



BUSINESS PAPER

Ordinary Council Meeting

16 March 2021

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.

Contact	Phone	Email
Narrandera Shire Council	02-6959 5510	council@narrandera.nsw.gov.au
ICAC	02-8281 5999	icac@icac.nsw.gov.au
Toll Free	1800 463 909	
Department of Local Government	02-4428 4100	olg@olg.nsw.gov.au
NSW Ombudsman	02-8286 1000	nswombo@ombo.nsw.gov.au
Toll Free	1800 451 524	

COMMUNITY STRATEGIC PLAN

Themes

Agenda Section 16 ~ Our Community

- 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

- 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

- 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

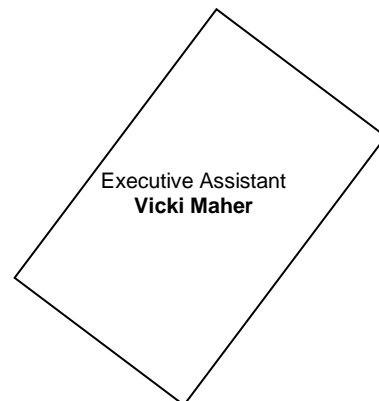
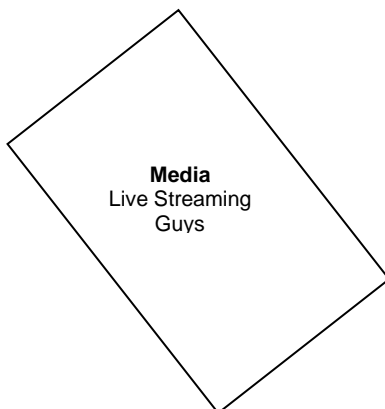
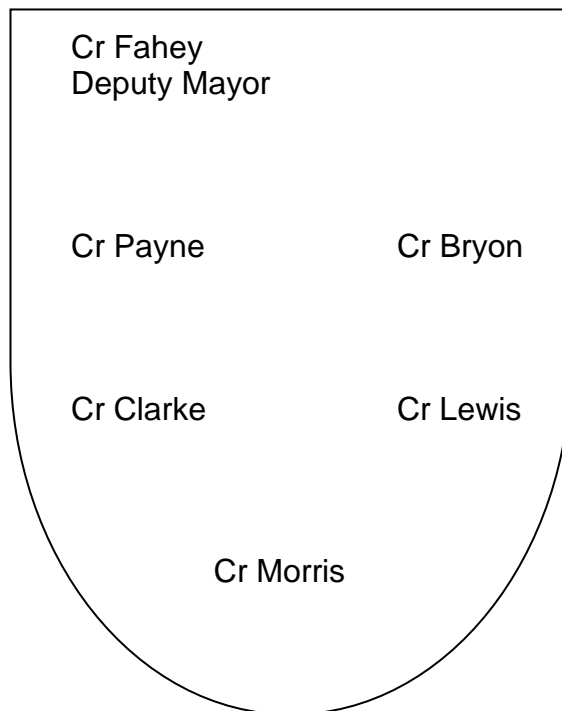
- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

Agenda Section 20 ~ Our Civic Leadership

- 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 George Cowan	MAYOR Cr Kschenka	Deputy General Manager Infrastructure Shane Wilson	Deputy General Manager Corporate & Community Martin Hiscox
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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 16 March 2021 at 2pm**

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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 - 16 February 2021



MINUTES

Ordinary Council Meeting

16 February 2021

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 16 FEBRUARY 2021 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

As informed by the Mayor at the commencement of the Public Forum.

2 HOUSE KEEPING

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

As informed by the Mayor at the commencement of the Public Forum.

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.

4 PRESENT

Cr Neville Kschenka, Cr David Fahey OAM, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, 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), Lauren Redden (Minute Taker)

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Nil

7 CONFIRMATION OF MINUTES**RESOLUTION 21/001**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the minutes of the Ordinary Council Meeting held on 9 December 2020 be confirmed.

CARRIED

8 MAYORAL REPORT**8.1 MAYORAL REPORT DECEMBER / JANUARY / FEBRUARY 2021****RESOLUTION 21/002**

Moved: Cr Neville Kschenka

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Mayoral Report for December / January / February 2021.
2. Authorises the Mayor and General Manager to lobby the NSW Government via the Local Member Stephanie Cooke MP for the replacement of the Narrandera Police Station.

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 - ABORIGINAL ELDERS LIAISON - 27 OCTOBER 2020****RESOLUTION 21/003**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

1. That the Minutes of the Aboriginal Elders Liaison held on Tuesday 27 October 2020 be received and noted.

CARRIED**13.2 MINUTES - ABORIGINAL ELDERS LIAISON - 7 DECEMBER 2020****RESOLUTION 21/004**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

1. That the Minutes of the Aboriginal Elders Liaison held on Monday 7 December 2020 be received and noted.

CARRIED**13.3 MINUTES - ABORIGINAL ELDERS LIAISON - 1 FEBRUARY 2021****RESOLUTION 21/005**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

1. That the Minutes of the Aboriginal Elders Liaison held on Monday 1 February 2021 be received and noted with the following amendments:

“Welcome to Country by Elder Mr Michael Lyons”

Date error from “September 2018” to “September 1918”

CARRIED

13.4 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 12 OCTOBER 2020**RESOLUTION 21/006**

Moved: Cr David Fahey OAM

Seconded: Cr Barbara Bryon

1. That the Minutes of the Australia Day Planning Committee held on Monday 12 October 2020 be received and noted.

CARRIED

13.5 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 9 NOVEMBER 2020**RESOLUTION 21/007**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

1. That the Minutes of the Australia Day Planning Committee held on Monday 9 November 2020 be received and noted.

CARRIED

13.6 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 11 JANUARY 2021**RESOLUTION 21/008**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

1. Note and receive the Minutes of the Australia Day Planning Committee held on Monday 11 January 2021.
2. Review the Australia Day Policy within the current policy review process.

CARRIED

13.7 MINUTES - NARRANDERA - LEETON SHIRE COUNCILS JOINT AIRPORT MANAGEMENT COMMITTEE - 1 DECEMBER 2020**RESOLUTION 21/009**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

1. That the Minutes of the Narrandera - Leeton Shire Councils Joint Airport Management Committee held on Tuesday 1 December 2020 be received and noted.

CARRIED**13.8 MINUTES - NARRANDERA DOMESTIC VIOLENCE ADVISORY COMMITTEE - 14 DECEMBER 2020****RESOLUTION 21/010**

Moved: Cr Barbara Bryon
Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Minutes of the Narrandera Domestic Violence Advisory Committee held on Monday 14 December 2020.

CARRIED**13.9 MINUTES - YOUTH ADVISORY COUNCIL - 14 DECEMBER 2020****RESOLUTION 21/011**

Moved: Cr Tracey Lewis
Seconded: Cr Narelle Payne

1. That the Minutes of the Youth Advisory Council held on Monday 14 December 2020 be received and noted.
2. That Council acknowledge the new Youth Advisory Council members Alyssa Sanders and Memphis Singh inducted at the Youth Advisory Council meeting held Monday 14 December 2020.

CARRIED**14 OUR COMMUNITY**

Nil

15 OUR ENVIRONMENT**15.1 ORGANICS OPTIONS STUDY****RESOLUTION 21/012**

Moved: Cr David Fahey OAM
Seconded: Cr Barbara Bryon

That Council:

1. Acknowledges the community feedback on the introduction of a kerbside organics collection and not proceed with the implementation at this time.

2. Calls for Expressions of Interest from waste management operators for the removal and/or onsite composting of the self-haul green waste at the Narrandera site.

CARRIED

16 OUR ECONOMY

Nil

17 OUR INFRASTRUCTURE

17.1 PLANT EXPRESSION OF INTEREST - HIRE OF SPECIALISED PLANT AND EQUIPMENT

RESOLUTION 21/013

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Endorses the companies as detailed within the report to be included on the panel of Specialised Plant and Equipment for the period 1 March 2021 until 30 June 2022.
2. Authorises the Deputy General Manager Infrastructure to add new suppliers to the panel of Specialised Plant and Equipment within the period of contract, subject to them meeting all contract requirements.

CARRIED

17.2 TENDER - WINNING AND CRUSHING OF GRAVEL

RESOLUTION 21/014

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

1. That Council endorses the companies as detailed within the report to be included on the panel for Winning and Crushing of Gravel for the period 1 March 2021 until 30 June 2024.

CARRIED

18 OUR CIVIC LEADERSHIP

18.1 POLICY REVIEW - POL034 SHIRE RECOGNITION POLICY

RESOLUTION 21/015

Moved: Cr Barbara Bryon

Seconded: Cr David Fahey OAM

That Council:

1. Reviews and endorses POL034 Shire Recognition Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Should no submissions be received from the community at the conclusion of the exhibition period, POL034 Shire Recognition Policy as presented be deemed as adopted.

CARRIED

18.2 POLICY REVIEW - POL040 TELEVISION AND FILM PRODUCTION SHOOTS POLICY

RESOLUTION 21/016

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Reviews and endorses POL040 Television and Film Production Shoots Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Should no submissions be received from the community at the conclusion of the exhibition period, POL040 Television and Film Production Shoots Policy as presented be deemed as adopted.

CARRIED

18.3 2018-2022 DELIVERY PROGRAM - 31 DECEMBER 2020 QUARTERLY REVIEW

RESOLUTION 21/017

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Endorses the 2018-2022 Delivery Program quarterly review dated 31 December 2020 as presented and publish the report to the community using the Council website.

CARRIED

18.4 APPLICATION TO CLOSE PART OF A COUNCIL MANAGED ROAD RESERVE**RESOLUTION 21/018**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council:

1. Agrees to progress the application from NSW Rural Fire Service - MIA District to close part of the Landervale Road road reserve for the purpose constructing a bushfire shed for use by the Landervale Bushfire Brigade.
2. Approves delegated authority to the Mayor and the General Manager to sign any documentation relating to this matter.
3. Endorses the placement of the Common Seal of Council to any documentation relating to this matter.

CARRIED

19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**19.1 DECEMBER 2020 & JANUARY 2021 DEVELOPMENT SERVICES ACTIVITIES****RESOLUTION 21/019**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Development Services Activities Report for December 2020 and January 2021.

CARRIED

20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**20.1 DECEMBER 2020 QUARTERLY BUDGET REVIEW****RESOLUTION 21/020**

Moved: Cr Kevin Morris

Seconded: Cr Barbara Bryon

That Council:

1. Receive, note and adopt the information and variations contained in the December

Quarterly Review.

CARRIED

20.2 DECEMBER STATEMENT OF RATES AND RECEIPTS

RESOLUTION 21/021

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 05 January 2021.

CARRIED

20.3 DECEMBER INCOME STATEMENT

RESOLUTION 21/022

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 December 2020.

CARRIED

20.4 DECEMBER STATEMENT OF INVESTMENTS

RESOLUTION 21/023

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 31 December 2020.

CARRIED

20.5 DECEMBER STATEMENT OF BANK BALANCES**RESOLUTION 21/024**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 December 2020.

CARRIED

20.6 JANUARY STATEMENT OF RATES AND RECEIPTS**RESOLUTION 21/025**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 January 2021.

CARRIED

20.7 JANUARY INCOME STATEMENT**RESOLUTION 21/026**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 January 2021.

CARRIED

20.8 JANUARY STATEMENT OF INVESTMENTS

RESOLUTION 21/027

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 31 January 2021.

CARRIED

20.9 JANUARY STATEMENT OF BANK BALANCES

RESOLUTION 21/028

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 January 2021.

CARRIED

20.10 JANUARY CAPITAL WORKS PROGRAM

RESOLUTION 21/029

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the information contained in the Capital Works report as of 31 January 2021.

CARRIED

21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

22 CONFIDENTIAL BUSINESS PAPER REPORTS**RESOLUTION 21/030**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

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 Request for Reimbursement of Development Costs

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.

CARRIED

22.1 REQUEST FOR REIMBURSEMENT OF DEVELOPMENT COSTS**RESOLUTION 21/031**

Moved: Cr Kevin Morris

Seconded: Cr Jenny Clarke OAM

That Council:

1. Refuses the request for reimbursement for the reasons detailed within this report.

CARRIED

Cr Lewis and Cr Fahey requested their vote be recorded as Against.

23 OPEN COUNCIL**RESOLUTION 21/032**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

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

CARRIED

The Meeting closed at 3.34pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 March 2021.

.....
GENERAL MANAGER

.....
CHAIRPERSON

UnConfirmed

8 MAYORAL REPORT**8.1 MAYORAL REPORT FEBRUARY / MARCH 2021**

Document ID: 542739
Author: Mayor
Theme: Our Civic Leadership
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for February / March 2021.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 16 February 2021, 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.

Media Interviews

I have had numerous media interviews, other than our local Community Radio Spirit FM 91.1 monthly segment, throughout the past month covering recent topics of interest and/or concern.

FEBRUARY 2021**Monday 8**

Attended the special Meet-N-Greet of the Narrandera Business Group. NBG now has a new president, John Foster; Vice President, Andrew Pellow; and Treasurer, Lyn Galvin; and Josie Marks continues in her important role of Secretary. Around 30 business representatives were in attendance and I was asked to speak on behalf of the Council.

Wednesday 10

Together with the General Manager George Cowan, I attended the quarterly RAMJO Mayors and GMs Board Meeting at Whitton Malt House.

Thursday 11

Together with fellow Councillors, General Manager and Senior Staff, I attended the annual Shire Council Listening Post sessions held at Sandigo, Grong Grong, Barellan, Binya and Narrandera to meet with residents and find out what current issues are causing concern, what projects, repairs works and road maintenance that constituents wish to see

undertaken and gain feedback on current projects. This tour also gives Council the opportunity to conduct site visits to current projects and potential projects. This year Narrandera’s session was also live streamed, receiving questions online from community members.

Tuesday 16

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

During the February Public Forum, Council received a Drone Award. As part of the Statewide Risk Conference, in conjunction with AVCRM, a Drone Package award was established for all member councils in NSW. Councils were encouraged to enter the competition, to submit a detailed description on what new and innovative ways their council could utilise drones in the workplace to reduce risks and benefit the organisation. Narrandera Shire Council’s Work Health Safety & Risk Officer submitted an entry and won 2nd prize in NSW. The prize consists of a D1 Store DJI Mavick 2 Pro, as well as Aviassist Premier CASA Remote Pilot Training Course (RePL) for three Council employees.



Image: JLT Australia’s Naamon Eurell Executive Officer and Stephen Childe Account Manager, Statewide Regional Risk Manager Damien Connell, Narrandera Shire Council Work Health Safety Risk Officer Aaron Bayraktar, Mayor Neville Kschenka and General Manager George Cowan.

I then had the pleasure of announcing the winners of the 2020 Christmas Lights Competition and presenting Certificates and prize vouchers. This year, each residence or business won \$500 worth of Shop Local Vouchers, while the Best Street has the street sign displayed on the street sign pole.

- ~ Best Barellan House: Christie Smith
- ~ Best Grong Grong House: Melissa Johnson
- ~ Best Narrandera House: Darius Peisley
- ~ Best Business: Coroco Furniture
- ~ Best Street: Victoria Avenue, Narrandera



Accepting the Best Business Award is Denise Makeham of Coroco Furniture

Congratulations to all winners. Well Done!!!

Thursday 18

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.

Monday 22

Together with fellow committee members, I attended and chaired the Australia Day Planning Committee meeting. Minutes of the meeting are further presented to Council.

Wednesday 24

My wife Carmel and I attended the Rotary Club New Residents evening at the Narrandera Golf Club. It was pleasing to see so many new residents being welcomed. I was invited to talk about Narrandera and the shire and also to extend a welcome on behalf of the Council.

Friday 26

Together with the General Manager and Councillors, I attended the NACNet launch of the Create Narrandera Program held at the Narrandera Arts Centre. This was a most enjoyable evening and I congratulate the organisers for putting together an extensive program of workshops to be staged over the coming months, bookings for one of which was already filled by the end of the evening. This augurs well for the future of art and our Arts Centre.

Saturday 27

I joined long-time Grong Grong residents Ken Limerick, Jean Choy and Bruce Gawne to officially unveil the Grong Grong Historical Signs. Local Member for Cootamundra Steph Cooke MP was also with us to celebrate this great achievement with locals.

The event was a great success, with over 30 residents of Grong Grong and Narrandera Councillors and staff turning out to inspect the 25 new signs installed at key locations throughout the village. The opportunity was also taken during proceedings for Helen McDermott to present the 2021 Senior Sports Award to the winner Brian Gawne for his achievements in sport.

The impressive signs were created through the Rural Assistance Program, where Council representatives worked with community members to identify suitable community projects. The program's aim of employing locals and delivering projects directly supports those in our community who have been most impacted by the drought.

Each sign details information about a specific site of historical significance in Grong Grong, with all sites also identified on the master sign and map located in the Grong Grong Park. The master sign also features a community noticeboard for residents to display and share information.

Members of the Grong Grong project included Adam Conway of Conway Constructions, who constructed the sign frames and posts, together with Terry Cassidy, Kerryn Cassidy and Nicole Ivanoff, who carried out research on the historical sites.

This project was funded through the Australian Government's Drought Communities Programme Extension, under the Rural Assistance Program project.

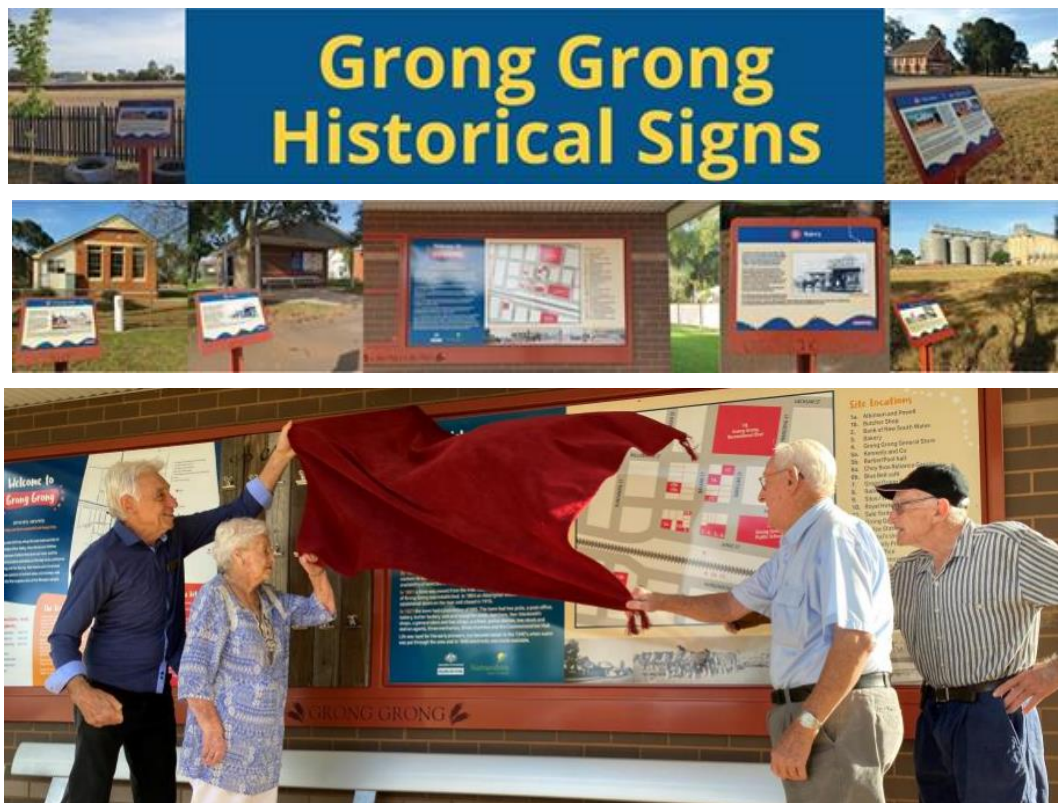


Image: Myself with Jean Choy, Mr Bruce Gawne and Mr Ken Limerick

Saturday 27

Following the event at Grong Grong, I then travelled to Barellan to attend the unveiling of the newly refurbished Tennis Courts and Clubhouse by our Local Member for Cootamundra Steph Cooke MP. Members of Evonne Cawley’s, nee Goolagong, family, also attended this special event. Ian Goolagong performed the Welcome to Country and a Smoking Ceremony and Tirkandi Inaburra and Clontarf Indigenous Dancers performed traditional dance. This was a very proud moment for the Goolagong family, and the courts are a great asset to the hard-working Barellan community. The event was also attended by the General Manager and Councillors.



Members of the Goolagong family with Steph Cooke MP and Councillors Jenny Clarke, Narelle Payne and myself and members of the Barellan Tennis Club

The 2021 Barellan Masters Games followed at the Sportsground and other venues around Barellan. The games were well attended, and it was great to see the support of the Grong Grong community, particularly for the softball competition. Although there was a minimum age limit for this event there did not appear to be a maximum, as I was unexpectedly invited to play for one of the teams. Steph Cooke also participated in an event on Sunday.

Congratulations to the Barellan community and sponsors for once again holding this event. It not only brings the community together but also draws visitors from other areas. Thank you also to the Barellan people for making me feel so welcome and inviting me to join in.



MARCH 2021

Tuesday 2

Together with fellow committee members, I attended and chaired the Economic Taskforce meeting. Minutes of the meeting are further presented to Council.

Thursday 4 March

Together with the General Manager George Cowan, I attended the Quarterly Police/Council Meeting. Up to date crime statistics were tabled, although it revealed an increase in break and enters for the period. Most of this occurred within the first few months of the year and the offenders have been apprehended. This type of crime in recent months is minimal at the present time.

Other matters discussed included:

- The call for a 24-hour Police Station for Narrandera and Leeton. The meeting was advised that this would not be the most efficient use of resources as the effect would be to spread the current police numbers over the greater hours therefore in effect reducing the numbers during the day.
- The crime stats for the last 12 months were tabled and showed a decrease in crime for Narrandera in all but three categories. The next quarter stats are due for release soon and they are anticipated to show further improvement.
- Superintendent Ireland also advised the meeting that he had lodged a submission supporting improvements for the Narrandera Police Station.

Thursday 4

After accepting an invitation from the owners of Narrandera's newest eatery in East Street, Pretty Little Lattes, I had the pleasure of attending their pre-opening evening. The dining area is very well presented, and I wish the Corona family all the best in their new venture.

Friday 5

Today a long-standing local business changed hands with the Robinson family calling it a day after many years of operating Robinson’s Department Store in East Street. The store has been purchased and will now be run by four local families and has reopened as Trims Collective. I wish these families all the best in their new venture as well. It is great to see other new businesses also opening or re-locating and it appears many businesses are enjoying good trading.

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.

Until next time, Mayor Kschenka

RECOMMENDATION

That Council:

- 1.Receives and notes the Mayoral Report for February / March 2021.

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 - YOUTH ADVISORY COUNCIL - 8 FEBRUARY 2021****Document ID: 547114****Author: Community Support Manager****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Youth Advisory Council Minutes - 8 February 2021****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Youth Advisory Council held on Monday 8 February 2021.
2. Receive and note the update on the Food Trailer Project.
3. Receive and note the update on the Youth Strategy.

An informal meeting was held on 15 February 2021 to decide on some important items for the Youth Food Trailer Project and the Youth Strategy.

At this meeting, the Youth Advisory Council discussed at length the requirements for the Food Trailer Operational Plan. These discussions included:

- Use of the trailer by external groups – will require a member of the YAC to be present and involved,
- Procedures for cash handling both before and after events,
- Menu items – a trial to be held to test menu items,
- Internal and external fit out items – outdoor seating to include bistro sets as well as picnic blankets, all items to be biodegradable and environmentally friendly with recycle bins onsite to utilize the Reverse Vending Machine.

The Youth Advisory Council, particularly the new members to the Youth Council, were provided an opportunity to further read the proposed Youth Strategy with no further contributions required and are happy to proceed to the consultation stage by posting questions to social media and requesting further feedback from the community. The Youth Advisory Council will also use Youth Week as an opportunity to promote the Youth Strategy and the consultation process. Sessions will be held in the Youth Space to invite input on the strategy.



MINUTES

Youth Advisory Council Meeting

8 February 2021

**MINUTES OF NARRANDERA SHIRE COUNCIL
YOUTH ADVISORY COUNCIL MEETING
HELD AT THE YOUTH SPACE
ON MONDAY, 8 FEBRUARY 2021 AT 3.30**

1 PRESENT

Mayor Braden Lyons, Deputy Mayor Wesley Bamblett, Cr Madeline Fraser, Cr Mia Briggs, Cr Alyssa Sanders, Cr Memphis Singh, Observers CLO Suzanne Litchfield, CSM Stacie Mohr, DGMCC Martin Hiscox

2 APOLOGIES

Nil

3 BUSINESS ARISING FROM PREVIOUS MINUTES

- Rachael James organiser of the Annual Healing Day was unable to attend meeting. An invitation will be extended to Rachael to attend the next scheduled meeting on 8 March 2021

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Alyssa Sanders

Seconded: Cr Memphis Singh

That the minutes of the Youth Advisory Council Meeting held on 14 December 2020 be confirmed.

CARRIED

5 REPORTS

5.1 PRESENTATION FROM LHAC

COMMITTEE RESOLUTION

Moved: Cr Madeline Fraser

Seconded: Cr Memphis Singh

Youth Advisory Council

1. Receive and note the presentation from Local Health Area Committee members Gayle Murphy and Sue Killham
2. Write a letter to Headspace and the Narrandera High school to extend an invite to the next meeting to be held on 8 March 2021 to discuss barriers around youth mental health services
3. Publish information to Council's Facebook and website to inform the community on how to access mental health services within the area

CARRIED

5.2 YOUTH STRATEGY UPDATE

COMMITTEE RESOLUTION

Moved: Deputy Mayor Wesley Bamblett

Seconded: Cr Madeline Fraser

Youth Advisory Council

1. Receive and note update on the Youth Strategy.
2. Review the proposed actions and hold an informal meeting on 15 February 2021 to make further recommendations to these actions
3. Review the proposed consultation strategy at the informal meeting on 15 February 2021

CARRIED

5.3 WATER TOWER PROJECT

COMMITTEE RECOMMENDATION

Moved: Cr Memphis Singh

Seconded: Deputy Mayor Wesley Bamblett

Youth Advisory Council

1. Provide recommendations for the Third Artwork for the Water Tower and make a submission on behalf of the Youth Advisory Council
2. Use their Social Media Platforms to promote Council's request for submissions for the Third Artwork for the Water Tower

5.4 YOUTH FOOD TRAILER OPERATIONAL PLAN

COMMITTEE RESOLUTION

Moved: Cr Mia Briggs

Seconded: Deputy Mayor Wesley Bamblett

Youth Advisory Council

1. Receive and note the update on the Food Trailer Project
2. Discuss the development and implementation of the Food Trailer Operational Plan
3. Hold an informal meeting on 15 February 2021 to begin drafting the Food Trailer Operational Plan
4. Invite HRM Mick Pieper to informal meeting on 15 February 2021 to provide recommendations on operational plans for the food service industry

CARRIED

6 NEXT MEETING

8 March 2021 – 3.30pm - Youth Space

7 MEETING CLOSE

Meeting Closed at 5:50pm

13.2 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 22 FEBRUARY 2021

Document ID: 546549

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Australia Day Planning Committee Minutes - 22 February 2021

RECOMMENDATION

1. That the Minutes of the Australia Day Planning Committee held on Monday 22 February 2021 be received and noted.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUSTRALIA DAY PLANNING COMMITTEE
HELD AT THE NARRANDERA VISITOR INFORMATION CENTRE
ON MONDAY, 22 FEBRUARY 2021 AT 8.45AM**

1 PRESENT

Cr Neville Kschenka, Cr Narelle Payne, Ms Helen McDermott, Mr Bob Manning, Ms Beryl Brain, Ms Barbara Bryon, Mr Graeme Davies, Alternate Jenny Clarke OAM, Executive Assistant – Vicki Maher, Minute Taker - Toneale O'Connell

2 APOLOGIES

RECOMMENDATION

That the apology from Mr Stephen Targett be received and accepted.

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

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 11 January 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 AUSTRALIA DAY 2021 DE-BRIEF

COMMITTEE RESOLUTION

Moved: Ms Barbara Bryon
 Seconded: Ms Beryl Brain

Narrandera Shire Australia Day Planning committee to provide de-brief items on Narrandera Shire Australia Day Celebrations for 2021.

- Event venue was well received, Chair location to be reviewed next year.
- The committee discussed different event layout options to allow for weather conditions.
- The Local Ambassador was well received and will be included as part of the 2022 Australia Day Celebrations.
- Positive Feedback was received from the Youth Council who handed out bacon and egg rolls on the day.
- The event received positive feedback and was well received by the Narrandera Shire communities.
- The COVID19 Safety Plan was followed and no issues were reported. The Gate and Covid Marshalling was effectively managed.
- The committee and community thoroughly enjoyed the 2021 Australia Day Ambassador, Sarah Garnett who was a wonderful addition to the program.

CARRIED

7 GENERAL BUSINESS

Nil

8 CORRESPONDENCE

Nil

9 NEXT MEETING

16 August 2021 – 8.45am – Visitor Information Centre

10 MEETING CLOSE

The Meeting closed at 9.50am.

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

.....
CHAIRPERSON

13.3 MINUTES - RAILWAY STATION MANAGEMENT COMMITTEE - 24 FEBRUARY 2021**Document ID: 546850****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Railway Station Management Committee Minutes - 24 February 2021****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Railway Station Management Committee held on Wednesday 24 February 2021.
2. Notes the committee recommendation regarding Fees and Charges for the 2021-2022 financial year for full day hire of the Railway Station meeting room to be increased to \$55.00 and half day hire increased to \$27.00.

