washable filter cartridges supplied. There is estimated to be around 250 properties at heightened risk of discoloured water events, and these would be targeted at a total one-off cost of \$100,000.

These units would be installed on the property side of the meter and be the responsibility of the property owner once installed. These systems have been tested over the past few months with the property owners very happy with the results.

#### Medium term

- High pressure lossless water scouring. Recently undertaken in Coolamon, Grong Grong and Whitton. Water is drawn from a hydrant and pumped through a truck mounted filter under high pressure, before being sent back into the system. There would be an annual cost of around \$75,000 per year. This treatment option allows for little water loss and has been found to be effective of around 12 months.
- Air scouring. Pilot program undertaken in Narrandera in 2015 with limited results. Approximately \$36,000 annually excluding water loss.
- Ice pigging. Using an ice slurry to scour pipes internally to remove build ups of iron and manganese. Approximately \$90,000 annually.

#### Long Term

- Construction of a water treatment plant with conventional water filtration. The cost of a new plant would be around \$20m and take several years to design and construct, and
- Replacement of all cast iron water mains, including the removal of dead-end pipes and replacement of old hydrants and valves. \$3.89m budgeted over the next 10 years.

It should be noted that the above treatments will ensure the water entering the property has reduce discolouration, however there will be a number of older properties which cast iron water pipes that may still experience discoloured water at times.

### **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

#### **Theme**

Our Infrastructure

#### **Strategy**

4.2 - To improve, maintain and value-add to our essential public and recreational infrastructure

**Action**

4.2.3 - An ongoing program of capital works for both water and sewer operations of Council

**ISSUES AND IMPLICATIONS****Policy**

Council currently has no policy in which discoloured water is covered.

**Financial**

As can be seen from the report above, there is no cheap fix for this issue, depending on the selected treatment option the cost is varied. The recommendation as presented will require an immediate commitment of \$100,000 which can be funded from the existing restricted Water Reserve.

Future operational water budgets will require \$75,000 a yearly for the high-pressure hydrant flushing program to be allocated, commencing in the 2021/22 budget.

**Legal / Statutory**

N/A

**Community Engagement / Communication**

In the recent months Council has been actively encouraging any affected property owners to contact Council, so the locations and time when discoloured water is encountered can be recorded. This will ensure that any targeted programs can be undertaken in the worst affected area first.

Further engagement would need to be undertaken prior to the installation of any filters on private land, as the owner's consent will need to be obtained prior to the works being undertaken.

**RISKS**

There is a high risk that any of the options will only result in a marginal improvement in water quality, without the ultimate replacement of the mains and additional water treatment. Residents where the filters have been tested have however been very pleased with the improvement.

**OPTIONS**

Option 1: resolve to support the recommendation as proposed and continue with current flushing programme and install filters on the worst affected properties for a cost of \$100,000, plus budget \$75,000 for a yearly high pressure hydrant flushing program within the 2021/22 budget.

Option 2: Continue with current practices of mains flushing and do not introduce any additional measures.

Option 3: Stop all ongoing measures to reduce discoloured water.

**CONCLUSION**

The best value improvement in discoloured water will be obtained by continuing with current measures plus installation of household filters on the worst affected properties within the introduction of a high-pressure hydrant flushing program.

**RECOMMENDATION**

That Council:

1. Continue with current flushing programme, and
2. Install inline filters on the property side of the meter on the worst affected properties for a cost of up to \$100,000, which is to be funded from the restricted Water Reserve, and
3. Allocate \$75,000 per year, commencing in the 2021/22 budget, for a yearly high-pressure hydrant flushing program.

**17.3 MAJOR GRANT PROJECT UPDATE**

**Document ID:** 526819  
**Author:** Deputy General Manager Infrastructure  
**Authoriser:** Deputy General Manager Infrastructure  
**Theme:** Our Infrastructure  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Note and receive report.

**PURPOSE**

The purpose of this report is to update Council on major projects that are currently being undertaken by Council.

**SUMMARY**

Council has a large number of major capital works projects being planned or underway at the present time. This report provides details on the deliverables and high-level timelines for some of the projects within the current capital works program.

**BACKGROUND****Cowabbie Creek Culverts – Canola Way Grong Grong**

The construction of a large multicell culvert over Cowabbie Creek on Canola Way at Grong Grong has been scheduled for some time, with the project currently scheduled for completion prior to harvest.

The original budget for the project was \$670,000, being \$380,000 from Restart NSW fund and \$380,000 to be funded by Council which has been allocated from previous budgets.

The project scope, includes the installation of multicell large box culverts, raising of the road level to approximately 2m above the existing level at the Cowabbie Creek location, install scour protection, install guard railing and seal and line marking, as per the plan below.

The works commenced mid-August and are scheduled to be completed by 30 October 2020. The road has been closed during the construction phase with all traffic being detoured via Pamandi Road and Bicentennial Road. Currently the completed works include the installation of all the culverts, wingwalls, concrete aprons, rock scour protection and concrete wearing surface. Construction crews are currently undertaking all the road approach restoration works, these works include the addition of 3500 cubic metres of imported fill and 1140 cubic metres of gravel road base.

The sealing works and guardrail installation will occur later in the month prior to opening.





### **Narrandera Airport Upgrades**

#### **Taxiway, Runway and apron reseal works**

Council staff have recently sought quotes to undertake the reseal works under the Local Government Procurement contract LGP213-2 (Bitumen & Emulsion). A local contractor has been engaged to complete all the reseal works. The works are scheduled to commence on the 16<sup>th</sup> November. Works are expected to take 7 days to complete.

These dates have been communicated with REX and AAPA who have assisted with the proposed dates and changes in use during these works.

### Airport apron lighting

Council staff have recently sought quotes to undertake the supply and installation of an additional three 15m poles and flood light system. A local contractor has been engaged to complete the works. The trenching and footing works are scheduled to commence on the mid November and the erection of the poles will occur late January due to delay in availability of the poles.

### New Taxiway

As part of the design process, survey work has commenced at the airport and will be completed next mid-October. Soil samples and geotechnical investigation has also been undertaken with final laboratory testing still occurring. These results will then be provided to the design consultant to complete preliminary designs and costings enabling a grant application to be lodged.

### Airport Security Fencing

The airport security fencing is awaiting the cadastral survey to be completed to finalise locations and lengths. Once this has been obtained the procurement of the fence panels and installation will commence.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Infrastructure

### **Strategy**

4.1 - To have an improved and adequately maintained road network

### **Action**

4.2.1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure

## **ISSUES AND IMPLICATIONS**

### **Policy**

N/A

### **Financial**

Included in individual items

### **Legal / Statutory**

These projects required Council to enter into legal agreements with the funding bodies, which are being complied with and any variations to timings and alike approved.

### **Community Engagement / Communication**

Communication and stakeholder engagement are being undertaken as required for each of the specific projects.

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

There is inherent risk to Council in delivering multi-faceted infrastructure projects. Council staff will manage these risks by using sound Project Management methodology.

**CONCLUSION**

Council is implementing project management methodology, including Stakeholder and Communication plans, to manage project risk and ensure effective delivery of these infrastructure projects for the Narrandera Shire community.

**RECOMMENDATION**

That Council:

1. Note and receive report.

**18 OUR CIVIC LEADERSHIP****18.1 TELSTRA - RENEWAL OF LICENCE FOR LAND ADJACENT TO HIGH LEVEL WATER RESERVOIR OFF WATERMAIN STREET, NARRANDERA****Document ID: 526660****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Endorse the second and final option to renew the existing licence agreement with Telstra Corporation Limited for approximately 24 square metres of land located on Lot 1 DP 611805 (adjacent to the high-level water reservoir off Watermain Street, Narrandera) concluding 31 May 2025;
2. Authorise the Mayor and the General Manager to sign the deed of licence agreement with Telstra Corporation Limited on behalf of Council.
3. Authorise the placement of the Seal of Council to this lease document or any other document relating to this matter.

**PURPOSE**

The purpose of this report is to advise Council that Telstra Corporation Limited are seeking the endorsement of Council to execute the second and final option to renew the licence agreement for approximately 24 square metres of land located on Lot 1 DP 611805 (adjacent to the main high-level water reservoir off Watermain Street, Narrandera) for the period 1 June 2020 to 31 May 2025.

**SUMMARY**

Telstra Corporation Limited have held a licence over this area of land since 1 June 2005 with the first option of five years expiring 31 May 2020. The second and final option for the renewal of this licence agreement is for the term 1 June 2020 to 31 May 2025 with all conditions to remain the same.

**BACKGROUND**

Telstra Corporation Limited (Telstra) have occupied the 24 square metres of land since 1 June 2005 with an initial ten year licence concluding 31 May 2015. The licence contains two options for renewal being 1 June 2015 to 31 May 2020 with the section option being 1 June 2020 to 31 May 2025.

The site held under licence by Telstra comprises a fenced compound with a communications facility with infrastructure that attaches to the monopole which is owned by another entity with Telstra assumedly having a commercial agreement to use the monopole.

The annual rental amount is paid in advance and for 2020-2021 the amount exceeded \$11,000 (excl GST) and is indexed annually at the rate of 5 percent.



*Locality map of the area held under licence by Telstra Corporation Limited*

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

**Theme**

Our Civic Leadership

**Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

**Action**

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

**ISSUES AND IMPLICATIONS****Policy**

CS60 – Land Leases and Licences

**Financial**

The renewal of the second and final option retains a revenue stream of just over \$11,000 per annum indexed at 5% per annum.

**Legal / Statutory**

*Local Government Act 1993*

*Local Government (General) Regulation 2005*

**Community Engagement / Communication**

By presenting this report in the open format of the Council business paper

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

There are no perceived risks with the renewal of this licence.

**OPTIONS**

The options available are for Council to either not enter into the second option to renew the licence or agree to enter in to the second option to renew the licence.

**CONCLUSION**

Telstra Corporation Limited provides essential communication facilities to the local community and the recommendation will be for Council to agree to the second and final option to renew the licence agreement concluding 31 May 2025.

**RECOMMENDATION**

That Council:

1. Endorse the second and final option to renew the existing licence agreement with Telstra Corporation Limited for approximately 24 square metres of land located on Lot 1 DP 611805 (adjacent to the high-level water reservoir off Watermain Street, Narrandera) concluding 31 May 2025;
2. Authorise the Mayor and the General Manager to sign the deed of licence agreement with Telstra Corporation Limited on behalf of Council;
3. Authorise the placement of the Seal of Council to this lease document or any other document relating to this matter.

**18.2 CHANGE OF DATE - DECEMBER COUNCIL MEETING**

**Document ID:** 525619  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Endorse the change of date for the December 2020 Council Meeting to Wednesday 9 December 2020 with Public Forum and Council meeting to commence at standard times of 1.30pm and 2pm.
2. Advertise the change of Meeting Date to the public through the local media outlet and Council's Web Site.

**PURPOSE**

The purpose of this report is to seek Council's endorsement to move the December 2020 Ordinary Council Meeting from Tuesday 15 to Wednesday 9 December 2020.

**SUMMARY**

Mayor, Councillors and General Manger receive invitations to attend Shires schools and TAFE awards presentation events each year. Changing the date of the December Council meeting is proposed, which will provide opportunity for Council to be represented.

**BACKGROUND**

In past years, it has regularly occurred that the Shires Schools; Infants, Public, Catholic, High and TAFE, mostly hold their Annual Awards Presentation luncheon, dinner or evening functions within the second week of December with the majority of these functions being held on Monday, Tuesday or Thursdays.

The Mayor, Councillors and General Manager are invited by the students to attend their special event and at most, the Mayor is asked to present the Narrandera Shire Council sponsored award to students.

At the time of writing this report, due to the current Covid-19 Restrictions, the schools are still uncertain if they will be holding their award events with invitations to parents and special guests to attend in person or via a virtual link with prefects presenting awards to students.

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES****Theme**

Our Community

**Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

**Action**

1.2.1 - Continued strategic advocacy for strengthening of the Narrandera centres of learning

**ISSUES AND IMPLICATIONS****Policy**

NA

**Financial**

Endorsed within the yearly applications for financial assistance

**Legal / Statutory**

Code of Meeting Practice

**Community Engagement / Communication**

Public Notices of Council's December Ordinary meeting date will be placed in the local newspaper and on Council's Web site.

**Human Resources / Industrial Relations (if applicable)**

NA

**RISKS**

No Council representation at Shires Schools

**OPTIONS**

Option 1 – Endorse the change of date for the December 2020 Council Meeting to Wednesday 9 December 2020 with Public Forum and Council meeting to commence at standard times of 1.30pm and 2pm.

Option 2 – Decline changing the date and hold the December 2020 Council meeting on the third Tuesday of the month being Tuesday 15 December 2020.

**CONCLUSION**

That Council endorse changing of date for the December 2020 Council Meeting to Wednesday 9 December 2020 with Public Forum and Council meeting to commence at standard times of 1.30pm and 2pm, providing opportunity for Council delegates to attend the Shires Schools events should Covid-19 Restrictions permit.



**RECOMMENDATION**

That Council:

1. Endorse the change of date for the December 2020 Council Meeting to Wednesday 9 December 2020 with Public Forum and Council meeting to commence at standard times of 1.30pm and 2pm.
2. Advertise the change of Meeting Date to the public through the local media outlet and Council's Web Site.

**19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**

**19.1 SEPTEMBER DEVELOPMENT SERVICES ACTIVITIES**

**Document ID:** 527114  
**Author:** Administration Assistant  
**Authoriser:** Deputy General Manager Infrastructure  
**Theme:** Statutory and Compulsory Reporting – Development Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the Development Services Activities Report for September 2020.

**PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during September as of 30 September 2020.

**BACKGROUND**

**Development & Complying Development Applications**

A summary of Development & Complying Development Applications processed during September 2020 detailed in the following table:

<b>Stage Reached</b>	<b>Number</b>
Lodged	2
Stop-the-Clock / Under Referral / Awaiting Information	1
Under Assessment	10
Determined	3

The value of Development & Complying Development Applications approved by Council during September 2020 is detailed in the following table:

Development Type	2020/2021			
	September 2021		Year to Date	
	Number	Value \$	Number	Value \$
Residential	1	\$ -	7	\$ 89,000
Industrial			0	\$ -
Commercial	1	\$ 10,000	0	\$ -
Rural Residential			0	\$ -
Subdivisions	1	\$ -	2	\$ -
Other			0	\$ -
<b>TOTAL</b>	<b>3</b>	<b>\$ 10,000</b>	<b>9</b>	<b>\$ 89,000</b>

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council consented to the following development applications, applications for modification of development consents and complying development certificate applications during September 2020.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC Days	ACTIVE Business Days
004-20/21	1 2	- -	129551 1253267	Back Dixonville Rd Sawmill Rd NARRANDERA	2 into 3 Lot Subdivision	-	L	-	51
006-20/21	A	-	33869	149 East Street NARRANDERA	Change of Use	-	L	-	34
015-20/21	C 1 2 C	-	331351 600990 600990 331352	10-12 Bolton St NARRANDERA	Change of Use	-	L	-	23

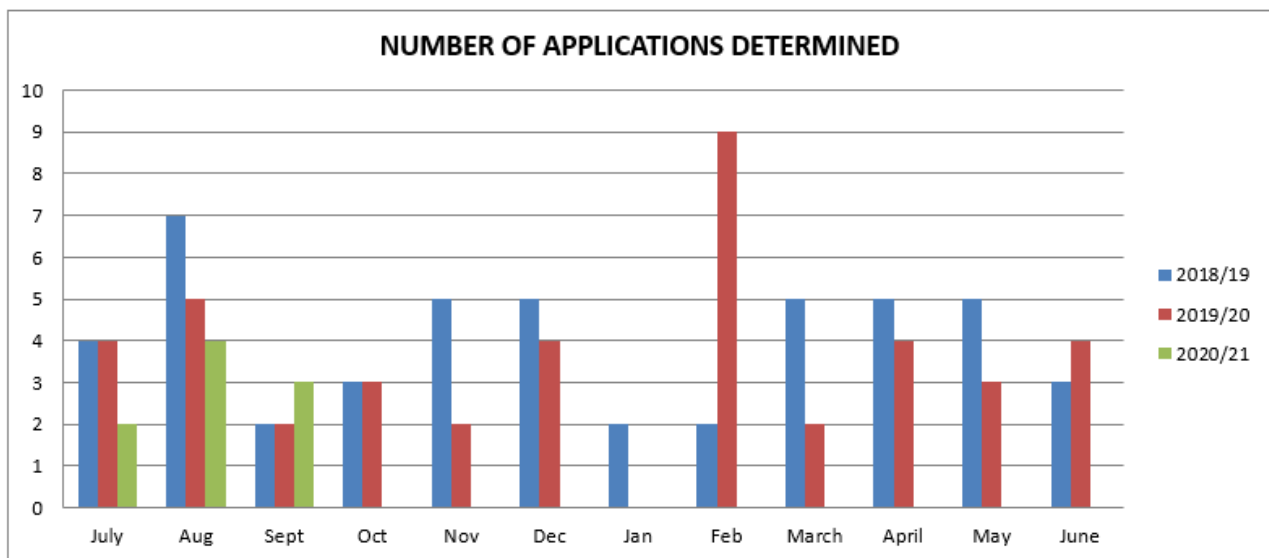
Type explanation

Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Complying (C)	Fast track approval process without the need for a full development application if specific criteria are met. Target 10 to 20 business days.