**MINUTES OF NARRANDERA SHIRE COUNCIL
RAILWAY STATION MANAGEMENT COMMITTEE
HELD AT THE RAILWAY STATION ROOMS
ON WEDNESDAY 24 FEBRUARY 2021 AT 10:25AM**

1 PRESENT

Mrs Josie Middleton, Cr Barbara Bryon, Member Mr Bob Manning, Member Tony Andracchio, Observer CDM Sue Killham, Minute Taker Mel Gilmour

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mr Bob Manning
Seconded: Cr Barbara Bryon

That apologies from Mr Tony Taylor be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mr Bob Manning
Seconded: Member Tony Andracchio

That the minutes of the Railway Station Management Committee held on 21 October 2020 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 ACTION LIST / KEY REGISTER

COMMITTEE RESOLUTION

Moved: Mr Bob Manning

Seconded: Cr Barbara Bryon

The Committee:

1. Update the Action List and key register and authorise the removal of completed items.
2. Authorise CDM Sue Killham to follow up with Oliver Poetzl from John Holland on outstanding items on the Action List that are related to the building.

CARRIED

6.2 REVENUE & EXPENDITURE BUDGET 2020-21

COMMITTEE RESOLUTION

Moved: Cr Barbara Bryon

Seconded: Mr Bob Manning

The Committee:

1. Receive and note the budget and actual figures as of February 2021.
2. Requested an email with more details on expenditure items.
3. Requested information on expenditure and the available funds from the amount that was transferred to Council from the previous Committee account upon closure in 2018.

CARRIED

6.3 RAILWAY CARETAKERS REPORT

COMMITTEE RESOLUTION

Moved: Mr Bob Manning

Seconded: Member Tony Andracchio

The Committee:

1. Receive and note the railway caretaker's report.

CARRIED

6.4 2021-2022 DRAFT FEES AND CHARGES

COMMITTEE RESOLUTION

Moved: Cr Barbara Bryon

Seconded: Member Tony Andracchio

The Committee:

1. Suggest that Council consider the Fees and Charges for the 2021-2022 financial year for full day hire of the Railway Station meeting room be increased to \$55.00 and half day hire increased to \$27.00.

CARRIED

6.5 RAILWAY COMMITTEE AMENDMENT OF TERMS OF REFERENCE

COMMITTEE RESOLUTION

Moved: Mr Bob Manning

Seconded: Member Tony Andracchio

The Committee:

1. Confirm the amendment to the Railway Committee Terms of Reference to reflect that Council will undertake invoicing for the building hire with the Committee to retain the booking responsibilities.

CARRIED

7 NEXT MEETING

June 2021, with time and day to be advised

8 MEETING CLOSE

The Meeting closed at 11:37am.

The minutes of this meeting were confirmed at the Railway Station Management Committee held on.

.....
CHAIRPERSON

13.4 MINUTES - PARKS AND GARDENS ADVISORY COMMITTEE - 1 MARCH 2021**Document ID: 546404****Author: Open Space and Recreation Manager****Authoriser: Deputy General Manager Infrastructure****Attachments: 1. Parks and Gardens Advisory Committee Minutes - 1 March 2021****RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Parks and Gardens Advisory Committee held on Monday 1 March 2021.



MINUTES

Parks and Gardens Advisory Committee Meeting

1 March 2021

**MINUTES OF NARRANDERA SHIRE COUNCIL
PARKS AND GARDENS ADVISORY COMMITTEE MEETING
HELD AT THE EMERGENCY OPERATIONS CENTRE
ON MONDAY, 1 MARCH 2021 AT 10.00AM**

1 PRESENT

Chairman Mr John Sullivan, Cr Jenny Clarke OAM, Cr Tracey Lewis, Cr Narelle Payne, Ms Annette Crowe, Mrs Betty Bradney, Mr Peter Connell, Observer, Cr Barbara Bryon, DGMI Mr Shane Wilson, OSRM Mr Roger Evans, Minute Taker Amanda Pearson

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: Mr Peter Connell

Seconded: Mrs Betty Bradney

That apologies from Cr Neville Kschenka and Mr David Farley be received and accepted.

3 BUSINESS ARISING FROM PREVIOUS MINUTES

DGMI advised that the Terms of Reference progressed through Council unchanged.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RECOMMENDATION

Moved: Mr Peter Connell

Seconded: Mrs Betty Bradney

That the minutes of the Parks and Gardens Advisory Committee Meeting held on 25 November 2020 be confirmed.

5 REPORTS

5.1 HANKINSON PARK

RECOMMENDATION

That the Committee:

1. Discuss Hankinson Park including the stone and inscription and the camellia bushes.
2. The camellia's poor condition was discussed with a view to leave the camellia bushes, cut back and up the water intake. Council to consider potential companion plantings in the future at Hankinson Park.
3. The Committee will conduct a site inspection at Hankinson Park at the conclusion of the meeting, to discuss the Hankinson Park stone location and sign.

5.2 KIESLING LANE

RECOMMENDATION

That the Committee:

1. Discuss the Kiesling Lane Project.
2. Receive and note report from member David Farley on Kiesling Lane project.
3. The Committee will conduct a site inspection of Kiesling Lane at the conclusion of the meeting to discuss the upgrade of Kiesling lane.

5.3 MATTERS RAISED BY COMMITTEE MEMBER DAVID FARLEY

RECOMMENDATION

That the Committee discuss the items below as received from member David Farley.

1. That the Committee receive and note the items raised, with no actions recommended.

5.4 MATTERS RAISED BY COMMITTEE MEMBER CR NARELLE PAYNE

RECOMMENDATION

That the Committee discuss the items below as received from member Cr Narelle Payne.

1. That the Committee receive and note the items raised with no actions recommended.
2. The Committee discussed the Annual Garden Competition, with a view to have it in the 3rd week of September and Chairman John Sullivan will provide a written summary of proceedings..
3. Cr Payne to bring to the next meeting ideas about floral sculptures for around the town.
4. The Committee discussed the beautification of town entrances.

5.5 MATTERS RAISED BY COMMITTEE MEMBER JOHN SULLIVAN

RECOMMENDATION

That the Committee discuss the item below as received from member John Sullivan.

1. That the Committee receive and note the items raised with no actions recommended.
2. DGMI advised that the land opposite the cemetery is crown land, therefore Council has no authority to clean up the area until the process to transfer the land to Council has been completed.

5.6 MATTERS RAISED BY COMMITTEE MEMBER BETTY BRADNEY

RECOMMENDATION

That the Committee discuss the item below as received from member Betty Bradney.

1. That the Committee receive and note the item raised with no actions recommended.
2. Spraying of laneways have been completed, spraying of footpaths will occur within the next couple of weeks.

5.7 MATTERS RAISED BY COMMITTEE MEMBER PETER CONNELL

RECOMMENDATION

That the Committee discuss the items below as received from member Peter Connell

1. That the Committee receive and note the items raised with no actions recommended.

6. GENERAL BUSINESS

1. Member Annette Crowe enquired about a bald patch in the western corner of the Marie Park, ORSM advised that that section is an old shed location with roadbase. The area maybe top dressed in the future.
2. Cr Clarke enquired about removal of a dead tree at the corner of Elizabeth and Gordon Street. OSRM advised that Essential Energy had been in contact with OSRM, and the tree will be removed.
3. Cr Payne enquired about Essential Energy trimming the trees around the powerlines. OSRM advised that Essential Energy are the Authority to keep the lines clear and has held multiple discussions regarding the standard that they are pruned to.
4. Member Betty Bradney enquired about addresssing the fire hazard at the Flora and Fauna reserve. OSRM advised that Council has met with RFS regarding cultural burn.
5. John Sullivan commented on the improvement of Gillenbah entrance.

7 NEXT MEETING

Thursday 3 June 2021 - 10am - Emergency Operations Centre

8 MEETING CLOSE

Meeting Closed at 11.15pm

SITE VISITS

At the conclusion of the meeting the Parks and Advisory Committee members then conducted two site visits to Hankinson Park and Keisling lane. The Committee agreed to proceed with the following:

Hankinson Park Sign –

The Committee agreed that the stone sign was to be no larger than 1200mm long and 600mm high. The sign is to be located at the Eastern entrance to the concrete area and merge in with the existing concrete path.

Keisling Lane –

The Committee agreed to proceed with the replacement of planter boxes, potentially 8 boxes. The brick planter boxes are to be constructed at least 100mm from the building walls. The boxes will be waterproofed insulated and have irrigation and drainage installed within them. The committee discussed the plants and suggested Callistemon and abelia.

13.5 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) - 2 MARCH 2021**Document ID:** 546465**Author:** Executive Assistant**Authoriser:** General Manager**Theme:** Our Economy**Attachments:** 1. **2021-03-02 Economic Taskforce Minutes - 2 March 2021.DOCX** [↓](#)
2. **2021-03-02 Economic Strategy (Open) - 2 March 2021.docx** [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held 2 March 2021, 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 2 March 2021, together with the updated Economic Development Strategy (non-confidential).

**MINUTES OF NARRANDERA SHIRE COUNCIL
ECONOMIC TASKFORCE COMMITTEE
HELD VIA ZOOM
ON TUESDAY, 2 MARCH 2021 AT 10AM**

Commenced at 10.05am

1 PRESENT

Cr Neville Kschenka, Cr David Fahey OAM, Cr Jenny Clarke OAM, Cr Kevin Morris, GM George Cowan, EDM Peter Dale, Minute Taker Vicki Maher

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That the minutes of the Economic Taskforce Committee held on 2 February 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

- Return and Earn Facility – Current Contract with Tomra runs until 2023, following that timeframe, further negotiations regarding rewards back to Council can be held.
- Electric Car Charger Data – EDM has tried gaining information on usage numbers from NRMA, other than initial advice. EDM will continue trying to gain updated data.
- Lake Talbot Water Park – Suggestions that Media Release be published acknowledging that the pool does bring funds into the community.
- Independent Living Villiage – Update report is being submitted to Councillors Briefing Session 16 March 2021. At this stage, no Expressions of Interest have been received. Possible Notice of Motion coming to 16 March 2021 Council Meeting seeking endorsement for Council to develop the villiage.
- Dr Abdalla has commenced work at the Narrandera Medical Centre.
- Discussion on the reopening of the laneway behind East Street off Bolton Street continueing round to Cadell Street.
- Airport update - REX busy, flights full. Narrandera route will have new, daily flight schedules after 29 March 2021.

- Rod Run – Will go ahead with the Show n Shine set to be held in the Narrandera Sports Ground. Due to Covid restrictions, there will not be a formal Street Parade.

6 REPORTS

6.1 ECONOMIC DEVELOPMENT STRATEGY

COMMITTEE RESOLUTION

Moved: Cr David Fahey OAM

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.
4. Agreed that Bi-Monthly meetings will commence from today, next meeting 4 May 2021.

CARRIED

6.2 ECONOMIC STIMULUS PROJECTS-WORK IN PROGRESS-NARRANDERA ENERGISED

COMMITTEE RESOLUTION

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That the Economic Taskforce Committee receive and note the reports.

CARRIED

7 GENERAL BUSINESS

Cr Clarke

- Queried when the Sportsground Clubhouse building is due to be completed as the project seems to be moving very slow. GM advised mid August is the expected completion timeframe which is before the Finals of the current series.
- Queried if the Narrandera Information booklet is still being produced now that the Murrumbidgee Trail booklet is circulating as she distributes the booklets to Mobil and Caltex for travellers to take with them.

Cr Morris

- Advised that Steggles are now processing ½ million chickens per day and are looking to build more sheds but hadn't looked at the Barellan area due to the appropriate water supply is less than is required. They were not aware that Goldenfields can provide water to the Barellan area for industry. Suggestion for EDM to speak with Proten regarding expanding to the Barellan area as there is sufficient land available. EDM to follow up with Proten and advise.
- Enquired on what type of systems/incentive/assistance can Council offer new agri-businesses. How can Council assist? EDM to review and advise.

Cr Fahey

- Enquired on a past Notice of Motion to investigate installing a Mobile Muster collection centre, possibly in the Library. EDM will review and advise.
- Advised he had heard that new residents to Narrandera Shire are 50/50 Tree Change/ Investors; these are very positive statistics.

Mayor

- Queried if Council will be converting Street Lights to Solar. GM advised this project is due to be completed in the 2021/2022 Financial Year.
- Sought an update on a Site Visit to Agri Australis Hazelnut Farm to be held on a separate day to Council meeting. EA advised arrangements are underway.
- Sought an update on the Murrumbidgee Trail venture. Cr Fahey advised posts come up on social media. All positive feedback on Facebook.
- Good to see new members in the Narrandera Business Group after holding a very successful Meet n Greet.
- Rockin-on-East Festival is going ahead but might have missed out on booking the dancers that have performed in past years.
- What logistics are there to investigate attracting businesses to the Shire? Should Council refer businesses to the LEP. Review / investigate current strategies.

8 CORRESPONDENCE

Nil

9 NEXT MEETING

Tuesday 4 May 2021 – 10am – Via Zoom

10 MEETING CLOSE The Meeting closed at 11.22am.

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 4 May 2021.

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CHAIRPERSON

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	Be a proactive, supportive and coordinated Council	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. Ed Taskforce meetings to be held bi-monthly with next meeting scheduled for 2 March 2021
		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

Strategies		Key Actions		Progress
		1.1.5	Purchase access to online, interactive statistical data and modelling tools (eg id profile, REMPLAN) to provide comprehensive demographic, social and economic data for the Shire.	REMPLAN subscription renewed to 2021
		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.</p> <p>January 2019: REMPLAN introduces Business Analysis Model (BAM) Current data transferred from ABR and now available in Economy/Business tab in Remplan.</p> <p>Businesses within selected local geography reported to committee</p> <p>Survey of attendees at 39th National Cavy Show to inform future event arrangements.</p> <p>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.</p> <p>As at June 2020 there are 640 followers</p> <p>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.</p> <p>This is consistent with trend across the Riverina and is considered not yet reflecting impact of Covid 19 pandemic.</p> <p>June qtr 2020 SALM data reveals unemployment rate of 6.7% and 202 unemployed out of labour force of 3003.</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</p>

Strategies		Key Actions		Progress
				<p>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> <p>Survey completed and received and submitted to ELT for consideration prior to consideration by Council in April 2021. Follow up survey to be conducted 6 months after Covid impact ends.</p>
		1.1.7	<p>Include comprehensive information on economic development and business assistance on Council's website.</p>	<p>Economic Development Department has contributed to planning of Council's Website upgrade.</p> <ul style="list-style-type: none"> • Economic Development Strategy on Website. • REX Community fare on website • Information on BEC workshops for business on website/Facebook
1.2	<p>Continue to build partnerships and strategic alliances</p>	1.2.1	<p>Strengthen relationships with Government Agencies, regional organisations and service providers through:</p> <ul style="list-style-type: none"> • Active participation in regional programs, forums and workshops. • Briefing and updating these organisations on the Shire's needs and priorities. • Advocating strongly for improved facilities, infrastructure and services. • Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies. 	<ul style="list-style-type: none"> • ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings. • EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking. • Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019. • 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. • Forum formulates and endorses a 3 point action plan for positive outcome. • 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. • Wed 22 April EDM participated in regional zoom forum of Economic Development officers from Western Riverina Councils organised by Nicola James-Ausindustry • EDM to participate in Skills Forum as a component o the Riverina Skills Audit conducted by CSU research team (9 October zoom meeting)

Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> EDM participated in RDA Skills Forum with report due from CSU in due course. EDM to participate in Regional Australia Institute presentation of Deputy PM pre budget speech on 30 September
		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"> Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line & Intermodal Support Alliance.' Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility. Working relationships with Western Riverina Councils known as Functional Economic Regions 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. Development of marketing prospectus and strong support from advertisers. Murrumbidgee Trails name and logo adopted. Strong response across the targeted region for advertising in the new guide which is scheduled for launch in November 2020. Official launch of guide on 18 November
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>

Strategies		Key Actions	Progress
		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 in 2019. Tiffany attends Regional Economic Development Officers Forum at Whitton Malthouse on 19 November.</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 December 2020 Business Newsletter distributed late August 2020-update on Narrandera Energised activities</p>
		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) Acting Secretary for Narrandera Business Group upon resignation of Secretary until new Secretary appointed-..Josie Marks appointed Secretary on 14 October 2019 Formation meeting for Narrandera Business Chamber held on 3 Feb 2020 and interim committee established. Questionnaire in circulation early July 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. Ongoing interaction with Narrandera Business Group (NBG). Tiffany Thornton communicates training needs strategy information to NBG.</p>

Strategies		Key Actions		Progress
				Attend special NBG meeting 26 October to arrange Christmas brochure insert to Argus with support and cooperation from the Editor and Krystal Maytom from Leeton BEC. Support publication of Christmas brochure insert to promote "Shop Locally" initiative. Attend Business Group AGM. Assist in Christmas Stocking prize draw.
		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.	To be addressed as opportunities and shared purposes arise. 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. Organise small taskforce from the community to address the goods and services audit for solar farm development. Klaus Baumgartel contacts all people on EOI list to ensure they have direct registration particulars for Avonlie Solar. Organised Steering Committee for Central West Lifestyle Magazine project. 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. Survey of motels in Dec 2019 indicates approx. 60 solar farm workers from Darlington Point project staying in Narrandera facilities. February survey reveals 30+ Darlington Point Solar farm workers accommodated in Narrandera. Solar Farm Reference Group considers final draft of Accommodation and Employment Strategy for Avonlie Solar farm. Strategy adopted and endorsed by Dept of Planning
1.4	Build a strong, positive profile for Narrandera Shire	1.4.1	Implement the branding strategy and signage strategy.	Council agrees on style, wording and location of 6 new town entry sign at its 18 June 2019 meeting. Designs of signs agreed and signs ordered. Installation around end of August/early September. All 6 signs installed as at 16 September. 3 signs installed at prominent locations promoting the Easter Rod Run Show and Shine Planning underway for new banners and window decals at the airport promoting Narrandera. Window decals installed. Draft design for Wiradjuri welcome message prepared and approved by

Strategies		Key Actions	Progress
			elders group.
	1.4.2	Develop and implement a communications strategy, including articulating key messages.	Reinforce process with ED staff for communicating event arrangements to ensure no breakdown in arrangements. EDM prepares media releases as appropriate as well as items for Council communique and newsletter.
	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.	Development of Council website underway. EDO is on development team. New website launched Partnership with BEC for a digital and online marketing workshop on 6 December 2018. 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. Review Business Listings category for new website. Prepare new list and content. February meeting with Mark Wilkie to discuss future possible meeting of the Digital Economy Group.
	1.4.4	Effectively market and promote the Shire, to raise its profile and increase awareness of its strengths, assets and opportunities.	Ongoing. Progressive and targeted distribution of Winter Edition 2019 of Central West Lifestyle Magazine featuring Narrandera o people of influence in various organisations. Provide comment for NRMA Annual Report 2019 on invitation from NRMA regarding installation of EV fast Charger at Narrandera. 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. Enter the Reverse Vending Machine-Return and Earn project in the relevant section of the Keep Australia Beautiful Awards. CEO of Keep Australia Beautiful Council visits Narrandera in September and inspects town and the RVM Judging of applications in KAB awards deferred until March 2021. Council advised that it is a finalist in the Return and Earn prize category and will either be the overall winner or highly commended. Tiffany organises several key publication advertisements.
	1.4.5	Encourage the community to be advocates	Ongoing

Strategies		Key Actions		Progress
			for the Shire, including speaking about the positives.	
		1.4.6	Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	<p>Awaiting response from 'Playground on the Murrumbidgee' NSW State Funding application.</p> <p>Considering application for current round of funding with BBRF.</p> <p>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.</p> <p>VIC closed during Corona Virus Pandemic and staff either working from home or redeployed.</p> <p>Possible reopening 1 June 2020</p> <p>VIC reopens on 1 June with strict social distancing requirements in place.</p> <p>Perspex barriers installed to protect staff and customers.</p> <p>Enquiry levels reduced compared to normal times but public is travelling again in reduced numbers.</p> <p>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.</p>

✓ 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
	presentation – creating positive first impressions		staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	Refer 1.4.1 for Town entry signage Pole banners installed at Grong Grong highway entry point window decals promoting Narrandera are now in place at the airport and new Community Fare Banner on display. Ongoing. 4 new poles and banners erected at entry to Red Hill Industrial Estate at Cnr Driscoll Rd and Barellan Rd.
		2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.	
		2.1.3	Improve the presentation of the Shire’s industrial areas.	
2.2	Enhance lifestyle	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. Highly successful event with 135 in attendance and positive feedback from patrons.
2.3	Advocate for the retention and expansion	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.

Strategies		Key Actions		Progress
	of facilities and services			<p>Requested meeting with Dr and Mrs Romeo Meeting with Dr and Mrs Romeo held and support expressed for Alliance meeting. Alliance meeting arranged for 29 November in Narrandera with representatives of agencies will discuss proposal for a Narrandera Health Alliance. Meeting arranged with Federal MP Sussan Ley and State MP Stephanie Cooke to discuss Health issues 29 November at 2pm Narrandera Health Advisory Group formed at meeting held on 29 November in Narrandera. Meeting with Minister Mark Coulton Thurs 13th Feb at which he advises that the MLHD has had its "Pathway" GP trainee program approved. Meeting of Narrandera Health Advisory Group convened for 5 March to consider pilot Pathway program developed by MLHD. 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. New Doctor commences at Dr Romeo's practice in May 2020 for 12 months. 2 new Doctors to commence at Dr Romeo's Practice early in new financial year 2020 on long term contract. Dr Sonia Volante has finished as at 26 October 20 with Dr Romeo Practice and she has left Narrandera and is practising in Canberra. She has vacated 19 Argyle st and a new Doctor at the Romeo practice, Dr Abdallah, is renting the house for \$150 per week for 6 months initially from commencement on 22 Dec 2020. Jill Ludford advises that a new VMO is commencing in Narrandera in 2021</p>
		2.3.2	Ensure that facilities and services have the capacity to support 'aging in place'.	<p>Strategy included in Western Riverina REDS. 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 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. All reports completed and provided to Noel Thomson. Concept plans (Draft) expected to be presented to seniors' group in July.</p>

Strategies		Key Actions		Progress
				<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. Final drafts expected to be presented to ELT on 13 October and then to Council</p> <p>Final drafts presented to Council briefing session by EDM and Noel Thomson architect. Proposals to be presented to seniors' group and to November Council with emphasis on marketing plan for Independent Living complex.</p> <p>Marketing Plan adopted by Council and invitations to provider organisations to provide Expressions of Interest in negotiating the purchase of land at Cnr Elwin and Crescent to develop an Independent Living Village were circulated on 18 January 2021 supported by metro, regional and local media with closing date for submissions being 26 February 2021.</p>
		2.3.3	Explore options / advocate for improved education outcomes within the Shire, 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.	The Grong Grong School Building was sold in 2017.
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.	<p>Liaise with RDA skilled migration unit.</p> <p>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.</p> <p>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.</p>
		2.4.2	Continue to support activities (eg events, sport, creative arts etc) that encourage engagement and social inclusion and	<p>Easter Rod Run and Shown N Shine a huge success. Council de-brief held with external group debrief to follow.</p> <p>Corona Virus response advocated by Federal Government and Senior Health</p>

Strategies		Key Actions		Progress
			build pride in, and commitment to, the local community.	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. Meeting held with Ray and Steve Alldrick late 2020 and confirmed that the Rod Run will be held at Easter 2021 under closely managed arrangements to satisfy any Covid restrictions in place at the time. Show and Shine to be conducted at the Sports Ground on Easter Sunday.
		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 Narrandera is feature month in January 2021 for Country Change program with facebook banner proclaiming 'Live the Dream in Narrandera'

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"> 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.
		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	ongoing

Strategies		Key Actions		Progress
			etc).	
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) Total voucher redemptions for September \$13,178.80 (4 weeks) Total Voucher redemptions for October, November and December 2020 are \$13,983, \$19,439 and \$16.804 respectively RVM total voucher redemptions for January 2021 are \$23,480 (5 weeks) 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. Lobbying by the Mayors stops this potentially very negative impact on our retailers in Narrandera and similarly in the other towns. Early 2020 investigate 'Why leave Town Promotions' Community Gift Card

Strategies		Key Actions		Progress
				<p>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> <p>Tiffany to attend 9 December Narrandera Business Group meeting to again discuss Why Leave Town Gift Card initiative as a ‘ 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> <p>Circulate business recovery material from various government agencies to local business database</p>
		3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> • 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. • 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. • CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group. • CEO of TOMRA/Cleanaway addresses a business breakfast with 34 in attendance on 6 September. • TOMRA/Cleanaway and Council join to manage a stand at Narrandera Show with information on the Return and Earn program and the RVM. • Preparation of site progressing at Narrandera Landfill entrance to accommodate the RVM. • Actively promote Small Business Month October activities for professional development, networking and business tips. • RVM scheduled for installation on 25 Feb 2020.

Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> RVM installed and operational with generator power on 28 Feb 2020 with solid use over first weekend. EDM and Marketing Tourism and ED Coordinator attend webinars by Economic Development Australia, Treasury on Covid 19 business support and recovery strategies
		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	Database provided to Siemens/Gamesa the EPC for Avonlie Solar at Sandigo. Siemens Gamesa provide direct email contact address for expressions of

Strategies		Key Actions		Progress
			businesses.	<p>interest from businesses wanting to register to provide their services to solar farm construction.</p> <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"> Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017. GM provide report on meeting with NBN. Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services. Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December. NSC and Narrandera Business Group sponsor the BEC Social Media Masterclass on 28 October with approx. 25 attending at TAFE CLC. Meeting with Mark Wilkie to discuss future meeting of Digital Economy Group. Work with RAMJO to participate in Regional Connectivity program to improve online data capabilities.
		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.
3.3	Strengthen and grow key sectors	3.3.1	Agriculture and Agri Business	
			<ul style="list-style-type: none"> Develop a producer data base and establish networks and communication channels. 	<p>Sandigo Solar farm.</p> <p>2018-01-30 – Developers have met with Council on the proposal.</p> <p>Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has</p>

Strategies		Key Actions		Progress
				<p>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.</p> <p>Avonlie awarded Development Consent on 8 August 2019.</p> <p>Council representatives meet with Jacobs Consulting appointed by Siemens/Gamesa, the EPC for Avonlie Solar, to review the Accommodation and Employment Strategy. Updates strategy presented for review to solar reference group.</p> <p>Accommodation and Employment Strategy reviewed and completed.</p> <p>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).</p>
			<ul style="list-style-type: none"> • Continue to advocate for water security. 	Ongoing
			<ul style="list-style-type: none"> • Encourage and support adoption of new activities and technologies, sustainable land management practices, and innovative business models. 	EV fast charger installed January 2019
			<ul style="list-style-type: none"> • Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce. 	<p>EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May.</p> <p>Piggery Forum held in Narrandera addressed by industry experts on 30 August. 45 people present.</p> <p>Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries.</p> <p>Advice received from DPI International Engagement Division that Australia does not have a pork export arrangement with China.</p> <p>PIC Australia apply for Pork Industry labour Agreement for Grong Grong Piggery. Letter of support provided.</p> <p>EDM to participate in focus group on 9 October for CSU Research project being Riverian Skills Audit.</p>
			<ul style="list-style-type: none"> • Explore opportunities for and encourage development of new processing and value-adding 	<p>Ongoing.</p> <p>Confidential Statement Removed</p>

Strategies		Key Actions		Progress
			opportunities and utilisation of waste products.	
		3.3.2	Aquaculture	
			<ul style="list-style-type: none"> Support the expansion of the aquaculture industry within the Shire. 	<p>Confidential Statement Removed Assist Dr Yu with information on how to source an apprentice in aquaculture.</p> <p>14 Jan 2021 Dr Yu submits Development Application for large shed at Uarah Fisheries.</p>
			<ul style="list-style-type: none"> Build skills and knowledge about the industry within Council and the local community. 	Ongoing
			<ul style="list-style-type: none"> Explore the possibility of positioning the Narrandera Fisheries Research Centre as a Centre of Excellence for the Murray Cod industry. 	<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	Retail & Wholesale	
			<ul style="list-style-type: none"> Position and promote Narrandera as a lifestyle centre. 	Central West Lifestyle Magazine Winter Edition launched on 24 May 2019 and targeted distribution by Council to strategic individuals and organisations commenced.
			<ul style="list-style-type: none"> Encourage and facilitate training (customer service, merchandise display, e.commerce etc) 	Ongoing
			<ul style="list-style-type: none"> Encourage development of and participation in cooperative marketing and promotional campaigns. 	<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> <p>Country Change participant for 2021. Narrandera as feature location January 2021</p>
		3.3.4	Tourism / Visitor Economy	

Strategies		Key Actions	Progress
		<ul style="list-style-type: none"> Continue to develop products, experiences and activities, including events. 	<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> <p>Successful movie event as reported.</p> <p>REA Wagga Horse Trials conducted in Narrandera weekend 24/25 October with very positive feedback. Possible future development of this event in Narrandera is being researched by events team.</p> <p>Communication from Emily of Wagga Horse Trials 13 Jan 2021 indicated desire to stage next major event in Narrandera in August 2021 and in subsequent years. Events and Tourism team to make contact and facilitate arrangements between Narrandera Pony Club and the Wagga Horse Trials people. Pony Club representative indicates that are happy to host the Wagga Horse Trials event in August 2021.</p>
		<ul style="list-style-type: none"> Continue to improve infrastructure, facilities and services for visitors 	<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> <p>Positive feedback from participants in REA Equestrian competition held in Narrandera on 24/25 October. Future development of this event being explored by events team.</p>
		<ul style="list-style-type: none"> Update and improve information and promotional collateral. 	<ul style="list-style-type: none"> Ongoing 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. Survey Box installed and positive responses being received. Data collected will be advised to the Taskforce in due course
		<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Ongoing 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 Plan new banners/flags at Airport terminal as a branding exercise

Strategies		Key Actions		Progress
			opportunities.	<ul style="list-style-type: none"> Distinctive painted images promoting Narrandera on side curtains of Hayllars semi trailer.
		3.3.5	Transport and Logistics <ul style="list-style-type: none"> Leverage off Narrandera’s strategic location to position and develop the Shire as a road transport hub. 	<ul style="list-style-type: none"> Ongoing
		3.3.6	Health Care & Social Assistance <ul style="list-style-type: none"> Advocate for continued improvements in health, aged care and social assistance services, programs and facilities. 	<ul style="list-style-type: none"> 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. 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. Meeting with Dr Romeo and Liz completed. Health Alliance meeting planned for 29 November in Narrandera Narrandera Health Advisory Group (NHAG) established on 29 November 2019. NHAG meeting on 5 March to consider pilot Pathway program developed by MLHD and approved by Government. CEO of MLHD outlines program that will provide more trainee Generalist Pathway trainee doctors into local health system as GPs and at the hospital 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.. Dr Volante has left Dr Romeo practice as at 26 October 2020. Dr Abdallah has commenced with Dr Romeo Practice as at 22 December 2020 and is occupying 19 Argyle st as tenant at \$150/week with Council subsidy \$100 per week (market rent \$250 per week)
3.4	Target and attract new businesses and activities	3.4.1	Investigate possible investment attraction incentives and formulate an Economic Development Assistance Policy that articulates the support that Council can	<ul style="list-style-type: none"> Policy ES 270 under review and going to ELT Jan 2021. Investigating new subdivision potential for Paterson Place in Red Hill Industrial Estate. EDM attends Direct Foreign Investment Training in Sydney presented by

Strategies		Key Actions	Progress
		offer new businesses and investors.	<p>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.</p> <p>Council provides response to EOI request from Australian Airline Pilot Academy and Rex Group for extended flying school academy. Narrandera/Leeton Airport facility submitted as ideal location in extensive proposal.</p> <p>Council representatives meet with senior Rex and AAPA officials on 27 Feb in Sydney. Strong indication that Narrandera will be selected as a training campus with facility development to occur at the airport.</p> <p>AS at April 16 CEO of AAPA planning visit to Narrandera in near future as a requirement to provide information to CASA authorising AAPA use of facilities at the airport.</p> <p>!2 May inspect airport house with AAPA senior representatives Andrew Messer Head of Operations at Ballarat and Geoff Cook head of Operation at Wagga Wagga. Discuss other aspects of airport for AAPA use.</p> <p>15 May arrange zoom meeting with above AAPA representatives with key users Craig day from Aero Club and Steve Burgess of Millbrae Quarries. Craig Day provides AAPA with aerial map of South Western training area at Narrandera.</p> <p>Airport residence lease signed by AAPA and they take possession on 1 June. Awaiting confirmation of media opportunity for announcement of AAPA use of the residence as a briefing facility. AAPA awaiting CASA confirmation of arrangements.</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> <p>AAPA briefing centre officially opened with Chris Hine CEO of AAPA and Mayor Kschenka and Mayor Maytom of Leeton. Extensive and positive media exposure for this event</p>

Strategies		Key Actions		Progress
		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> <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 19</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	Investigate the potential of emerging / new activities: <ul style="list-style-type: none"> • Government and service sector • Intensive agriculture • Niche / boutique agriculture and agri-businesses • Manufacturing – value-adding and processing • Renewable energy and use of waste products 	<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</p>

Strategies		Key Actions		Progress
				<p>contact Clean Energy Council and possibly Minister Taylor. Contact made with Clean Energy Council and Meeting arranged with key personnel. Met with CEC representatives in Melbourne (see separate report). Attended Renewables in Agriculture National Conference in Wagga wagga and obtained valuable information and made useful contacts with experts from the renewable energy sector, Arranging teleconference with Jessica Berry of Pitt and Sherry to assess solar farm development opportunities on Council land. 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. Lot 169 Driscoll Road sold to owner of two adjoining lots. Under contract. Sale of lot 169 settled. New enquiry for industrial process on lot 12 Driscoll Road (1.98 ha). Power availability being researched through Essential Energy.</p>
		3.4.6	Market the Shire’s strengths, assets and opportunities.	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
Land & Premises				
4.1	Ensure sufficient supply of land and premises to	4.1.1	Annually review land use plans and strategies to ensure sufficient land is zoned to accommodate growth for industrial and residential activities.	<p>Reviewed 2017 Ref 3.4. Investigating an overlay plan for Paterson Place to provide for future subdivision to provide small to medium industrial zoned land for sale.</p>

Strategies		Key Actions		Progress
	facilitate and support growth	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	Facilitate further development of the Red Hill Industrial Estate	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. Sale settled Ref 3.4 and 4.1.1
		4.2.2	Develop a sales policy for Council-owned land in the Estate that provides incentives for developers, fosters a quick development timeline, and discourages land banking.	Under consideration To be addressed in update of Policy ES 270 currently under review. New Policy POL048 to be submitted to March 2021 Council meeting.
		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.

Strategies		Key Actions		Progress
		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.
4.3	Ensure that the power supply can accommodate growth	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. Engaged in discussions with Reach Solar (David Webster) to examine mutually beneficial opportunities that may present through accessing the Regional and Remote Communities Reliability Fund (Federal) for Microgrids. Explore suitability of Red Hill Industrial Estate, Reach Solar not interested in involvement in Microgrid projects development
4.4	Improve telecommunications	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.
4.5	Increase the capacity of the road network in the Shire to accommodate increased truck movements and higher productivity	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.

Strategies		Key Actions		Progress
	vehicles	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 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. .

Strategies		Key Actions		Progress
				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 Strathbogrie 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 Strathbogrie'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 accommodate foreseen RPT traffic movements. Rex will assist in developing case for funding if required 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.

Strategies		Key Actions		Progress
				<p>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 & 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. Funding application to Regional Airports program for construction of parallel taxiway -December 2020. Qantas announces commencement of a Griffith/Sydney service scheduled for February 2020. Seeking meeting with REX and AAPA to discuss aviation matters impacting Narrandera/Leeton airport. Meeting held with REX and AAPA (Warrick Lodge and Chris Hine) on 12 Jan 2021 when assurances given by REX that there will be a continuation of services to Narrandera for foreseeable future and they don't expect the commencement of Qantas service into Griffith will impact Rex services to Narrandera/Leeton airport.</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. Currently up to 4 services per week into Narrandera/Leeton airport</p>
4.1 0	Diversify and improve	4.10.1	Monitor demand for motel and hotel accommodation and, when needed,	Tourism activities will now be reported to Council via this Strategic Plan Report.

Strategies		Key Actions		Progress
	accommodation available in the Shire		advocate for the development of new accommodation within the Shire.	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. 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 st 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. Up grade of brewery flats facilities and management arrangements being implemented.
4.1 1	Grow the local workforce, ensuring that it is aligned with	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	Refer 4.10.2

Strategies		Key Actions		Progress
local and regional industry needs		education and training providers to address job and skill gaps and formulate and deliver 'job readiness' and skills development opportunities.	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 initiatives (eg the 'Grow our Own' program being implemented in the Western Riverina).	Refer 4.10.2 Riverina Skills audit involvement in focus group.	
	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	For consideration	

Strategies		Key Actions		Progress
			providing access to tertiary training.	
		4.11.10	Develop and implement programs to welcome and orientate new employees and integrate them into the community.	For consideration

13.6 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 3 MARCH 2021**Document ID: 546848****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Audit, Risk and Improvement Committee Minutes - 3 March 2021****RECOMMENDATION**

That Council:

1. Receive and notes the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 3 March 2021.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS OR ATTENDANCE USING ZOOM
ON WEDNESDAY, 3 MARCH 2021 AT 10.00AM**

1 PRESENT

Cr Narelle Payne, Mrs Gayle Murphy, Mr John Batchelor, Observers George Cowan, Martin Hiscox, Craig Taylor, Phil Swaffield of National Audits Group, Minute Taker Mel Gilmour

Danielle MacKenzie of Crowe Australasia, Michael Kharzoo of Audit Office NSW and Walter Chung of Audit Office NSW attended using Zoom at 10:15am

Danielle MacKenzie, Walter Chung and Michael Kharzoo left the Zoom meeting at 10:33am

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the apology from Mr Cameron Lander be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the minutes of the Audit, Risk and Improvement Committee held on 26 November 2020 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 POSITION OF CHAIRPERSON

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Agree that the General Manager call for nominations for the position of Chairperson from independent external members of the Committee with the Chairperson to be elected by the majority of voting members.

The General Manager opened the meeting and called for nominations for the position of Chairperson for the Committee.

Gayle Murphy nominated John Batchelor.

John Batchelor accepted the nomination with no other nominations received.

John Batchelor was declared the Chairperson of the Committee and opened the ordinary meeting.

CARRIED

6.2 INVITATIONS EXTENDED TO EXTERNAL PARTIES ALSO 2021 AUDIT OFFICE ENGAGEMENT PLAN

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Note that invitations have been extended to both the Audit Office of NSW, Crowe Australasia also the National Audits Group to contribute to the meeting for the purpose of providing updates, guidance, support and explanation of items contained within this agenda;
2. Note the contents of the Annual Engagement Plan for 2021 as presented by Crowe Australasia;
3. Agree to schedule mid-year meetings to accommodate the Annual Engagement Plan schedule with members confirming Wednesday 7 July 2021, Wednesday 4 August 2021, Friday 3 September 2021 and Wednesday 24 November 2021.

CARRIED

6.3 INTERNAL AUDIT - PROJECT MANAGEMENT

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Note the verbal update provided by the National Audits Group on the internal audit titled Project Management Framework.

CARRIED

6.4 AUDIT OFFICE NSW FINDINGS ON PROCUREMENT MANAGEMENT IN LOCAL GOVERNMENT

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee: -

1. Receive and acknowledge the Audit Office NSW findings on Procurement Management in Local Government; and
2. Note that Council is currently reviewing its Procurement Manual based on the findings of the recent internal audit on procurement and where necessary to do so the manual will incorporate findings contained with the Audit Office NSW document.

CARRIED

6.5 GENERAL MANAGERS REPORT TO ARIC

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Note the contents of the report from the General Manager.

CARRIED

6.6 MONITORING OF RECOMMENDATIONS AND ACTIONS

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Review and acknowledge the comments against each line item in the attached Audit Recommendations and Actions document; and
2. Where the line item has been completed or no further action is required the line item be removed from the document.

CARRIED

6.7 FINANCIAL BALANCE OF INTERNAL AUDIT FUNCTION

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Acknowledge that at 19 February 2020 the Internal Audit function has an unexpended financial balance of \$34,016.00.

CARRIED

6.8 FORWARD MEETING PLAN

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Endorse the proposed Forward Meeting Plan as presented with future meeting dates being Wednesday 7 July 2021, Wednesday 4 August 2021, Friday 3 September 2021 and Wednesday 24 November 2021.

CARRIED

7 NEXT MEETING

Wednesday 7 July 2021

8 MEETING CLOSE

The Meeting closed at 12:02pm.

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

**Verbally approved by John Batchelor
CHAIRPERSON**

13.7 MINUTES - NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE - 9 MARCH 2021**Document ID: 547660****Author: Executive Engineer****Authoriser: Deputy General Manager Infrastructure****Attachments: 1. Narrandera Floodplain Risk Management Committee Minutes - 9 March 2021****RECOMMENDATION**

That Council:

1. Receive and notes the Minutes of the Narrandera Floodplain Risk Management Committee held on Tuesday 9 March 2021.

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 9 MARCH 2021 AT 2:00PM**

1 PRESENT

DGMI Shane Wilson (Chair), Mayor Kschenka, EE Ian Draper, PAM Fred Hammer, Mr Steve Manwaring, Mr Craig Ronan, Mr Paul Moriarty, Mr Shane Clancy, Mr Peter Beal, Observer Matt Vogele

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: PAM Fred Hammer
Seconded: Mr Shane Clancy

That apologies from Cr Tracey Lewis, Cr Kevin Morris, Mr Jody Rudd, Mr Noel Crichton, Mr Julian Skipworth and Mr Craig McIntyre be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: EE Ian Draper
Seconded: Mr Peter Beal

That the minutes of the Narrandera Floodplain Risk Management Committee held on 21 October 2020 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

No matters arising

6 REPORTS**6.1 NARRANDERA DETENTION BASIN STRATEGY - PRELIMINARY FEASIBILITY REPORT****COMMITTEE RESOLUTION**

Moved: PAM Fred Hammer

Seconded: Mr Peter Beal

The Committee:

1. Receive and note the Report from Water Modelling Solutions and meeting presentation given by Kylee Smith and Alastair Xeros.
2. Request Water Modelling Solutions to prepare a revised scope of works to enable a variation request to be submitted to DPIE to include the following options:
 - a) Single Northern basin with diversion levee,
 - b) Northern basin with additional storage North West section of Henry Mathieson Oval,
 - c) Northern basin with diversion levee to a second basin east of the High School,
 - d) Consider the Newell Highway being raised to act as part of the basin.

CARRIED

7 GENERAL BUSINESS

Nil

8 CORRESPONDENCE

Nil

9 NEXT MEETING

To be advised

10 MEETING CLOSE

The Meeting closed at 3:30.

The minutes of this meeting were confirmed at the Narrandera Floodplain Risk Management Committee held on .

.....
CHAIRPERSON

13.8 MINUTES - YOUTH ADVISORY COUNCIL - 8 MARCH 2021**Document ID: 547696****Author: Community Support Manager****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Youth Advisory Council Minutes - 8 March 2021****RECOMMENDATION**

That Council:

1. Receive and notes the Minutes of the Youth Advisory Council held on Monday 8 March 2021.
2. Receive and note an update on the Youth Advisory Council Food Trailer Project.

BACKGROUND

To date, Council have spent \$23,553.27 and have another \$31.77 in committed funds for the above Project.

We have 4 weeks including this week to at least spend another \$16,415 to have spent the \$40,000 by 5th April 2021.

Deliverable due by this date include...

- Supply & application of signage to exterior of van – IN PROGRESS
- All accessories purchased including Cash register and EFT – IN PROGRESS
- Seating, table, umbrella, generator and extension cords and all food staples, drinks etc. purchased – IN PROGRESS
- 10 participants completed Safe Food Handling course. All accredited training complete – COMPLETED



MINUTES

Youth Advisory Council Meeting

8 March 2021

**MINUTES OF NARRANDERA SHIRE COUNCIL
YOUTH ADVISORY COUNCIL MEETING
HELD AT THE YOUTH SPACE
ON MONDAY, 8 MARCH 2021 AT 3.30**

1 PRESENT

Mayor Braden Lyons, Cr Madeline Fraser, CLO Suzanne Litchfield, CSM Stacie Mohr, Cr Alyssa Sanders,

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mayor Braden Lyons

Seconded: Cr Madeline Fraser

That apologies from Deputy Mayor Wesley Bamblett and Cr Memphis Singh be received and accepted.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Madeline Fraser

Seconded: Cr Alyssa Sanders

That the minutes of the Youth Advisory Council Meeting held on 8 February 2021 be confirmed.

CARRIED

5 REPORTS

5.1 PRESENTATION FROM RACHAEL JAMES - ANNUAL HEALING DAY

COMMITTEE RESOLUTION

Moved: Cr Alyssa Sanders

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note that the presentation from Rachael James, organiser of the Annual Healing Day, has been moved to the next meeting to be held on 10 May 2021 (as no April meeting due to school holidays), as Rachael was unable to attend this meeting held on 8 March 2021.

CARRIED

5.2 UPDATES FROM ACTIONS FROM PREVIOUS MINUTES

COMMITTEE RESOLUTION

Moved: Mayor Braden Lyons

Seconded: Cr Alyssa Sanders

The Youth Council

1. Receive and note the updated Actions from the previous meeting, held 8 February 2021

CARRIED

5.3 NSW STATE OF VOLUNTEERING YOUTH SURVEY

COMMITTEE RESOLUTION

Moved: Cr Alyssa Sanders

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note the update on the NSW State of Volunteering Youth Survey

CARRIED

5.4 UPDATE ON FOOD TRAILER PROJECT

COMMITTEE RESOLUTION

Moved: Cr Alyssa Sanders

Seconded: Cr Madeline Fraser

The Youth Council

1. Receive and note the update on the Food Trailer Project

CARRIED

6 NEXT MEETING

To be held on 10 May 2021 at the Narrandera Library Youth Space

7 MEETING CLOSE

Meeting Closed at 1705

14 OUR COMMUNITY

14.1 DRAFT NARRANDERA SHIRE CULTURAL PLAN 2021-2031

Document ID: 547083

Author: Community Development and Library Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Community

Attachments: 1. [Cultural Plan Executive Summary](#) ↓
2. [Cultural Plan](#) ↓

RECOMMENDATION

That Council:

1. Reviews and endorses the draft Narrandera Shire Council Cultural Plan 2021-2031 as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems the draft Narrandera Shire Council Cultural Plan 2021-2031 as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to seek a Council resolution endorsing the draft Narrandera Shire Cultural Plan 2021-2031 for exhibition.

SUMMARY

The draft Narrandera Shire Cultural Plan 2021-2031 has been developed to guide Council's planning of programs, services and infrastructure for arts and culture over the next ten years.

The plan was developed with community consultation, the draft Narrandera Shire Cultural Plan 2021-2031 and Executive Summary is recommended for public exhibition for 28 days to enable further consultation with the community.

BACKGROUND

The draft Narrandera Shire Cultural Plan 2021-2031 has been developed at Council's request to provide a long-term vision for culture in the Narrandera Shire and to help guide Council's decisions and work in arts and cultural development over the next ten years. The draft plan sets a roadmap for how cultural outcomes can be achieved collectively by Council working with community partners and other levels of government. Within the plan Council will play a number of roles including enabler, customer, advocate, funder, leader and host. It will help to create an environment where arts and culture can flourish through capacity building, brokering partnerships, access and opportunity, actively supporting community-led initiatives, and creating and supporting community networks and resources.

The Cultural Plan has been developed after extensive consultation with the community, a review of current programs and existing facilities, and research into the role of culture in communities, including case studies and examination of a range of existing cultural plans. We have consulted cultural practitioners, artists, arts organisations, performers,

community groups, Council, Council committees, individuals, the young and the not so young. Consultation has been face-to-face through surveys and workshops and via social media. Information on the process was shared through Council's webpage and social media, via email and letter, through newspaper and radio. We have heard a broad range of perspectives and ideas both big and small. This plan is driven by community need and demand as expressed through the consultation process.

Through the consultation process, six themes were developed to guide Council's planning of programs, services and infrastructure for arts and culture.

The six themes are:

- Supporting People and Participation
- Valuing Aboriginal Arts and Culture
- Vibrant Public Places and Spaces
- Growing the Cultural Economy
- Celebrating History and Heritage
- Building Community Capacity

The Cultural Plan will link with other key Council documents including:

- Community Strategic Plan
- Delivery program
- Operational Plan
- Long Term Financial Plan
- Workforce Strategic Plan
- Disability Inclusion Action Plan
- Positive Aging Strategy
- Youth Strategy
- Tourism Policy
- Economic Development Strategy

An allocation of \$5000 has been included in the 2021-2022 budget to facilitate the initial implementation of the plan. As part of Council's Strategic Planning Framework, the Cultural Plan will be incorporated into Council's Delivery Program with accompanying responsibilities, performance indicators and timeframes.

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

Theme

Our Community

Strategy

1.2 - To advocate for quality educational and cultural opportunities

Action

1.2.2 - Develop a Narrandera Shire Cultural Plan to increase community participation in the Arts and cultural activities

ISSUES AND IMPLICATIONS**Policy**

- Council policy considerations will be informed by the objectives of the Cultural Plan.
- The Cultural Plan will also operate with and inform the next update of the Community Strategic Plan.

Financial

- Actions within the plan can be funded through a specific Cultural Plan allocation, as well as from a mix of existing program budgets, specific projects approved through the annual budget process and when available external grant funding.

Legal / Statutory

- Local Government Act 1993.

Community Engagement / Communication

- Council has conducted external and internal consultation during the development of this plan. The exhibition period will allow further consultation prior to Council considering the Cultural Plan for adoption.

Human Resources / Industrial Relations (if applicable)

- Nil.

RISKS

- Nil.

OPTIONS

1. Adopt the Draft Narrandera Shire Cultural Plan 2021-2031 as presented.
2. Require amendments to the Draft Narrandera Shire Cultural Plan 2021-2031.
3. Refer the Draft Narrandera Cultural Plan 2021-2031 back to staff for revision and consideration at a future Council meeting.

CONCLUSION

The Narrandera Shire Cultural Plan 2021-2031 is the result of extensive community and stakeholder consultation ranging from online and hard copy surveys, through workshops, presentations to community and stakeholder groups, direct conversations with arts practitioners and organisations and a 12-day "Have Your Say" Facebook consultation. Information on the Cultural Plan was also emailed to an extensive list of local businesses.

It will be recommended that Council adopts the Draft Cultural Plan 2021-2031 as presented and place it on public exhibition for a period of 28 days, with any submissions to be considered before adopting the final Narrandera Shire Council Cultural Plan 2021-2031 at a future meeting of Council.

RECOMMENDATION

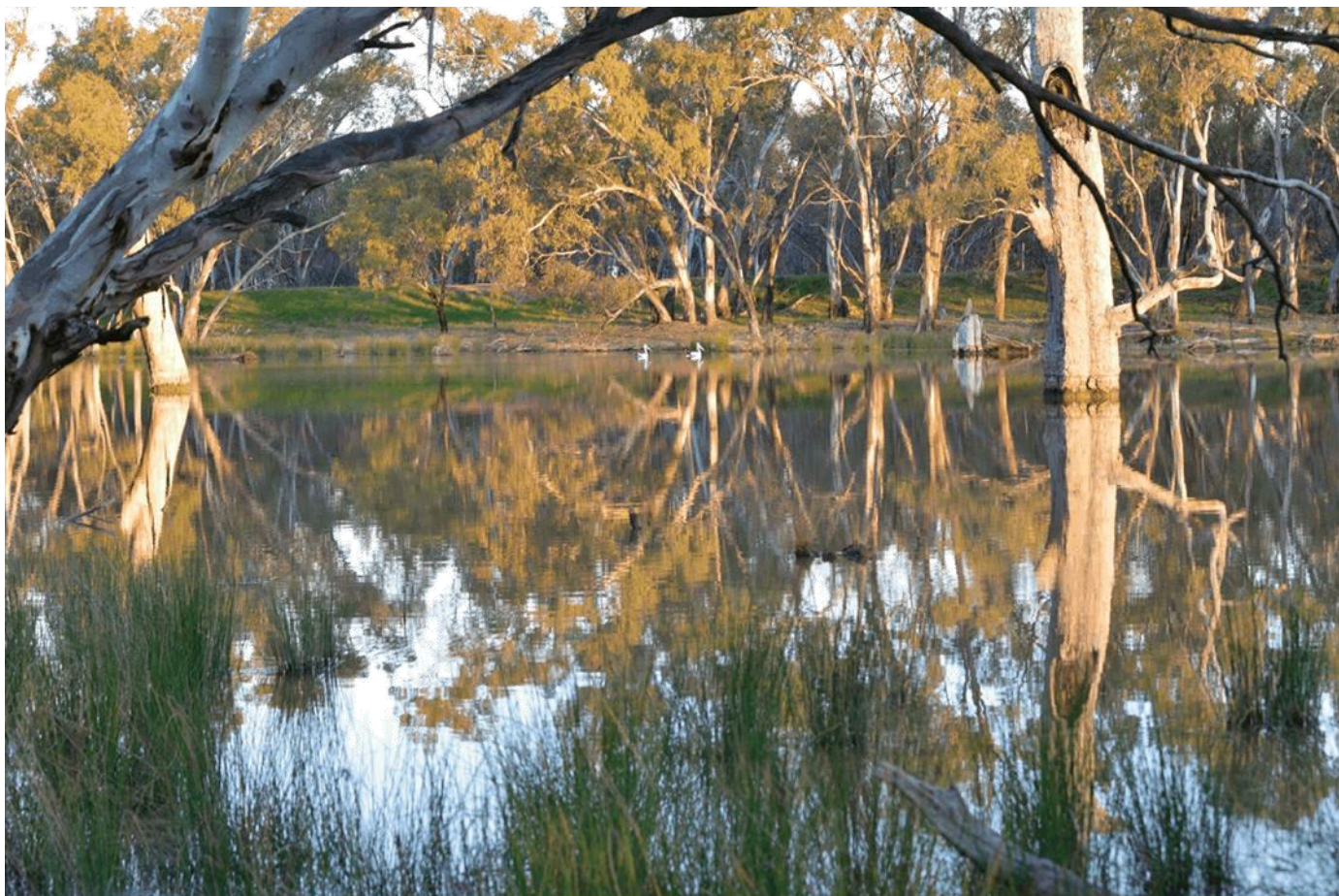
That Council:

1. Reviews and endorses the draft Narrandera Shire Council Cultural Plan 2021-2031 as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems the draft Narrandera Shire Council Cultural Plan 2021-2031 as adopted should no submissions be received from the community at the conclusion of the exhibition period.

2021 2031

CULTURAL PLAN Executive Summary





Welcome

Ngiyanhi Wiradjuri mayiny gawaymbanha nginyalgir Wiradjuri-gu Ngurabung-gu -
We the Narrungdera Wiradjuri people welcome you all to Wiradjuri Country

Acknowledgement

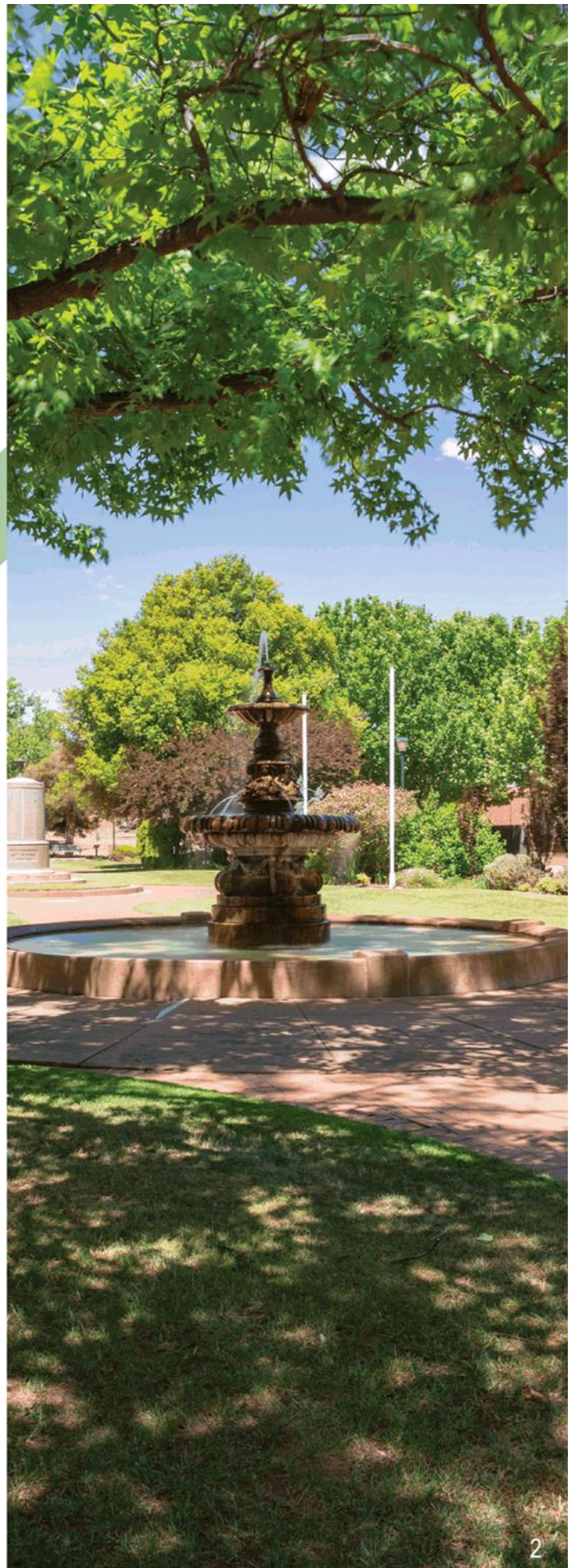
Narrandera Shire acknowledges Aboriginal and Torres Strait Islanders as the first Australians and recognises that they have a unique relationship with the land and water. Council recognises that we are situated on the traditional lands of the Narrungdera Clan, of the Wiradjuri Nation who have lived here for thousands of years. We offer our respect to their elders past and present and through them, to all Aboriginal and Torres Strait Islander people.

Community Vision

We are a prosperous, diverse and sustainable community, built on a deep sense of trust, care and commitment for each other and our environment.

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Vision

We are a prosperous, diverse and sustainable community, built on a deep sense of trust, care and commitment for each other and our environment.

Key Strategic Themes

1 Our Civic Leadership

2 Our Community

3 Our Economy

4 Our Infrastructure

5 Our Environment

Introduction

Cultural planning is a process of inclusive community consultation and decision making that helps local government identify cultural resources and think strategically about how these resources can help a community to achieve its civic goals. It is also a strategic approach that directly and indirectly integrates the community's cultural resources into a wide range of local government planning activities. (2010 Legacies Now and Creative City Network of Canada, 2010) The Narrandera Shire Cultural Plan 2021-2031 is a ten-year guide for Council's investment in the arts and cultural sector and is intended to be actioned within the context of Council's Long Term Financial Plan, Community Strategic Plan, Disability Inclusion Action Plan, Positive Aging and Youth Strategies.

As a planning framework the document provides strategic directions for Council in response to the priorities identified by the Shire's residents during the consultation process. The Plan will assist Council to fulfil its role as a cultural leader, supporting the Shire's Arts and Cultural development, working with organisations and artists, and strengthening the Shire's cultural life.



Cad Factory - Shadow Places – Narrandera Travelling Stock Route.

Why Consultation?