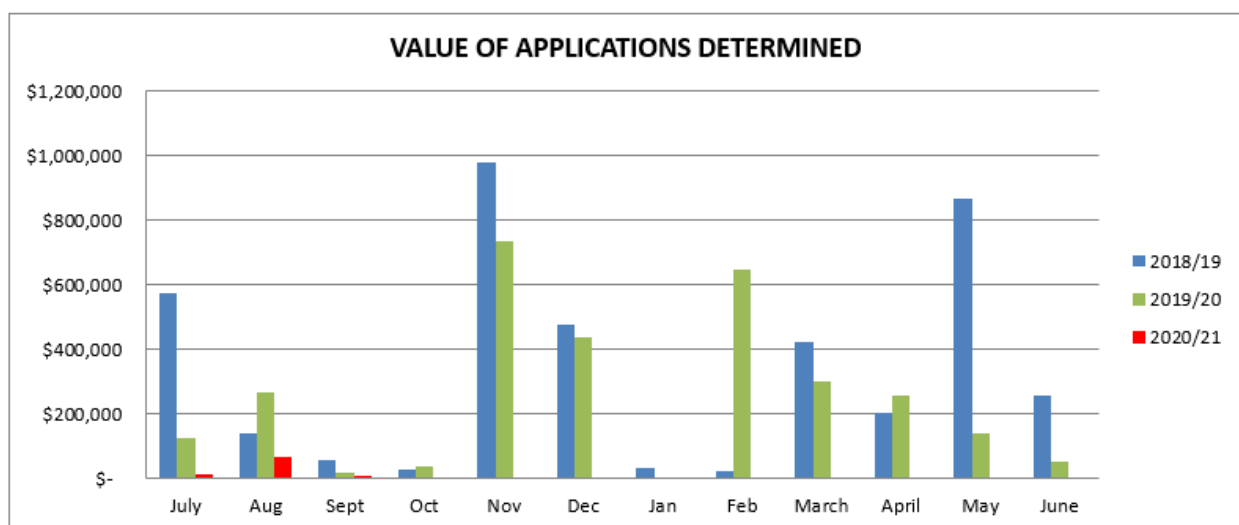
Comparison determination times

2014/15	Narrandera Shire Council average	43 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19	Narrandera Shire Council average	38 days
2019/20	Narrandera Shire Council average	32 days
2020/21	Narrandera Shire Council average YTD	26 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2018/19.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2018/19.



**Certificates Issued**

A summary of other development services activities undertaken during August 2020 is detailed in the following table:

<b>Certificate Type</b>	<b>Number Issued</b>
Construction Certificates	1
Building Certificates	-
Subdivision Certificates	2
Occupation Certificates	3
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	32
Swimming Pool Compliance Certificates	-
On-Site Septic Management System Certificates	-

**RECOMMENDATION**

That Council:

1. Receive and note the Development Services Activities Report for September 2020.

**20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS****20.1 SUBMISSIONS GENERAL PURPOSE FINANCIAL STATEMENTS AND AUDITORS REPORT****Document ID:** 526280**Author:** Finance Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. [GPFS - Overview.docx](#) ↓  
2. [Submission.pdf](#) ↓**RECOMMENDATION**

That Council:

1. Note that one submission was received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2020.
2. Conclude the 2019/2020 financial reporting process in accordance with the Local Government Act, 1993, by thanking Mr Hall for his interest and submission and providing him with a copy of this report.

**PURPOSE**

The purpose of this report is to advise Council of any submissions that were received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2020. Council received one submission regarding the increase of contractor and consultancy costs for the 2019-20 year. A copy of this Submission is attached to the report. The financial reporting process for the 2019-2020 financial year is now complete.

The General Purpose Financial Statements and Auditors Report were adopted by Council at its September meeting and will form part of the Annual Report to be presented to Council in November. Attached to this report is an overview of the Financial Statements and Audit report.

**SUMMARY**

The 2019/2020 Financial Statements were presented to Council at its September 2020 meeting. Council adopted the Financial Statements and Auditors Report as presented. Upon adoption by Council any person may make a submission to Council regarding the Financial Statements or the Auditors Report. This was advertised in accordance with Section 420 of the Local Government Act 1993, which states:

1. Any person may make submission to the council with respect to the council's audited financial reports or with respect to the auditor's reports.
2. A submission must be in writing and must be lodged with the council within 7 days after the date on which those reports are presented to the public.

3. The council must ensure that copies of all submissions received by it are referred to the auditor.
4. The council may take such action as it considers appropriate with respect to any such submission, including the giving of notice to the Director-General of any matter that appears to require amendment of the council's financial reports.

Council received the one submission that referred to the 'Contractor & Consultancy Costs' and it's increase of 81.6%. The increase was due to Narrandera Shire Council being the recipient of grant funds for works to be carried out in Narrandera Shire and Leeton Shire. This work within Leeton Shire was contracted to Leeton Shire Council at an expense of approx. \$600k. There was also an expenditure of approximately \$150k for the Barellan Flood Studies which was carried out by a consultant. This variation was examined by the Audit, Risk & Improvement Committee who adopted the disclosure as presented.

Crowe Horwath Pty Ltd the NSW Auditor Generals contractor has been provided with a copy of the submission.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Civic Leadership

### **Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

### **Action**

5.1.1 - Accountable, transparent and ensure open communication between the community and Council

## **ISSUES AND IMPLICATIONS**

### **Policy**

Nil

### **Financial**

NA

### **Legal / Statutory**

Compliance with the Local Government Act 1993 Section 420

### **Community Engagement / Communication**

The Local Government Act makes provision for the community to make submissions in regard to the General Purpose Financial Statements and Auditors Reports and directs how submissions will be reported.

The attached overview of the General Purpose Financial Statements and Auditors Reports enhances the communication of the reports.

**Human Resources / Industrial Relations**

NA

**RISKS**

Not advertising for submissions would be in contravention to the Local Government Act and would limit the public's avenues to comment on the Financial Statements & Auditors Report.

**CONCLUSION**

Council note that one submission was received, and no further action was required concluding the 2019/2020 financial reporting process in accordance with the Local Government Act, 1993.

**RECOMMENDATION**

That Council:

1. Note that one submission was received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2020.
2. Conclude the 2019/2020 financial reporting process in accordance with the Local Government Act, 1993, by thanking Mr Hall for his interest and submission and providing him with a copy of this report.



The N.S.W Audit Office has provided a commentary on the key performance ratios within the Audit Generals’ report on the conduct of the audit. That commentary is reproduced below.

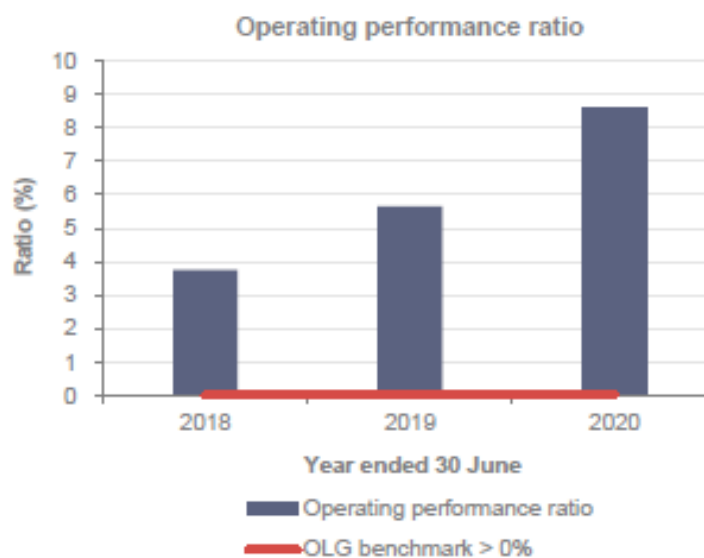
## PERFORMANCE

### Performance measures

The following section provides an overview of the Council’s performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Industry and Environment.

#### Operating performance ratio

- The ‘operating performance ratio’ measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.
- The Council exceeded the OLG benchmark for the current reporting period.
- The operating performance ratio increased to 8.6% (2019: 5.6%) due to the increase in operating grants and contributions and sale of water allocation income (within other revenue).



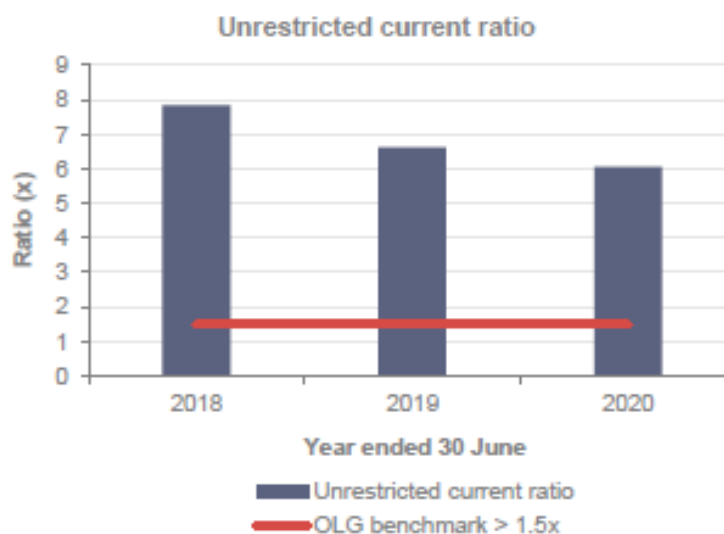
**Own source operating revenue ratio**

- The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.
- The Council's own source operating revenue ratio of 56.7% is below the industry benchmark of 60%. This indicates that the Council is more reliant on external funding sources, such as grants and contributions. The increased level in grants and contributions received by Council in 2020 (\$10.7 million) and 2019 (\$11.6 million), compared to the 2018 level (\$9.9 million), has a direct impact on this ratio and the trend analysis.
- The own source operating revenue ratio increased in 2020, due to the sale of water allocation income (within other revenue).



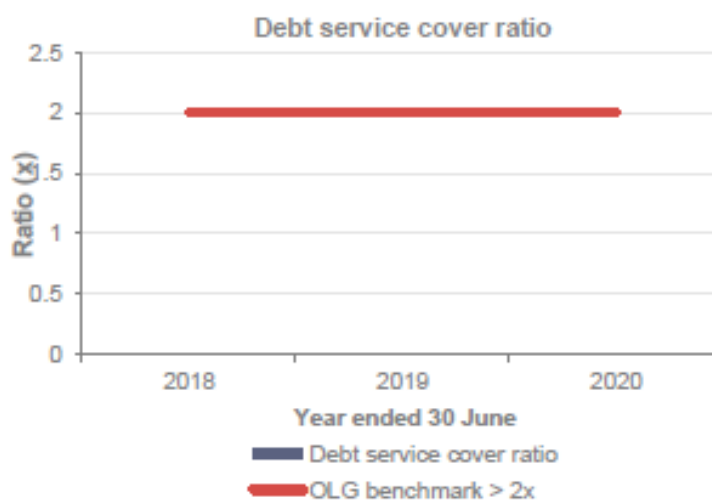
**Unrestricted current ratio**

- The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.
- The Council's liquidity ratio of 6.1 times is greater than the industry benchmark minimum of greater than 1.5 times. This indicates that the Council has sufficient liquidity to meet its current liabilities as and when they fall due.
- The Council's unrestricted current ratio has remained steady.



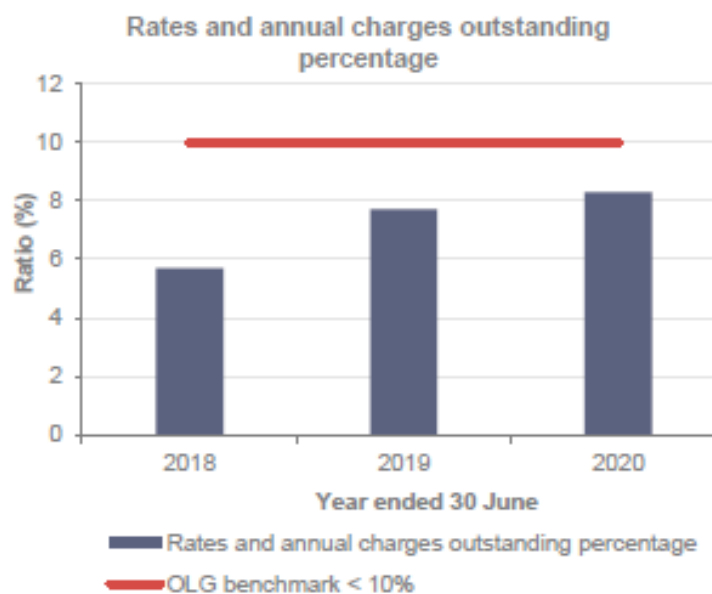
**Debt service cover ratio**

- The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.
- Council holds no external debt as at 30 June 2020.



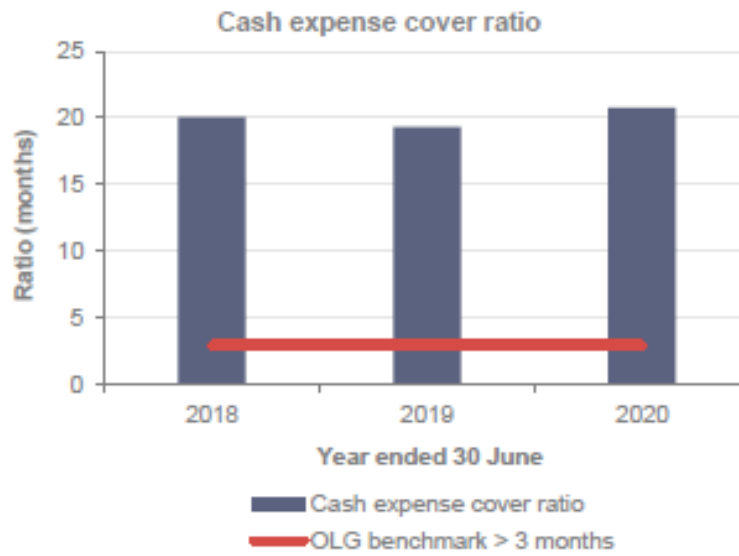
**Rates and annual charges outstanding per centage**

- The 'rates and annual charges outstanding per centage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional and rural councils.
- The Council's rates and annual charges outstanding ratio of 8.3% is within the industry benchmark of less than 10% for regional and rural councils.
- The rates and annual charges outstanding per centage has increased from the previous year but remains below the OLG benchmark which is a reflection of sound debt recovery procedures at the Council.



**Cash expense cover ratio**

- This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.
- The Council’s cash expense cover ratio was 20.8 months, which is above the industry benchmark of greater than 3 months. This indicates that Council had the capacity to cover 20.8 months of operating cash expenditure without additional cash inflows at 30 June 2019.
- The cash expense cover ratio has remained steady.



**Infrastructure, property, plant and equipment renewals**

The Council renewed \$5.0 million of assets in the 2019–20 financial year, compared to \$2.7 million of assets in the 2018–19 financial year. The increase is primarily due to \$3.1 million more of capital work in progress renewals that were subsequently transferred to water supply network, roads and buildings.

---

**From:** Narrandera Shire Council <[demonzmedia@gmail.com](mailto:demonzmedia@gmail.com)>  
**Sent:** Tuesday, 8 September 2020 9:07 PM  
**To:** Council Emails. <[council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)>  
**Subject:** Contractor & Consultancy Costs

Thank you for the opportunity to provide a submission.

Referring to Page 25 "Contractor and Consultancy Costs":

This expense has increased by a massive 81.6% . 2019 Cost was \$883,000. 2020 Cost was \$1,604,000.

This is a significant figure in the Financial Statements and we are astounded that:

1. There is no further breakdown of this figure by way of a Note on Page 25.
2. The NSW Audit Office has not referred to the quantum of the increase in their Conduct Report of 4th September 2020.

On behalf of our Local Community can we please request that a further breakdown of this Figure by way of a Note in the Financial Statements and a further explanation as to why the work has to be outsourced rather than completed in-house using the existing expertise of Council personnel. It would also be of community interest to know how much of the \$1,604,000 has been spent in the Narrandera LGA and how much has been spent outside the Shire.

**Grintell, Katie**

---

**From:** Halls Accounting <admin@hallsaccounting.net>  
**Sent:** Wednesday, 9 September 2020 5:04 PM  
**To:** Grintell, Katie  
**Subject:** FW: Contractor & Consultancy Costs

Thank you. Looking forward to the response.

---

**From:** Grintell, Katie <Katie.Grintell@Narrandera.nsw.gov.au>  
**Sent:** Wednesday, 9 September 2020 3:17 PM  
**To:** Halls Accounting <admin@hallsaccounting.net>  
**Cc:** Hiscox, Martin <Martin.Hiscox@Narrandera.nsw.gov.au>; Cowan, George <George.Cowan@Narrandera.nsw.gov.au>  
**Subject:** RE: Contractor & Consultancy Costs

Good afternoon Wesley

Thank you for your email and interest in council's financial statements. We acknowledge your submission regarding Contractor & Consultancy Costs within note 5(b).

At the end of the exhibition period, Council will be provided with a report for its consideration in response to yours and any other submissions received during the exhibition period. We would be happy to provide a copy to you in response to your submission.

Thank you again for your interest and submission.

*Kind Regards*

*Katie Grintell*  
Finance Manager

PH: (02) 6959 5522 | Fax: (02) 6959 1884 | Email: [katie.grintell@narrandera.nsw.gov.au](mailto:katie.grintell@narrandera.nsw.gov.au)



*Narrandera Shire Council acknowledges the traditional owners of the lands of Narrandera Shire, the Wiradjuri people.*

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## 20.2 SEPTEMBER INCOME STATEMENT

**Document ID:** 525483

**Author:** Senior Finance Officer

**Authoriser:** Deputy General Manager Corporate and Community

**Theme:** Statutory and Compulsory Reporting – Financial / Audit

**Attachments:** 1. [September 2020 Income Statement](#) ↓

### RECOMMENDATION

That Council:

1. Receive and note the information contained in the Income Statement report for the period ending 30 September 2020.

### PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 30 September 2020.

### SUMMARY

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

### BACKGROUND

#### Adopted Budget

The Original budget was adopted by Council on 2 June 2020. The budget will be reviewed at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

#### Rates & Annual charges

Rates & Charges are reported as fully received because revenue is accounted for once the Rates levy has been run. Rates notices for 2020/2021 were issued on 1 July 2020.

#### Depreciation

Depreciation is run on a quarterly basis and has been calculated to September.

#### Interest and Investment Revenue

Interest revenue is showing at the end of September a negative amount of \$69,000 this is due to the reversal of accrued interest for the 2019/2020 financial year.

#### Major variations to budget

There are no major variations to budget, which are evident at this time.

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Income Statement report for the period ending 30 September 2020.