To ensure the best outcomes for the Cultural Plan through:

- 1. Working together to help develop a comprehensive plan which provides an agreed vision, actionable strategies, goals and outcomes for the Community and Council, and which delivers a platform to enhance the creative future of the Narrandera Shire.*
- 2. Identifying and documenting our assets. The history, places, spaces, programs, organisations and creative people we have in the Narrandera Shire.*
- 3. Contributing to Council's strategic planning process in relation to Arts and Culture.*
- 4. Cooperatively engaging with other relevant bodies including Arts and Tourism Organisations, Community Organisations, Local Businesses, Groups and Individuals to gain maximum benefit for the local community and the region.*

This Plan has been developed and written after consultation with our community, reviewing current programs, evaluating our facilities and researching relevant theories and case studies. We have listened to a broad range of ideas and opinions and have consulted cultural practitioners, artists, musicians, community groups, business owners, the young and the not so young.

Planning Principles

To develop this plan Council followed the Cultural Development Network's Planning Framework. This Strategy uses the following six (6) planning principles developed by the Cultural Development Network and endorsed nationally and internationally to measure success.

- 1. Based on values**
- 2. Directed towards goals**
- 3. Focused on outcomes**
- 4. Informed by evidence**
- 5. Underpinned by a theory of change**
- 6. Respondent to evaluation**

(Cultural Development Network, 2019)

Consultation
Process

Implementation of this Plan will be driven by community need and demand as expressed through an extensive consultation process which included:

- Baseline survey
- Narrative survey
- Stakeholder reference group
- Aboriginal community consultations
- Face to face community consultation
- Zoom community consultation
- Cultural Plan Information and invitations to – The Community, Council Committees, Local Businesses, Community Groups, Narrandera Argus, Narrandera Community Radio, Councillors, All Council Staff
- Promotional FB Video
- Radio Interview and promotion Spirit FM
- Public Submissions
- Presentations to S355 and Advisory Committees and Community Groups
- Narrandera Aboriginal Elders Liaison Group Consultation
- Youth Council Consultation
- Have Your Say Narrandera Facebook Consultation – 12 Questions over 12 Days
 - o Reach - 29909
 - o Responses – 520

A number of Themes were developed through the consultation process:

- Supporting People and Participation
- Valuing Aboriginal Arts and Culture
- Vibrant Public Places and Spaces
- Growing the Cultural Economy
- Celebrating History and Heritage
- Building Community Capacity

Under each Theme there are:

- Goals
- Outcomes
- Actions
- Assessment
- Links to the Community Strategic Plan
- Council's Role



Theme: Valuing Wiradjuri Arts and Culture

Goal: Acknowledge and Celebrate Country and Culture.

Theory of Change – Why?

The Wiradjuri people who are the original inhabitants of this area have a living culture that is an essential part of the cultural identity of Shire.

Aims and Outcomes

- Support greater understanding and recognition of Aboriginal history, culture, and identity.
- Identification, recognition and protection of Aboriginal Cultural Heritage sites
- For significant Council events, all reasonable action is taken to engage a local Aboriginal Elder for Welcome to Country.
- Aboriginal cultural spaces are developed for the community.
- For Cultural sights new and replacement signage to be dual language.
- Opportunities for local Artists to showcase art and build business opportunities are promoted.
- Foster and promote increased consultation with local groups within the community such as NSW Aboriginal Education Consultative Group (AECG). Lands Council etc.

Theme: Supporting People and Participation

Goal: Support opportunities for community members to develop, experience and participate in diverse arts and cultural activities.

Theory of Change – Why?

There is a positive correlation between arts and liveability. The arts are valued highly in Narrandera Shire, therefore we will stimulate creativity for artists, participants and audiences.

Aims and Outcomes

- Actively develop strong cultural relationships and networks.
- Facilitate development opportunities for young people and emerging arts practitioners in cultural industries.
- Support existing arts and cultural practitioners and foster new forms of artistic and cultural expression, skill and knowledge.
- Support local celebrations and events that generate community gatherings and pride.
- Acknowledge and celebrate the significant contribution of volunteers to the cultural sector.
- Develop an environment of accessible and inclusive arts and culture for residents and visitors.

The Plan Continued...

Theme: *Vibrant Public Spaces and Places*

Goal: Support and maintain a diverse range of facilities and opportunities for participation in a vibrant and active cultural sector.

Theory of Change – Why?

Activated vibrant public spaces can play a role in shaping quality community life and driving development. The arts can have a significant role in this activation.

Aims and Outcomes

- Establish and develop dynamic creative and cultural public spaces.
- Support a valued and well-maintained environment.
- Promote arts and culture trails, spaces, and precincts.
- Foster a sense of identity and pride in public spaces within the Narrandera region.
- Provide / maintain multipurpose facilities that can support a wide range of activities.
- Explore opportunities for Public Art.

Theme: *Growing the Cultural Economy*

Goal: Support the local economy through arts and culture events, programs and initiatives.

Theory of Change – Why?

There is an innovative skilled creative sector in the Shire that has the potential to contribute to a more prosperous local economy. By supporting capacity building for arts and cultural practitioners and organisations we are supporting culture as a key driver for our economy.

Aims and Outcomes

- Deepen community and visitor engagement in the creative and cultural life of the region.
- Foster and support networking and collaboration between artists and local businesses, community organisations, and across functional areas of Council.
- Promote the value of a vibrant arts and cultural community as an attraction for new residents and industries.
- Quantify and promote the value of arts, culture and creative industries to the local economy.
- Promote the practice and acknowledgement of copyright, moral rights and intellectual property.
- Provide support to local artists and cultural industries to encourage economic growth and cultural vitality.

Theme: Celebrating History and Heritage

Goal: Support programs, institutions, plans and community initiatives that connect with and celebrate local history and character.

Theory of Change – Why?

We know that there is a strong sense of pride in the history and character of our region, and there is a need to recognise our connection to country. We will therefore ensure that our programs and public artworks reflect our unique character and history for all to appreciate.

Aims and Outcomes

- Local heritage, both the natural and built environment, is at the core of our cultural / brand identity and is identified and preserved.
- Recognise the role of architecture, historical buildings and culturally significant sites in establishing a sense of place for residents and in attracting visitors.
- Build Narrandera's reputation as a place of cultural and heritage significance.
- Facilitate professional development and training opportunities for cultural venue volunteers.
- Support Museums, Historical Societies and other cultural organisations in providing information and education to the local community and visitors.
- Undertake a review of cultural infrastructure to maximise long term viability focusing on maintenance requirements, accessibility, affordability and the needs of the user community.

Theme: Building Community Capacity

Goal: Cultural programs and policies contributing to the development of the arts within Narrandera Shire.

Theory of Change – Why?

Council in its roles of Leader, Advocate, Funder and Host is central to the development and maintenance of cultural programs, Arts and cultural infrastructure, and cultural development opportunities within the Shire.

Aims and Outcomes

- Assist where possible in providing vision and leadership for the cultural development of our community.
- Encourage partnerships with other local Councils through membership and active participation in Regional Arts organisations.
- Facilitate and support the maintenance and development of databases and registers of artists, venues, cultural assets, organisations and businesses.
- Where appropriate, engage local artists represented on the artists database for Council projects/events.
- Make effective use of social media and emerging technologies to promote arts and cultural activities.
- Continue to offer and promote a range of school holiday arts and craft activities in Cultural Venues for the local community.



Community Consultation Report

The following link will take you to the collated consultation results from the on-line community surveys, workshop presentations, face to face interviews and Facebook survey from the Community Consultation Process for the Cultural Plan (2021-2031). The information is based upon majority feedback where an idea had multiple supporters.

<http://www.narrandera.nsw.gov.au>

Relevant Council Documents

- Community Strategic Plan
- Delivery program
- Operational Plan
- Long Term Financial Plan
- Workforce Strategic Plan
- Disability Inclusion Action Plan
- Positive Aging Strategy
- Youth Strategy
- Tourism Policy
- Economic Development Strategy



Acknowledgements

References

2010 Legacies Now and Creative City Network of Canada. (2010). Cultural Planning Toolkit. Retrieved from Creative City Network of Canada:

https://www.creativecity.ca/database/files/library/cultural_planning_toolkit.pdf

Australian Government. (2013, March 13). Creative Australia - National Cultural Policy. Retrieved from APO - Analysis and Policy Observatory:

<https://apo.org.au/sites/default/files/resource-files/2013-03/apo-nid33126.pdf>

Cultural Development Network. (2019). CDN'S Planning Framework. Retrieved from Cultural Development Network:

<https://culturaldevelopment.net.au/what-is-a-cultural-development-plan/planning-framework/>

Dunphy, K. & Smithies, J (2018) Framework for Cultural Development Planning. Melbourne: Cultural

Development Network. www.culturaldevelopment.net.au/planning

Other Cultural Plans

Arts and Culture Plan for Corangamite

<https://www.corangamite.vic.gov.au/files/assets/public/documents/publications/strategies/strategy-corangamite-shire-arts-and-culture.pdf>

Bass Coast Shire Council Arts and Culture Strategy Executive Summary

<https://d2n3eh1td3vwdm.cloudfront.net/general-downloads/Recreation-and-Culture/Bass-Coast-Shire-Council-Arts-and-Culture-Strategy-Executive-Summary-Final.pdf>

Gympie Regional Council Arts and Cultural Plan

<https://www.gympie.qld.gov.au/documents/40005057/40005560/CSMP411.pdf>

Port Macquarie Hastings Cultural Plan

<https://www.pmhc.nsw.gov.au/files/assets/public/communityculture/artculture/port-macquarie-hastings-council-cultural-plan-2018-2021.pdf>

Parkes Shire Cultural Spaces Plan Executive Summary

<https://app.box.com/s/vncz7xuewjekoxfxuntobtkl95g8igi8>

Shire of Nannup Cultural Plan

https://www.nannup.wa.gov.au/Profiles/nannup/Assets/ClientData/Images/News/Cultural_Plan_2019.pdf

Wagga Wagga City Cultural Plan

<https://wagga.nsw.gov.au/the-council/planning-and-reporting/community-planning/current-community-plans/cultural-plan-2020-2030>

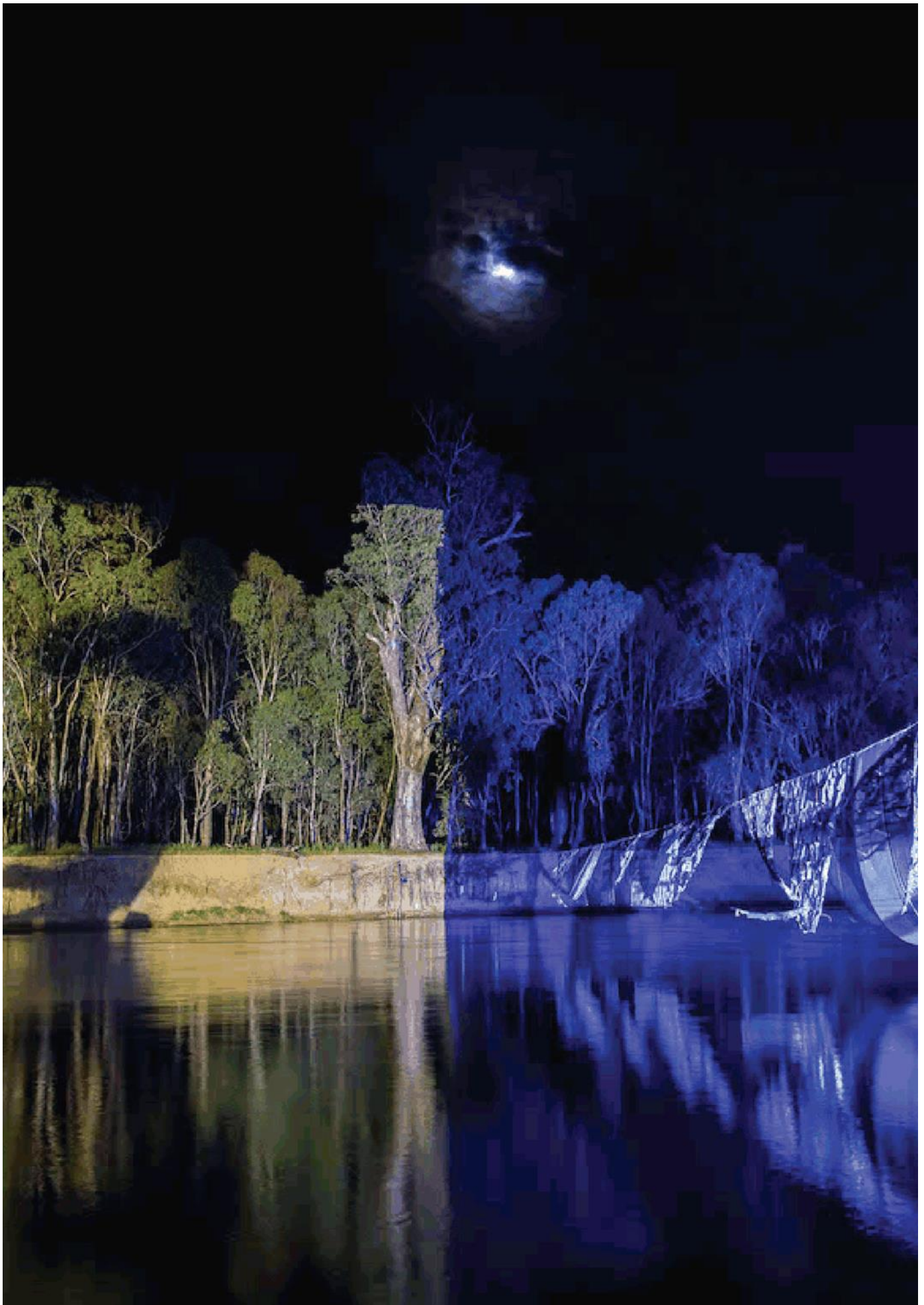
Images

Cover Front: Michael Lyons Shadow Places – Narrandera Travelling Stock Route – Photo Courtesy of The CAD Factory

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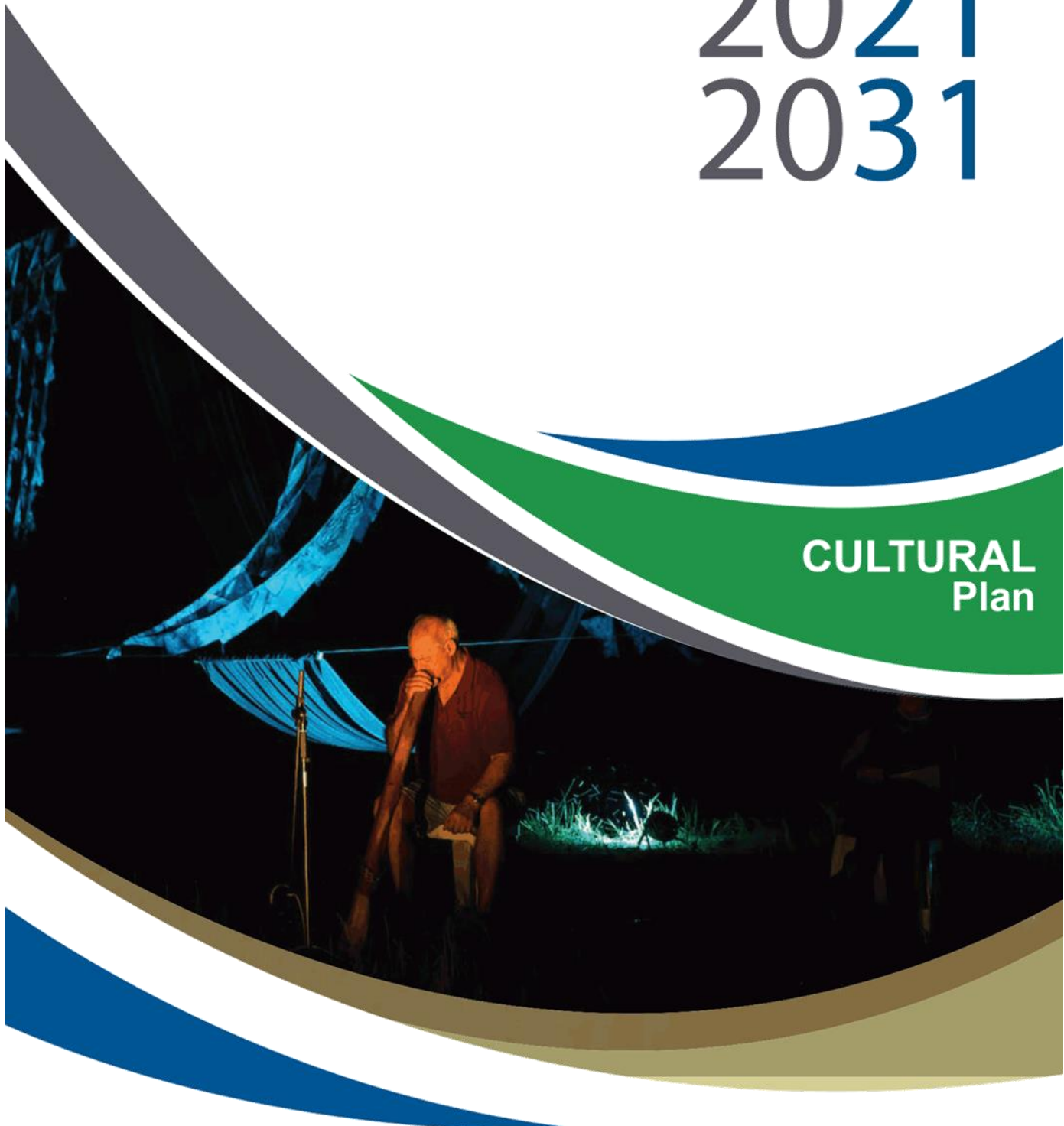
Page 3. Cad Factory Light Show Tasmanian Devil – Photo Courtesy of The CAD Factory

Page 11. On Common Ground - River Projection – Photo Courtesy of The CAD Factory



2021
2031

CULTURAL
Plan





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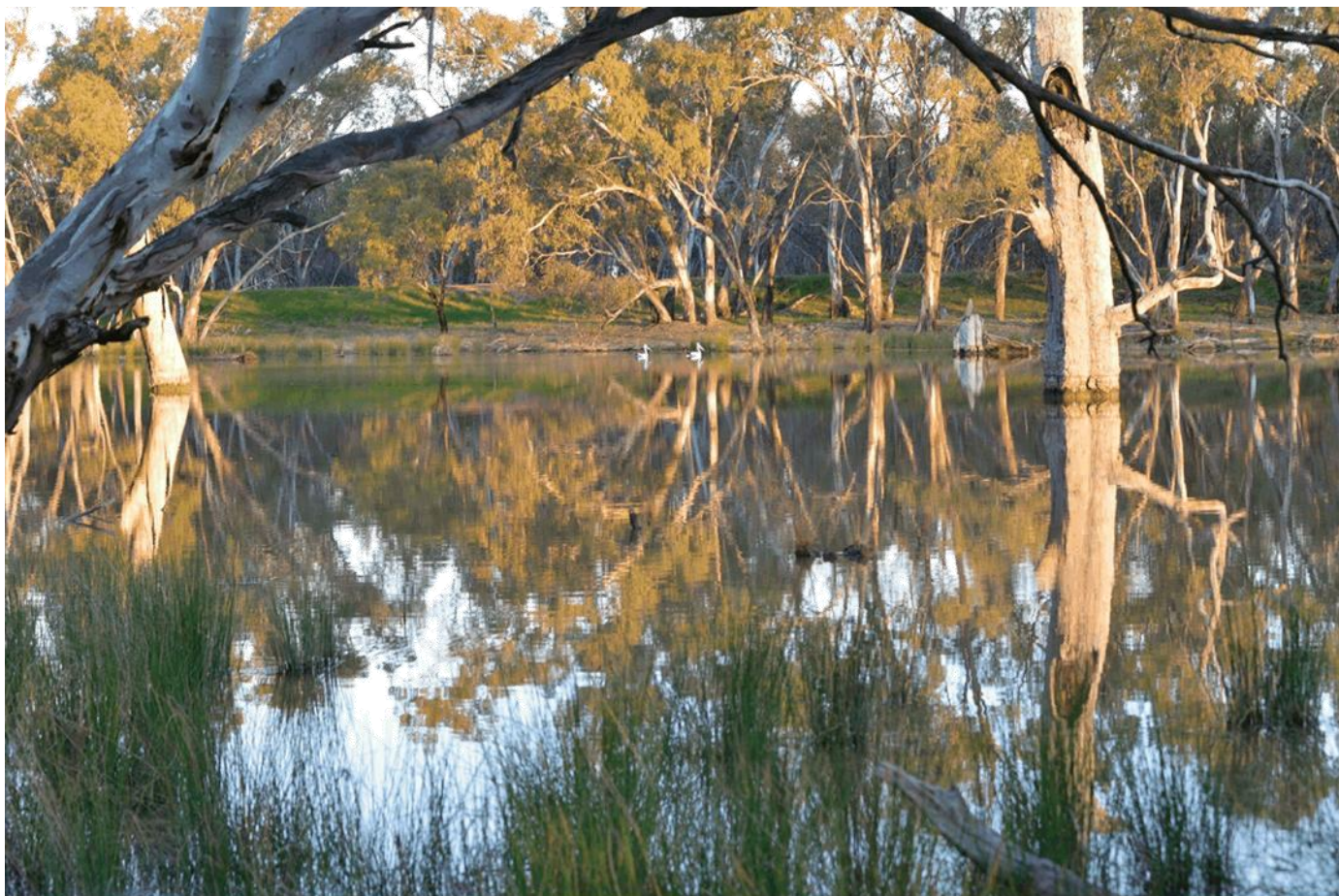




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Welcome

Ngiyanhi Wiradjuri mayiny gawaymbanha nginyalgir Wiradjuri-gu Ngurambung-gu -
We the Narrungdera Wiradjuri people welcome you all to Wiradjuri Country

Acknowledgement

Narrandera Shire acknowledges Aboriginal and Torres Strait Islanders as the first Australians and recognises that they have a unique relationship with the land and water. Council recognises that we are situated on the traditional lands of the Narrungdera Clan, of the Wiradjuri Nation who have lived here for thousands of years. We offer our respect to their elders past and present and through them, to all Aboriginal and Torres Strait Islander people.

Community Vision

We are a prosperous, diverse and sustainable community, built on a deep sense of trust, care and commitment for each other and our environment.

Message from

Mayor Cr Neville Kschenka

Narrandera Shire has a rich and vibrant culture celebrated in many forms throughout the year. The Narrandera Folk Festival, Rocking on East, the Barellan Good Old Days Weekend, the Narrandera Easter Rod Run, the Barellan Masters Games, our Shows, Rodeos and Sport are all an integral part of Narrandera Shire's culture. To that we can add our unique and beautiful environment and significant dates for the community like NAIDOC Week and ANZAC Day. Some are events synonymous with our Shire that bring the world to Narrandera and some are unique local celebrations and activities. They all contribute to who we are and our sense of place and belonging.

The aim of the cultural plan is to highlight cultural expression within the community. To look at what is important to us. To identify opportunities and to provide a guide to Council and other community groups for future cultural development activity and investment.

During The Cultural Plan consultation process we sought the community's opinion about what was important to them, future directions and what they valued most. Many of those ideas have been included in the Plan and will guide Council, regional arts organisations and community groups as they grow Narrandera Shire's future cultural landscape.

I wish to sincerely thank the community members and groups who participated in the consultation process. We greatly value your input and acknowledge the important role you play in our community preserving our heritage, our culture and inspiring us toward a creative future.

Neville Kschenka,
Mayor Narrandera Shire Council





Narrandera Shire area

The name "Narrandera" originates from the Wiradjuri word "Narrungdera" which mean "place of lizard or goanna".

Narrandera Shire is centrally located in the Riverina Region of NSW, 554kms south west of Sydney, 339km west of Canberra, 437kms north of Melbourne and 824kms east of Adelaide. The Shire lies within the catchment area of the Murrumbidgee River and is located at the junction of both the Newell and Sturt Highways. Having an area of 4,116 square kilometres, the Shire sits midway between the main regional centres of Wagga Wagga (99km to the east) and Griffith (98km to the west). The Shire includes the townships of Barellan and Grong Grong, with Binya village and a number of farming localities all contributing to the unique characteristics of our Local Government area. The Shire marks the transition between the extensive broad acre agricultural areas of the western slopes and plains to the east and the highly productive Murrumbidgee Irrigation Area. Our Council is community focused and is committed to providing quality services for residents while building a bright future for our Shire.

Narrandera is home to the Narrungdera Clan and is Wiradjuri Country. The Wiradjuri people are the largest Aboriginal group in central New South Wales, by area and population. The people of the Wiradjuri country are known as "people of three rivers" being the Macquarie river (Wambool), Lachlan River (Kalari) and the Murrumbidgee River (Murrumbidjeri) which border their lands. The Wiradjuri people are the first inhabitants of this area and have been living here for thousands of years.

Introduction

Our Culture isn't just about arts and music, it's about everything that makes the Shire what it is, what makes us unique. It includes Aboriginal culture, the sport we play, our natural environment, our history, our buildings and our people as well as what are considered the arts. It is about what the Community believes is important about Narrandera Shire, what they love, what they treasure, what should grow and change and what should be preserved forever. It is about the stories that connect the present with the past and the future, stories that express the Shires identity, that celebrate our shared beliefs and values and vision for the future.

This research shows that councils deliver arts, culture and heritage services at a grass roots and community level across the state, whether formally documented or not. These services provide communities with unique identities, shared heritage and add value to everyday community life (Local Government NSW, 2017)

The New South Wales Government's Cultural Planning Guidelines for Local Government defines culture as:

"Culture in its widest sense is about what matters to people and communities. It is about relationships, shared memories and experiences. It is about identity, history and a sense of place. It is about the different cultural and religious backgrounds found in most communities. It is about the things we consider valuable for passing on to future generations. It is our way of connecting the present with the past and the future."

"Culture and cultural diversity is what makes places attractive and helps give meaning to life. A community with a thriving arts and cultural life is a liveable community. It makes people want to stay there; it instills community pride and supports social cohesion - transforming and shaping identity and building strong, resilient, prosperous and healthy communities".

(Australian Government, 2013)



Why a Cultural Plan?

Narrandera Shire recognises the importance of Community Arts, Cultural Development and Heritage to the community. Local Government organisations support arts and culture in their communities, through the provision of infrastructure such as galleries, libraries and museums and through the co-ordination and support of events, festivals, public installations and the preservation of local history and community stories.

The Cultural Plan will provide Narrandera Shire with the opportunity to take stock of its arts, cultural and heritage assets. It will consider all of the things that contribute to our lifestyle; our history, heritage, language, the natural and built environment, technology, the arts, sport and other recreational activities. It is about what we do now and what we want to be able to do in the future.

Cultural planning is a process of inclusive community consultation and decision making that helps local government identify cultural resources and think strategically about how these resources can help a community to achieve its civic goals. It is also a strategic approach that directly and indirectly integrates the community’s cultural resources into a wide range of local government planning activities. (2010 Legacies Now and Creative City Network of Canada, 2010)

As a planning framework the document provides strategic directions for Council in response to the priorities identified by the Shire’s residents during the consultation process. The Plan will assist Council to fulfil its role as a cultural leader, supporting the Shire’s arts and cultural development, working with organisations and artists, and strengthening the Shire’s cultural life.

The Narrandera Shire Cultural Plan 2021-2031 is a ten-year guide for Council’s investment in the arts and cultural sector and is intended to be actioned within the context of Council’s Long Term Financial Plan, Community Strategic Plan, Disability Inclusion Action Plan and the Youth Strategy. Circumstances including technology, the way we work and our environment will naturally change over the period that the plan is in effect so the plan is intended to be clear, simple and flexible enough to accommodate as yet unknown changes and to take advantage of opportunities as they occur.

Artists’ skills and capabilities are considered to be among those least likely to be automated and increasingly sought in the workforces of the future. It is predicted that time spent engaging with people, solving strategic problems and thinking creatively will increase for all jobs. Accelerated change is likely to prioritise transferable skills, diverse perspectives, and lifelong learning for adapting skills and building new capabilities - all embodied in artists’ working lives and professional practice. Expanding opportunities to create art in new ways and industries, and apply artistic skills outside the arts, could prompt a revaluing of the crucial role of artists as professionals, and recognition of the immense growth potential of the arts more broadly. (Australia Council for the Arts, 2017)

Life on the Sandhills: Kerry Weymouth, Andrea and Dexter Briggs, Owen Lyons, Michael Lyon.



Why Consultation?

To ensure the best outcomes for the Cultural Plan through:

1. Working together to help develop a comprehensive plan which provides an agreed vision, actionable strategies, goals and outcomes for the Community and Council, and which delivers a platform to enhance the creative future of the Narrandera Shire.
2. Identifying and documenting our assets. The history, places, spaces, programs, organisations and creative people we have in the Narrandera Shire.
3. Contributing to Council's strategic planning process in relation to Arts and Culture.
4. Cooperatively engaging with other relevant bodies including Arts and Tourism Organisations, Community Organisations, Local Businesses, Groups and Individuals to gain maximum benefit for the local community and the region.

Planning Principles

To develop this plan Council followed the Cultural Development Network's Planning Framework. This Strategy uses the following six (6) planning principles developed by the Cultural Development Network and endorsed nationally and internationally to measure success.

Based on values

The plan responds to the collective values of the community that underpin the strategy of the Council Plan.

Directed towards goals

The plan is directed towards goals, the desired long-term futures determined by the council and articulated in the Council Plan. Objectives (intended outcomes) are set to enable specific measurable achievement towards the goals.

Focused on outcomes

The plan is focused on outcomes, that is, the difference our work will make to those we are responsible to serve, rather than the activity undertaken to get there. Measurable outcomes help us determine whether objectives were met.

Informed by evidence

The plan involves decisions informed by evidence. This includes practice knowledge, published research or data that provides information about the local context, the issue being addressed and possible ways to address it.

Underpinned by a theory of change

The plan uses a theory of change to assist and explain choices of activities. Theory of change is the reason why we do what we do. It can be represented by this short summary.

Respondent to evaluation

The plan includes evaluation consistently as part of the normal work process. Evaluation findings are used to inform future decision-making.

What is the role of Council?

To ensure artistic and cultural growth, Council will need to fill several roles:

Enabler

Creating an environment where Arts and Culture can flourish through capacity building, brokering partnerships, access and opportunity, actively supporting community-led initiatives, and creating and supporting community networks and resources.

Customer

Engaging local artists and cultural representatives on Council projects.

Advocate

Being a champion for local arts and culture, leveraging Council's position to generate new opportunities, and promoting the interests of the community to other decision makers.

Funder

Empowering communities to realise their own creative initiatives, encouraging diversity and vibrancy through strategic funding programs.

Leader

Setting a positive example, proactively addressing community needs, and taking the first step to make a difference.

Host

Providing community spaces to support local artists and encourage cultural activity.

Key Strategic Themes

1 Our Community

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

2 Our Environment

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

3 Our Economy

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

4 Our Infrastructure

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

5 Our Civic Leadership

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

Appendix One
Delivery Program

Theme - Valuing Wiradjuri Arts and Culture

Goal One - To acknowledge and celebrate county and culture.

Aims and Outcomes	Measures	Council's Role
Support greater understanding and recognition of Aboriginal history, culture, and identity.	<ul style="list-style-type: none"> Promote recognition and acknowledgement of significant Cultural dates. For Cultural sites new and replacement signage to be dual language. Expand awareness and understanding of Local Aboriginal history. 	Advocate Leader
Identification, recognition and protection of Aboriginal Cultural Heritage sites.	<ul style="list-style-type: none"> With community members and other stakeholders work to identify, register and protect cultural heritage sites. 	Advocate Leader
For significant Council events, all reasonable action is taken to engage a local Aboriginal Elder for Welcome to Country.	<ul style="list-style-type: none"> With the AELG create a register of Community Elders willing to perform Welcome to Country at Council and community events. Update appropriate Council policies. 	Leader Host Customer
Aboriginal cultural spaces are developed for the community.	<ul style="list-style-type: none"> Council staff liaise with Community representatives to identify and prioritise development of Cultural Spaces. Monitor for grants appropriate for the development of Cultural Spaces. 	Advocate Leader
Opportunities for local Aboriginal Artists to showcase art and build business opportunities are promoted.	<ul style="list-style-type: none"> Ensure local Aboriginal Artists and organisations are included in arts and cultural data bases and registers. 	Advocate Enabler Host
Foster and promote increased consultation with local groups within the community such as NSW Aboriginal Education Consultative Group (AECG). Lands Council etc.	<ul style="list-style-type: none"> In addition to AELG regularly invite representatives of organisations such as Land Council, Aboriginal Education Consultative Group, Youth Council and Clontarf etc. to meetings and Council consultations. 	Advocate Leader

Theme - Supporting People and Participation

Goal Two - Support opportunities for community members to develop, experience and participate in diverse arts and cultural activities.

Aims and Outcomes	Measures	Council's Role
Actively develop strong cultural relationships and networks.	<ul style="list-style-type: none"> Work cooperatively to maintain and expand relationships with arts and cultural organisations within Narrandera and the wider region to maximise opportunities. 	Enabler Advocate Leader
Facilitate development opportunities for young people and emerging arts practitioners in cultural industries.	<ul style="list-style-type: none"> Support School arts and cultural initiatives. Ensure Council Arts and Cultural initiatives are open to young people. Promote funded opportunities as they become available for developing practitioners. 	Enabler Advocate Leader
Support existing arts and cultural practitioners and foster new forms of artistic and cultural expression, skill and knowledge.	<ul style="list-style-type: none"> Provide information and support for local Artists and organisations through involvement in and support of Western Riverina Arts. Auspice funding opportunities for local artists and organisations. 	Enabler Advocate Leader
Support local celebrations and events that generate community gatherings and pride.	<ul style="list-style-type: none"> Support local festivals and events. Assist event co-ordinators with provision of required information. Share information on funding opportunities. 	Enabler Advocate Leader Funder Host
Acknowledge and celebrate the significant contribution of volunteers to the cultural sector.	<ul style="list-style-type: none"> Co-ordinate Volunteer Week celebrations for local volunteers. Regularly acknowledge the work of volunteers in Council media. 	Enabler Leader
Develop an environment of accessible and inclusive arts and culture for residents and visitors.	<ul style="list-style-type: none"> Facilitate local Arts events. Provide advice and promotion for events. Include arts events in Council programs such as "What's On in Narrandera". 	Enabler Advocate Leader Host

Theme - Vibrant Public Spaces and Places

Goal Three - Support and maintain a diverse range of facilities and opportunities for participation in a vibrant and active cultural sector.

Aims and Outcomes	Measures	Council's Role
Establish and develop dynamic creative and cultural public spaces.	<ul style="list-style-type: none"> • Support cultural venues to develop and expand programs. • Facilitate public art within Shire communities. • Advocate for funding opportunities for cultural space development. 	Leader Funder Advocate Host
Support a valued and well-maintained environment.	<ul style="list-style-type: none"> • Prioritise and promote the importance of maintenance of and care for our local environment. • Encourage community involvement. 	Leader Funder Advocate
Promote arts and culture trails, spaces, and precincts.	<ul style="list-style-type: none"> • Work with other local Councils and organisations to promote cultural trails. • Work with State and National organisations to ensure inclusion of local assets in promotional materials. 	Leader Enabler Funder Advocate
Foster a sense of identity and pride in public spaces within the Narrandera region.	<ul style="list-style-type: none"> • Support events that foster a sense of ownership and pride in Narrandera Shire. • Work with community groups to develop promotional ideas. 	Leader Advocate
Provide / maintain multipurpose facilities that can feature a host of a host of activities.	<ul style="list-style-type: none"> • Maintain multipurpose cultural facilities such as Arts Centre, Library, Community Halls and Sports Grounds to increase opportunities for local events and activities. • Leverage funding opportunities when available to improve facilities. 	Leader Funder Advocate
Explore opportunities for Public Art.	<ul style="list-style-type: none"> • Apply for funding for appropriate public art opportunities when available. • Work with community groups and artists to develop innovative projects. 	Leader Enabler Funder Advocate Host

Theme - Growing the Cultural Economy

Goal Four - Support the local economy through arts and culture events, programs and initiatives.

Aims and Outcomes	Measures	Council's Role
Deepen community and visitor engagement in the creative and cultural life of the region.	<ul style="list-style-type: none"> • Ensure the inclusion of cultural events in publications and promotions. • Leverage involvement in wider networks for publicity and promotion. • Support local organisations and businesses with information and promotion. 	Leader Advocate Enabler
Foster and support networking and collaboration between artists and local businesses, community organisations, and across functional areas of Council.	<ul style="list-style-type: none"> • Utilise Council networks to promote cross group communication. • Maintain contact data bases of cultural and business groups. • Ensure Council consultation with relevant groups and committees. 	Leader Advocate Enabler
Promote the value of a vibrant arts and cultural community as an attraction for new residents and industries.	<ul style="list-style-type: none"> • Provide information on Cultural groups and opportunities for new residents. • Promote opportunities for Cultural volunteers. • Ensure local events are promoted through Regional Arts organisations. 	Leader Advocate Enabler
Quantify and promote the value of arts, culture and creative industries to the local economy.	<ul style="list-style-type: none"> • Where possible assess and record the value of events to the wider local economy. • Include estimates for wider economic benefits such as "Room Occupancy" in event assessments. 	Leader Advocate
Promote the practice and acknowledgement of copyright, moral rights and intellectual property.	<ul style="list-style-type: none"> • Ensure information on copyright is provided at Council cultural venues. • Ensure appropriate attribution is in place in all Council publications and promotional material. 	Leader Advocate
Provide support to local artists and cultural industries to encourage economic growth and cultural vitality.	<ul style="list-style-type: none"> • Link local artists with Regional Arts Organisations. • Provide up to date information on Council's website and in Social Media. 	Leader Advocate Enabler

Theme - Celebrating History and Heritage

Goal Five - Support programs, institutions, plans and community initiatives that connect with and celebrate local history and character.

Aims and Outcomes	Measures	Council's Role
Local heritage, both the natural and built environment, is at the core of our cultural / brand identity and is identified and preserved.	<ul style="list-style-type: none"> • Register items of local Heritage on Council LEP. • Ensure maintenance of local heritage items. • Promote Local Heritage Fund grants. • Utilise Heritage Consultant when items of cultural heritage are at issue. 	Leader Advocate Funder
Recognise the role of architecture, historical buildings and culturally significant sites in establishing a sense of place for residents and in attracting visitors.	<ul style="list-style-type: none"> • Recognise and protect heritage street scape. • Consult Heritage Advisor on relevant signage. • Ensure significant heritage assets are listed in appropriate registers. 	Leader Advocate Enabler
Build Narrandera's reputation as a place of cultural and heritage significance.	<ul style="list-style-type: none"> • Take advantage of cultural and heritage promotional opportunities. • Ensure listing of attractions online and in appropriate publications. • Update and maintain information for walking / driving tours of local cultural / heritage attractions. 	Leader Advocate Enabler
Facilitate professional development and training opportunities for cultural venue volunteers.	<ul style="list-style-type: none"> • Access all relevant training opportunities for Cultural volunteers. • Share training opportunities for staff, volunteers and community groups. 	Leader Advocate Enabler Funder
Support Museums, Historical Societies and other cultural organisations in providing information and education to the local community and visitors.	<ul style="list-style-type: none"> • Assist local organisations such as museums and historical societies to upskill. • Keep volunteers up to date with current trends and technology use for information dissemination. 	Leader Advocate Enabler Funder
Undertake a review of cultural infrastructure maintenance requirements to maximise long term viability.	<ul style="list-style-type: none"> • Council to develop a data base of maintenance and accessibility requirements for Council cultural buildings and infrastructure. 	Leader Funder

Theme - Building Community Capacity

Goal Six- Cultural programs and policies contributing to the development of the arts within Narrandera Shire.

Aims and Outcomes	Measures	Council's Role
Assist where possible in providing vision and leadership for the cultural development of our community.	<ul style="list-style-type: none"> • Maintain active involvement with Arts and Cultural practitioners. • Encourage and support innovative. • Ideas, programs and projects. 	Leader Enabler
Encourage partnerships with other local Councils through membership and active participation in Regional Arts organisations.	<ul style="list-style-type: none"> • Maintain membership of Regional Arts organisations. • Work co-operatively with regional partners to improve cultural outcomes. 	Leader Funder
Facilitate and support the maintenance and development of databases and registers of artists, venues, cultural assets, organisations and businesses.	<ul style="list-style-type: none"> • Establish a data base / register of artists, organisations, art works and venues. • Encourage co-operation in keeping data base / registers up to date. 	Leader
Where appropriate, engage local artists represented on the artists database for Council projects/events.	<ul style="list-style-type: none"> • Where appropriate give preference to Artists / cultural practitioners on the data base. • Promote the advantages of registration in data base. 	Leader Funder Customer
Make effective user of social media and emerging technologies to promote arts and cultural activities.	<ul style="list-style-type: none"> • Utilise social media to promote local arts and cultural events and practitioners. • Through Western Riverina Arts assist local artists to gain promotional opportunities and social media skills. 	Leader
Continue to offer and promote a range of school holiday arts and craft activities in Cultural Venues for the local community.	<ul style="list-style-type: none"> • Facilitate the provision of holiday arts and craft activities at Council venues. • Assist in promotion of Community based school holiday activities. 	Leader Funder Customer

Appendix Two

Consultation

The Cultural Plan has been developed after extensive consultation with the community, a review of current programs and existing facilities and research into the role of culture in communities, including case studies and a range of existing cultural plans. We have consulted cultural practitioners, artists, arts organisations, performers, community groups, council, council committees, individuals, the young and the not so young. Consultation has been face to face, through surveys and workshops and via social media. Information on the process was shared through Council's webpage and social media, via email and letter, through newspaper and radio. We have heard a broad range of perspectives and ideas both big and small. This Plan is driven by community need and demand as expressed through the consultation process. Although this document cannot encompass everyone's individual ideas, we hope that it is representative of what the Community as a whole told us that it wanted.

The community has identified Council's role in the development of Arts and Culture as providing or facilitating:

- Well maintained accessible community cultural facilities
- Inclusive programs
- Activities that stimulate creativity
- Venues offering platforms for the community
- Spaces for youth to be creative
- Developing community public spaces
- Opportunities for public art
- Places for people to come together
- Places for us to show off our local culture
- Bringing more art to the region
- Maintaining the natural environment
- Resources / funding / advocacy / support

Indicators that will be applied to evaluate the success of this plan are:

- Consistency with the outcomes of council strategic plans
- Inclusion of cultural considerations in Council's planning and management
- Acknowledgement of Aboriginal, Torres Straight Islander cultural heritage
- Degree of community participation in local cultural events and activities
- Diversity of cultural opportunities available for all age groups
- Engagement of local cultural facilities, events and organisations
- Engagement of young people in cultural development and expression
- New partnerships formed that foster vibrant cultural and creative communities
- Promotion of creative spaces and places

Top Priorities Identified through the
Consultation Stage of the Plan

- Art in public spaces
- Encourage cultural partnerships
- Support youth arts and cultural activity
- Encourage local participation in events and projects
- Communication tools for local arts community – online central point to share ideas and communicate what's on
- Community noticeboard available for everyone
- Council to promote local artists and cultural organisations (website / social media)
- Continue community funding and support provided for events and arts projects
- Cultural projects and walks relating to local natural and Indigenous heritage
- Increase awareness and appreciation of Aboriginal culture
- Develop Aboriginal cultural spaces
- Increased inclusion of Wiradjuri language in signage and interpretive materials
- Recognition and protection of Aboriginal Cultural Heritage sites
- Accessible arts programming
- Events and projects for aged and disability groups
- Support community based arts and cultural activities
- Accessible community cultural facilities
- Cultural awareness training
- For all formal Council events, engage a local Aboriginal Elder for Welcome to Country.
- Local history murals around town
- Consideration / awareness of climate change
- List / audit Shire Cultural assets / facilities , public and private
- Promote and celebrate the Aboriginal, Chinese, pioneer, and modern heritage of the Narrandera LGA
- Have a younger representation at meetings with council (AELG)
- Jobs for Youth Facebook page Build partnerships between Local Organisations
- Opportunities for local Artists to showcase art and build business opportunities.
- Local heritage is at the core of our brand identity
- A managed, maintained and preserved natural environment
- Increased cultural tourism opportunities
- Greater awareness and promotion of arts and cultural activities.
- Promotion of Narrandera's unique environment
- Developing public spaces
- Collaborate with neighbouring Council's to develop a strategy to celebrate and promote arts at a regional scale
- Catalogue of council owned artworks
- Budget for arts / cultural deliverables in key areas
- Bring more art to the region
- Well maintained Facilities, cultural, sporting, community
- Council grant program - projects need to link to the plan
- Consultation to have Wiradjuri and English words side by side in the plan

The Consultation Process Included:

- Baseline survey
- Narrative survey
- Stakeholder reference group
- Aboriginal specific consultation x 2
- Face to face consultation at Arts Centre
- Zoom evening consultation
- Cultural Plan Information and invitations to:
 - o Narrandera Business Group
 - o Community Groups (Rotary, Lions, CWA, Soroptimists, Men's Shed, Bidgee Boxing, Senior Citizens etc.)
 - o Members of all Council S355 and Advisory Committees
 - o All Businesses in Council's Contact List – 116 e-mails
 - o Narrandera Argus
 - o Narrandera Community Radio - Spirit FM
 - o Councillors
 - o All Council Staff
- Promotional Facebook Video
- Radio Interview Spirit FM
- Face to Face Community Consultation
- Zoom Community Consultation
- Public Submissions
- Presentations to:
 - o NACNET
 - o Arts and Cultural S355 Committee
 - o Parkside Cottage Museum S355 Committee
 - o Grong Grong Community S355 Committee
 - o Narrandera Nattering Knitters
 - o Western Riverina Arts
- Youth Council Consultation - Community Liaison Officer
- Have Your Say Narrandera Facebook Consultation 12 Days/12 Questions
- The Facebook consultation included questions posted on Council's Facebook page, both 'I Live in Narrandera' pages, 'Barellan Community Notice Board' page, NACNET, Friends of Parkside Museum, Friends of the Narrandera Arts Centre and Western Riverina Arts pages.
 - o Reach - 29909
 - o Responses - 52

Survey Results

What did we ask?

- What makes Narrandera unique, what are we proud of?
- What aspects of our culture, arts and heritage should receive more attention?
- What are your ideas for a more creative and vibrant Narrandera?
- What would we need to make that happen?

Online Survey Baseline Data

Who completed the surveys?

Gender: twice as many female to male respondents

Age: under 25 - 0%,

25-54 - 71%

55+ - 29%

Home Location - Narrandera: 87%

Work Location - Narrandera: 73%

Employment - Working: 86%, Retired: 14%

Arts involvement Audience: 71%,

Artists: 24%

Groups/Organisations: 45%

What do they attend?

- Festivals and Community Events
- Markets
- Art Gallery –Art Show
- Sporting Events
- Performing Arts
- Film / Cinema

Where do they like to go?

- Parks and Reserves
- The River
- Walking Tracks / Beaches
- Licenced Venues
- The Library

Participation

Will they participate -Yes : 92%

Why?

Personal enjoyment : 76%

To meet people

Entertainment

Why not?

Cost : 37%

No time Child care / carer responsibilities

Survey Responses - Key Priorities for the Next 5 Years

- Creative use of local community spaces
- Support for local business with a creative focus
- Celebrating Indigenous Culture
- Council facilities as venues
- Ongoing community forums



Community Consultation Report

The following link will take you to the collated consultation results from the on-line community surveys, workshop presentations, face to face interviews and Facebook survey from the Community Consultation Process for the Cultural Plan (2021-2031). The information is based upon majority feedback where an idea had multiple supporters.

<http://www.narrandera.nsw.gov.au>

Relevant Council Documents

- Community Strategic Plan
- Delivery program
- Operational Plan
- Long Term Financial Plan
- Workforce Strategic Plan
- Disability Inclusion Action Plan
- Positive Aging Strategy
- Youth Strategy
- Tourism Policy
- Economic Development Strategy



*Places and Spaces***Narrandera Shire Cultural Venues****Council Cultural Venues**

- Arts and Community Centre
- Railway Arts Hub
- Library
- Parkside Cottage Museum
- Barellan Museum
- Stadium
- Barellan and Grong Grong Halls
- Sports Ground
- Barellan Sports Ground
- Grong Grong Sports Ground
- Marie Bashir Park
- Henry Mathieson Oval
- Other Council Parks and Ovals
- Lake Talbot Aquatic Centre

Non-Council Venues

- Binya Hall
- Sandigo Hall
- Kamarah Hall
- Narrandera Showground – Pioneer Hall
- Barellan Show Ground
- Narrandera Race Course
- Narrandera Rodeo Ground
- Grong Grong Earth Park
- Pony Club
- Licenced Clubs:
 - o Narrandera Golf Club
 - o Narrandera Bowling Club
 - o Narrandera Ex-Servicemen's Club
 - o Barellan and District War Memorial Club
 - o Grong Grong Sports Club
 - o Narrandera Race Club
- Hotels :
 - o Murrumbidgee Hotel – Narrandera
 - o Charles Sturt Hotel – Narrandera
 - o Commercial Hotel – Barellan
 - o Royal Hotel – Grong Grong
- Cafes:



Acknowledgements

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https://www.creativecity.ca/database/files/library/cultural_planning_toolkit.pdf

Australian Government. (2013, March 13). Creative Australia - National Cultural Policy. Retrieved from APO - Analysis and Policy Observatory:

<https://apo.org.au/sites/default/files/resource-files/2013-03/apo-nid33126.pdf>

Cultural Development Network. (2019). CDN'S Planning Framework. Retrieved from Cultural Development Network:

<https://culturaldevelopment.net.au/what-is-a-cultural-development-plan/planning-framework/>

Dunphy, K. & Smithies, J (2018) Framework for Cultural Development Planning. Melbourne: Cultural

Development Network. www.culturaldevelopment.net.au/planning

Other Cultural Plans

Arts and Culture Plan for Corangamite

<https://www.corangamite.vic.gov.au/files/assets/public/documents/publications/strategies/strategy-corangamite-shire-arts-and-culture.pdf>

Bass Coast Shire Council Arts and Culture Strategy Executive Summary

<https://d2n3eh1td3vwdm.cloudfront.net/general-downloads/Recreation-and-Culture/Bass-Coast-Shire-Council-Arts-and-Culture-Strategy-Executive-Summary-Final.pdf>

Gympie Regional Council Arts and Cultural Plan

<https://www.gympie.qld.gov.au/documents/40005057/40005560/CSMP411.pdf>

Port Macquarie Hastings Cultural Plan

<https://www.pmhc.nsw.gov.au/files/assets/public/communityculture/artculture/port-macquarie-hastings-council-cultural-plan-2018-2021.pdf>

Parkes Shire Cultural Spaces Plan Executive Summary

<https://app.box.com/s/vncz7xuewjekoxfxuntobtkl95g8igi8>

Shire of Nannup Cultural Plan

https://www.nannup.wa.gov.au/Profiles/nannup/Assets/ClientData/Images/News/Cultural_Plan_2019.pdf

Wagga Wagga City Cultural Plan

<https://wagga.nsw.gov.au/the-council/planning-and-reporting/community-planning/current-community-plans/cultural-plan-2020-2030>

Images

Cover Front: Michael Lyons Shadow Places – Narrandera Travelling Stock Route – Photo Courtesy of The CAD Factory

Cover Rear: On Common Ground - River Projection – Photo Courtesy of The CAD Factory
Page 8. Shadow Places – Narrandera Travelling Stock Route – The CAD Factory

15 OUR ENVIRONMENT**15.1 MURRAY DARLING ASSOCIATION - CHANGE OF NAME****Document ID: 547060****Author: Deputy General Manager Infrastructure****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment****Attachments: Nil****RECOMMENDATION**

That Council:

1. Considers the proposal by the Murray Darling Association (MDA) to change its name to Murray-Darling Local Government Association.
2. Advises the Executive Officer and Chairman of MDA Region 9 of the decision.

PURPOSE

The purpose of this report is for Council to consider the proposal by the Murray Darling Association (MDA) to change its name to Murray-Darling Local Government Association.

SUMMARY**BACKGROUND**

MDA states the objective of this name change is to clearly identify the MDA as a local government association representing the interests of councils and communities across the Murray Darling Basin, to support Basin governments to deliver on their commitment to put Basin communities at the heart of the Basin Plan.

There is no legal impediment to the name change, with approval granted in 2019 by the Australian Securities and Investment Commission on advice from the Minister for Local Government for the Murray Darling Association to change their name to the Murray-Darling Local Government Association. The next step in this process is consultation with and approval by members within the Region 9 group, which includes Narrandera Shire Council.

In discussion at the MDA Region 9 meeting, there was a general support for the name change, with only one council stating that they have refused the proposal. One other council suggested that "Basin" be added to the new name.

All MDA members will be invited to participate in an extraordinary general meeting at the 2021 strategic workshop to vote on the proposed name 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

1.1.1 - Develop relationships with both local and regional communities fostering a healthy and community attitude

ISSUES AND IMPLICATIONS**Policy**

- Nil

Financial

- Nil

Legal / Statutory

- Nil

Community Engagement / Communication

Nil

Human Resources / Industrial Relations (if applicable)

- Nil

RISKS

- There are no risks directly related to Council for this matter.

OPTIONS

1. Resolve to support the name change as proposed.
2. Propose an alternate name.
3. Refuse to support the change and seek the status quo.

CONCLUSION

Council is only one voice in the name change decision, with the change not expected to notably impact the Council or its operations.

RECOMMENDATION

That Council:

1. Considers the proposal by the Murray Darling Association (MDA) to change its name to Murray-Darling Local Government Association.
2. Advises the Executive Officer and Chairman of MDA Region 9 of the decision.

15.2 DRAFT NARRANDERA WASTE FACILITY LONG TERM PLAN OF MANAGEMENT

Document ID: 547133

Author: Manager Development & Planning

Authoriser: Deputy General Manager Infrastructure

Theme: Our Environment

Attachments:

1. Draft Narrandera Waste Facility Long Term Plan of Management [↓](#)
2. Submission - D Fahey [↓](#)

RECOMMENDATION

That Council:

1. Adopts the Draft Narrandera Waste Facility Long Term Plan of Management.

PURPOSE

The purpose of this report is to present to Council the Draft Narrandera Waste Facility Long Term Plan of Management (Draft LTPoM) for final consideration and adoption following the public exhibition period.

SUMMARY

At the Ordinary Council meeting of 9 December 2020, Council considered a report detailing the introduction of a draft LTPoM that proposes to introduce an operational framework for the long-term management of the Narrandera Waste Facility. The aim is to achieve a reduction in the amount of waste being landfilled, create a safer more effective working environment, and change the way waste will be landfilled to increase the life of the waste facility.

BACKGROUND

In the 2020-2021 Operational Plan, Council set a performance target for staff to develop a waste management masterplan to minimise waste to landfill.

A draft long term management plan was presented to Council at the December 2020 meeting for consideration. At this meeting Council resolved:

(a) Approve in-principle the Draft Narrandera Waste Facility Long Term Plan of Management and commence a public exhibition of the draft plan for twenty-eight (28) days.

(b) Receives a further report following the exhibition period to consider submissions, operational strategies, staging, and budgets.

The adoption of the Draft LTPoM will result in the following activities being commenced and completed within the next 12 months.

1. Creation of a New FTE Gate Attendant position

The Draft LTPoM at its core relies upon the introduction of two basic elements, that the public should not be entering the operational area and that incoming waste is to

be directed to the most appropriate area to maximise the amount of material removed from the waste stream.

The facility is currently operated by one staff member who is responsible for all operational duties, plus the monitoring of incoming waste and collection of fees.

This situation has not proven to be effective and that can, for example, be seen by the current high levels of cross-contamination in green waste. Such problems must be overcome for the long-term viability of the facility, hence the introduction of a full-time gatekeeper. The gatekeeper will be responsible for monitoring incoming waste, ensuring that it is separated in appropriate areas, collection of fees and the required recording keeping.

This will be a new position and an ongoing cost to the facility operations.

2. Construction of the Domestic Drop-Off Area

Incoming domestic waste will be directed by the gatekeeper to a new drop-off area where separated domestic waste can be left in different sections depending on type. For example, there will be an area for green waste, metals etc. This should encourage recycling of a range of materials and at the same time reduce contamination.

This will be a one-off cost.

3. Construction of the Domestic Waste Transfer Station

Unsorted domestic waste loads will be directed to a small domestic transfer station which will consist of an elevated platform where the waste will be deposited into a truck for transport to the land fill area.

This will be a one-off cost.

4. Vehicle Boom Gate

The domestic drop-off area and transfer station areas will be separated from the main operational area of the landfill with a suitable boom gate which will be operated by the full-time gate keeper.

This will be a one-off cost.

5. Security Fencing & CCTV

The facility currently has an ineffective boundary security fence which has not prevented theft and vandalism from occurring.

The creation of a domestic drop-off area will lead to a high concentration of valuable recyclables which have the potential for theft.

The installation of new security fencing and CCTV will be a one-off cost.

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

Theme

Our Environment

Strategy

2.3 - To live in a community where there are sustainable practices

Action

2.3.1 - Consider and where possible implement sustainable environmental practices

ISSUES AND IMPLICATIONS**Policy**

- The adoption of the Draft LTPoM will create a policy of Council to guide the operation and sustainability of the Narrandera Waste Facility.

Financial

- The capital improvement works identified within the list above have already been funded in the current capital works budget.
- Additional operational funding is required for the Gate Attendant position. This will require an ongoing budget of around \$60,000 plus oncosts, which will be included in the Draft 2021-2022 Operational Plan. This position will be funded from the current waste revenue, with a review undertaken during the 2021-22 year to determine if there is a necessity for an increase in the waste charges to cover any ongoing costs.
- There is expected to be an increase in the waste fees collected at the facility because of the implementation of the activities detailed in the Draft LTPoM. This will be due to the attendance of a gate attendant, who will be able to capture the commercial fee attracting waste at the time of entry. There are no plans currently to change the existing fee structure with domestic and green waste still being free of charge.

Legal / Statutory

- There are no legal requirements for the introduction of a plan of management for the operation of an unlicensed landfill. However, the NSW Environment Protection Authority created the Environmental Guidelines – Solid Waste Landfills in 2016 to provide guidance for the environmental management of landfills in NSW by specifying a series of 'Minimum Standards'.
- The actions proposed in the LTPoM meet the terms of this Guideline.

Community Engagement / Communication

The LTPoM was publicly exhibited for a period of twenty-eight (28) days.

At the completion of this process one (1) submission was received. In summary this submission highlights the need:

- *To explore further the reuse and value adding of green waste, as the existing stockpiles, if correctly processed are a vital link to the improvement of NSC waste management systems in an essential step toward a circular economy.*
- *The inefficient use of virgin materials, such as chipped green waste used as overburden throughout the landfill site, is not in keeping with state policies. It is a waste of materials that may have a higher value after treatment and its current use increases greenhouse emissions.*
- *I would like to see some funding policy within the LTPoM waste draft that reflects that NSC will actively lobby Federal and State members of parliament to fund these activities fully or partly (the five principles under the national waste Policy).*
- *Include the waste disposal practises of council as well in this proposed strategy (NSC Climate Action Strategy), specifically regarding green waste organics, by the*

inclusion of this in our policies and strategies may increase our prospects of grant funding from the Waste Less, recycle More pool of funding.

In relation to the first two dot points, the current lack of supervision undertaken at the Narrandera Waste Facility has resulted in large stockpiles of contaminated green waste which is unsuited to any further value adding by composting or worm farming.