Narrandera Shire Council

General Fund Income Statement

for the period ending 30 September 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	5,927	6,067
User Charges and Fees	1,720	240
Interest and Investment Revenues	229	(44)
Other Revenues	753	185
Grants & Contributions provided for Operating Purposes	7,336	1,080
Grants & Contributions provided for Capital Purposes	8,271	2,346
<i>Other Income:</i>		
Net gains from the disposal of assets	92	-
Net Share of interests in Joint Ventures & Associated	-	-
Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>24,328</b>	<b>9,874</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	6,653	1,477
Borrowing Costs	7	-
Materials & Contracts	3,403	564
Depreciation & Amortisation	4,265	1,066
Legal Costs	-	-
Other Expenses	1,459	658
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>15,787</b>	<b>3,765</b>
<b>Operating Result from Continuing Operations</b>	<b>8,541</b>	<b>6,109</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>8,541</b>	<b>6,109</b>
Net Operating Result attributable to Council	8,541	6,109
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>270</b>	<b>3,763</b>

Narrandera Shire Council

Water Fund Income Statement

for the period ending 30 September 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	756	793
User Charges and Fees	1,459	1
Interest and Investment Revenues	130	(23)
Other Revenues	-	-
Grants & Contributions provided for Operating Purposes	23	-
Grants & Contributions provided for Capital Purposes	20	-
<i>Other Income:</i>		
Net gains from the disposal of assets	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>2,388</b>	<b>771</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	951	210
Borrowing Costs	-	-
Materials & Contracts	283	54
Depreciation & Amortisation	511	128
Legal Costs	-	-
Other Expenses	261	36
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>2,006</b>	<b>428</b>
<b>Operating Result from Continuing Operations</b>	<b>382</b>	<b>343</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>382</b>	<b>343</b>
Net Operating Result attributable to Council	382	343
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>362</b>	<b>343</b>

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 30 September 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	1,356	1,405
User Charges and Fees	162	-
Interest and Investment Revenues	20	(2)
Other Revenues	-	-
Grants & Contributions provided for Operating Purposes	20	-
Grants & Contributions provided for Capital Purposes	4,128	(54)
<i>Other Income:</i>		
Net gains from the disposal of assets	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>5,686</b>	<b>1,349</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	702	149
Borrowing Costs	-	-
Materials & Contracts	205	43
Depreciation & Amortisation	312	78
Legal Costs	-	-
Other Expenses	158	20
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,377</b>	<b>290</b>
<b>Operating Result from Continuing Operations</b>	<b>4,309</b>	<b>1,059</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>4,309</b>	<b>1,059</b>
Net Operating Result attributable to Council	4,309	1,059
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>181</b>	<b>1,113</b>

Narrandera Shire Council

Consolidated Income Statement

for the period ending 30 September 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	8,039	8,265
User Charges and Fees	3,341	241
Interest and Investment Revenues	379	(69)
Other Revenues	753	185
Grants & Contributions provided for Operating Purposes	7,379	1,080
Grants & Contributions provided for Capital Purposes	12,419	2,292
<i>Other Income:</i>		
Net gains from the disposal of assets	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>32,402</b>	<b>11,994</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	8,306	1,836
Borrowing Costs	7	-
Materials & Contracts	3,891	661
Depreciation & Amortisation	5,088	1,272
Legal Costs	-	-
Other Expenses	1,783	714
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>19,075</b>	<b>4,483</b>
<b>Operating Result from Continuing Operations</b>	<b>13,327</b>	<b>7,511</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>13,327</b>	<b>7,511</b>
Net Operating Result attributable to Council	13,327	7,511
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>908</b>	<b>5,219</b>

**20.3 SEPTEMBER STATEMENT OF INVESTMENTS**

**Document ID:** 525484  
**Author:** Senior Finance Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Investments report as of 30 September 2020.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of its investments.

**SUMMARY**

<b>Fund Balance (GL)</b>	
General	18,551,910.87
Water	7,439,648.29
Sewerage	918,020.16
Trust	99,541.62
	<b>27,009,120.94</b>

**BACKGROUND**

<b>Council Funds</b>				
<b>Banking Authority</b>	<b>Amount</b>	<b>%</b>	<b>Yield</b>	<b>Due Date</b>
<b>Direct Investments A to BBB-</b>				
Elders Rural Bank	1,000,000.00	3.72%	1.45%	18 Nov 2020
Elders Rural Bank	1,000,000.00	3.72%	1.51%	18 Apr 2021
Elders Rural Bank	1,000,000.00	3.72%	1.25%	3 May 2021
Elders Rural Bank	1,000,000.00	3.72%	1.40%	26 May 2021
Bendigo Bank	1,000,000.00	3.72%	1.50%	19 Nov 2020
Bendigo Bank	1,000,000.00	3.72%	1.50%	3 Dec 2020
Bendigo Bank	1,000,000.00	3.72%	0.80%	24 Jul 2021
Bendigo Bank	750,000.00	2.79%	0.78%	11 Aug 2021
<b>Direct Investments AA- to A</b>	<b>7,750,000.00</b>	<b>28.83%</b>		

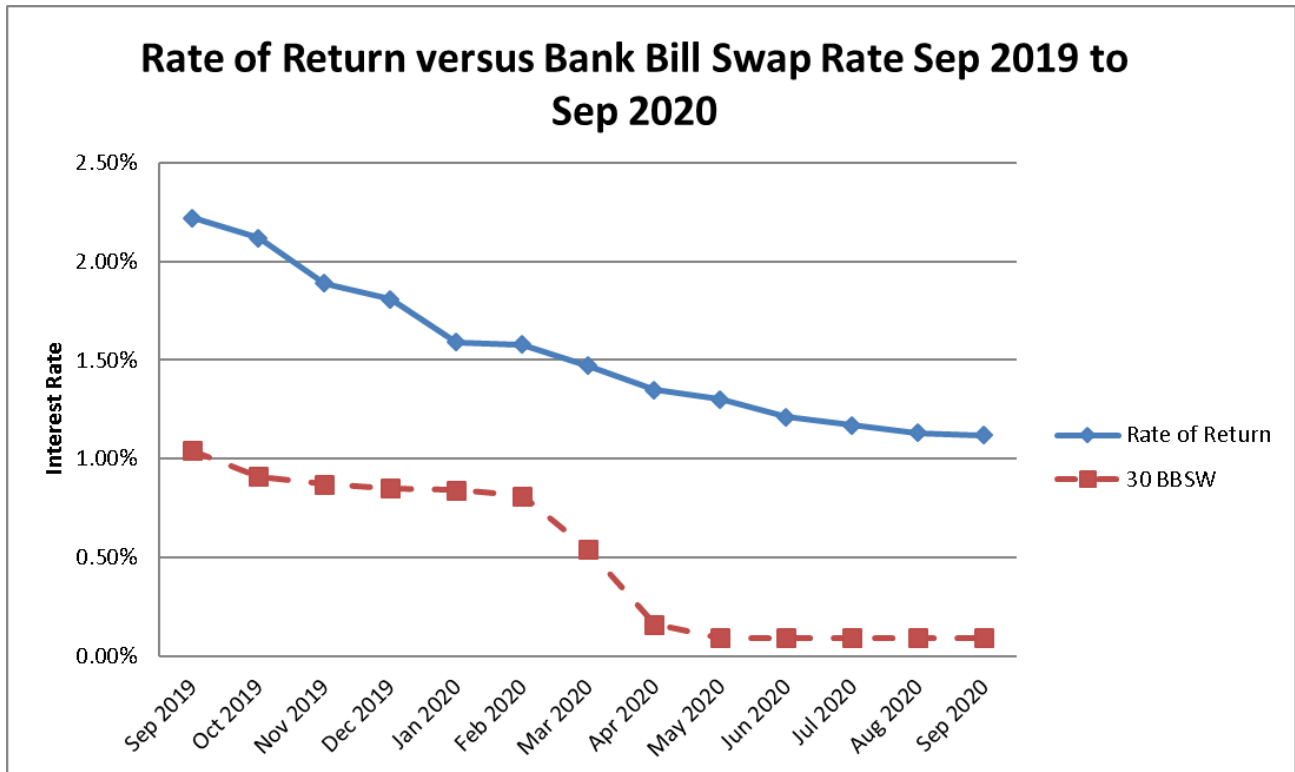
<b>Direct Investments AAA to AA-</b>				
NAB Cashmaximiser	909,579.32	3.38%	0.10%	30 Sep 2020
NAB	750,000.00	2.79%	1.50%	14 Oct 2020
NAB	1,000,000.00	3.72%	1.41%	26 Oct 2020
NAB	1,000,000.00	3.72%	1.51%	4 Dec 2020
NAB	1,000,000.00	3.72%	1.33%	28 Dec 2020
NAB	1,000,000.00	3.72%	1.02%	23 Apr 2021
NAB	1,000,000.00	3.72%	1.00%	8 Jun 2021
NAB	1,000,000.00	3.72%	0.85%	9 Aug 2021
St George	1,000,000.00	3.72%	1.40%	23 Nov 2020
St George	750,000.00	2.79%	1.25%	20 Jan 2021
St George	1,000,000.00	3.72%	1.48%	22 Feb 2021
St George	1,000,000.00	3.72%	1.48%	22 Feb 2021
St George	1,000,000.00	3.72%	1.27%	12 Mar 2021
St George	1,000,000.00	3.72%	1.15%	28 Mar 2021
St George	750,000.00	2.79%	1.12%	4 Jun 2021
St George	1,000,000.00	3.72%	0.92%	10 Jul 2021
St George	1,000,000.00	3.72%	0.75%	10 Sep 2021
Suncorp	1,000,000.00	3.72%	1.55%	18 Jan 2021
Westpac	1,000,000.00	3.72%	0.95%	26 May 2021
Westpac	1,000,000.00	3.72%	0.77%	1 Sep 2021
	<b>19,159,579.32</b>	<b>71.27%</b>		
Council Funds	<b>26,909,579.32</b>	<b>100%</b>		

**Monthly Investment Performance**

Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Sep 2019	23,803,509.00	2.22%	1.040%	1.18%
Oct 2019	22,803,634.26	2.12%	0.910%	1.21%
Nov 2019	23,303,764.93	1.89%	0.870%	1.02%
Dec 2019	23,553,884.71	1.81%	0.850%	0.96%
Jan 2020	23,553,974.21	1.59%	0.840%	0.75%
Feb 2020	23,954,044.65	1.58%	0.810%	0.77%
Mar 2020	25,204,172.57	1.47%	0.540%	0.93%
Apr 2020	25,204,242.60	1.35%	0.160%	1.19%
May 2020	27,549,312.61	1.30%	0.090%	1.21%
Jun 2020	28,469,399.48	1.21%	0.090%	1.12%
Jul 2020	27,469,472.15	1.17%	0.090%	1.08%
Aug 2020	27,469,534.55	1.13%	0.090%	1.04%
Sep 2020	26,909,579.32	1.12%	0.090%	1.03%

**Trust Funds**

Banking Authority	Amount	%	Yield	Due Date
<i>Direct Investments AAA to AA-</i> National Australia Bank (Art Trust)	67,491.06	67.62%	1.45%	23/11/2020
Bendigo Bank (Tourist Trust)	32,050.56	32.38%	1.10%	21/03/2021
Trust Funds	<b>99,541.62</b>			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 3,782,050.56	14.0%	Max 20%
Elders Rural Bank	BBB+	A2	\$ 4,000,000.00	14.8%	Max 20%
IMB	BBB	A2	\$ -	0.0%	Max 20%
NAB	AA-	A1+	\$ 7,727,070.38	28.6%	Max 35%
Suncorp	A+	A1	\$ 1,000,000.00	3.7%	Max 25%
StGeorge	AA	A1+	\$ 8,500,000.00	31.5%	Max 35%
Macquarie Bank	A-	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ -	0.0%	Max 35%
Westpac	AA	A1+	\$ 2,000,000.00	7.4%	Max 35%

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

The investments listed above have been made in accordance with the Local Government Act, the Regulations and Council’s Investment Policy.

**ISSUES AND IMPLICATIONS**

**Policy**

N/A

**Financial**

N/A

**Legal / Statutory**

Compliance with Clause 212 Local Government Regulation 2005

**Community Engagement / Communication**

N/A

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

The Reserve bank has announced interest rates could remain low for two years. This presents a risk to the return received on investments placed in 2020/21,

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Investments report as of 30 September 2020.



**20.4 SEPTEMBER STATEMENT OF RATES AND RECEIPTS**

**Document ID:** 525902  
**Author:** Revenue Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as of 01 October 2020.

**RATES & CHARGES**

Arrears as at 01.07.2020	746,364.96
20/21 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,258,071.79</u>
	9,004,436.75
Less Pensioner rebates	<u>207,752.45</u>
<b>NET BALANCE</b>	<b>8,796,684.30</b>
Less receipts to 01.10.2020	<u>2,889,257.80</u>
	<u><u>5,907,426.50</u></u>

**Actual % Rate Collection to Net Balance as at 01.10.2020** = **32.84%**

**Comparative % Collection to Net Balance as at 01.10.2019** = **35.30%**

**Anticipated % Collection Rate as at 30.06.2021** = **94.00%**

**WATER CONSUMPTION / SEWER USAGE CHARGES**

Arrears as at 01.07.2020	223,515.59
20/21 Water / Sewer usage charges, supplementary levies & interest	<u>0.00</u>
<b>NET BALANCE</b>	<b>223,515.59</b>
Less receipts to 01.10.20	<u>69,585.54</u>
	<u><u>153,930.05</u></u>

**PURPOSE**

The purpose of this report is to present the Statement of Rates and Receipts as at 01 October 2020.

**SUMMARY**

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

With the Local Government Act being amended in April 2020 changing the first quarterly instalment payment date from the 31<sup>st</sup> August 2020 to 30 September 2020, this has impacted the collection rate, decreasing it by 2.46% for the same period as last year in collection rates for the month. The next instalment is still due on the 30<sup>th</sup> November.

## **RISKS**

The Local Government Act 1993 section 747B was amended in April 2020 changing the first quarterly instalment payment date from the 31<sup>st</sup> August 2020 to 30 September 2020 to assist rate payers who may be financial difficulties during the COVID-19 pandemic. This amendment along with 0% interest to the 31<sup>st</sup> of December 2020, has the potential to impact the collection rate and cash flow of council.

## **RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as of 01 October 2020.

**20.5 SEPTEMBER STATEMENT OF BANK BALANCES**

**Document ID:** 526621  
**Author:** Costing Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as of 30 September 2020.

**PURPOSE**

The purpose of this report is so that Council is aware of the amount of funds held in its operating account.

**BACKGROUND**

Opening Cashbook Balance	2,172,263.31
Plus Receipt	3,995,008.85
Less Payments	4,727,666.35
Current Cashbook Balance	<u>1,439,605.81</u>
Statement Summary	
Opening Statement Balance	2,062,608.14
Plus Receipts	3,793,351.48
Less Payments	4,728,194.57
Current Statement Balance	<u>1,127,765.05</u>
Plus Unpresented Receipts	312,004.91
Less Unpresented Payments	164.15
Reconciliation Balance	<u>1,439,605.81</u>
GL BALANCE	<u>1,439,605.81</u>
Unpaid Creditors	367.49
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as of 30 September 2020.

**20.6 SEPTEMBER CAPITAL WORKS PROGRAM**

<b>Document ID:</b>	<b>525487</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authoriser:</b>	<b>Deputy General Manager Corporate and Community</b>
<b>Theme:</b>	<b>Statutory and Compulsory Reporting – Financial / Audit</b>
<b>Attachments:</b>	<b>1. Capital Works Program September 2020.pdf</b> <a href="#">↓</a> <b>2. September 2020 Capital Expenditure.pdf</b> <a href="#">↓</a> <b>3. September 2020 Operational Expenditure.pdf</b> <a href="#">↓</a>

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Capital Works report as of 30 September 2020.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of the capital work programs. This report is for the period ending 30 September 2020.

**BACKGROUND**

Works listed in the attachment are for works against new budgeted projects for the 2020/2021 year. Key Operational expenses are also included in this report and have been highlighted separately.

**Progress to date in each area****Administration**

Administration projects are scheduled as follows: Azure Premium P1 Implementation (October), SQL Server Software Licenses (November 2020), NBN Router with 4G backup (February 2021) and Replace Desktops/Laptops (May 2021).

GDA and SSA Implementation has commenced and will continue throughout the year.

Quotes are being organised for the Business Continuity Site and Replace Virtualising Hardware & Software

Software Licenses will be reviewed throughout the year and purchased if required.

The Network Penetration Testing has commenced and scheduled for early-November completion.

The IT review will commence on the appointment of a new IT officer.

**Environment**

The Penstock Gate has been ordered and is currently being manufactured for the Larmer St Flood Mitigation Works - Stage 2.

Narrandera West Drainage Improvements is awaiting land access approval from the Local Aboriginal Lands Council.

The survey is complete for Drainage Improvements Driscoll Rd with the concept design pending.

**Recreation & Culture**

Lake Talbot Pool Masterplan works are proceeding as scheduled with an anticipated completion date of November.

The Barellan Pool Upgrade Filtration system works are proceeding as scheduled, project is scheduled for October completion.

Book & Resources annual replacement purchasing is on target.

Song selection for the Festive Mega Tree is underway, contractor to commence preparing sequences mid-October.

Quotes have been received and are under review for the 2020-25 Tree Audit.

Specifications for the Biosecurity Mapping System are being developed.

Narrandera Victoria Ave Stage 3 project scope is under development.

Roof quotes have been received for the Stadium Upgrade and are currently being evaluated.

Planning of the Barellan Rural Fire Service Station amenities upgrade is underway, waiting on advice from RFS for progress.

**Local Roads and Community Infrastructure**

Narrandera Stadium Heating and Narrandera Stadium Upgrade Toilet Amenities project scope is under development.

Costing and design works have commenced for the Arts Centre deck and storage.

Grant funding for the final art on the Narrandera Water Tower was unsuccessful.

Designs are under review for the Water Tower Surrounds.

Quotations to commence mid-October for the Tree planting - All towns.

The design for the Brewery Flat Improvements (Fire Pits, Seating, Shelters) is under review.

Works to be scheduled include Henry Mathieson Oval level slope and fencing, Buckingham Road safety upgrade, Glenmoor road gravel sheeting, Melbourne street kerb and gutter works, Laneway upgrade, Drainage works (various), Weir Park road gravel re-sheet and Otta seal.

**Drought Community Funding (Round 2)**

Application approval has been received for the Narrandera Stadium Upgrade and Henry Mathieson Oval Facilities improvement project. Construction has commenced at HMO.

Council is working with RAMJO to deliver a joint Adverse Event Management Plan. Draft has been provided to council for review.

Heritage signs have been selected for the Grong Grong Rural Assistance community project. The signage location has been selected and reviewed, design is complete, historical content has been prepared and artwork is under review.

Community projects identified under the Sandigo Rural Assistance Program include a heritage disabled ramp, BBQ shelter and repairs to the driveway and these works are underway.

Barellan Rural Assistance Program community project will involve repairs to the Tennis Court Clubhouse.