The new fulltime gate attendant will be required to inspect incoming loads of green waste with the goal of minimising contamination. This will be a significant benefit in achieving a much higher quality green waste that will be more suitable for value adding opportunities.

The third dot point could potentially be included and addressed within the Narrandera Shire Community Strategic Plan 2021-2030 and expansion of Action 31 which creates a goal for the *effective waste management practises including recycling are in place and that litter in general is reduced.*

The fourth dot point would be a matter for Council.

Human Resources / Industrial Relations (if applicable)

- The Draft LTPoM has included the provision of a new position for a fulltime gate attendant at the Narrandera Waste Facility in the Council organisation structure.
- It is considered this role is critical and essential to the long-term management plan that it has been included in the draft resolution and, should Council agree, work to create this position can commence.

RISKS

The adoption and subsequent implementation of the LTPoM will reduce several risks associated with the current facility and its operations. These include reduction of environmental harm, risk to public safety and risks associated with fire and site security.

OPTIONS

1. Council may resolve the Draft LTPoM as presented.
2. Council may resolve to adopt the draft LTPoM in a revised format. In this instance, Council needs to be aware that all the proposed actions introduced in the Draft LTPoM are integrated and the removal of one proposed action has the potential to lessen the over-all level of improvement.
3. Council may resolve not to adopt the proposed Draft LTPoM for the Narrandera Waste Facility. However, as mentioned earlier, the 2020-2021 Operational Plan Council set a performance target for staff to develop a waste management masterplan to minimise waste to landfill.

CONCLUSION

The Draft LTPoM meets the performance target for staff to develop a waste management masterplan to minimise waste to landfill set by the 2020-2021 Operational Plan. It will also result in the Narrandera Waste Facility meeting the requirements of the NSW Environment Protection Authority Environmental Guidelines – Solid Waste Landfills 2016 by establishing operational guidelines and constructing facilities that will result in an efficient, safe, and sustainable waste facility that is able to achieve high levels of recycling and at the same time reduce the amount of waste being landfilled.

RECOMMENDATION

That Council:

1. Adopts the Draft Narrandera Waste Facility Long Term Plan of Management.



Narrandera Shire Council

Narrandera Waste Facility

Long Term Plan of Management

March 2021

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1.0 Overview

Narrandera Shire Council controls and operates the Narrandera Waste Facility as a general solid waste (both putrescible and non-putrescible) landfill at 16 Redhill Rd, Narrandera (Lot 340 / DP 821540 and Lot 311 / DP 751719), approximately 2.5 km north east of the Narrandera township.

Residents of the serviced areas of Narrandera, Barellan, Pinehill, Nallabooma and Grong Grong are provided with a weekly general waste collection service undertaken by external contractors (currently undertaken by Cleanaway Pty Ltd) where all of the collected waste is transported to the Narrandera Waste Facility for disposal.

The Facility also accepts self-haul domestic general waste and commercial and industrial wastes and has been in operation as a landfill for approximately 40 years. The day to day activities are performed by Council staff where free disposal is offered for domestic general waste and for sorted waste. The Facility is open to the public for defined hours on Saturdays, Sundays, Tuesdays, Wednesdays and Fridays.

With an estimated annual total of 4,000 tonnes of waste landfilled at the facility, it is not currently licensed by the Environment Protection Authority (EPA) but nonetheless is operated under a number of legislative controls, including the EPA Environmental Guidelines: Solid Waste Landfills (2nd 2016) and the Protection of the Environment Operations Act (1997) and Regulations made there under.

The landfill operates by encouraging waste to be sorted into waste that may be recycled (paper/cardboard, metals, green waste, tyres, chemical drums, batteries Community Recycling centre and a reverse vending machine) with all non-recyclable waste being disposed of via landfilling.

The purpose of the NSC Narrandera Waste Facility Long Term Plan of Management (NWFPoM) is to establish a framework for the day to day operations and management of the site as well as the long term strategic planning of the facility in

order to meet community needs and expectations, all legislative and environmental requirements relating to the management of a waste landfill operation and to maximise the life span of the current site in a cost effective manner.

2.0 Background

Narrandera Shire Council had determined to undertake a review of the operations of the Narrandera Waste Facility in order to identify how the residual life of the landfill can be extended, how improvements to current practices could be introduced, where efficiencies may be gained and risks mitigated.

The NWFPoM was formulated following the preparation of a draft long-term plan of management by Robert Bailey Consulting and Robert Amaral Geotechnical (Consulting) in 2020 and a community consultation process with the final adoption by Narrandera Shire Council in March 2021.

The NWFPoM addresses long term planning and the future design of the Narrandera Waste Facility. Factors considered during the planning process include the final landform, activity area interrelationships, existing and future infrastructure, plant replacement, the application of fees and charges, complying with the EPA Environment Guidelines: Solid Waste Landfills (2nd edition 2016), improving existing landfill management practices and recognising resource recovery opportunities.

3.0 Purpose

The purpose of the NWFPoM is to provide a process to achieve the defined primary aims by articulating the day to day operational and long-term goals for the Narrandera Waste Facility.

The primary aims of the NWFPoM are:

- To maximise the residual life of the landfill.

- To maintain a program of constant operational improvements practices that will translate into cost efficiencies and provide for the realisation of these opportunities.
- To engage practices that will ensure responsible environmental performance and operational monitoring obligations are achieved.
- To develop plans for the coordinated development of the facility over the longer term.
- To comply with the requirements of the EPA Environment Guidelines: Solid Waste Landfills (2nd edition 2016) together with other relevant legislation, regulations and codes where applicable.
- To reduce risk.
- To develop a financial model that will predict future incomes and expenditures and will provide for the managed development of the facility over the longer term.

4.0 Operations - General Principles

4.1 Separation of Public Areas and Operational Areas

All incoming traffic will be required to stop upon entry into the site at the gatehouse, where the waste load will be inspected by the Gate Attendant who will, provide direction as to where the waste is to be taken, collect any required fees and record the waste type and volume.

The entry area comprising of the gate house, domestic self-haul recycling drop-off area, Community Recycling Centre and the Small Vehicle Waste Transfer Station will be separated from the landfill operations area with suitable fencing and a vehicle boom gate.

4.2 Incoming Waste

4.2.1 Domestic Waste

Self-hauled domestic waste will be accepted at the Narrandera Waste Facility at either;

- i) The domestic self-haul recycling drop-off area at no charge where the waste is sorted at the time of disposal by the resident into the separate paper/carboard, metal, glass, white goods, tyres, green waste disposal areas, or
- ii) The Small Vehicle Waste Transfer Station where unsorted domestic waste may be deposited after payment of any required fees.

4.2.2 Commercial/Industrial waste

Unsorted commercial and/or industrial waste will be deposited directly into the landfill disposal area by the driver of the vehicle as directed by the Gate Attendant after payment of any required fees.

4.3 Disposal of Waste

4.3.1 Recyclable Waste

Waste delivered to the Narrandera Waste Facility that may be suitable for recycling, includes, but is not limited to, green waste, batteries, scrap metals, tyres, paper & cardboard, concrete, paint, gas bottles, fire extinguishers, chemical drums, various oils and electronic waste.

Where possible these potentially recyclable wastes, depending on external markets and opportunities, will not be landfilled.

Waste suitable for recycling will be stockpiled until such time as a sufficient quantity is accumulated that its sale or removal is economically justified.

Council is to maintain its association with the Riverina Murray Joint Organisation Waste Group who from time to time will, on behalf of member Councils, enter into contracts for the purchase of various recycled materials to take advantage of economies of scale.

4.3.2 Waste to be Landfilled

All waste unsuitable for recycling that is received at the Narrandera Waste facility will be deposited in the landfill disposal area. The construction, use, compaction and cover of the landfill disposal areas is to comply with Part 5 of the NWFPoM and the Notes and Plans prepared by Robert Amaral Geotechnical (Consulting) in 2020 at Appendix 1.

4.3.3 Green waste

All green waste loads are to be inspected by the Gate Attendant upon arrival at the facility to minimise contamination with non- green waste materials such as MDF, particleboard, laminated timber, furniture, pallets, metal or any other materials that are not considered to be green waste.

Council will remain committed to ensuring that the incoming green waste contains the least amount of contaminants as possible in order to eventually the highest quality chipped green waste as possible for future value adding uses.

Green waste will be shredded by external contractors when quantities of stockpiled green waste warrant it. Poorer quality shredded green/wood waste (high contamination) will be used as the base layer for the re-vegetation medium as part of the final capping and then topped with better quality material which is more likely to break down and support a vegetative cover. It can also be used for internal berms.

Higher quality (minimum contamination) green waste will initially be used as placement over existing disturbed or covered surfaces to reduce dust and erosion, for sedimentation control and as the re-vegetation medium above intermediate cover and final capping.

As part of the long-term management of the higher quality green waste Council will seek third party operators to value add the higher quality green waste through external opportunities such as worm farming or composting.

4.3.4 Soil and Gravel

Inert wastes such as soil, gravel, asphalt and concrete will where possible be diverted from landfill and stockpiled for use as future cover material and as all-weather access tracks over the waste being landfilled.

5.0 Landform Concept Design

Waste being disposed in the landfill area will be placed and compacted in keeping with accepted best practice in landfill management. Waste should be placed in layers up to one metre on a face having a gradient of around 1 vertical to 4 horizontal. Lifts should be 2 to 2.5 metres high and compacted until a uniform even surface is achieved.

Garbage will be landfilled and compacted to a rate of 700 kilograms per cubic metre and have a minimum cover of suitable material at least every second day. Well compacted and covered waste is less likely to generate windblown litter and would have reduced post closure settlement.

The disposal of asbestos is to comply with the requirements of current Environmental Protection Authority (EPA) and NSW Safe Work requirements and will only be accepted at the Narrandera Waste Facility with a minimum of 24 hours prior arrangement.

Final landform design and filling/staging plans have been prepared for the future development of the Narrandera landfill and these appear as –

- Notes to Accompany Design Drawings in Appendix 1,
- Guide to Site Capacity in Appendix 1,
- Concept Designs in Appendix 2 and
- Design Principles in Appendix 2.

This suite of documents provides information on the development of the landfill for future decades and offers guidance for the orderly progression of the landfilling

operations. Each sub-stage is essentially a building block that in total combination will deliver the final landform. It will be most important that the design is followed in order to deliver the desired outcomes. This may require periodical examination by an external party (surveyor, geotechnical engineer) to confirm the landfilling works are progressing in keeping with the adopted designs.

6.0 Resourcing

6.1 Staff

The Narrandera Waste Facility will be operated at all times by a minimum of 2 FTE Council staff comprising of a Gate Attendant and a Plant Operator.

The Gate Attendant will be the Council customer service face who will supervise and manage all incoming vehicles, direct the vehicles to the appropriate area to deposit their waste, collect required fees, complete the required Council record keeping and the mandatory EPA annual waste reports.

The Plant operator will operate the plant necessary to move, shape, compact and cover waste in the landfill disposal area and around the operational area of the landfill site. This work that requires skilled plant operators, correct plant, an understanding of grades, reduced levels, waste placement, surface water management, covering and compaction.

Site personnel and supervisors should be trained accordingly and be familiar with the designs and the principles supporting those designs.

6.2 Equipment

Council will obtain and maintain necessary equipment to move, shape, compact and cover waste in the landfill disposal area (currently the equipment provided consists of a front-end loader and compactor).

6.3 Finances

Council provides financial support to the management of the Narrandera Waste Facility, including both annual operational and capital expenditure and the maintenance of an internal reserve for long term strategic expenditure.

Funding for the annual and long-term management of the Narrandera waste Facility will be resources from depot Disposal fees, Waste Collection Charges and Grant funding where available.

7.0 Fees

Narrandera Council may set fees annually for the disposal of waste at the Narrandera Waste Facility. Generally these fees are applied to the disposal of unsorted domestic waste, commercial and industrial wastes, car bodies, asbestos, tyres, non-degassed refrigerators, freezers & air conditioners, gas bottles, fire extinguishers and animal carcasses.

Where required fees will be paid prior to the disposal of waste at the Narrandera waste Facility.

8.0 Pollution Incidents

The operation of the Narrandera Waste Facility will at all times be undertaken in a manner that prevents or minimises the risk of a pollution incident.

Pollution incidents can occur from a number of sources such as un-intended fires, leakage of oil, batteries, fuel & chemical drums, non-conforming asbestos disposal, leachate disposal, wind blown paper, vehicle incidents.

Pollution incidents are to be responded to in a timely, safe and appropriate manner applicable to the incident that will result in the cessation, containment or reduction of the pollution.

Any subsequent clean up action required following a pollution incident will be undertaken and completed in accordance with the relevant EPA guidelines or requirements.

All pollution incidents are to be reported immediately to the Narrandera Shire Development and Environment Manager, or their representative, who will undertake any necessary reporting to the Environmental Protection Authority Pollution Incident Hotline and the EPA Griffith Office, as well as Council's internal pollution reporting records.

9.0 Facility Security

Formal access to the Narrandera Waste Facility will be controlled through set opening times and via supervision by the Gate Attendant.

To control illegal after-hours access appropriate site security will be installed and maintained to prevent trespass into the facility, theft of recyclable materials, equipment etc and vandalism.

These measures will include suitable boundary and internal security fencing, CCTV systems and security patrols.

10.0 Fire Management

Landfills may be subject to impact from fires, especially within the landfill cell itself, from a range of potential sources, such a spontaneous combustion, bush fires, landfill plant, or vandalism.

Council currently has a NSW Fire & Rescue compatible water connection standpipe which will allow fire tanks to be either topped up or connected to when fire-fighting at the facility.

Council will undertake measures to prevent fires where possible such as routine maintenance of all plant to ensure that exhaust systems etc will not cause sparks, inspect in coming waste to stop coals etc from entering the landfill and security measures to inhibit trespassers.

11.0 Narrandera Waste Facility LEMP

Council will ensure that operations undertaken at the Landfill are in accordance with regulatory requirements including any Landfill Environmental Management Plan (LEMP). The objectives of the LEMP are to ensure that the existing site, environmental practices and operations at the Narrandera Waste Facility are improved, to minimise any off-site effects caused to the surrounding environment and neighbouring communities.

The LEMP provides a guide to staff employed at the landfill site regarding general operational procedures. The LEMP aims to address the following areas: Legislative Requirements; Site overview including the physical environment; Approvals and Licensing; Landfill design and operations; Waste management practices; Environmental management issues and monitoring requirements; Post closure and remediation of the landfill; and Reporting requirements in accordance with best practice and industry guidelines.

12.0 Long Term Strategies – Weigh bridge, Buy back centre, Landfill equipment

The following resources are listed for inclusion as being potential strategies for future development and inclusion to assist in the achievement of Council's long-term goals and objectives.

These resources will be considered and reviewed subject to future identification of an operational need, funding opportunity or legislative requirement.

These strategic resources are not listed in any priority.

12.1 Weighbridge

At the time of adoption of the NWFPoM the Narrandera Waste Facility is an unlicensed landfill under the terms of the Protection of the Environment Operations Act, due to the estimated annual amount of landfilled waste being less than the threshold level that triggers the need for an EPA license.

Currently licensed landfills require a weighbridge for reporting purposes. Should this threshold for a licensed landfill be reduced Narrandera Shire may in the future be required to install a weighbridge.

A possible location for a future weighbridge has been added to the site plan of the design of the entry to the public area.

The following matters will be considered should a weighbridge be constructed in the future;

- Approaches to the weighbridge should be direct, have flat gradients, have good line of sight and provide sufficient space for vehicles to wait without interfering with passing traffic
- There should be a clear line of sight to observe approaching vehicles from the gatehouse
- Have an un-tarping area at the ingress approach to the weighbridge so that loads can be inspected at the weighbridge.
- The gatehouse should be located to allow the operator clear line of sight for approaching vehicles, to enable loads to be inspected (elevated CCTV and manually), to allow the operator to communicate effectively with customers and to enable the exchange of payments/receipts.
- Be located where the gatehouse attendant can generally observe activity areas within the waste facility

12.2 Buyback Centre

Buyback centres provide an opportunity for the sale of suitable items that have been removed from the waste stream. They can play an important role in a Council's overall waste management strategy by providing the local community with the opportunity of donating or purchasing re-purposed goods and materials.

Buyback centres can provide employment or opportunities for community enterprises or organisations such as Men Sheds or Service organisations. It is not necessarily just about waste diversion.

The following matters will be considered should a Buy Back Centre be established in the future;

- Should be located outside of the waste facility, but near to the entrance. Those wishing to access the buyback centre do not need to enter the waste facility.
- Should be generally under cover and suitably sized to enable goods to be displayed and for customers to have easy access to goods and materials (need to consider landfill gas in enclosed spaces).
- Have professional signage that identifies and promotes the buyback centre and signage that clearly defines what goods and materials may be accepted and those that will not be accepted.
- How the buyback centre will be operated, that is, by social enterprise, not-for-profit group, contractor or Council staff.
- How suitable goods can be recovered from incoming waste loads.
- Site security (chain link fence, CCTV, back to base monitoring).
- The operator has organisational aims and objectives that demonstrate their purpose in operating the buyback centre. This may include being a social enterprise.
- The operator has a staff training policy which includes customer service, personal development, and monitors staff performance.

- Staff are noticeably polite, have a positive attitude and are keen to make the business successful.
- The operator has a stock turnover policy.
- The operator has a policy on acceptable and unacceptable items.
- The operator has a system to move stock so as to prevent excessive shelf life.
- The operator has a method of presenting stock which is appealing and avoids clutter.
- The operator has guidelines on the set out of shelves and passageways.
- The operator has an effective marketing plan.

12.3 Landfill Plant

For landfills where relatively small quantities of waste are received, that is less than 5000 tonnes per annum, a universal item of plant suitable to manage these wastes should be considered. Council currently uses a front end loader and a compactor to move, cover and compact waste.

Multi-purpose machines such as a traxcavator (crawler loader), with a four in one bucket could be used to place and spread the waste at the active tipping area in shallow layers and to “track” compact the waste will be considered in future plant replacement programs.

Council will undertake its own investigations into what item of plant would be best suited to the proposed operations at the Narrandera landfill, taking into account the types of work envisaged, the residual life of the existing machine, purchase of either new or second hand (any plant with more than 10,000 hours should be considered carefully – 5000 hours preferred) capacity (willingness) to pay, potential internal plant hire rate, local servicing, international exchange rates, warranty.

13.0 Acts and Policies Associated with the Operation of the Narrandera Waste Facility

- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- EPA Environmental Guidelines: Solid Waste Landfills (2nd edition 2016)
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Local Government Act 1993
- Infrastructure SEPP 2007
- NSW EPA Waste Avoidance and Resource Recovery Strategy 2014-2021
- National Food Waste Strategy 2017
- National Waste Policy – Action Plan 2019
- Office of Environment & Heritage - Handbook for the Design and Operation of Rural and Regional Transfer Stations produced 2006

14.0 Appendices

14.1 Appendix 1 - Notes to Accompany Design Drawings

NARRANDERA WASTE FACILITY

Figure 1

Figure 1, Site plan, was derived from Narrandera Shire Council Drawing Number 125 entitled “Landfill Masterplan, Focus View” dated 06.10.2020 and represents the proposed landfill development area as it existed in October 2020.

The selected landfill footprint is based on on-site discussions with NSC Officers, includes a 5m wide access track around the base of the proposed landfill landform and sufficient room on the northern side of the footprint to allow access to the proposed transfer facility at its current location.

Figure 2

This figure illustrates a “Final Landform” which extends to R1.22, has 3H:1V external

perimeter batters and a capping area with a gradient of 7% to allow for inevitable long-term settlement and a resultant post – settlement gradient of at least 5%.

Although noted as being a “Final” landform, it is the case that, if necessary, it could be raised/ overtopped to a higher level and achieve additional capacity. Similarly, it could be reduced in height to achieve a lower capacity. A decision to raise or otherwise need not be made at this stage and may be left to the future as there is substantial existing capacity using this design and there is no impediment to deciding on increasing or decreasing its capacity at a later date.

As a guide the total capacity of this landform by raising it to RL 22 with no further excavations is approximately 158,000m³. Assuming a cover usage rate of 20%, the volume of soil cover required will be approximately 32,000m³, leaving a net void space capacity of approximately 126,000m³.

It is highly unlikely that the required volume of soil needed to complete this landform is available unless it can be obtained from using the existing very large bunding placed around the deep excavation adjoining the current landfilling area.

Figure 3

The proposed Stage 1 filling plan is provided in this figure.

It illustrates the Stage 1 filling area raised to final height, commencing at the existing RL 15 contour level.

The external, final perimeter batters are shown at 3H:1V gradients. A method of achieving this final gradient is illustrated on Figure 12 and has the advantage of developing the final soil cover of at least 600mm during this construction process.

An alternative construction process such as placing the waste on a 3H:1V gradient as the advancing fill face reaches the perimeter of the filling area can be used but lacks the advantage of always filling behind pre-placed soil bunds, thus helping to contain any excess rainfall runoff from waste.

The internal, temporary batters are shown at 1:1 gradients. The method of achieving this temporary internal gradient is also illustrated on Figure 12.

At a later date when adjoining waste placement occurs during later stages of landfilling these internal soil batters should, as far as practicable, be removed to provide waste to waste contact.

Similarly, as progressive layers of waste are applied the previously placed soil cover should also be removed to some degree to allow vertical contact of waste to waste.

The approximate capacity of this raising is about 18,000m³, requiring a soil cover volume of some 3,600m³, leaving a net air space of about 14,400m³.

Figure 4

This figure illustrates the stage 2 landform at completion, with 3H:1V final external batters and 1:1 temporary internal batter.

The approximate capacity of Stage 2 filling area (leaving the existing soil batters in place) is 50,000m³, requiring a soil cover volume of 10,000m³, leaving a net air space of 40,000m³.

At this point in time the entire western one half or so of the landfill landform will have been completed with its final cover already in place.

By this stage of course the preparation for the Stage 3 filling area would have already commenced.

Figure 5 & 6

The Stage 3 and Stage 4 filling areas at completion are illustrated on these figures.

The combined capacity of these 2 stages (assuming no excavation beneath either stage) is approximately 90,000m³, requiring about 18,000m³ of soil cover, leaving a net air space for waste of about 72,000m³.

At this point of time the approximate total air space available, the total soil cover requirement and the net air space available for waste will be as shown on Table 1 below:

Table 1:

Stage	Total Air Space (m³)	Total Required Soil Cover (m³)	Net Air Space (m³)
1	18,000	3,600	14,400
2	50,000	10,000	40,000
3&4	90,000	18,000	72,000
Total	158,000	31,600	126,400

Assuming an annual incoming waste stream of 5,000m³ (4,000 tonnes/0.8 tonnes per m³) this would equate to a life span of about 25 years.

This is highly unlikely that the volume of soil cover required to develop this landfill landform is available on site without further excavations beneath the landfill footprint.

Figure 7

This figure illustrates 2 potential alternatives to securing additional soil cover from within the proposed Stage 2 filling area.

The Stage 2A excavation would involve the removal of the existing very large soil bunds around the western and northern sides of the existing excavation and extending the base of the existing excavation as shown.

The stage 2B excavation would also involve the removal of the existing very large soil bunds around the western and northern sides of the existing excavation to larger extent than the 2A proposal.

The Stage 2A excavation will provide an additional approximate 3,500m³ of potential soil cover.

The Stage 2B excavation will provide an additional approximate 9,600m³ of potential soil cover.

The removal of the western and northern very large soil bunds down to original ground surface (RL13) will provide an additional approximate 7,200m³ of soil cover.

The total potential soil cover which can be recovered from both excavations Stages 2A and 2B and the existing soil bunds is approximately 20,000m³ which would go a long way towards meeting the necessary 31,600m³ to complete the landform.

These excavations will also provide additional net air space of about 16,000m³ and a further three years of life for the landfill.

The soil excavated from these areas should be temporarily stockpiled across the proposed Stage 4 filling area for later use.

Figure 8

This figure depicts sub-stage 2A filling up to RL14 and subsequent sub-stage 2B, 2C and 2D to a similar level.

The temporary internal soil batters are shown at 1:1 and should be raised in 1m increments as shown on Figure 12. Following completion of sub-stage 2A to RL 14, the central soil bund should be extended to the western excavation batter in 1m lifts.

In the event of heavy rainfall occurring during the filling of these sub-stages, any water that collects in open sub-stages can be pumped to the environment.

Once sub-stages 2A, 2B, 2C and 2D have been completed, similar sized sub-stages should proceed above ground surface within appropriate internal and perimeter soil bunds to final height.

Figure 9

Figure 9 illustrates the “squaring up” of the Stage 1 filling area to a uniform level at RL 17.

As discussed on site the access to this level should be by means of a ramp developed from waste and surfaced with sufficient gravel, broken asphalt, bricks, tiles or similar material to provide suitable truck access.

Figure 10

This figure illustrates an ideal excavation beneath the proposed Stage 3 filling area, with a base grading downwards uniformly from RL 11 in the west to RL 10 in the east which would yield approximately 12,000m³ of soil cover.

From discussions on site however it is likely the case that much of this area is underlain by old waste.

In lieu of the “ideal” excavation, this area should be divided into 2x50m wide segments running north-south and each surface area excavated until waste is encountered or to an RL ranging from 11 to 10 depending on the segments location whichever is higher.

The soil for bunding these segments should be obtained from the segment excavation itself with excess soil being temporarily stockpiled across the Stage 4 filling area.

Figure 11

Figure 11 depicts the completion of the sub-stage 3A filling carried out on the same way as the Stage 2A filling process, followed by the adjacent Sub-stage 3B until the Stage 3 filling area has been raised to RL 13.

Overtopping of this area should then proceed within soil banded areas/ segments to final grade using soil cover from the stockpile across the Stage 4 filling area.

This exercise would be repeated for the Stage 4 filling area until the final design height is reached.

Figure 12

Soil batter construction techniques for both final external batters and temporary internal batters are illustrated on this figure.

Figure 13

As much as practicable of the daily soil cover should be removed in advance of overtopping with subsequent waste lifts to allow vertical migration of any leachate that may develop as shown on this figure.

14.2 Appendix 2 – Notes to Accompany Figures 1-13

NOTES TO ACCOMPANY FIGURES 1-13

20206	NARRANDERA WASTE FACILITY	05.11.2020
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Figure 1

Figure 1, Site plan , was derived from Narrandera Shire Council Drawing Number 125 entitled “Landfill Masterplan, Focus View” dated 06.10.2020 and represents the proposed landfill development area as it existed in October 2020.

The selected landfill footprint is based on on site discussions with NSC Officers, includes a 5m wide access track around the base of the proposed landfill landform and sufficient room on the northern side of the footprint to allow access to the proposed transfer facility at its current location.

Figure 2

This figure illustrates a “Final Landform” which extends to R1.22, has 3H:1V external perimeter

batters and a capping area with a gradient of 7% to allow for inevitable long term settlement and a resultant post – settlement gradient of at least 5%.

Although noted as being a “Final” landform, it is the case that, if necessary, it could be raised/ overtopped to a higher level and achieve additional capacity. Similarly, it could be reduced in height to achieve a lower capacity. A decision to raise or otherwise need not be made at this stage and may be left to the future as there is substantial existing capacity using this design and there is no impediment to deciding on increasing or decreasing its capacity at a later date.

As a guide the total capacity of this landform by raising it to RL 22 with no further excavations is approximately 158,000m³. Assuming a cover usage rate of 20%, the volume of soil cover required will be approximately 32,000m³, leaving a net void space capacity of approximately 126,000m³.

It is highly unlikely that the required volume of soil needed to complete this landform is available unless it can be obtained from using the existing very large bunding placed around the deep excavation adjoining the current landfilling area.

Figure 3

The proposed Stage 1 filling plan is provided in this figure.

It illustrates the Stage 1 filling area raised to final height, commencing at the existing RL 15 contour level.

The external, final perimeter batters are shown at 3H:1V gradients. A method of achieving this final gradient is illustrated on Figure 12 and has the advantage of developing the final soil cover of at least 600mm during this construction process.

An alternative construction process such as placing the waste on a 3H:1V gradient as the advancing fill face reaches the perimeter of the filling area can be used but lacks the advantage of always filling behind pre-placed soil bunds, thus helping to contain any excess rainfall runoff from waste.

The internal, temporary batters are shown at 1:1 gradients. The method of achieving this temporary internal gradient is also illustrated on Figure 12.

At a later date when adjoining waste placement occurs during later stages of landfilling these internal soil batters should, as far as practicable, be removed to provide waste to waste contact.

Similarly, as progressive layers of waste are applied the previously placed soil cover should also be removed to some degree to allow vertical contact of waste to waste.

The approximate capacity of this raising is about 18,000m³, requiring a soil cover volume of some 3,600m³, leaving a net air space of about 14,400m³.

Figure 4

This figure illustrates the stage 2 landform at completion, with 3H:1V final external batters and 1:1 temporary internal batter.

The approximate capacity of Stage 2 filling area (leaving the existing soil batters in place is 50,000m³, requiring a soil cover volume of 10,000m³, leaving a net air space of 40,000m³.

At this point in line the entire western one half or so of the landfill landform will have been completed with its final cover already in place.

By this stage of course the preparation for the Stage 3 filling area would have already commenced.

Figure 5 & 6

The Stage 3 and Stage 4 filling areas at completion are illustrated on these figures.

The combined capacity of these 2 stages (assuming no excavation beneath either stage) is approximately 90,000m³, requiring about 18,000m³ of soil cover, leaving a net air space for waste of about 72,000m³.

At this point of time the approximate total air space available, the total soil cover requirement and the net air space available for waste will be as shown on Table 1 below:

Table 1:

Stage	Total Air Space (m ³)	Total Required Soil Cover (m ³)	Net Air Space (m ³)
1	18,000	3,600	14,400
2	50,000	10,000	40,000
3&4	90,000	18,000	72,000
Total	158,000	31,600	126,400

Assuming an annual incoming waste stream of 5,000m³ (4,000 tonnes/0.8 tonnes per m³) this would equate to a life span of about 25 years.