The Lake Talbot Pool Road beautification project is underway with the supply of concrete sleepers committed, contractor engaged for the installation of the retaining wall and procurement for the entrance landscaping is complete. The anticipated completion date is mid-November.

Procurement has commenced for the Sun safe playgrounds and Barellan Improvements project.

Heating and cooling have been completed for the Binya Village Hall Improvements. Shelving for the shed is still to be completed.

Construction has commenced for the disabled access ramp for the Barellan Village Hall Improvements project.

Banners have been completed and installed for the Grong Grong Improvements project, with street trees to be planted.

Exterior painting for the Kamarah Village Hall Improvements is complete.

Air conditioners have been installed for the Grong Grong Village Hall Improvements.

Sandigo Village halls improvement is complete.

### **Stronger Country Communities (Round 3)**

Works are to be scheduled for the Barellan Footpath project.

The Youth Food Van has been ordered; deposit paid with anticipated delivery in November.

Interior painting at the Parkside Cottage Museum is progressing.

Procurement is complete for Binya community Hall.

Grong Grong Hall disabled ramp is complete, modifications to doors to commence.

Works are progressing on the toilet refurbishment at Barellan Hall.

Exterior painting has been scheduled for the Sandigo Hall project.

Upgrades to the electrical wiring at Kamarah Hall is being investigated.

### **Playground on the Murrumbidgee**

Stakeholder engagement is complete for the Narrandera Destination and Discovery hub with 2 submissions received.

Feedback has been received from the Community engagement for the Northbank Walkway. Project to be incorporated with the construction of kerb and gutter in Melbourne street. Request for tender has commenced for the bridge.

Paperwork has been lodged with John Holland Rail for the Railway Heritage bridge; stakeholder engagement has commenced.

Contract has been awarded to PCR Building for the LTTP Family unit conversion, anticipated commencement end of September.

An architect has been engaged to prepare the design drawings and specifications for the LTTP amenity block and camp kitchen.

Contract has been awarded to FM Rural for the LTTP level sites project, work to commence in October.

Northbank Walking Track initial community engagement is complete. Detailed survey is being organised for the design works, design to be presented to residents once complete. Project will be incorporated into Melbourne street kerb and gutter project.

Community engagement is complete for the Northbank Bridge, pricing being prepared.

### **Transport & Communication**

Works are being scheduled for Urban Roads Construction – Laneways, Urban Reseals, Urban Pavement Rehabilitation, Urban Kerb and Gutter Replacement and Urban Footpath Replacement.

Quotes are being sought for the Rural Road Reseals.

Works have commenced for the Urban Roads Construction – Laneways and Urban Laneways Upgrade-additional.

Works have commenced for Roads to Recovery Projects including; Euratha Rd, Paintings Bridge Rd, Brobenah Hall Rd, Buckingbong Rd, Erigolia Rd, Federal Park Rd and Landervale Rd. Works have commenced for Hulmes Rd, Holloway Rd, Buckingbong Road Guardrailing and Old Wagga Rd. Males Road and Paynters Siding Road works are complete.

Works have been completed for Rural Sealed Roads Construction including Back Dicksonville Rd, Booka Rd, Cliffords Rd, Males Rd. Remaining works to commence include Pamandi Rd, Old Wagga Rd, Paintings Bridge Rd, and Rosedale Rd.

Works are to commence for the Roads Resheeting projects.

Culverts and gabion mattress have been installed with road works currently being undertaken for the Fixing Country Roads – Cowabbie Creek culvert.

Grant application has been submitted and awaiting advice for the PAMP 100% RMS funding and PAMP 50% RMS Funding.

Narrandera Business Centre Master Plan has been deferred to complete time sensitive grant projects first.

The completion of water modelling is to be scheduled for the Barellan Stormwater Design.

The Drone Purchase for Survey / Inspection software upgrade is complete. Procurement for the air band radio and protective case is pending.

Funding has been received for the Road Safety Program with a budget adjustment to be made in the September QBR.

### **Economic Affairs**

Lake Talbot Tourist Park fire service upgrades is on hold awaiting the outcome of the level sites and amenity/camp kitchen projects.

Economic Development project scope includes the Australian Airport Pilot Academy.

Project scope for the gateway/entrance signs includes 6 entrance gate signs and landscaping.

The design, supply and install a patio at 16 Kiesling Drive quote has been accepted with an anticipated completion date of mid-December.

Investigation and Design of off-street staff/fleet parking for the Chambers has been deferred with priority being time sensitive grant projects.

Works are nearing completion for the Council Chambers Cleanout of Storage Facility.

Works are scheduled and underway for the Building renewals and upgrades. Replacement of chambers air conditioner units have been completed.



Parkside Museum investigation of renewal works are underway and a report of recommended activities to be tabled for October Council Meeting.

Arts Centre Building Works capping of Chimneys to be completed by the end of October.

Council Chambers Building Upgrades will be scoped and scheduled throughout the year.

Call for quotes is underway for the external painting at 4 Victoria Square.

Solar panel works to be determined following the completion of the energy audit.

Scoping has commenced for the Runway, Taxiway and Apron resealing and re-marking. Proposed date for reseal in December, January 2020-2021.

Scoping has commenced for the installation of three apron flood lights with quotation to follow.

Preliminary draft tender has commenced for the Security and Wildlife Perimeter fencing. Awaiting detailed field survey to be completed.

Consultant engaged to undertake design and costings for the Airport Taxiway.

Plant replacement program has not yet commenced.

### **Water Supplies**

Water Main Replacements program is being developed for work to commence in September.

The Hydrant and Valve replacements program and design is developed.

Service replacements will be performed as required.

Fencing for Bore 1 and 2 is to be scheduled.

Decommission Low Level reservoir is to be scheduled following the outcome of the IWCM study.

Design is underway for the Pine Hill reservoir replacement.

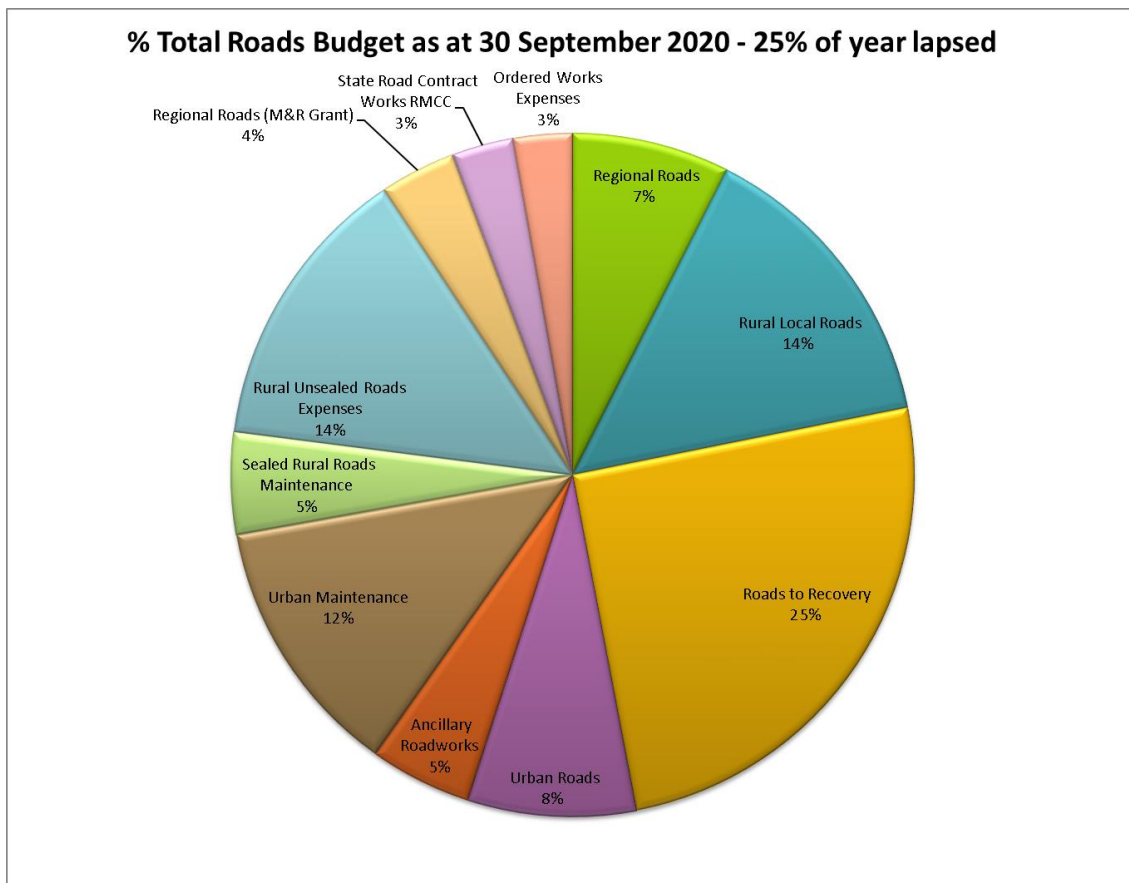
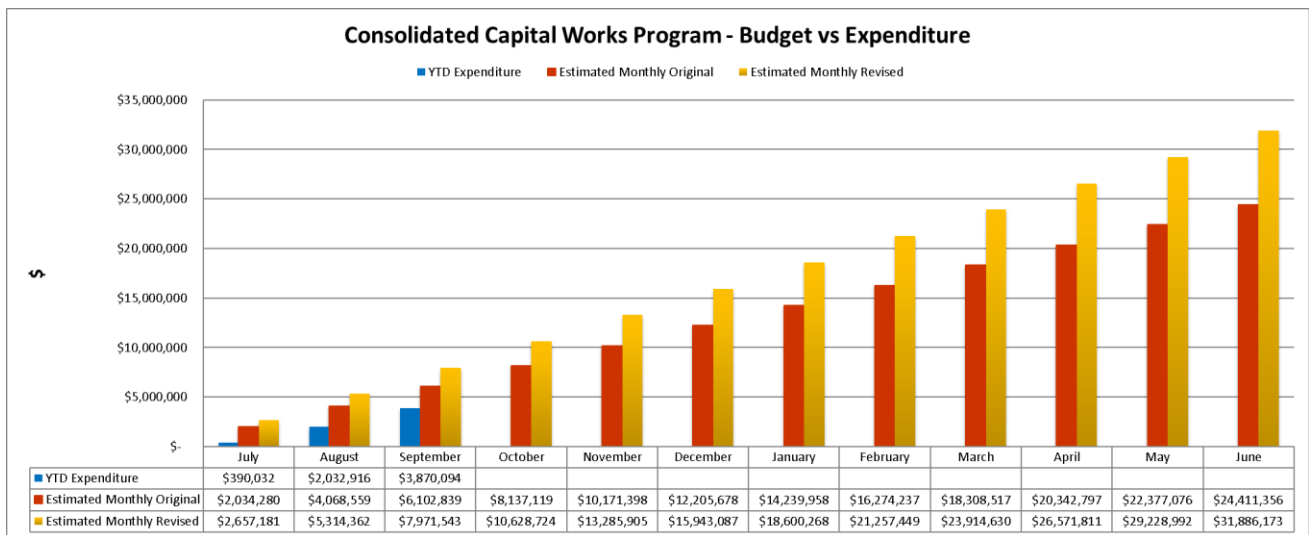
Solar panel works to be determined following the completion of the energy audit.

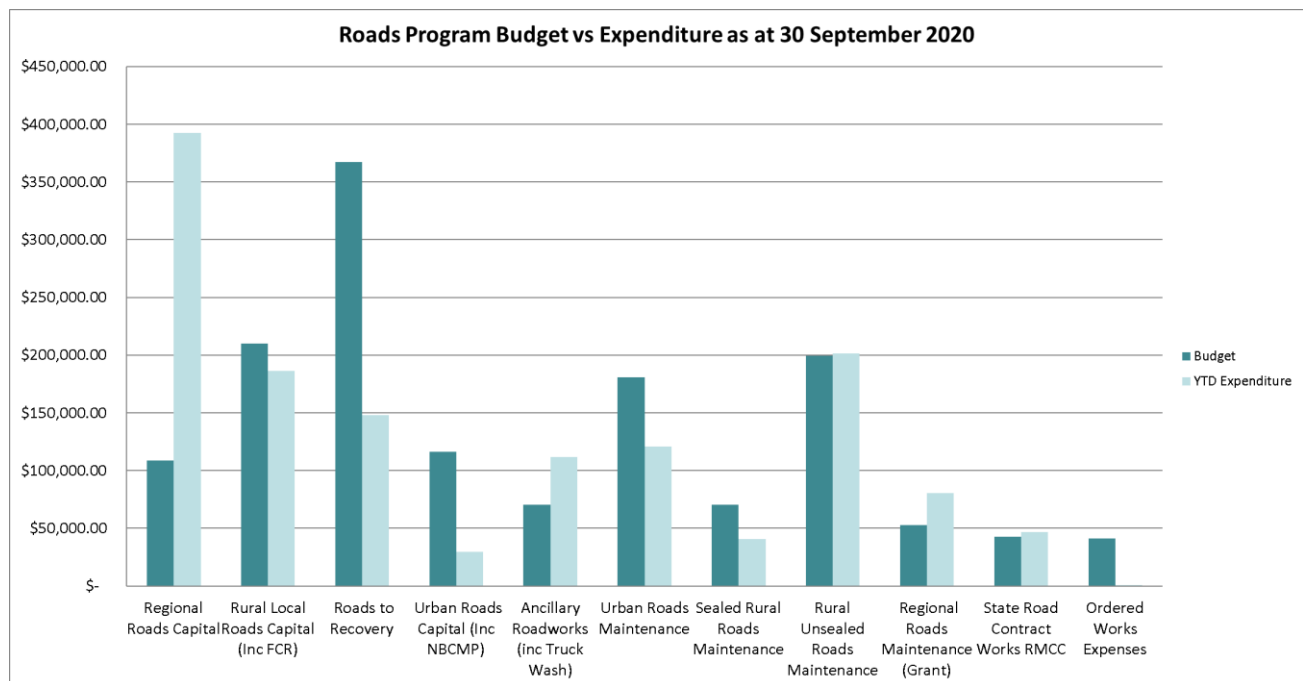
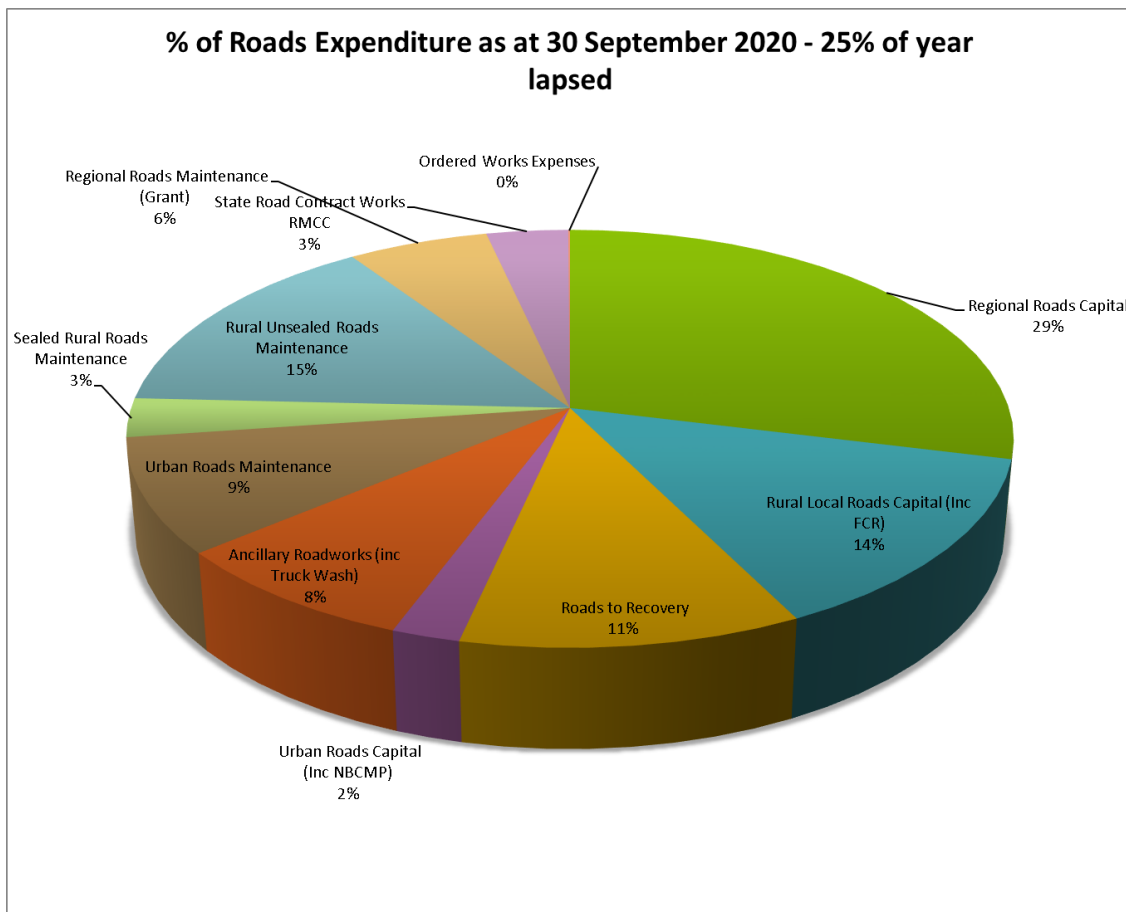
### **Sewerage Supplies**

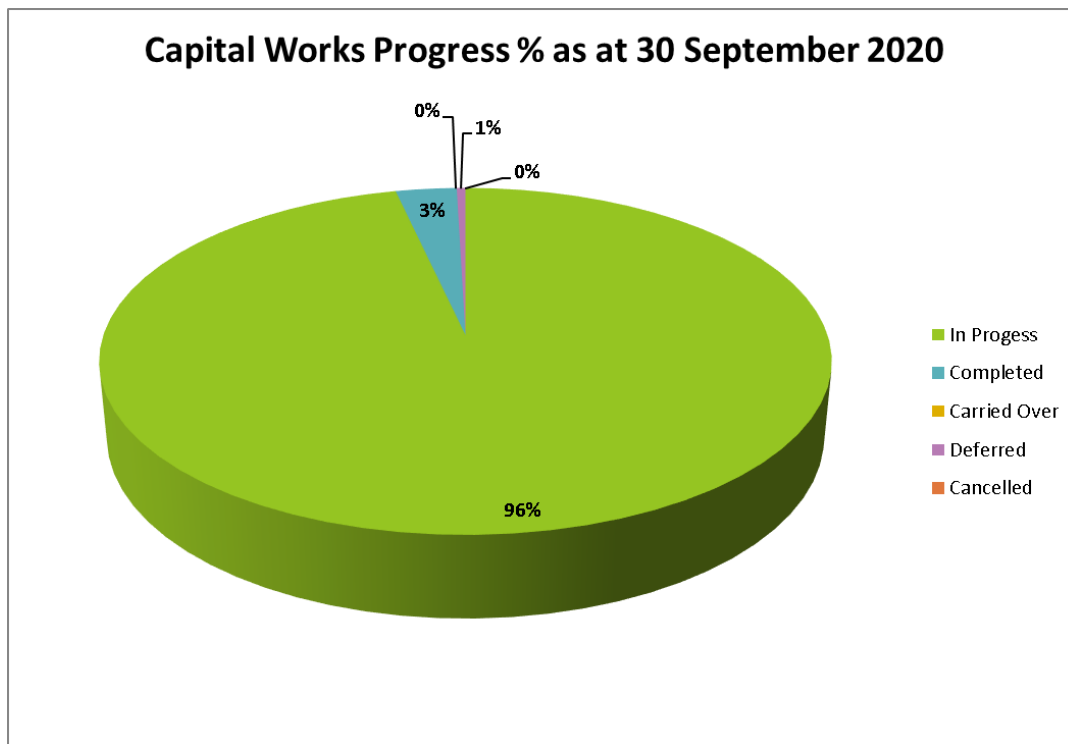
Design and tender are underway for the Barellan Sewer project.

Sewer Main Relines program is being developed for tender in February.

Solar panel works to be determined following the completion of the energy audit.







**TERMINOLOGY**

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

**Ledger Number** - This is a reference number for staff to link the report to Councils accounting records.

Capital works are funded from a number of sources. Codes that denote revenue sources are:

- **Revenue** – Projects funded from revenue raised from Rates & Annual charges, User Fees and Other Revenue.
- **Reserve** – Jobs funded from Council’s reserves and unspent grants.
- **Grant & Contributions** - Funding from other Government departments, Council’s or organisations.

**Budget** – This is the total allocation to complete the project.

**YTD Exp** – Total expenditure allocated to project as of report date, including commitments.

**Balance** – Amount of unspent funds for each program at reporting date.

**Graph** – The graph at the top of the report displays the original budget adopted by Council, the revised budget and year to date expenditure, including commitments.

**RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

**Theme**

Our Infrastructure

**Goal**

To have an improved and adequately maintained road network

**Strategy**

56 - Commence identified actions from the Roads Review including implementation of an effective road hierarchy

**Action**

56.1 - Funding for and any identified projects and opportunities from the strategy to be included and considered by Council as part of the annual budget process

**ISSUES AND IMPLICATIONS****Policy**

Nil

**Financial**

Advise Council of the current status of the Capital Works Program

**Legal / Statutory**

N/A

**Community Engagement / Communication**

N/A

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

N/A

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Capital Works report as of 30 September 2020.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1 Network Penetration Testing	-		\$10,000	\$5,000.00	\$5,000.00	50%	Project has started and should be completed early November
2 IT Review	-		\$5,000	\$0.00	\$5,000.00	0%	Will be reviewed once new IT Officer has been recruited
3 Replace Desktops/Laptops	20,000		\$20,000	\$1,434.00	\$18,566.00	7%	Will commence in May 2021
4 SQL Server Software Licenses	30,000		\$30,000	\$0.00	\$30,000.00	0%	Will commence in November 2020
5 Software Licencing	10,000		\$10,000	\$90.00	\$9,910.00	1%	Will be reviewed throughout the year.
6 NBN Router with 4G backup	\$10,000		\$10,000	\$0.00	\$10,000.00	0%	Will commence in February 2021
7 Replace Virtualising Hardware & Software	\$95,000		\$95,000	\$0.00	\$95,000.00	0%	Organising quotes.
8 Business Continuity Site	\$30,000		\$30,000	\$0.00	\$30,000.00	0%	Will be reviewed as part of the Virtualising Quote
9 Azure Premium P1 Implementation	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	Will commence in October 2020
10 GDA and SSA Implementation	\$5,000		\$5,000	\$0.00	\$5,000.00	0%	Work has started and will continue throughout the year
11 Pound: Cattery Holding System	\$6,000	\$ 422.90	\$6,000	\$0.00	\$6,000.00	0%	
12 CCTV Combined	-		\$15,000	\$0.00	\$15,000.00	0%	To be discussed with DGMI
13 Borellan RFS Station Amenities	-	\$ 56,009.09	\$87,950	\$16,752.28	\$71,197.72	19%	Awaiting advice from RFS on progress
14 Narrandera Waste Facility -External fence & improved public access	-		\$9,297	\$0.00	\$9,297.00	0%	
15 Ndra Landfill Masterplan improvement works - possibility of grant funding	-		\$326,979	\$6,600.00	\$320,379.00	2%	
16 Ndra Landfill Operational control room (transportable, dust-free - replace c	-		\$20,000	\$0.00	\$20,000.00	0%	
17 Larmer St Flood Mitigation Works - Stage 2	-		\$21,810	\$9,817.68	\$11,992.32	45%	Penstock Gate ordered and is currently being manufactured
18 Narrandera West Drainage Improvements	-		\$29,967	\$565.52	\$29,401.48	2%	Waiting land access approval from Local Aboriginal Lands Council
19 Drainage Improvement Driscoll Rd	-		\$66,177	\$0.00	\$66,177.00	0%	Survey completed. Concept design pending
20 Borellan Cemetery Entrance gate	-		\$8,000	\$0.00	\$8,000.00	0%	
21 GG Cemetery Furniture	-		\$3,834	\$0.00	\$3,834.00	0%	
22 Ndra Cemetery Fencing (rear boundary)	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	
23 Book & Resources annual replacement	\$34,290	\$ 569.72	\$47,136	\$192.08	\$46,943.92	0%	Purchasing on target. Credit card purchases not yet registered.
24 LTP Masterplan - Water Play Park	\$3,950,772	\$ 996,602.10	\$5,187,664	\$2,465,317.36	\$2,722,346.64	48%	Works are proceeding as scheduled - Contractor completion date end of November 2020
25 Brln Pool Upgrade Filtration system / Waste water irrigation	-	\$ 41,898.00	\$54,954	\$524.96	\$54,429.04	1%	Works are proceeding as scheduled. Contractor to complete works by mid Mid of October 2020
26 Ndra Sportsground drainages and soak	-		\$100,000	\$0.00	\$100,000.00	0%	
27 HM Oval Level and Resurface	-		\$25,000	\$0.00	\$25,000.00	0%	
28 Ndra Sportsground Clubrooms	-		\$1,911,277	\$20,407.91	\$1,890,869.09	1%	
29 Ndra Sportsground Grandstand improvements	\$12,000		\$12,000	\$0.00	\$12,000.00	0%	
30 Outdoor Courts Furniture/Shelters	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	
31 HM Oval - Perimeter Fencing	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	
32 Borellan Netball Courts	-	\$ 3,645.45	\$103,500	\$0.00	\$103,500.00	0%	
33 Flag Poles for Festive Flags	-		\$1,222	\$0.00	\$1,222.00	0%	
34 Completion of Wiradjuri wall	-		\$19,964	\$0.00	\$19,964.00	0%	
35 MBP Up Lighting adventure playground	-		\$15,000	\$0.00	\$15,000.00	0%	
36 MBP Drinking fountains/ bottle fillers	-		\$8,000	\$0.00	\$8,000.00	0%	
37 MBP Pocket park upgrades	-		\$28,121	\$0.00	\$28,121.00	0%	
38 Victoria Ave stage 2 - level, irrigate, formalise driveways, curb	-		\$74,542	\$64,780.05	\$9,761.95	87%	
39 Brewery Flats landscaping, furniture replacement, painting etc.	-		\$5,000	\$0.00	\$5,000.00	0%	
40 DCF - Adverse Event Plan	-	\$ 22,727.27	\$49,550	\$0.00	\$49,550.00	0%	Council working with RAMJO to deliver plan. Draft plan has been provided to Council for review
41 DCF - Rural Assistance Program - Grong Grong Community Project	-	\$ 17,165.50	\$48,324	\$15,927.81	\$32,396.19	33%	Heritage signs selected as project. Sites for signs have been reviewed. Sign design completed. Historical content of signs prepared and artwork underreview.
42 DCF - Rural Assistance Program - Sandigo Community Project	-		\$47,550	\$11,796.39	\$35,753.61	25%	Disabled ramp poured, BBQ shelter and repairs to driveway identified as community projects.
43 DCF - Rural Assistance Program - Borellan Community Project	-	\$ 39,970.00	\$48,402	\$2,383.72	\$46,018.28	5%	Repairs to the Tennis Court Clubhouse selected as community project.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
							25.00%
44 DCF - Road beautification Project - Lake Talbot Water Park.	-	\$ 114,825.00	\$150,000	\$17,203.64	\$132,796.36	11%	Supplier committed for the supply of concrete sleepers. Contractor engaged for the installation of Retaining Wall, works are set to be completed by mid November. Procurement for landscaping of Entrance completed and works are underway.
45 DCF - Sunsafe playgrounds	-	\$ 78,000.00	\$80,000	\$0.00	\$80,000.00	0%	procurement commenced
46 DCF - Barellan Improvements Project	-	\$ 14,536.36	\$69,231	\$0.00	\$69,231.00	0%	procurement commenced
47 DCF - Grong Grong Improvement Project	-		\$6,468	\$590.00	\$5,878.00	9%	banners completed, street trees to be planted
48 DCF - Village Halls Improvement Project - Grong Grong Town Hall	-		\$18,232	\$161.55	\$18,070.45	1%	Air conditioners installed.
49 DCF - Village Halls Improvement Project - Sandigo Hall	-	\$ 800.00	\$5,691	\$3,130.86	\$2,560.14	55%	Completed.
50 DCF - Village Halls Improvement Project - Barellan Hall	-	\$ 25,396.31	\$29,018	\$107.70	\$28,910.30	0%	Disabled access ramp under construction
51 DCF - Village Halls Improvement Project - Binya Hall	-	\$ 6,089.09	\$17,361	\$3,753.93	\$13,607.07	22%	Heating & cooling completed.
52 DCF - Village Halls Improvement Project - Kamarah Hall	-	\$ 817.27	\$28,675	\$11,610.21	\$17,064.79	40%	Exterior painting completed
53 DCF - Narrandera Stadium Upgrade	-	\$ 16,778.18	\$40,000	\$0.00	\$40,000.00	0%	Application approval has been received. . Project planning commenced.
54 DCF - Henry Mathieson Oval facilities Improvement Project	-	\$ 211,239.50	\$299,000	\$53.85	\$298,946.15	0%	Application approval has been received. . Project planning commenced.
55 SCCF - Barellan Footpath Project	-		\$120,000	\$0.00	\$120,000.00	0%	Works yet to be scheduled
56 SCCF - Youth Food Van Project	-		\$50,000	\$4,545.45	\$45,454.55	9%	Deposit paid, van ordered, due to be delivered in November
57 SCCF - Parkside Cottage Museum	-	\$ 15,068.18	\$48,182	\$16,901.81	\$31,280.19	35%	Interior painting progressing.
58 SCCF - Grong Grong Hall	-	\$ 27,432.27	\$19,283	\$198.75	\$19,084.25	1%	Disabled ramp completed. Doors to be modified
59 SCCF - Barellan Hall	-		\$19,361	\$11,435.00	\$7,926.00	59%	Repairs to ladies toilet ceiling, replace cisterns and repaint completed.
60 SCCF - Sandigo Hall	-	\$ 14,241.82	\$19,203	\$33.63	\$19,169.37	0%	Exterior painting to completed
61 SCCF - Binya Hall	-	\$ 9,600.00	\$19,070	\$6,879.78	\$12,190.22	36%	Procurement complete. New power & water and path to shed.
62 SCCF - Kamarah Hall	-		\$11,029	\$839.78	\$10,189.22	8%	Investigating upgrade to electrical wiring ( Please change status to active )
63 POM - Destination & Discovery Hub	\$3,025,000		\$3,025,000	\$6,483.02	\$3,018,516.98	0%	Stakeholder engagement completed with two submissions received.
64 POM - Northbank Walkway	\$0		\$0	\$38.18	-\$38.18	#DIV/0!	Community engagement underway with feedback received. Project to be incorporated with construction of kerb and gutter in Melbourne St. Request for tender being prepared for bridge.
65 POM - Railway Heritage Bridge	\$0	\$ 15,613.64	\$0	\$381.84	-\$381.84	#DIV/0!	Paperwork has been lodged with John Holland Rail for the Railway Heritage bridge; stakeholder engagement has commenced.
66 POM - LTTP Upgrades to Family Unit	\$319,496	\$ 196,069.77	\$319,496	\$7,741.22	\$311,754.78	2%	Contract awarded to PCR Building and commencing end of September
67 POM - LTTP Upgrades to Amenity block & Camp Kitchen	\$939,052	\$ 4,772.73	\$939,052	\$0.00	\$939,052.00	0%	Architect engaged to prepare design drawings and specifications.
68 POM - LTTP Level Sites	\$156,711	\$ 7,975.00	\$156,711	\$18,374.99	\$138,336.01	12%	Contract awarded to FM Rural. Work to commence in October
69 POM - Northbank Walking Track	\$390,393		\$390,393	\$2,317.40	\$388,075.60	1%	Initial community engagement with residence completed. Organising detailed survey for design. Will be incorporated into Melbourne St K&G. Design will be issued to residents for review
70 POM - Northbank Bridge	\$0		\$0	\$1,076.04	-\$1,076.04	#DIV/0!	Community engagement completed. Pricing being prepared for bridge.
71 Other Town Park upgrades	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	
72 2020-25 Tree Audit	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Quotations received, currently being evaluated
73 Biosecurity Mapping System	\$30,000		\$30,000	\$0.00	\$30,000.00	0%	developing specification and engaging specialised companies.
74 Remote Signage	\$7,500		\$7,500	\$0.00	\$7,500.00	0%	
75 Brln Playground Upgrades	\$5,000		\$5,000	\$0.00	\$5,000.00	0%	
76 Ndra Victoria Ave Stage 3 - Irrigation, Formalise driveways, Curb etc	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Developing scope
77 Festive Mega Tree (additional sequencing)	\$6,000		\$6,000	\$0.00	\$6,000.00	0%	Selection of songs underway and contractor to commence preparing sequences mid October
78 Narrandera Stadium Heating	\$35,000		\$35,000	\$0.00	\$35,000.00	0%	Scope of works to be complete
79 Narrandera Stadium Upgrade Toilet Amenities	\$80,000		\$80,000	\$0.00	\$80,000.00	0%	Scope of works currently being completed
80 Brewery Flat Improvements - Fire Pits, Seating, Shelters.	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Design under review
81 Art Centre Storage - Deck and Storage at the rear of the Art centre	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Costing and design works have commenced
82 Narrandera Water Tower - Final art of water tower	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	Grant Funding unsuccessful

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
83 Water Tower Surrounds - Tidy up and make usable (Gardens, paths, seating)	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Designs currently under review
84 Tree planting - All towns (Subject to consultation)	\$120,000		\$120,000	\$0.00	\$120,000.00	0%	Quotations to take place mid October
85 Henry Mathieson Oval - Levelling Slope and fencing	\$80,000		\$80,000	\$0.00	\$80,000.00	0%	Deeds signs, works yet to be scheduled
86 Buckingbong Road - Safety upgrade (Guard Railing and associated road corr	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Deeds signs, works yet to be scheduled
87 Glenmoor Road Gravel Sheetting of 2.6km	\$87,000		\$87,000	\$0.00	\$87,000.00	0%	Deeds signs, works yet to be scheduled
88 Melbourne Street - Kerb & Gutter works, 390m to co-inside with the new footpath works on the southern side.	\$99,000		\$99,000	\$152.74	\$98,847.26	0%	Deeds signs, works yet to be scheduled
89 Laneway Upgrade - Drain and seal a selected laneway.	\$41,363		\$41,363	\$0.00	\$41,363.00	0%	Deeds signs, works yet to be scheduled
90 Drainage Works (Various) - New Culverts and causeways (Brobenah Road and Ridgeview Rd) and complete works to causeways constructed under flood recovery.	\$100,000		\$100,000	\$0.00	\$100,000.00	0%	Deeds signs, works yet to be scheduled
91 Weir Park Road - 1200m gravel resheet and Otta seal	\$110,000		\$110,000	\$0.00	\$110,000.00	0%	Deeds signs, works yet to be scheduled
92 LT Rec Seating and Shelter Revamp	-		-	-	-	-	-
93 LT Deepening Works	\$400,000		\$400,000	\$0.00	\$400,000.00	0%	
94 Stadium Upgrade	\$30,000		\$30,000	\$0.00	\$30,000.00	0%	Roof quotes received and currently being evaluated
95 NBCMP	-		\$166,451	\$0.00	\$166,451.00	0%	Project deferred - Priority is the completed time sensitive grant projects first
96 Barellan Stormwater Design	-		\$3,388	\$0.00	\$3,388.00	0%	Completion of water modelling to be scheduled
97 <b>Urban Roads Construction</b>	<b>\$200,000</b>		<b>\$200,000</b>		<b>\$194,950.94</b>	<b>3%</b>	
98 Arthur St (Victoria to Audley) Extend to kerb	-		\$0	\$0.00			Works yet to be scheduled
99 Baylis St (Jonsen St to May St) Extend to kerb	-		\$0	\$0.00			Works yet to be scheduled
100 Box Street (Barellan)	-		\$0	\$0.00			Works yet to be scheduled
101 Brookong St Grong Grong (Lachlan St to Willandra St	-		\$0	\$5,049.06			Works commenced
102 Urban Roads Construction - Laneways	-		\$34,105	\$0.00	\$34,105.00	0%	
103 Intersections Upgrade Local & Reg. Rds	-		\$90,000	\$0.00	\$90,000.00	0%	
104 Culvert/bridge assessment works	-		\$35,050	\$19,367.00	\$15,683.00	55%	
105 <b>Urban Roads Construction - Laneways</b>	<b>\$39,924</b>		<b>\$39,924</b>		<b>\$39,924.00</b>	<b>0%</b>	
106 Prince Lane	-		\$0	\$0.00			Works yet to be scheduled
107 Audley Lane	-		\$0	\$0.00			Works yet to be scheduled
108 Peters Lane	-		\$0	\$0.00			Works yet to be scheduled
109 Jonsen Lane	-		\$0	\$0.00			Works yet to be scheduled
110 <b>Urban Reseals</b>	<b>\$100,000</b>		<b>\$100,000</b>		<b>\$100,000.00</b>	<b>0%</b>	
111 Urban Road Reseal Council fund	-		\$0	\$0.00			Works yet to be scheduled
112 Broad St	-		\$0	\$0.00			Works yet to be scheduled
113 Douglas St	-		\$0	\$0.00			Works yet to be scheduled
114 Larmer Street	-		\$0	\$0.00			Works yet to be scheduled
115 <b>Urban Pavement Rehabilitation</b>	<b>\$100,000</b>		<b>\$100,000</b>		<b>\$100,000.00</b>	<b>0%</b>	Works yet to be scheduled
116 Urban K&G Replacement	\$15,375		\$15,375	\$0.00	\$15,375.00	0%	Works yet to be scheduled
117 Urban Footpath Replacement	\$10,250	\$ 3,627.27	\$10,250	\$5,284.38	\$4,965.62	52%	Works commenced on Audley Street
118 Urban Laneways Upgrade-additional			\$46,953	\$0.01	\$46,952.99	0%	
119 Improvement of water haulage			\$15,000	\$0.00	\$15,000.00	0%	
120 Innovation for Rural infrastructure Mgmnt			\$11,995	\$0.00	\$11,995.00	0%	
121 Urban K&G Replacement			\$43,509	\$0.00	\$43,509.00	0%	
122 Urban Footpath Replacement		\$ 275.27	\$2,691	\$0.00	\$2,691.00	0%	
123 <b>Roads to Recovery (25 % of R2R proposed to expend in Urban Area) Grant</b>	<b>\$368,171</b>		<b>\$368,171</b>		<b>\$1,322,276.76</b>	<b>10%</b>	
124 <b>Roads to Recovery ( 75 % of R2R proposed to expend on Rural Area) Grant</b>	<b>\$1,101,874</b>		<b>\$1,101,874</b>				
125 Urban Road reseal from R2R	-		\$0	\$0.00			
126 Hulmes Road 4.9km-8.0km	-		\$0	\$29,106.64			works commenced
127 <b>Males Rd Resheet 2.0-3.0km</b>	-		\$0	\$9,115.49			<b>Works complete</b>
128 Buckingbong Road	-		\$0	\$0.00			