This is highly unlikely that the volume of soil cover required to develop this landfill landform is available on site without further excavations beneath the landfill footprint.

Figure 7

This figure illustrates 2 potential alternatives to securing additional soil cover from within the proposed Stage 2 filling area.

The Stage 2A excavation would involve the removal of the existing very large soil bunds around the western and northern sides of the existing excavation and extending the base of the existing excavation as shown.

The stage 2B excavation would also involve the removal of the existing very large soil bunds around the western and northern sides of the existing excavation to larger extent than the 2A proposal.

The Stage 2A excavation will provide an additional approximate 3,500m³ of potential soil cover.

The Stage 2B excavation will provide an additional approximate 9,600m³ of potential soil cover.

The removal of the western and northern very large soil bunds down to original ground surface (RL13) will provide an additional approximate 7,200m³ of soil cover.

The total potential soil cover which can be recovered from both excavations Stages 2A and 2B and the existing soil bunds is approximately 20,000m³ which would go a long way towards meeting the necessary 31,600m³ to complete the landform.

These excavations will also provide additional net air space of about 16,000m³ and a further three years of life for the landfill.

The soil excavated from these areas should be temporarily stockpiled across the proposed Stage 4 filling area for later use.

Figure 8

This figure depicts sub-stage 2A filling up to RL14 and subsequent sub-stage 2B, 2C and 2D to a similar level.

The temporary internal soil batters are shown at 1:1 and should be raised in 1m increments as shown on Figure 12. Following completion of sub-stage 2A to RL 14, the central soil bund should be extended to the western excavation batter in 1m lifts.

In the event of heavy rainfall occurring during the filling of these sub-stages, any water that collects in open sub-stages can be pumped to the environment.

Once sub-stages 2A, 2B, 2C and 2D have been completed, similar sized sub-stages should proceed above ground surface within appropriate internal and perimeter soil bunds to final height.

Figure 9

Figure 9 illustrates the “squaring up” of the Stage 1 filling area to a uniform level at RL 17.

As discussed on site the access to this level should be by means of a ramp developed from waste and surfaced with sufficient gravel, broken asphalt, bricks, tiles or similar material to provide suitable truck access.

Figure 10

This figure illustrates an ideal excavation beneath the proposed Stage 3 filling area , with a base grading downwards uniformly from RL 11 in the west to RL 10 in the east which would yield approximately 12,000m³ of soil cover.

From discussions on site however it is likely the case that much of this area is underlain by old waste.

In lieu of the “ideal” excavation, this area should be divided into 2x50m wide segments running north-south and each surface area excavated until waste is encountered or to an RL ranging from 11 to 10 depending on the segments location whichever is higher.

The soil for bunding these segments should be obtained from the segment excavation itself with excess soil being temporarily stockpiled across the Stage 4 filling area.

Figure 11

Figure 11 depicts the completion of the sub-stage 3A filling carried out on the same way as the Stage 2A filling process, followed by the adjacent Sub-stage 3B until the Stage 3 filling area has been raised to RL 13.

Overtopping of this area should then proceed within soil banded areas/ segments to final grade using soil cover from the stockpile across the Stage 4 filling area.

This exercise would be repeated for the Stage 4 filling area until the final design height is reached.

Figure 12

Soil batter construction techniques for both final external batters and temporary internal batters are illustrated on this figure.

Figure 13

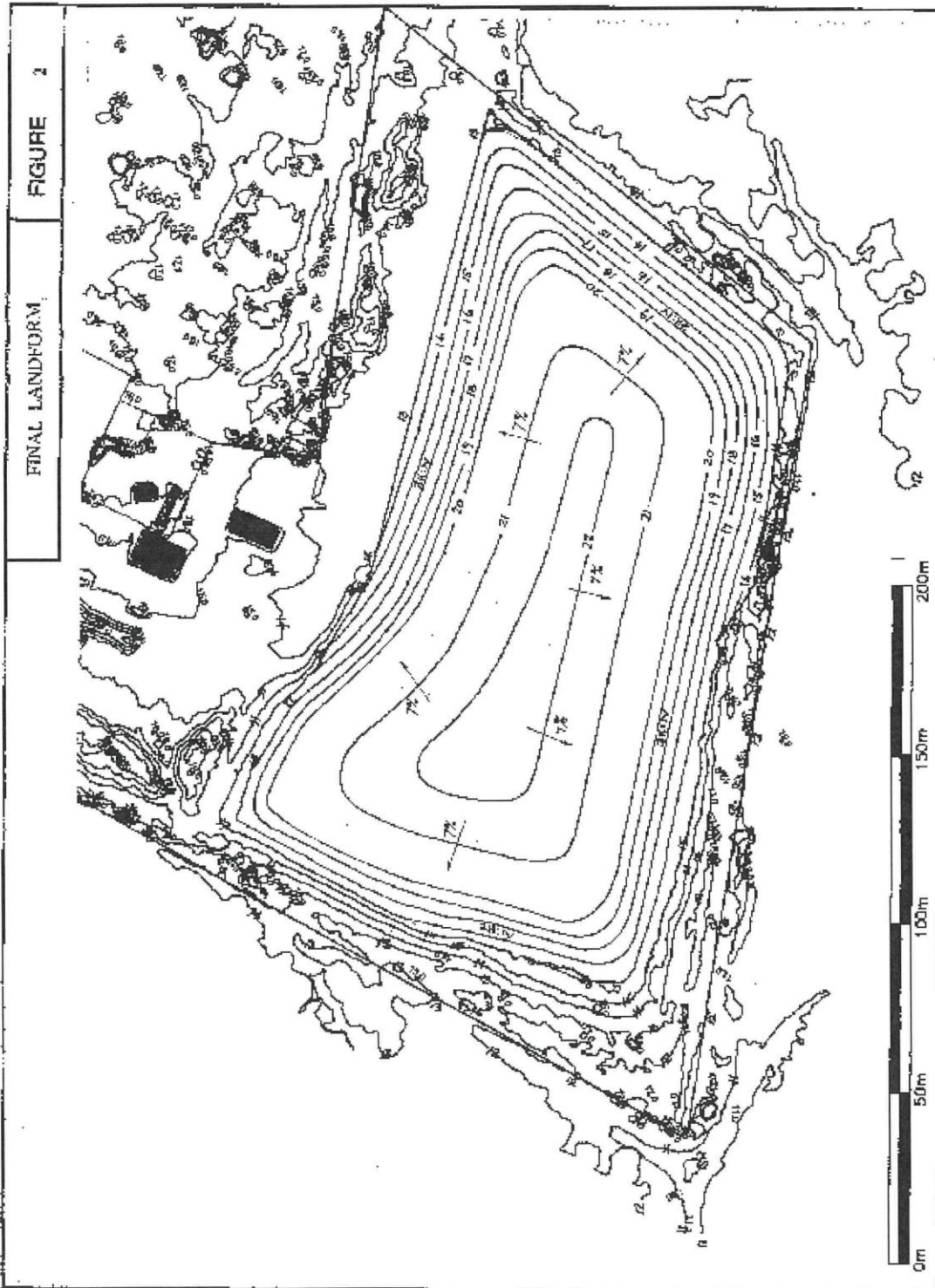
As much as practicable of the daily soil cover should be removed in advance of overtopping with subsequent waste lifts to allow vertical migration of any leachate that may develop as shown on this figure.

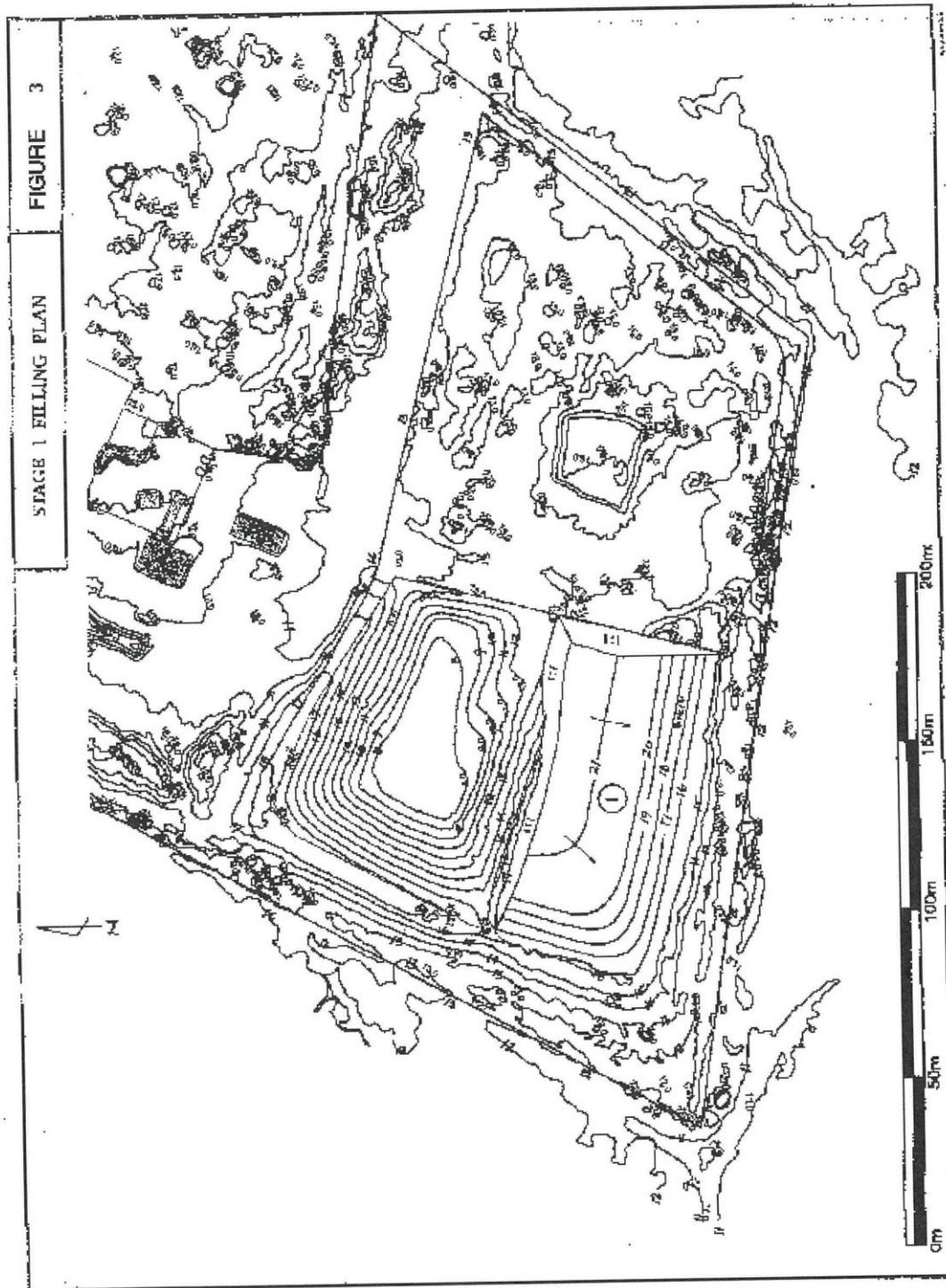
Follow-up site visit/ review with staff

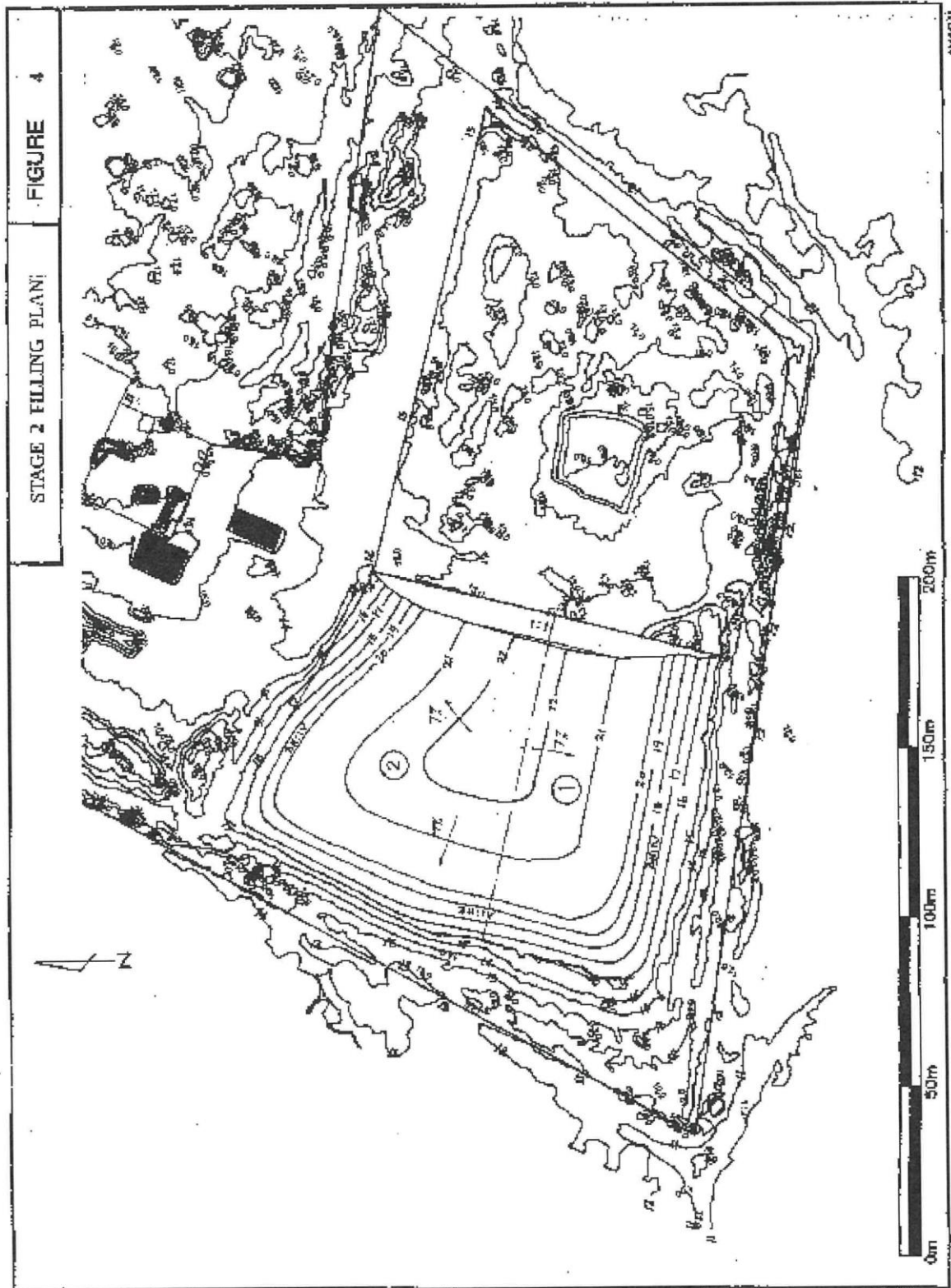
A wide range of activities and landfill construction methodologies have been covered during our recent site visit and in these Figures which would be best addressed with relevant NSC staff members at a follow-up meeting.

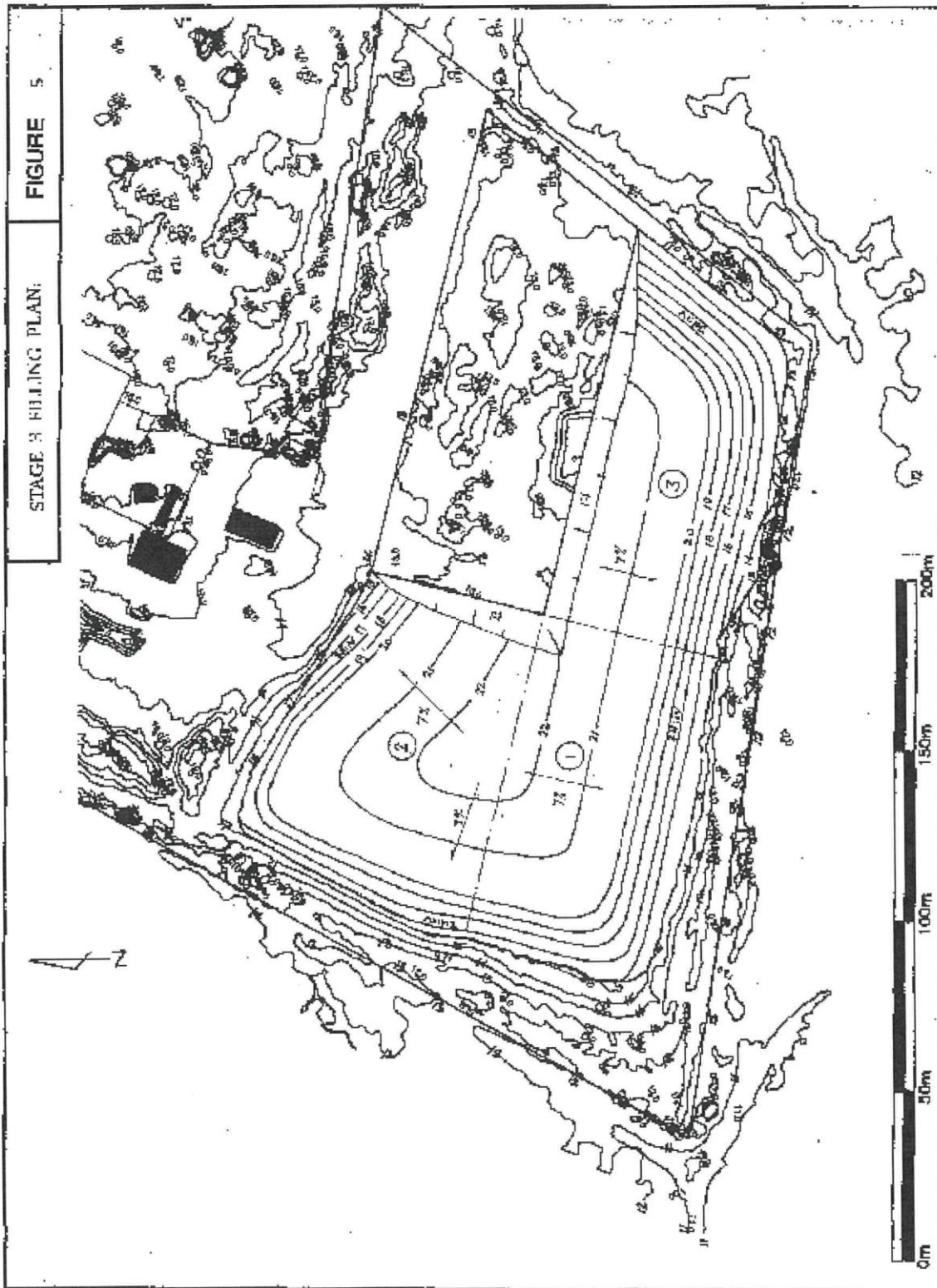
14.3 Appendix 3 – Design Concept Figures 1 to 13