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
129 Reseals	-		\$0	\$0.00			
130 Holloway Rd	-		\$0	\$33,252.11			works commenced
131 Euratha Rd	-		\$0	\$0.00			Works to commence 2021
132 Buckingbong Road Guard railing	-	\$ 3,727.27	\$0	\$0.00			Design being undertaken currently
133 Paynters Siding Road	-	\$ 6,961.75	\$0	\$70,090.15			Works complete
134 Old Wagga Rd	-		\$0	\$4,793.42			Preparation works commenced
135 Paintings Bridge Rd	-		\$0	\$378.17			Works yet to commence
136 Brobenah Hall Rd	-		\$0	\$0.00			Works yet to commence
137 Buckingbong Rd	-		\$0	\$0.00			Works yet to commence
138 Erigolia Rd	-		\$0	\$0.00			Works yet to commence
139 Federal Park Rd	-		\$0	\$0.00			Works yet to commence
140 Landervale Rd	-		\$0	\$1,032.26			Works to commence 2021
<b>141 Rural Sealed Roads Construction</b>	<b>\$350,000</b>		<b>\$350,000</b>		<b>\$187,577.57</b>	<b>46%</b>	
142 Back Dicksonville Rd	-		\$0	\$37,343.05			Works complete
143 Booka Rd	-	\$ 399.00	\$0	\$26,248.12			Works complete
144 Cliffords Rd	-		\$0	\$40,366.89			Works complete
145 Males Rd	-		\$0	\$35,424.61			Works complete
146 Pamandi Rd	-	\$ 12,009.86	\$0	\$6,486.20			Works yet to commence
147 Old Wagga Rd	-		\$0	\$13,144.10			Preparation works commenced
148 Paintings Bridge Rd	-		\$0	\$691.64			Works yet to commence
149 Rosedale Rd	-		\$0	\$2,717.82			Works yet to commence
150 Culvert Manderlay Road 9.27 km			\$5,676	\$0.00	\$5,676.00	0%	
151 Culvert Manderlay Road 7.78 km			\$2,764	\$0.00	\$2,764.00	0%	
152 Culvert Brookong St 0.0 km			\$6,255	\$0.00	\$6,255.00	0%	
153 Culvert Yalgogorin Road 0.262			\$10,241	\$0.00	\$10,241.00	0%	
<b>154 Roads Resheeting - (Unsealed)</b>	<b>\$340,000</b>		<b>\$340,000</b>		<b>\$339,716.22</b>	<b>0%</b>	
155 Stephensions Rd	-		\$0	\$0.00			Works to commence 2021
156 Beaumont Rd	-		\$0	\$0.00			
157 Jacksons Rd	-		\$0	\$0.00			Works to commence December
158 Ellis Rd	-		\$0	\$0.00			Works to commence 2021
159 Williams Rd	-		\$0	\$283.78			
160 Rosedale Rd	-		\$0	\$0.00			Works to commence November
161 Telephone Rd	-		\$0	\$0.00			Works to commence December
162 Settlers Rd	-		\$0	\$0.00			Works to commence December
163 Birrego Rd	-		\$0	\$0.00			Works to commence December
164 Merribee Rd	-		\$0	\$0.00			Works to commence 2021
165 Bandys Rd	-		\$0	\$0.00			Works to commence 2021
166 Pattens Rd	-		\$0	\$0.00			Works to commence 2021
167 Davies Rd	-		\$0	\$0.00			
168 Axehandle Rd	-		\$0	\$0.00			Works to commence December
169 FCR - Colinroobie Leeton Road	-	\$ 2,884.09	\$4,451	\$21,885.16	-\$17,434.16	492%	completed
170 Brewarrina Bridge Retrofitting	-		\$80,000	\$0.00	\$80,000.00	0%	currently seeking quotes for design of repairs
171 HVSPK Kamarah Road	-		\$88,194	\$0.00	\$88,194.00	0%	
<b>172 Rural Roads Reseals</b>	<b>\$150,239</b>		<b>\$150,239</b>		<b>\$148,430.28</b>	<b>1%</b>	
173 Cowabbie Rd	-		\$0	\$736.64			Currently seeking quotes
174 Kamarah Rd	-		\$0	\$0.00			Currently seeking quotes
175 Sandy Creek Rd	-		\$0	\$1,072.08			Currently seeking quotes
176 Strontian Rd	-		\$0	\$0.00			Currently seeking quotes
177 Barellan Golf course Rd	-		\$0	\$0.00			Currently seeking quotes
<b>178 Regional Roads Capital Works (Capital Component of Block Grant)</b>	<b>\$265,200</b>		<b>\$281,002</b>	<b>\$24,126.68</b>	<b>\$256,875.32</b>	<b>9%</b>	

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
<b>179 Repair Grant (with 50 % contribution from Block Grant)</b>	<b>\$170,000</b>		\$170,000	\$13.22	\$169,986.78	0%	
180 FCR - Canola Way Culvert	-	\$ 15,952.00	\$375,218	\$368,573.31	\$6,644.69	98%	culverts and gabion mattress installed, currently undertaking road works
181 Active Transport - Cycling	\$198,100		\$198,100	\$0.00	\$198,100.00	0%	
182 Active Transport - Walking	\$66,000		\$66,000	\$0.00	\$66,000.00	0%	
183 PAMP (At 50/50 RMS Funding)	-		\$0	\$0.00	\$0.00	#DIV/0!	Grant submitted awaiting advice
184 PAMP (At 100% RMS Funding)	-	\$ 1,258.73	\$34,780	\$108,512.91	<b>-\$73,732.91</b>	312%	Carry over PAMP project completed - Funds for additional costs to be found from underspent transport projects and be report in QBR by Works Manager
185 Banner Poles Leeton Road			\$8,580	\$303.96	\$8,276.04	4%	
186 Drone Purchase for Survey / Inspection			\$7,899	\$2,914.55	\$4,984.45	37%	Procurement of air band radio and protective case pending. Drone and Upgrade of 12d Software completed
187 Road Safety Program	\$18,000		\$18,000	\$104.09	\$17,895.91	1%	Road Safety Program funding approval. Budget adjustments to be reported in September QBR
188 Arts Centre Building Works	-		\$4,614	\$961.07	\$3,652.93	21%	Capping of Chimneys to be completed by the end of October
189 Red Hill Signage	-		\$3,700	\$0.00	\$3,700.00	0%	
190 Lake Talbot Tourist Park fire service upgrades	-		\$15,524	\$0.00	\$15,524.00	0%	On hold awaiting outcome of level sites and amenity/camp kitchen projects
191 Economic Development	\$10,000		\$10,000	\$0.00	\$10,000.00	0%	AAPA at airport
192 Gateway/Entrance signs	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Additions to 6 entrance signs/landscape
193 16 Kiesling Drive Building Works	-	\$ 15,381.82	\$5,250	\$1,709.09	\$3,540.91	33%	Padio Quote accepted - Installation to be completed by Mid December. Adjustment in project costs to be included in December QBR
194 Council Chambers Cleanout of Storage Facility	-	\$ 15,340.00	\$8,169	\$7,777.43	\$391.57	95%	Works are near completion
195 Investigation and Design of off street staff/fleet parking for Chambers	-		\$20,000	\$0.00	\$20,000.00	0%	Project deferred - Priority is the completed time sensitive grant projects first
196 Museum - Ext. paint, disabled ramp, public toilets	-		\$50,404	\$2,184.54	\$48,219.46	4%	Investigation of renewal works underway and report of recommended activities to be tabled for October Council Meeting
197 Council Chambers Building Upgrades	-		\$20,120	\$0.00	\$20,120.00	0%	Works are continually being scoped and scheduled. Installation of Sensor taps completed.
198 4 Victoria Square	-		\$3,096	\$0.00	\$3,096.00	0%	Call for quotes underway for external painting
199 Building renewal and upgrades in portfolio of Manager of Works	\$140,000	\$ 240.91	\$153,102	\$1,602.85	\$151,499.15	1%	Works procurement and scheduled underway - Replacement of Chambers A/C units completed. Work activities to replace taps with auto taps in high use building underway
200 Solar Panels	\$100,000		\$100,000	\$0.00	\$100,000.00	0%	Works to be determined following completion of energy Audit
201 Runway, Taxiway & Apron resealing & re-mark	\$950,000	\$ 79.40	\$950,000	\$29,629.10	\$920,370.90	3%	Scoping commenced August proposed reseal Dec, Jan 20/21. Currently assessing quotes to undertake works
202 Installation (3) Apron Flood Lights	\$120,000		\$120,000	\$0.00	\$120,000.00	0%	Scoping and preliminaries commenced quotes to follow.
203 Security & Wildlife Perimeter fencing	\$437,550		\$437,550	\$2,859.06	\$434,690.94	1%	Preliminary draft tender commenced awaiting detailed field survey to be completed.
204 Airport Taxiway	-	\$ 87,985.00	\$0	\$5,320.00	<b>-\$5,320.00</b>	#DIV/0!	Consultant engaged to undertake design and costings
205 Light Vehicles	\$277,296		\$277,296	\$0.00	\$277,296.00	0%	Replacement program not commenced
206 Trucks & Trailers	\$564,500		\$564,500	\$0.00	\$564,500.00	0%	Replacement program not commenced
207 Heavy Plant Purchases	\$529,300	\$ 21,455.45	\$529,300	\$10,269.00	\$519,031.00	2%	Replacement program not commenced
208 Other Plant Capital	\$20,000	\$ 590.00	\$20,000	\$1,866.50	\$18,133.50	9%	Replacement program not commenced
209 Flow meters on all inlet and outlets Reservoirs	-		\$41,090	\$9,612.48	\$31,477.52	23%	
210 Reservoir cleaning and structural assessment	-		\$16,128	\$0.00	\$16,128.00	0%	
211 Aerator gas scrubbing	-	\$ 2,067.03	\$18,962	\$1,776.09	\$17,185.91	9%	
212 WTP filter/Upgrade design	-		\$49,618	\$0.00	\$49,618.00	0%	
213 North Zone Pressure Pump - low pressure issues	-		\$42,659	\$302.15	\$42,356.85	1%	
214 Water Main Replacements	\$250,000	\$ 35,894.24	\$291,164	\$75,980.74	\$215,183.26	26%	Program being developed for work to begin in September.
215 Pine Hill Reservoir Upgrade	-	\$ 41,907.09	\$65,191	\$33,171.12	\$32,019.88	51%	

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
216 Hydrant and Valve replacements	\$50,000	\$ 2,092.64	\$50,000	\$33,225.74	\$16,774.26	66%	Design and Program being developed. Some expenditure completing carry over work.
217 Services Replacements	\$50,000	\$ 262.90	\$50,000	\$13,564.59	\$36,435.41	27%	Ongoing commitment - as needed
218 Fencing Bore 1	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	To be programmed.
219 Fencing Bore 2	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	To be programmed.
220 Decommission Low Level reservoir	\$200,000		\$200,000	\$0.00	\$200,000.00	0%	To be programmed pending outcome of IWCM.
221 Pine Hill reservoir replacement	\$315,000	\$ 11,531.82	\$315,000	\$2,334.80	\$312,665.20	1%	Design underway.
222 Solar	\$100,000		\$100,000	\$0.00	\$100,000.00	0%	Energy strategy to be completed first.
223 IWCM Additional Works	-	\$ 126,067.27	\$138,674	\$0.00	\$138,674.00	0%	
224 Primary filter - EPA	-	\$ 1,096.09	\$118,240	\$409.88	\$117,830.12	0%	
225 Manhole Replacements	-	\$ 25,904.09	\$57,290	\$15,819.39	\$41,470.61	28%	
226 Flow meters for Pump Stations 2, 3, 4	-		\$35,653	\$197.22	\$35,455.78	1%	
227 SPS3 Replacement	-	\$ 14,644.54	\$200,000	\$674.09	\$199,325.91	0%	
228 Narrandera West Sewer Extension	-		\$33,205	\$14,828.34	\$18,376.66	45%	
229 Borellan Sewer	\$5,490,000		\$5,490,000	\$0.00	\$5,490,000.00	0%	Design tender underway.
230 Sewer Main Relines	\$375,000		\$375,000	\$0.00	\$375,000.00	0%	Program being developed for tendering in February
231 Solar	\$100,000		\$100,000	\$0.00	\$100,000.00	0%	Energy strategy to be completed first.
232 Branding Strategy	-	\$ 1,069.09	2,350	\$0.00	\$2,350.00	0%	
233 Independent Living Village	-		30,060	\$9,900.00	\$20,160.00	33%	Final payment due end of October
234 Aust Airline Airport Academy	-		9,958	\$0.00	\$9,958.00	0%	
235 CCTV Review	-		5,000	\$0.00	\$5,000.00	0%	To be discussed with DGMI
236 Grong Grong Earth Park - RMS	-		17,111	\$0.00	\$17,111.00	0%	
237 Newell Hwy Contribution Grong Grong Reseal	-		93,050	\$0.00	\$93,050.00	0%	
238 Newell Hwy Contribution Grong Grong town entrance signs	-		8,000	\$0.00	\$8,000.00	0%	
239 Urban Roads Maintenance	\$723,500.00	\$ 4,230.46	723,500	\$120,688.36	\$602,811.64	17%	Ongoing operational costs
240 Sealed Rural Roads Maintenance	\$281,700.00	\$ 2,071.58	281,700	\$40,880.82	\$240,819.18	15%	Ongoing operational costs
241 Rural Unsealed Roads Expenses	\$797,880.00	\$ 7,909.60	797,880	\$201,441.34	\$596,438.66	25%	Ongoing operational costs
242 Regional Roads (M&R Grant)	\$210,000.00		210,000	\$80,295.85	\$129,704.15	38%	Ongoing operational costs
243 State Road Contract Works RMCC	\$170,500.00	\$ 780.87	170,500	\$46,656.78	\$123,843.22	27%	Ongoing operational costs
244 Ordered Works Expenses - MR 80	\$82,000.00		82,000	\$0.00	\$82,000.00	0%	Ongoing operational costs
245 Ordered Works Expenses - MR 84	\$82,000.00		82,000	\$1,011.47	\$80,988.53	1%	Ongoing operational costs
246 Noxious Weeds Expenses	\$161,554.00		161,554	\$46,598.70	\$114,955.30	29%	Ongoing operational costs
247 Public Toilets Expenses	\$62,274.00		62,274	\$36,605.86	\$25,668.14	59%	Ongoing operational costs
248 Cemetery Expenses	\$114,603.00		114,603	\$31,226.04	\$83,376.96	27%	Ongoing operational costs
249 Sports Ground Expenses	\$230,943.00		230,943	\$42,652.47	\$188,290.53	18%	Ongoing operational costs
250 Parks Expenses	\$554,270.00		554,270	\$166,991.13	\$387,278.87	30%	Ongoing operational costs
251 Lawn Areas	\$22,750.00		22,750	\$9,252.70	\$13,497.30	41%	Ongoing operational costs
252 East Street - Street Scaping	\$17,000.00		17,000	\$626.40	\$16,373.60	4%	Ongoing operational costs
253 Street Trees	\$196,500.00	\$ 12,260.60	196,500	\$62,260.55	\$134,239.45	32%	Ongoing operational costs
254 Lake Talbot Expenses	\$24,000.00		24,000	\$0.00	\$24,000.00	0%	Ongoing operational costs
255 Sports Stadium Expenses	\$119,122.00		119,122	\$23,622.40	\$95,499.60	20%	Ongoing operational costs
256 Bores Expenses	\$56,000.00	\$ 17,500.00	56,000	\$3,467.58	\$52,532.42	6%	Ongoing operational costs
257 Pump Station Expenses	\$79,000.00	\$ 9,985.85	79,000	\$33,672.84	\$45,327.16	43%	Ongoing operational costs
258 Mains Expenses	\$300,000.00	\$ 7,544.67	300,000	\$69,471.21	\$230,528.79	23%	Ongoing operational costs
259 Recycled Water	\$48,000.00	\$ 70.00	48,000	\$342.44	\$47,657.56	1%	Ongoing operational costs
260 Reservoirs Expenses	\$61,500.00		61,500	\$4,707.00	\$56,793.00	8%	Ongoing operational costs
261 Water Supply Licence	\$30,500.00		30,500	\$4,018.19	\$26,481.81	13%	Ongoing operational costs
262 Chlorine & Chemicals Expenses	\$30,000.00	\$ 4,963.56	30,000	\$4,371.85	\$25,628.15	15%	Ongoing operational costs
263 Meter Reading Expenses	\$10,000.00	\$ 2,951.82	10,000	\$5,711.13	\$4,288.87	57%	Ongoing operational costs
264 Telemetry System Maintenance	\$11,500.00	\$ 12,375.77	11,500	\$0.00	\$11,500.00	0%	Ongoing operational costs

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/09/2020

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	25.00%		
								Complete Carryover	Unrealised Grant Key Operational	Cancelled Deferred
265 Pump Stations Electricity Expenses	\$250,000.00		250,000	\$33,716.43	\$216,283.57	13%	Ongoing operational costs			
266 Pump Station Expenses	\$64,000.00	\$ 4,721.82	64,000	\$16,940.58	\$47,059.42	26%	Ongoing operational costs			
267 Mains Expenses	\$205,000.00	\$ 10,515.48	205,000	\$39,284.16	\$165,715.84	19%	Ongoing operational costs			
268 Treatment Works Expenses	\$200,000.00	\$ 10,405.74	200,000	\$52,939.05	\$147,060.95	26%	Ongoing operational costs			
269 Sewer Heating & Electricity	\$90,000.00		90,000	\$10,486.30	\$79,513.70	12%	Ongoing operational costs			
270 Telemetry System Maintenance	\$7,500.00		7,500	\$145.93	\$7,354.07	2%	Ongoing operational costs			

Capital Expenditure as at 30 September 2020

	Sum of Proposed Budget	Sum of Other	Sum of Carryover	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Administration</b>						
Information Technology	\$ 215,000.00		\$ 15,000.00	\$ 230,000.00	\$ 6,524.00	\$ 223,476.00
<b>Environment</b>						
Narrandera Landfill	\$ -		\$ 356,276.00	\$ 356,276.00	\$ 6,600.00	\$ 349,676.00
Stormwater	\$ -		\$ 117,954.00	\$ 117,954.00	\$ 10,383.20	\$ 107,570.80
<b>Housing &amp; Community Amenities</b>						
Barellan Cemetery	\$ -		\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
Grong Grong Cemetery	\$ -		\$ 3,834.00	\$ 3,834.00	\$ -	\$ 3,834.00
Narrandera Cemetery	\$ 25,000.00			\$ 25,000.00	\$ -	\$ 25,000.00
<b>Transport &amp; Communication</b>						
Ancillary Roadworks	\$ 282,100.00		\$ 51,259.00	\$ 333,359.00	\$ 111,835.51	\$ 221,523.49
Regional Roads	\$ 435,200.00		\$ 391,020.00	\$ 826,220.00	\$ 392,713.21	\$ 433,506.79
Roads to Recovery	\$ 1,470,045.00			\$ 1,470,045.00	\$ 147,768.24	\$ 1,322,276.76
Rural Roads	\$ 840,239.00		\$ 197,581.00	\$ 1,037,820.00	\$ 186,400.09	\$ 851,419.91
Urban Roads	\$ 465,549.00		\$ 449,142.00	\$ 914,691.00	\$ 29,700.45	\$ 884,990.55
Local Roads Comm. & Infrastructure	\$ 497,363.00			\$ 497,363.00	\$ 152.74	\$ 497,210.26
<b>Economic Affairs</b>						
Airport	\$ 1,507,550.00			\$ 1,507,550.00	\$ 37,808.16	\$ 1,469,741.84
Buildings	\$ 240,000.00		\$ 124,755.00	\$ 364,755.00	\$ 14,234.98	\$ 350,520.02
Plant	\$ 1,391,096.00			\$ 1,391,096.00	\$ 12,135.50	\$ 1,378,960.50
Tourist Park	\$ -		\$ 15,524.00	\$ 15,524.00	\$ -	\$ 15,524.00
Economic Development	\$ 30,000.00		\$ 3,700.00	\$ 33,700.00	\$ -	\$ 33,700.00
<b>Public Order and Safety</b>						
Pound	\$ 6,000.00			\$ 6,000.00	\$ -	\$ 6,000.00
Security Cameras	\$ -		\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Rural Fire Service	\$ -		\$ 87,950.00	\$ 87,950.00	\$ 16,752.28	\$ 71,197.72
<b>Recreation and Culture</b>						
Barellan Pool	\$ -		\$ 54,954.00	\$ 54,954.00	\$ 524.96	\$ 54,429.04
Lake Talbot Pool	\$ 3,950,772.00		\$ 1,236,892.00	\$ 5,187,664.00	\$ 2,465,317.36	\$ 2,722,346.64
Lake Talbot Recreation Area	\$ 400,000.00		\$ 10,000.00	\$ 400,000.00	\$ -	\$ 400,000.00
Library	\$ 34,290.00		\$ 12,846.00	\$ 47,136.00	\$ 192.08	\$ 46,943.92

Capital Expenditure as at 30 September 2020

Marie Bashir Park	\$ -	\$ 71,085.00	\$ 71,085.00	\$ -	\$ 71,085.00
Narrandera Memorial Park	\$ 60,000.00	\$ 74,542.00	\$ 134,542.00	\$ 64,780.05	\$ 69,761.95
Narrandera Sports Stadium	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 30,000.00
Narrandera Sportsground	\$ 27,000.00	\$ 2,011,277.00	\$ 2,038,277.00	\$ 20,407.91	\$ 2,017,869.09
Henry Mathieson Oval	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Brewery Flats	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Noxious Weeds	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 30,000.00
Barellan Park	\$ -	\$ 1,222.00	\$ 1,222.00	\$ -	\$ 1,222.00
Drought Community Funding	\$ -	\$ 937,502.00	\$ 937,502.00	\$ 66,719.66	\$ 870,782.34
Stronger Country Community Funding	\$ -	\$ 306,128.00	\$ 306,128.00	\$ 40,834.20	\$ 265,293.80
Playground on the Murrumbidgee	\$ 4,830,652.00		\$ 4,830,652.00	\$ 36,412.69	\$ 4,794,239.31
Barellan Playground	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Local Roads Comm. & Infrastructure	\$ 500,000.00		\$ 500,000.00	\$ -	\$ 500,000.00
Narrandera Parks	\$ 83,500.00		\$ 83,500.00	\$ -	\$ 83,500.00
Outdoor Courts	\$ -	\$ 103,500.00	\$ 103,500.00	\$ -	\$ 103,500.00
<b>Water Supply Network</b>					
Water	\$ 1,005,000.00	\$ 274,812.00	\$ 1,279,812.00	\$ 169,967.71	\$ 1,109,844.29
<b>Sewerage Network</b>					
Sewer	\$ 5,965,000.00	\$ 138,674.00	\$ 444,388.00	\$ 31,928.92	\$ 6,516,133.08
<b>Grand Total</b>	<b>\$ 24,351,356.00</b>	<b>\$ 138,674.00</b>	<b>\$ 7,406,143.00</b>	<b>\$ 31,886,173.00</b>	<b>\$ 3,870,093.90</b>

Key Operational as at 30 September 2020

Row Labels	Sum of Proposed Budget	Sum of Other	Sum of Carryover	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Economic Affairs</b>						
Economic Development	\$ -		\$ 42,368.00	\$ 42,368.00	\$ 9,900.00	\$ 32,468.00
<b>Housing &amp; Community Amenities</b>						
Noxious Weeds	\$ 161,554.00			\$ 161,554.00	\$ 46,598.70	\$ 114,955.30
Public Toilets	\$ 62,274.00			\$ 62,274.00	\$ 36,605.86	\$ 25,668.14
Cemetery Expenses	\$ 114,603.00			\$ 114,603.00	\$ 31,226.04	\$ 83,376.96
<b>Public Order &amp; Safety</b>						
Security Cameras	\$ -		\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
<b>Recreation &amp; Culture</b>						
Sports Ground Expenses	\$ 230,943.00			\$ 230,943.00	\$ 42,652.47	\$ 188,290.53
Parks Expenses	\$ 554,270.00		\$ 17,111.00	\$ 571,381.00	\$ 166,991.13	\$ 404,389.87
Lawn Areas	\$ 22,750.00			\$ 22,750.00	\$ 9,252.70	\$ 13,497.30
Lake Talbot Expenses	\$ 24,000.00			\$ 24,000.00	\$ -	\$ 24,000.00
Sports Stadium Expenses	\$ 119,122.00			\$ 119,122.00	\$ 23,622.40	\$ 95,499.60
Street Scaping	\$ 17,000.00			\$ 17,000.00	\$ 626.40	\$ 16,373.60
Street Trees	\$ 196,500.00			\$ 196,500.00	\$ 62,260.55	\$ 134,239.45
<b>Transport &amp; Communication</b>						
Ordered Works	\$ 164,000.00			\$ 164,000.00	\$ 1,011.47	\$ 162,988.53
Regional Roads	\$ 210,000.00			\$ 210,000.00	\$ 80,295.85	\$ 129,704.15
State Roads	\$ 170,500.00			\$ 170,500.00	\$ 46,656.78	\$ 123,843.22
Urban Roads	\$ 723,500.00		\$ 101,050.00	\$ 824,550.00	\$ 120,688.36	\$ 703,861.64
Sealed Rural Roads	\$ 281,700.00			\$ 281,700.00	\$ 40,880.82	\$ 240,819.18
Unsealed Rural Roads	\$ 797,880.00			\$ 797,880.00	\$ 201,441.34	\$ 596,438.66
<b>Water Supplies</b>						
Water	\$ 876,500.00			\$ 876,500.00	\$ 159,478.67	\$ 717,021.33
<b>Sewer Supplies</b>						
Sewer	\$ 469,000.00			\$ 469,000.00	\$ 109,163.79	\$ 359,836.21
<b>Grand Total</b>	\$ 5,196,096.00		\$ 165,529.00	\$ 5,361,625.00	\$ 1,189,353.33	\$ 4,172,271.67

**20.7 DRAFT POLICY - CATEGORISATION OF LAND AS FARMLAND FOR RATING****Document ID:** 527239**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting - Other**Attachments:** 1. [Application for Farmland Categorisation](#) ↓  
2. [Policy - Categorisation of land as Farmland for rating](#) ↓**RECOMMENDATION**

1. That Council adopt the policy Categorisation of Land as Farmland for Rating for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to adopt a policy for the categorisation of land as “Farmland” for rating.

**SUMMARY**

While the Local Government Act 1993 (the Act) defines “Farmland” it is best practice for council to have a policy and procedure for the categorisation of land as “Farmland”.

**BACKGROUND**

For the purposes of levying a rate the Local Government Act 1993 provides four categories of land: -

- Farmland
- Residential
- Mining
- Business

Each land category has a category of Ordinary rate which may be further sub-categorised.

Narrandera Shire’s rate structure provides a single “Farmland” category with no sub-categories. The initial rate levy under the current structure occurred in 1994. Land was first categorised in the months prior to this levy being run. There has been no subsequent thorough review of land categorised as “Farmland” since the initial levy. During the interim period there have been changes in land use and precedents set in the courts as to the interpretation and application of Section 515 of the Act which defines “Farmland”. These need to be reflected in a review of categorisation for rate assessments currently being levied the farmland rate.

The June 2019 General Revaluation provided to council by the Valuer General was used in the 2020-21 rate levy. This prompted several ratepayers to apply for recategorization from Residential Ordinary to the Farmland category. These applications were triggered by



increases in the Residential Ordinary rate and the Farmland rate in the dollar being approximately one third of the Residential Ordinary rate.

In response to this the application for categorization as “Farmland” was revised and has been adopted by ELT. A copy is attached.

The attached policy is to advise the public of Council’s parameters for the categorisation of land as “Farmland” and guide staff in the implementation of these parameters.

The review of the 820 assessments currently categorised as “Farmland” is a resource intensive process for both the applicant and the staff determining the application. The intention is to have guidelines that can be applied to larger properties above 150Ha using stocking rates and yields to assess the farming intensity and commercial endeavour undertaken on a property.

There are approximately 200 assessments categorised as “Farmland” and having an area of less than 150Ha. It is intended to review these in batches starting with the smallest holdings which are most at risk if being incorrectly categorised. A further report will be brought to Council to discuss a timeline for the review of assessments categorised as “Farmland” and the potential to introduce a “Rural Residential” categorisation. A “Rural Residential” categorisation has the potential to sit between the “Farmland” and “Residential Ordinary” rate. This category would cater for residential properties in non-urban planning zones that are between 2 and 40 hectares. Properties which no longer meet the “Farmland” criteria could fall into this category as would residential properties outside the urban zones which are currently categorised as “Residential Ordinary”.

## **RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**

### **Theme**

Our Civic Leadership

### **Strategy**

5.1 - To have a Council that demonstrates effective management consistently, also a Council that communicates and engages well with the community and works collaboratively

### **Action**

5.1.4 - Financial sustainability is critical with maximum rate revenue to be achieved and other income sources maximised

## **ISSUES AND IMPLICATIONS**

### **Policy**

New Policy - Categorisation of land as “Farmland” for rating.

### **Financial**

Re-categorisation of rate assessments does not impact Council’s overall rate revenue which is determined under the rate cap legislation. Categorisation impacts the amount individual assessments will pay as part of the total yield.

**Legal / Statutory**

Compliance with Local Government Act 1993 Section 515 which defines criteria for the categorisation of an assessment as “Farmland”.

**Community Engagement / Communication**

The new policy will be placed on exhibition for 28 days calling for submissions which will be considered by Council prior to the adoption of the policy.

**Human Resources / Industrial Relations**

Review of “Farmland” categorisation is a resource intensive process which will require a staged review process.

**RISKS**

Since the last determination of land category there have been changes in land use and interpretation of the “Farmland” criteria in the Local Government Act. A review is required to ensure that properties categorised as “Farmland” continue to meet the criteria prescribed in Section 515 of the Act.

**OPTIONS**

- Adopt the attached policy for determination by Council
- Adopt the attached policy with amendment for determination by Council.
- Return the attached policy to corporate service staff for further review.

**CONCLUSION**

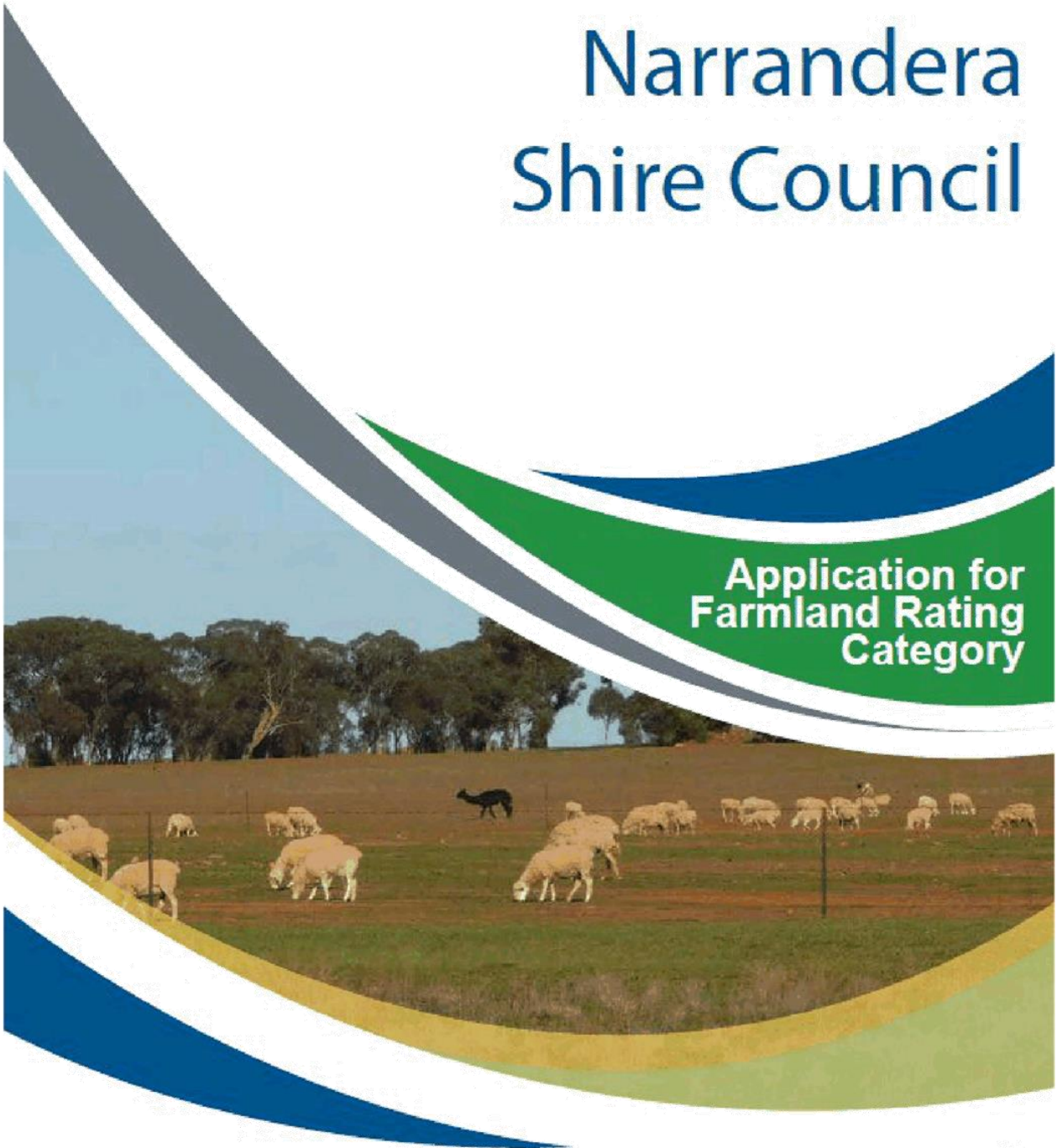
Adopt the attached policy for determination by Council

**RECOMMENDATION**

1. That Council adopt the policy Categorisation of Land as Farmland for Rating for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

# Narrandera Shire Council

Application for  
Farmland Rating  
Category





## Rating Category Application - FARMLAND

### Introduction

For land to be rated as Farmland, Council must determine that the land meets the requirements for categorisation as "Farmland" which is prescribed in the *Local Government Act 1993*. The following guide provides details of this under the heading: **Important information to assist you in determining your rating category. How is land defined as farmland?**

The purpose of this guide is to provide information about the legislation that prescribes how "Farmland" is categorised, key determining factors and obligations of council and the applicant. This background information may assist you when responding to the questions in your application to support a categorisation of "Farmland".

### Why does Council require so much information on the application form?

The application form is like that used by other NSW councils to determine farmland rating. We understand it is comprehensive and appreciate the time it takes to complete. However, for Council to determine if some properties (particularly smaller operations) are being operated with the purpose of making a profit - even if one is not made - we may require some finer details. The questions have been structured to help you provide Council with the information required to evaluate your eligibility to Farmland rating in accordance with legislative requirements. It is to your benefit that you provide as much detail as possible regarding your business of farming. Financial information is treated confidentially and made available only to those staff assessing applications.

### Privacy information

The completed Farmland Rating Category Application form contains personal information which is being collected for the purpose of enabling Council to determine eligibility for Farmland rating and to enable Council to perform any other duty or task under any relevant legislation. Council is bound by the provisions of the *Privacy and Personal Information Act 1998* in the collection, storage and utilisation of personal information provided in the form. Accordingly, the personal information will only be utilised for the purpose for which it has been obtained.

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## Important information to assist you in determining your rating category

### How is land defined as farmland?

The following information is taken from the NSW *Local Government Act 1993*. Councils must comply with Chapter 15 of the Act, which deals with how councils are financed, and, specifically under Sections 515 through 529, how a council should administer applications for Farmland Rates.

#### Categorisation as farmland - Section 515 of the *Local Government Act 1993*

1. Land is to be categorised as "farmland" if it is a parcel of rateable land valued as one assessment and its **dominant** use is for **farming** (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:
  - a. has a **significant** and **substantial** commercial purpose or character, and
  - b. is engaged in for the purpose of **profit on a continuous or repetitive basis** (whether or not a profit is actually made).
2. Land is not to be categorised as farmland if it is rural residential land.
3. The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.

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**Guidelines to determining factors for categorisation of land as farmland**

1. **Dominant use:** is determined by looking at the amount of land used for the particular activity/activities and also the intensity of that use.
2. **Business or industry:** the activity / activities carried out on the land must be carried on as a commercial venture organised for profit.
3. **Purpose of profit on a continuous or repetitive basis:** The farming carried out must be on a sufficient scale as to have some element of independent viability.

Generally speaking, the farming operations should be conducted on a scale that has the elements of an independently viable, commercial operation. Properties where the primary use is as a residence, and farming is an incidental use (eg: hobby farming) do not meet the definition of farmland in terms of rating categorisation.

**Farmland rating - obligations and explanations**

1. Obligation upon owners to apply - Section 525 (2)  
The onus is on the rateable person (or their agent) to submit an application for change of category in the approved form.
  2. Providing of further information, if required - Section 525 (4)  
Council may notify the applicant of any further information it requires in order to be satisfied that the land is within that category. Council is not obliged to consider the declaration unless that information is provided.
  3. Notification of the applicant by Council of the decision - Section 525 (5)  
The Council must notify the applicant of its decision. The Council must include the reason for its decision if it declares that the land is not within the category nominated in the application.
  4. Appeal against declaration of category - Section 526 (1)  
A rateable person who is dissatisfied with the date on which a declaration is specified to take effect or a declaration of a Council under Section 525, may appeal to:
    - a. Council to review its decision and / or
    - b. An appeal must be lodged within 30 days after the declaration is made to the Land and Environment Court.
  5. Notification by the owner to Council of a change in category - Section 524  
A rateable person (or the person's agent) must notify the Council within 30 days after the person's rateable land changes from one category to another.
-

# Confidential

## Rating Category Application - FARMLAND



<b>1. Applicant</b> (Property Owner or Part-Owner only)		
Name		
Postal Address		
Town/Locality	State	Postcode
Email	Telephone	Mobile
<b>2. Property Information</b> (This information is noted on Council Rates Notices)		
Assessment No/s		
Lot	Section	DP
Street/Rural Address No	Street/Road Name	
Town/Locality	State	Postcode
Is farming the dominant use of the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3. Occupancy of Property</b>		
How many houses are located on the property?		
Does anyone reside on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, who?	<input type="checkbox"/> Owner and family	<input type="checkbox"/> Tenant
When are the above persons resident on the property?		
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Weekends
		<input type="checkbox"/> Other
<b>4. Activity Information</b>		
The definition of Farmland requires substantiation that the dominant use of the property is for farming which has (a) significant and substantial commercial purpose or character, and (b) is engaged in for the purpose of profit on a continuous or repetitive basis.		
<b>Farming Business Conducted</b>		
<input type="checkbox"/> Grazing	<input type="checkbox"/> Orcharding	<input type="checkbox"/> Pig Farming
<input type="checkbox"/> Cropping	<input type="checkbox"/> Forestry	<input type="checkbox"/> Beekeeping
<input type="checkbox"/> Vegetable Growing	<input type="checkbox"/> Dairying	<input type="checkbox"/> Horticulture
<input type="checkbox"/> Viticulture	<input type="checkbox"/> Aquaculture	<input type="checkbox"/> Poultry Farming
<input type="checkbox"/> Animal Feed Lotting	<input type="checkbox"/> Other .....	
Detail below the activity/activities carried out on the land (see definition for farmland) including private lease, agistment or share farming. For example:		
<ul style="list-style-type: none"> <li>Grazing - state average number and type of livestock (breeders, dairy, etc) over the last 12-month period.</li> <li>Orcharding - state the number, type/s and age of trees.</li> <li>Cropping - indicate crop types, area irrigated, area under planting and estimated yield over the last-12 month period.</li> <li>Forestry - provide details of area, quantities harvested and management plan.</li> <li>Beekeeping - indicate the number of beehives in operation and for what period of the year.</li> </ul>		

<b>Identify improvements made on the property to facilitate its use as farmland</b>	
<input type="checkbox"/> Pasture improvement	Area improved _____
<input type="checkbox"/> Fencing	Length of fencing _____
<input type="checkbox"/> Clearing	Area cleared _____
<input type="checkbox"/> Yards	Number and area of yards _____
<input type="checkbox"/> Dams	Number and area of dams _____
<input type="checkbox"/> Sheds	Number and area of sheds _____
<input type="checkbox"/> Farming machinery	Description _____
<input type="checkbox"/> Other	_____
<b>Approximate area of land used for above activity/activities (ha)?</b>	
<b>If grazing, what is the estimated carrying capacity (DSE) of the property as per Local Land Services rates notice?</b>	
<b>If part of the property is used for agistment purposes, what is the area agisted?</b>	
<b>If other parcels of land are used in conjunction with this property for the above activity/activities, provide location details. Also provide title details (lot/section/DP), if known.</b>	

<b>5. Business Details</b>	
<b>Is the farming activity/activities carried out as</b>	<input type="checkbox"/> Farm business / Income earner <input type="checkbox"/> Hobby / Interest
<b>Who conducts the farming business (operator)?</b>	<input type="checkbox"/> Property owner <input type="checkbox"/> Other person
<b>What year did the operator commence farming of the property?</b>	
<b>Is the property or part thereof leased for the farming activity/activities?</b>	<input type="checkbox"/> Yes - I lease the property, or part thereof <input type="checkbox"/> No - I am directly involved in farming operation
<b>If the land is used by someone other than the property owner, provide their details.</b>	Name _____ Street/Road Address _____ Locality _____ Telephone _____
<b>Approximately how many hours per week are engaged in primary production on this land?</b>	
<b>Approximately what percentage of your household income is derived from primary production activities on this land?</b>	
<b>In what name is the farming activity conducted?</b>	
<b>PIC Number (if applicable, provide copy)</b>	
<b>ABN (if applicable)</b>	
<b>Are you a Primary Producer as defined by the Australian Taxation Office?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Did the business made a profit to 30 June last financial year?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no, when does the business anticipate making a profit?</b>	

<b>Are there business records/financial statements for the activity?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Are the following returns submitted for the activity/activities:</b>		
Tax returns to be assessed on the basis of being a primary producer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Returns to the Department of Primary Industry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Returns to Local Land Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Returns to a statutory marketing authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other returns, please note:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**6. Other**

Are there any other reasons to support why the category of Farmland is more appropriate?

**7. Site Visit Declaration**

I hereby consent to Council, or any person(s) authorised by Council, to enter onto the above property for the purpose of carrying out an inspection in connection with this application.

- I require to be present during the inspection.
- I do not require to be present during the inspection.

Applicant Signature

Date

**8. Information Declaration**

I hereby declare that the information contained in this application is true and correct and I have provided copies of all relevant documents as required dependent on my activity / activities above.

Applicant Signature

Date

**9. Documentation Which Will Support Your Application**

Type of Industry	Provide copies of documentation with your application
Grazing	<input type="checkbox"/> Copy of Local Land Services rates notice <input type="checkbox"/> Copy of Annual Return of Land and Stock
Dairying	<input type="checkbox"/> Copy of licence with dairy farming with NSW Food Authority
Viticulture	<input type="checkbox"/> Proof of registration with Wine Producers Association or other appropriate body
Horticulture	<input type="checkbox"/> Copy of agreement between grower/trader or statutory declaration indicating agreement exists
Nursery	<input type="checkbox"/> Copy of documentation stating registered nursery
Beekeeping	<input type="checkbox"/> Copy of registration with Department of Primary Industries
Forestry	<input type="checkbox"/> Copy of private forestry approval from Department of Primary Industries
Aquaculture	<input type="checkbox"/> Copy of aquaculture permit from Department of Primary Industries

If you are unable to supply the above supporting documents, contact Council on 02 69595510 to discuss alternatives.

**Taxation Returns**

In accordance with Section 525 (4) Council may request production of taxation returns for the previous three financial years relevant to the claimed business. It will save delays in making a determination if taxation returns are supplied with this application.

Narrandera Shire Council, 141 East Street NARRANDERA NSW 2700 | Phone 02 6959 5510 | council@narrandera.nsw.gov.au



10. Office Use Only		
MagiQ #		Date
<b>Initial assessment:</b> Assessed by		Date
Further information required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inspection required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Inspection report MagiQ #		Date
<b>Second assessment</b> (if required): Assessed by		Date
<b>Assessment comments</b>		
<b>Decision</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Refused
Reason for refusal	<input type="checkbox"/> Farming not dominant land use <input type="checkbox"/> Activities not of significant or substantial commercial purpose <input type="checkbox"/> Hobby farm <input type="checkbox"/> Other (provide details)	
<input type="checkbox"/> <b>Decision response sent to applicant</b>		
Officer name	Date	MagiQ #
<input type="checkbox"/> <b>Practical record updated</b>		
Officer name	Date	



# Categorisation of Land as Farmland for Rating Policy XXX000



**Policy No:** XXX000

**Policy Title:** Categorisation of Land as Farmland for Rating

**Section Responsible:** Finance

**Minute No:**

**Doc ID:** 524411

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## 1. INTENT

To ensure that rate assessments categorised as 'Farmland' comply with the provisions of section 515(1) of the Local Government Act 1993.

## 2. SCOPE

This policy applies to rate assessments within the Narrandera Shire proposed to be classified as 'Farmland' under Section 515 of the Local Government Act 1993.

## 3. OBJECTIVE

- To provide clear guidelines and procedures in relation to the assessment of rateable land parcels for categorisation as Farmland for rating purposes
- To ensure that all farmland assessments are determined using consistent measures.
- To ensure that the guidelines and procedures are implemented efficiently and effectively.
- To ensure assessment of farmland rating applications are determined using consistent criteria.

## 4. POLICY STATEMENT

It is recommended by the Office of Local Government that councils have an internal set of guidelines as to what factors will be used in determining categorisation as farmland for rating purposes. This policy has been produced in response to this recommendation.

In relation to the determination of rateable land parcels for categorisation as Farmland for rating purposes, Chapter 15, Part 3 and Part 3A of the *Local Government Act 1993*, as amended, must apply.

For land to be categorised as farmland in terms of Section 515(1) of the *Local Government Act 1993*, as amended, it must be:

1. Land is to be categorised as "**farmland**" if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any

kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994 , or any combination of those businesses or industries) which

- (a) has a significant and substantial commercial purpose or character, and
- (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).

2. Land is not to be categorised as farmland if it is rural residential land.
3. The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.

## **5. PROVISIONS**

### **5.1 GUIDELINES**

#### **5.1.1 Dominant Use**

When determining dominant use, the following attributes will be considered but not limited to:

- Total rateable area being used for farming operations
- Income derived from farmland operation
- Intensity of farming activity

#### **5.1.2 Significant and Substantial Commercial Purpose or Character**

The activity must show a degree of commercial purpose or character and independent viability and not be a hobby or interest.

Commercial is described as the “interchange of goods or commodities especially on a large scale” and Business as “the purchase and sale of goods and services in an attempt to make a profit”.

#### **5.1.3 Purpose of Profit on a Continuous or Repetitive Basis**

The entity must have completed at least one cycle of farming operation, seasonal fluctuations should not affect the outcome. Whether a profit is made or not is not irrelevant to the question of being engaged in for the purpose of profit on a continuous or repetitive basis.

## **5.2 ASSESSING APPLICATIONS**

### **5.2.1 Criteria**

When assessing applications, the following criteria will be considered when determining categorisation as farmland:

- Land use – type of farming being carried out
- Land capacity – carrying capacity and return per hectare
- Area

- Ongoing and repetitive basis – it would be expected the activity to have completed at least one cycle or be operating for at least one year.

### **5.2.2 Land Used in Conjunction with Other Properties**

Under the Local Government Act 1993, to be categorised as farmland the land must be a parcel of rateable land valued as one assessment. However, where a parcel of rateable land valued as one assessment is used in conjunction with other parcels of rateable land, Council may consider the total of all the parcels as one holding for the purpose of this policy. providing that all the parcels are owned or leased by the same entity.

### **5.2.3 Leased Land**

Full details of the lease must be supplied, including area leased and activities undertaken.

### **5.2.4 Farm Stays/B&Bs**

Information is required on tourist accommodation regarding the number of available rooms and the frequency of occupation.

### **5.2.5 Timing**

- A property owner/s may make an application for farmland rating at any time.
- The effective date for category change of successful applications will be the date that Council receives the application.

### **5.2.6 Assessment**

- Assessment shall be carried out by Council staff in accordance with Council's Procedures for Assessing Farmland for Rating Purposes Applications.
- A site visit by Council officers may be conducted as part of the assessment.
- The initial assessment will be carried out by the Revenue Officer who will make a recommendation and report for approval by the Deputy General Manager Corporate & Community.
- If additional substantiating information cannot be supplied and eligibility for farmland categorisation is indeterminate, benefit of the doubt will be granted, and the property will be rated as farmland.

### **5.2.7 Incomplete Applications**

If an applicant refuses to complete an application form or to provide sufficient information to enable a determination of the categorisation, the property shall be considered ineligible for farmland rating.

### **5.2.8 Right of Appeal**

Council must notify the applicant of its decision within 40 days after application is made as per Section 525 (6) of the Local Government Act 1993. Should the decision be made to not rate the property as farmland, reasons must be included in the notification.

If the applicant is dissatisfied with the decision, the applicant has 30 days to appeal. The applicant may request a review of the decision by submitting their request in writing to the General Manager outlining the reasons they believe a property should be categorised farmland.

If the applicant remains dissatisfied with the outcome of the review an appeal against the declaration of category under Section 526 (1) of the Local Government Act 1993 must be lodged with the Land and Environment Court within 30 days after the declaration is made by Council.

If an applicant chooses to appeal to the Land and Environment Court against the categorisation, Council may obtain an independent review of the application. Council may appointment an independent advisor with agricultural experience to inspect the property and provide a written report.

#### **5.2.9 Reviews**

- Where a property is sold, transferred, or subdivided the owners shall be required to complete an application for farmland rating for determination.
- Council may carry out reviews when deemed necessary.
- Properties included in a periodic review are to be assessed under the same criteria as new applications.

#### **5.2.10 Confidentiality**

All information supplied with or contained within an application shall be treated as strictly confidential.

### **6. DEFINITIONS**

- Rateable land means land that is rateable to an ordinary rate or a special rate, or both.
- Rural residential land means land that
  - a) is the site of a dwelling, and
  - b) is not less than 2 hectares and not more than 40 hectares in area, and
  - c) is either –
    - i. not zoned or otherwise designated for use under an environmental planning instrument, or
    - ii. zoned or otherwise designated for use under such an instrument for non-urban purposes, and
  - d) does not have a significant and substantial commercial purpose or character.

### **7. ROLES AND RESPONSIBILITIES**

**Property Owner/s**

1. Property owners wishing to change the rating category of their land to farmland shall submit an Application for Farmland Rating Category.
2. Property owners wishing to appeal the outcome of their application shall do so within required timeframes.

**Council**

1. Applications for Categorisation of Land as Farmland for Rating Purposes shall be assessed by the Revenue Officer in accordance with Council’s Procedures for Assessing Farmland for Rating Purposes Applications.
2. Assessments shall be reviewed by the Senior Finance Officer.
3. Recommendations for approval or rejection of an application shall be reviewed by the Deputy General Manager Corporate & Community prior to the applicant being notified of the determination.
4. Appeals by ratepayers dissatisfied by an initial determination shall be assessed by the Finance Manager.
5. Recommendations regarding appeal outcomes shall be reviewed by the General Manager.

**8. RELATED LEGISLATION**

- Local Government Act (NSW) 1993; sections 493, 515, 519-527.

**9. RELATED DOCUMENTS**

- Procedures for Assessing Farmland for Rating Purposes Applications

**10. VARIATION**

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation, and award changes, where applicable. Council may also make charges to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

**11. PREVIOUS VERSIONS**

- Not applicable

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**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Position Title</b>
<b>Approved by</b>	<b>General Manager</b>

<b>Approval Date</b>	<b>XX Month 202X</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>XX Month 202X</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Adopted by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	XX Month 202X	XX Month 202X	XX Month 202X
<b>2 Reviewed</b>	XX Month 202X		

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**21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**

Nil

**PUBLIC MEETING CLOSES**

*At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.*

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**22.1 Economic Development Strategy at 6 October 2020**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.2 Narrandera - Leeton Airport Operations**

This matter is considered to be confidential under Section 10A(2) - f of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

**22.3 Request for refund of DA Fees**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

**RETURN TO PUBLIC MEETING**

*At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.*