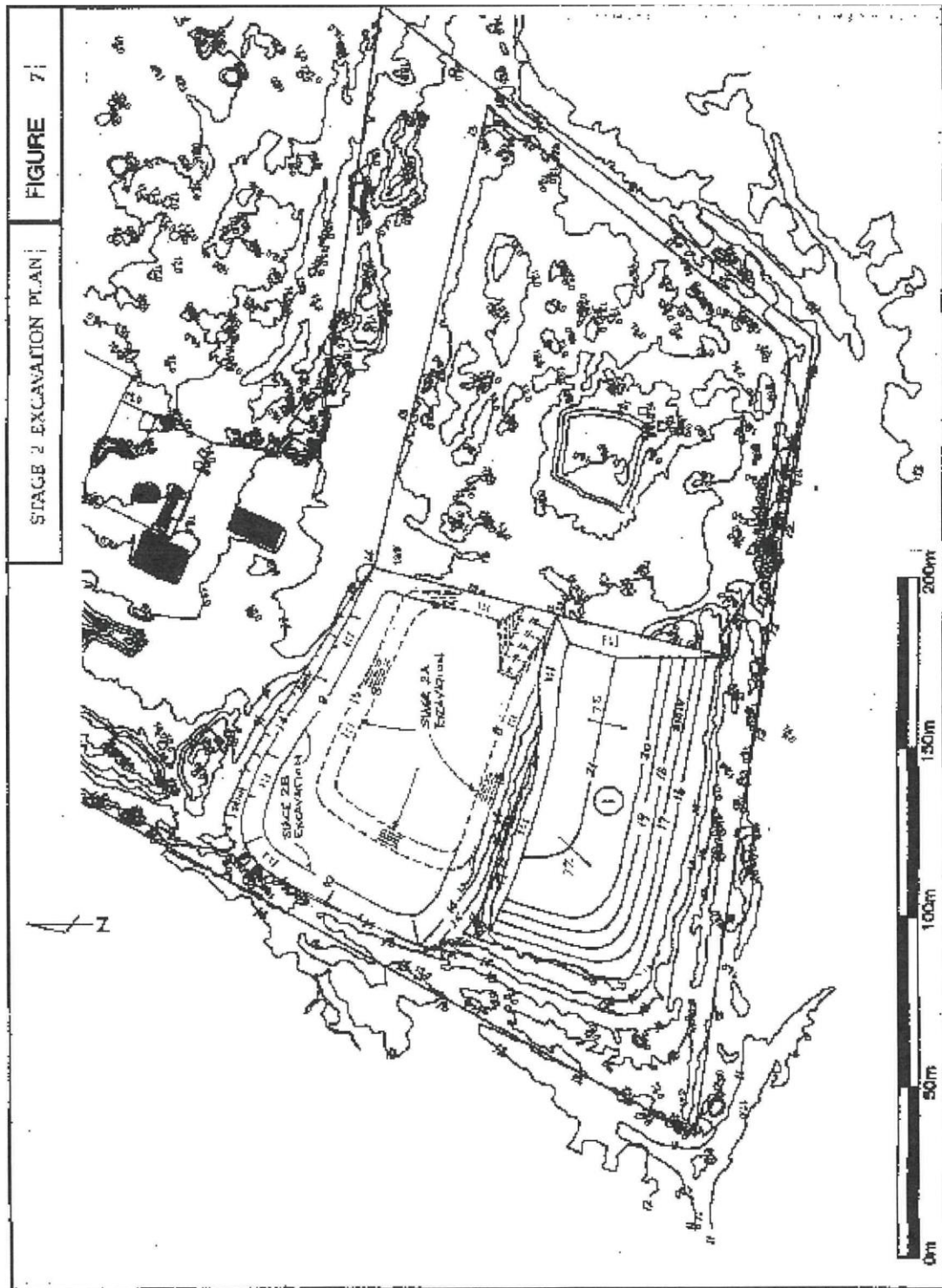


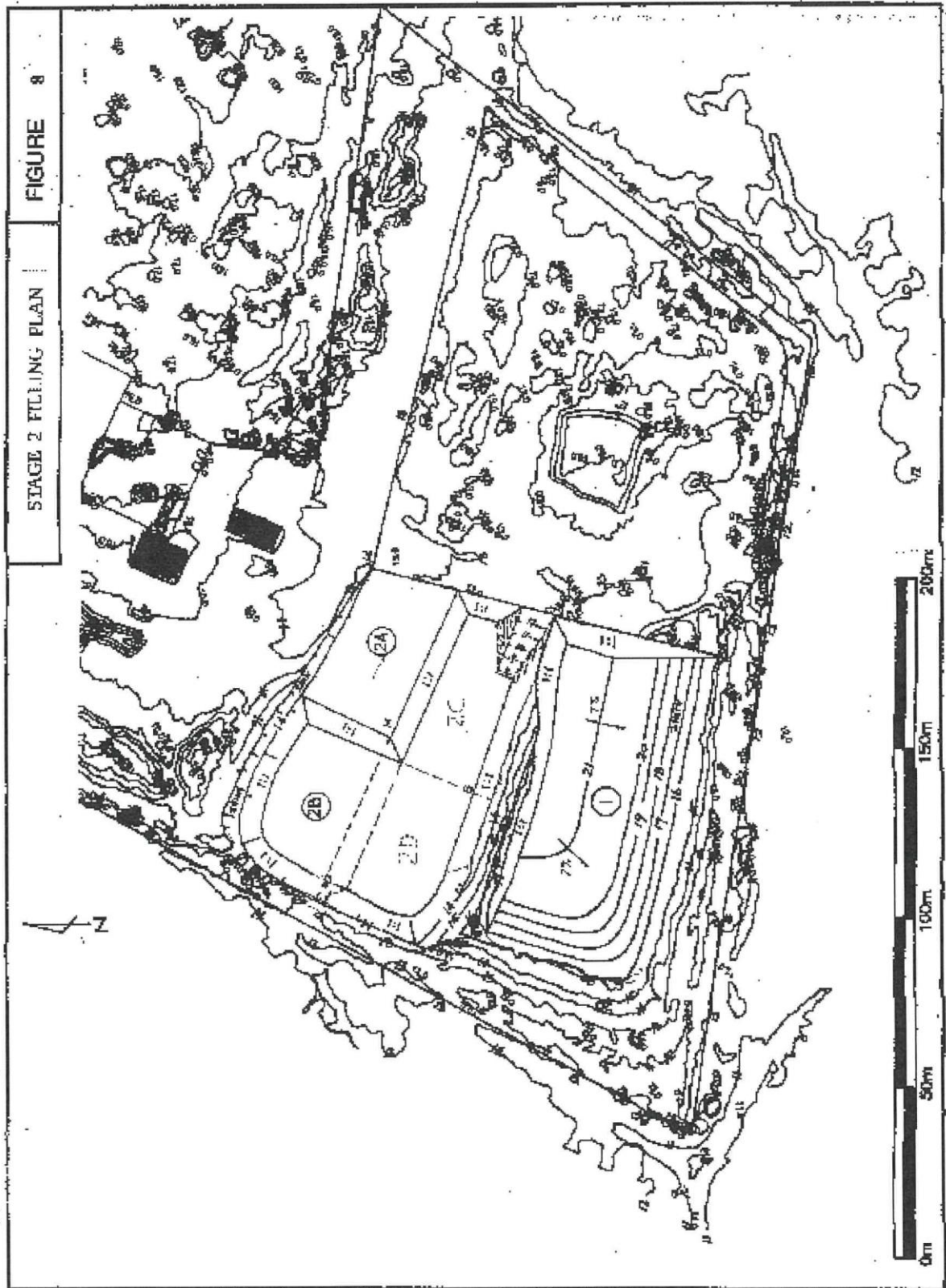


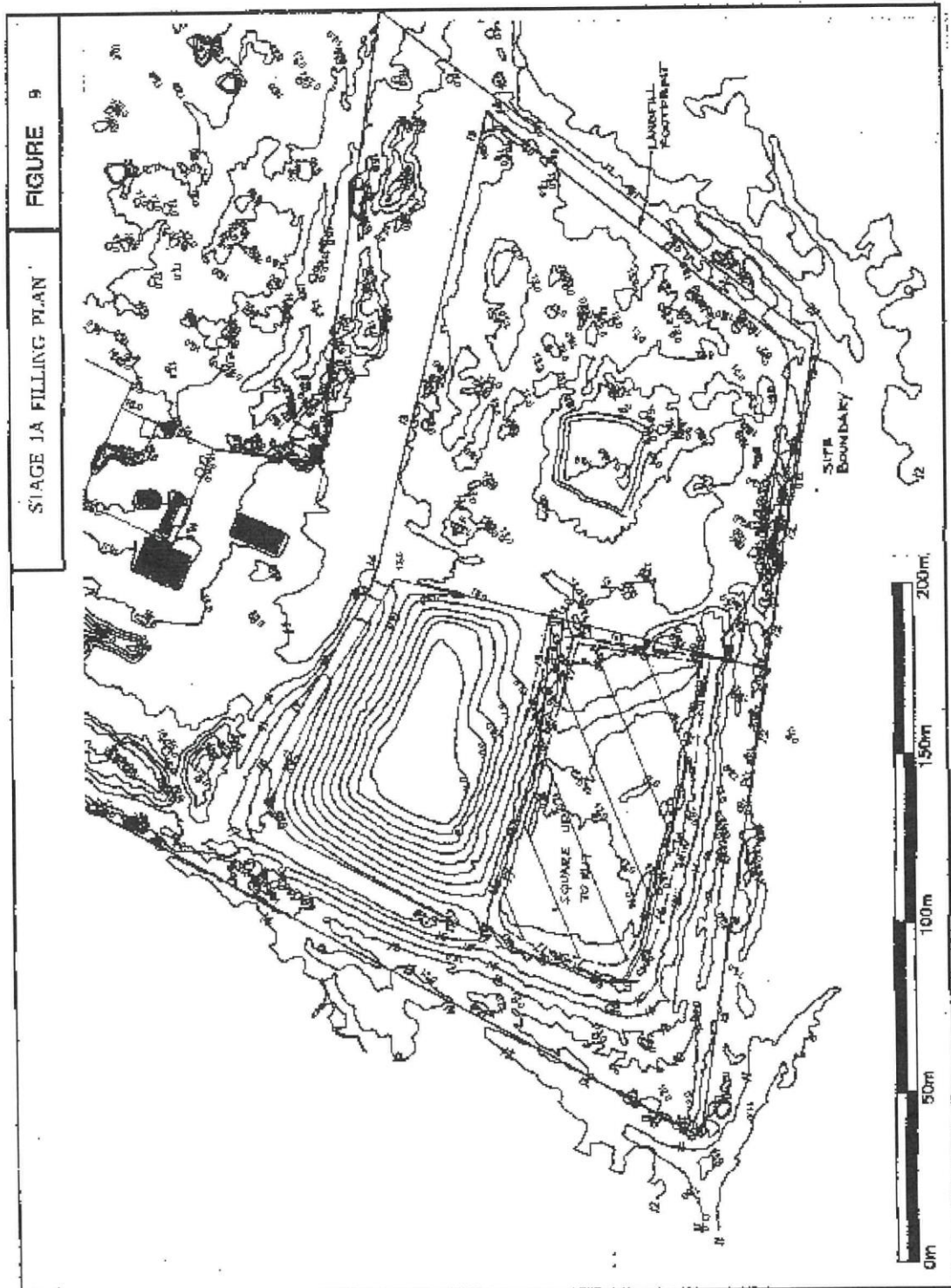


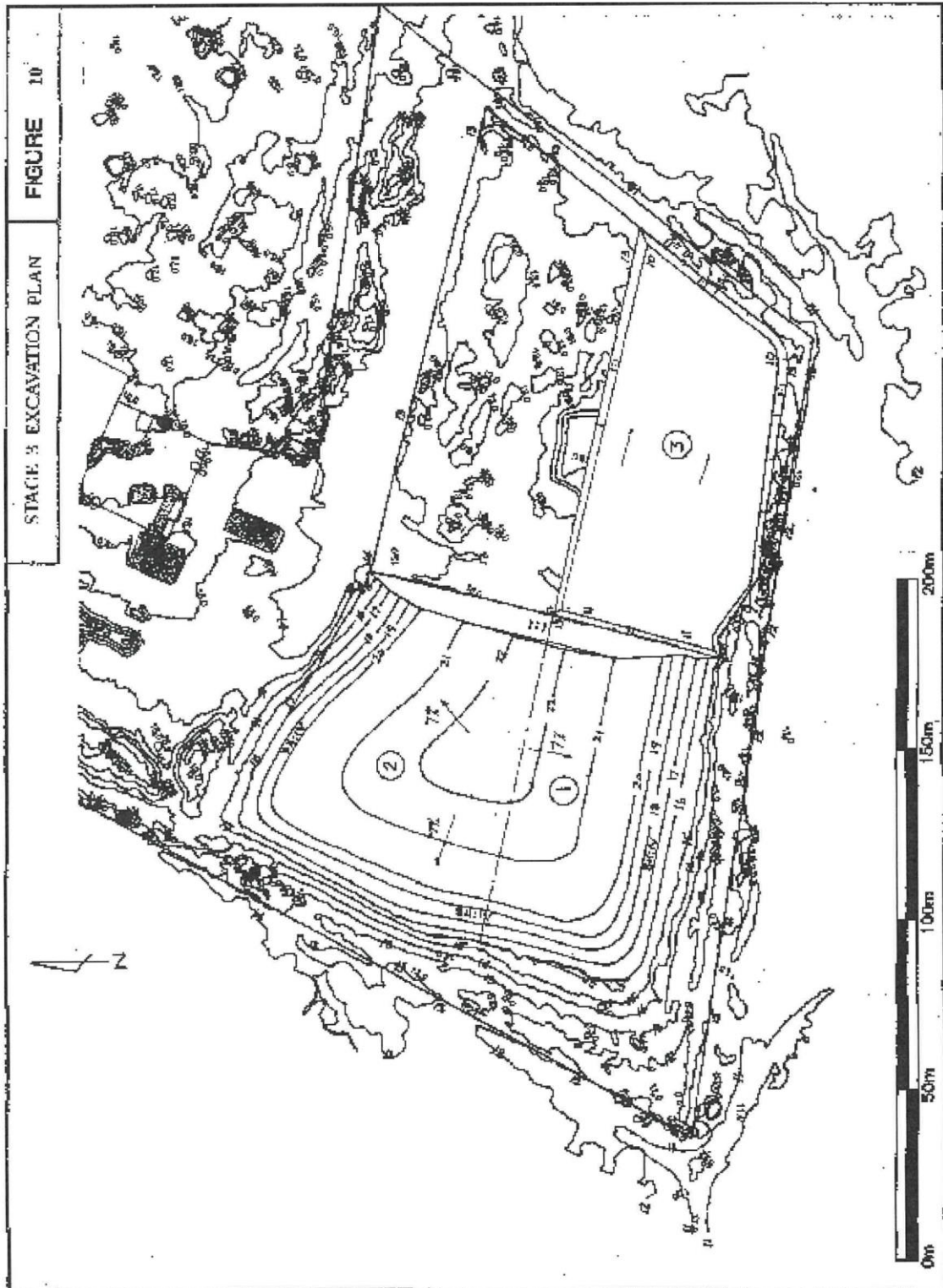


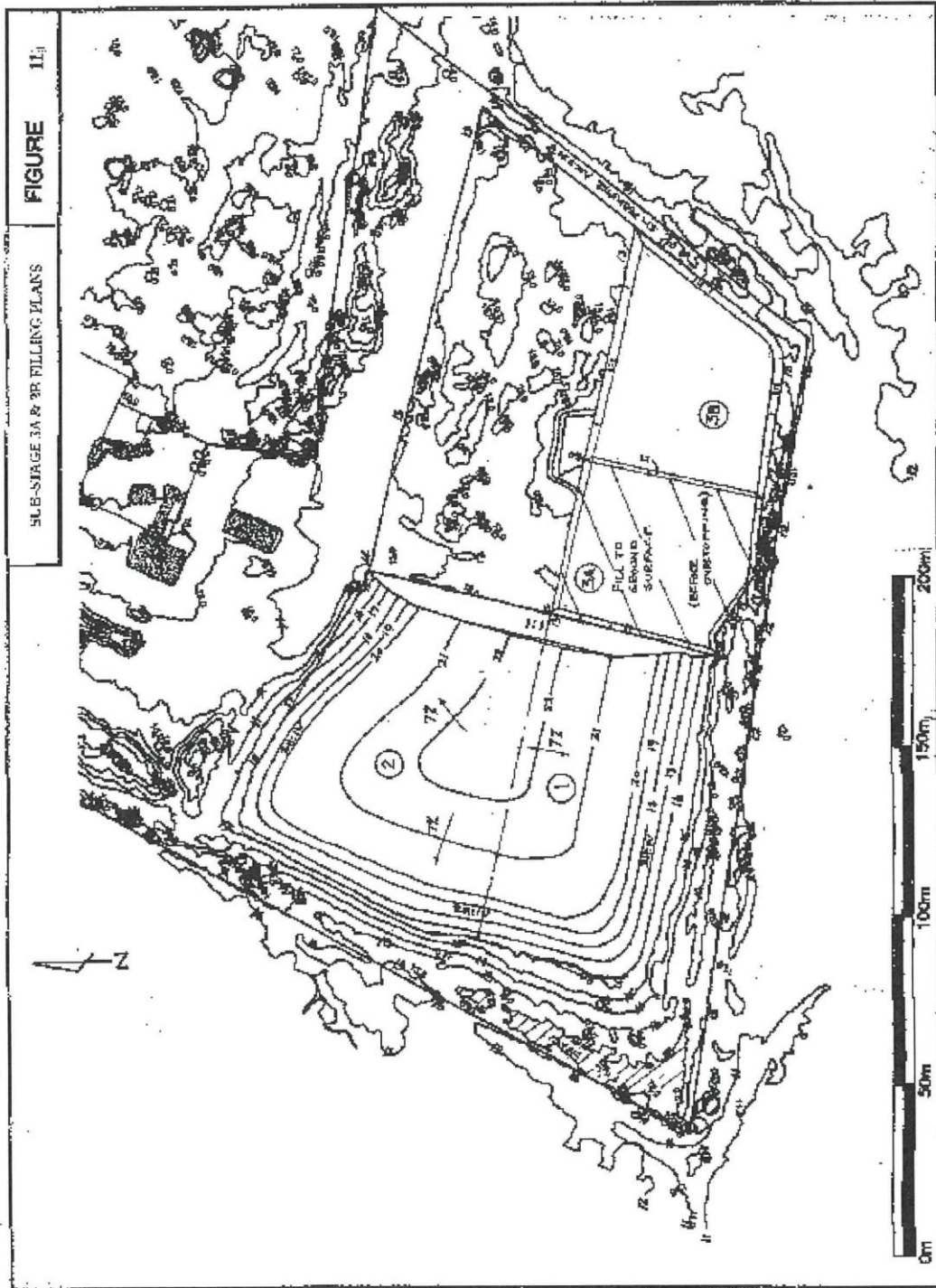


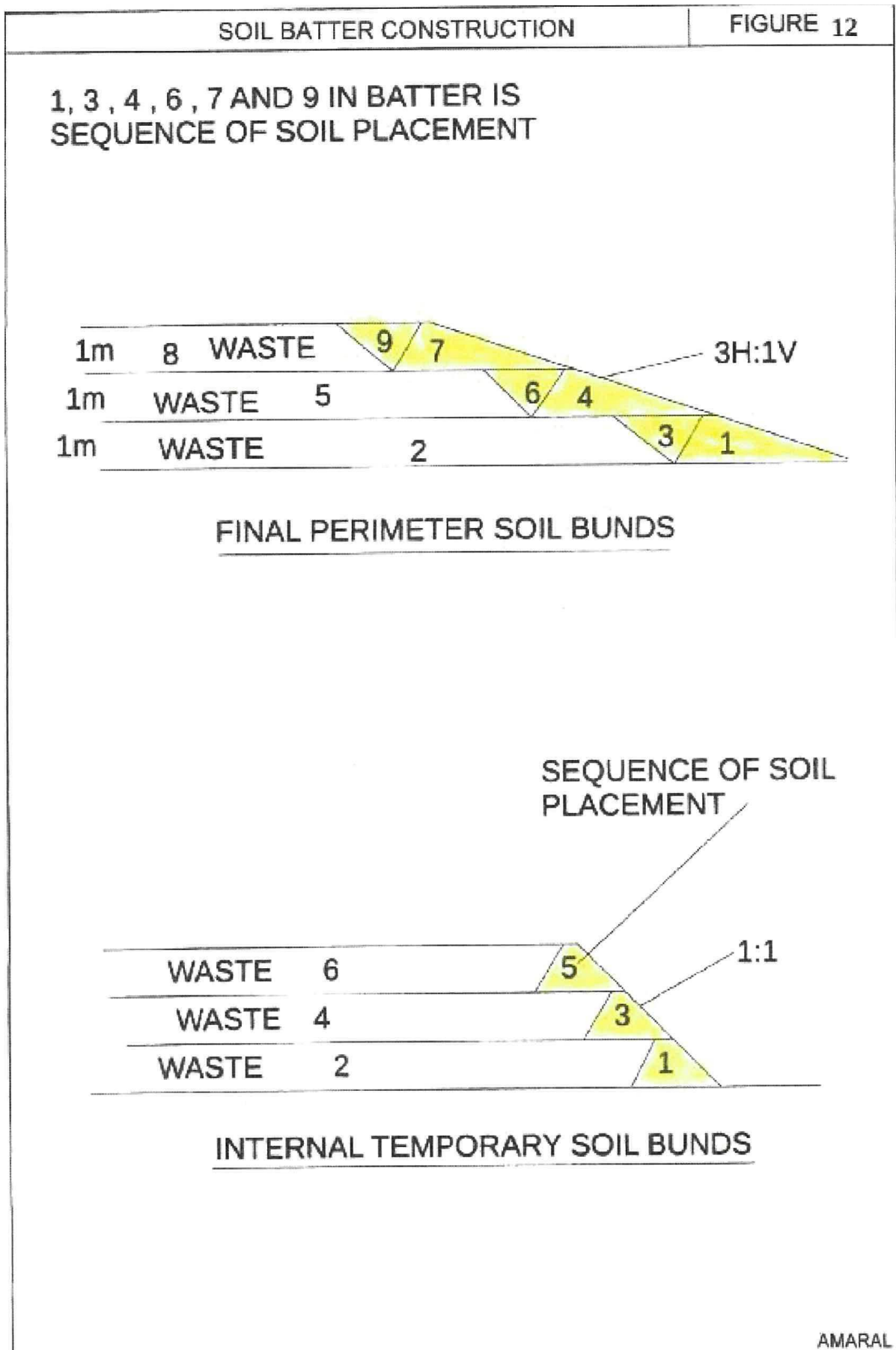


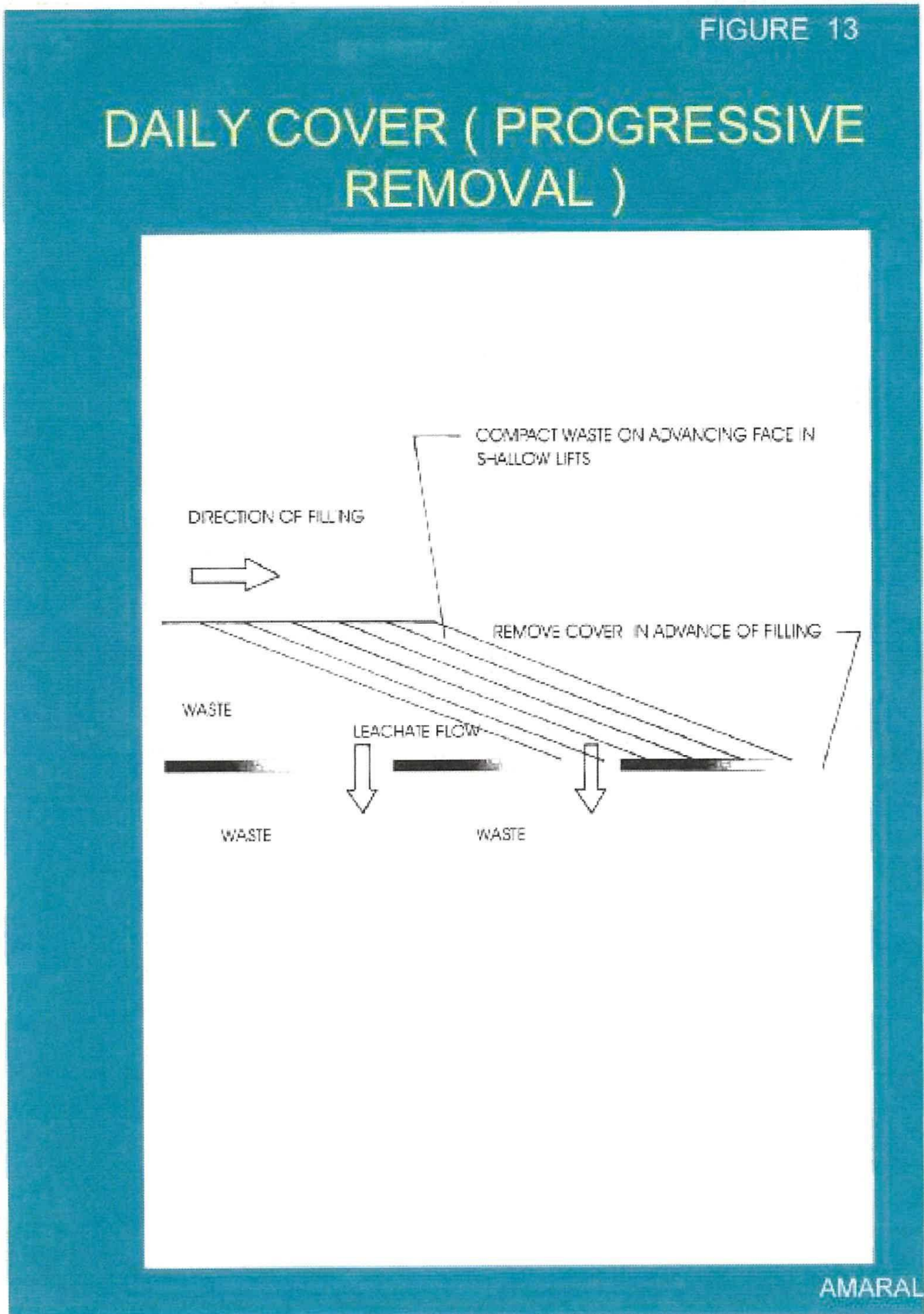








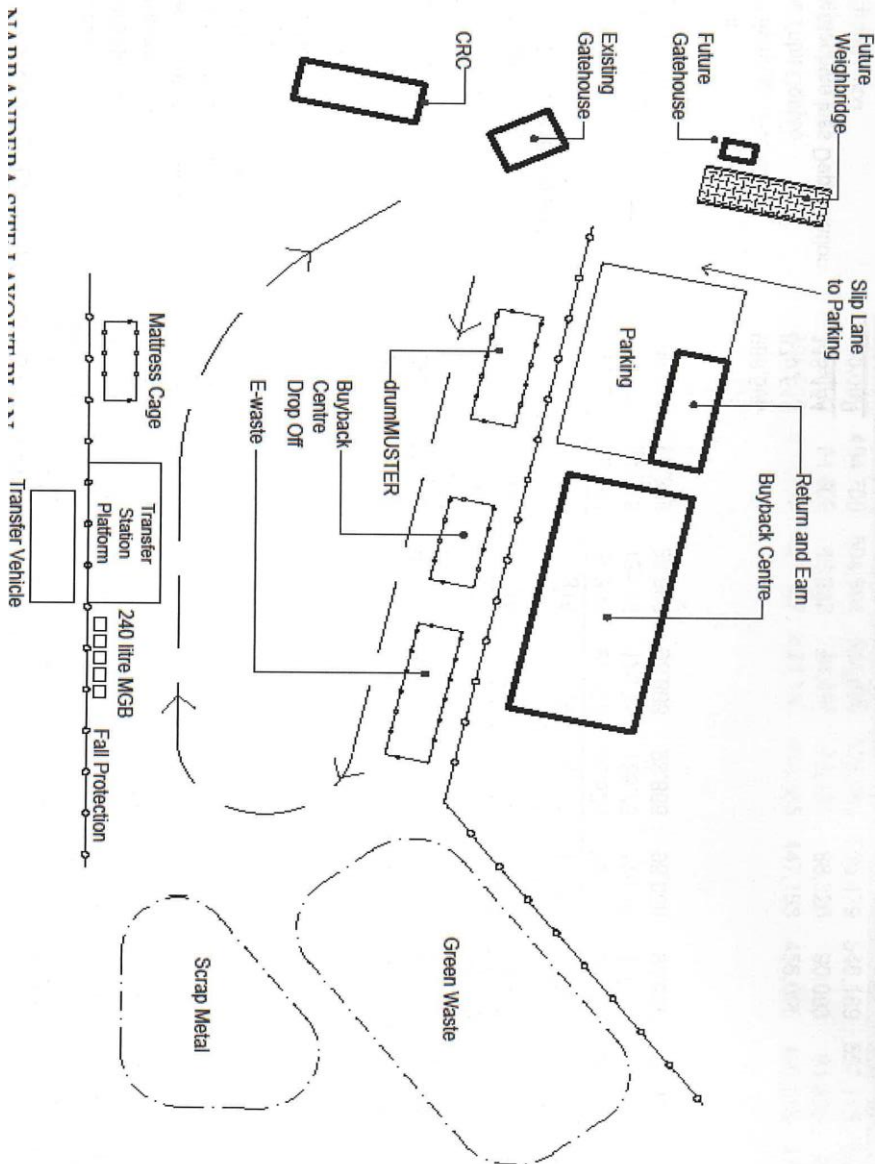




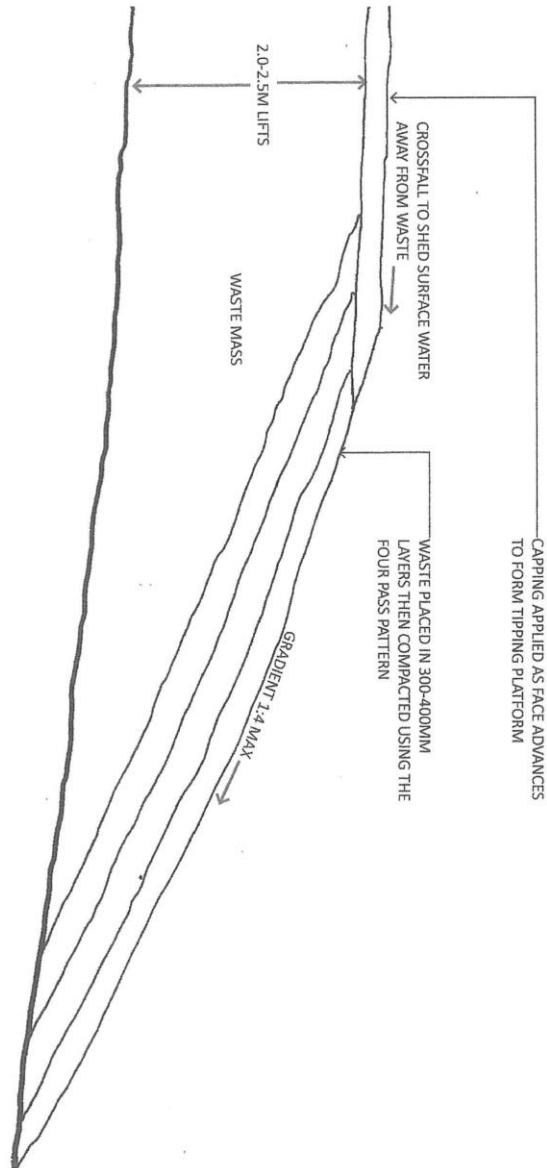
14.4 Appendix 4 – Aerial Site Plan



14.5 Appendix 5 – Site Master Plan

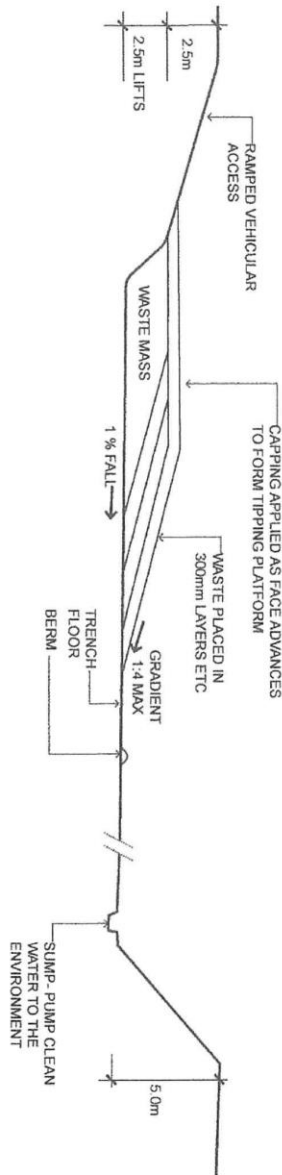


14.6 Appendix 6 – General Principle of Waste Placement

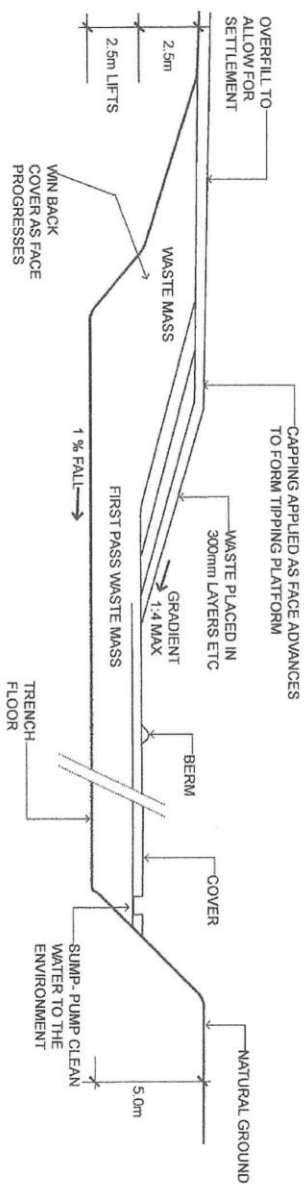


14.7 Appendix 7 – Waste Placement, Two Pass Filling

TRENCH WASTE PLACEMENT - FIRST PASS



TRENCH WASTE PLACEMENT - SECOND PASS



George Cowan
General Manager
Narrandera Shire Council

5th January 2021

NARRANDERA WASTE FACILITY
LONG TERM PLAN OF MANAGEMENT (LTPoM) DRAFT

Dear George,

I offer the following comments on the item listed above.

Firstly, I am pleased to see that Narrandera Shire Council(NSC) is taking a proactive approach to waste management and have identified that NSC *“waste disposal processes are not particularly efficient and improvements can be made”*(Bailey, R, P.3, 2020)

The draft also mentions that *“the shredded materials from both stockpiles are retained onsite and have potential beneficial re-use applications”*(Bailey, R, P.10, 2020) This needs to be explored further as I see these stockpiles, if correctly processed, as a vital link to the improvement of NSC waste management systems in an essential step towards a circular economy. This is supported by various policies from Federal and State governments as briefly described below.

Improving waste management systems is an essential step towards a Circular Economy.

- The developed P-graph model can serve as a template for waste management optimisation.
- The suitable treatment approaches considering Green House Gas (GHG) emission and economics are suggested.
- The GHG avoided is estimated to be 411 kg CO₂eq/t of processed Municipal Solid Waste. (Fan, K, 2020)

Also the LTPoM should encompass the NSW government circular economy policy that states-

The NSW Circular Economy Policy Statement

- provides a common language and direction for a circular economy, through a definition and seven circular economy principles
- defines the NSW Government’s role in implementing circular economy principles across the state
- provides clear principles that assist the NSW Government to embed circular economy principles in Government decision making, policies, strategies and programs
- outlines immediate next steps and sets focus areas to guide planning and implementation. (NSW Government Circular Economy Policy, p. 2, 2020)

NSW will transition towards a circular economy by focusing on seven key principles:	
1	Sustainable management of all resources
2	Valuing resource productivity
3	Design out waste and pollution
4	Maintain the value of products and materials
5	Innovate new solutions for resource efficiency
6	Create new circular economy jobs
7	Foster behaviour change through education and engagement

Source, NSW Circular Economy Policy, 2019

Principles	Description
1 Sustainable management of all resources	<ul style="list-style-type: none"> Using resources sustainably will provide for future generations. Replacing raw materials with recycled products will reduce demand for finite natural resources and minimise the environmental impacts from the extraction and processing of these raw materials.
2 Valuing resource productivity	<ul style="list-style-type: none"> Minimising the inefficient use of virgin materials. Recognising that resources have value throughout multiple cycles of use and re-use.
3 Design out waste and pollution	<ul style="list-style-type: none"> Innovating product design for longevity, re-use, remanufacture and resource recovery to make it easier for customers to share, repair or upgrade goods. Extending the lifespan of existing landfills and reducing demand for new landfills, which will reduce the emission of greenhouse gases and other pollutants. Increasing service offerings as well as increased remanufacture and repair activities to minimise the amount of resources used and avoid the generation of waste.
4 Maintain the value of products and materials	<ul style="list-style-type: none"> Increasing the reparability of products and the recyclability of materials will allow the preservation of value. Increasing access to goods through a focus on sharing, re-use and repair, with benefits for low-income households. Developing local markets for high quality post-consumer recycled materials, which keeps materials in use for longer, reduces dependency on international markets, including the impacts of commodity price fluctuations. Improving quality of collected materials and improving sorting of these materials so they are available for re-use.
5 Innovate new solutions for resource efficiency	<ul style="list-style-type: none"> Capturing value from recycling resources in new ways, including innovative business models and services across different sectors. Innovating technologies that increase resource efficiency and preference higher value re-use opportunities, leading to a range of benefits compared to the "take, make and dispose" status quo.
6 Create new circular economy jobs	<ul style="list-style-type: none"> Creating jobs in new manufacturing, service and resource recovery sectors associated with recycling, re-use, remanufacturing and increased service offerings. Encouraging repair and refurbishment, re-use and recycling and creating new skills and employment opportunities in these industries.
7 Foster behaviour change through education and engagement	<ul style="list-style-type: none"> Engaging with communities and businesses to communicate the benefits of a circular economy and how circular activities can be implemented at the local level.

Source, NSW Government Circular Economy Policy, 2019

The above tables discuss the minimisation of the inefficient use of virgin materials, such as chipped green waste, to use this as overburden throughout the landfill site, I believe, is not in keeping with State governments policies, it is a waste of materials that may have a higher value after treatment and its current use increases NSC greenhouse emissions. The policy also refers to "implementation at a local level" I take this as a reference to local government.

This policy also ties in with the NSW 20 year Waste Strategy and the Waste Less, Recycle More initiative by the NSW State government. It also ties in with the Federal governments National Waste Policy as set out below-

The National Waste Policy provides five circular economy principles:

1. Avoid waste
2. Improve resource recovery
3. Increase use of recycled material and build demand and markets for recycled products
4. Better manage material flows to benefit human health, the environment and the economy
5. Improve information to support innovation, guide investment and enable informed customer decisions. (National Waste Policy, 2018)

These policies in turn support the United Nations Sustainable Development Goals, explicitly Goal #12. *"Achieving Goal 12 requires a strong national framework for sustainable consumption and production that is integrated into national and sectoral plans, sustainable business practices and consumer behaviour, together with adherence to international norms on the management of hazardous chemicals and wastes."* (UN Sustainable Development Goals, 2015)

I am fully aware that the goals/policies and strategies made by the United Nations, Australian Federal Government and the NSW state government can mean an impost onto ratepayers and residents of Narrandera Shire LGA as while these entities make policy it is more often than not that local government is left to foot the bill. With this in mind, I would like to see some funding policy within the LTPoM waste draft that reflects that NSC will actively lobby Federal and State members of parliament to fully or partly fund these activities. The Waste Less, Recycle More grants are available to local government to specifically keep organics out of landfill to name just one opportunity, with the NSW State government committing \$802 million dollars for this program.

I also refer to NSC Climate Action Strategy where it refers to a *"Greenhouse gas emissions reduction goal"* (NSC Climate Action Strategy, 2020, P.7) specifically in regards to transport savings. I am pleased that NSC has begun the process of reducing their emissions through solar electric power generation, and the

future consideration of electric vehicles, but I would have thought that if NSC was serious about reducing greenhouse gas emissions that it would include the waste disposal practices of council as well within this proposed strategy, specifically in regards to green waste organics, by the inclusion of this in our policies and strategies may increase our prospects of grant funding from the Waste Less, Recycle More pool of funding. On current averages, organic waste going to landfill in Australia produces 13 million tonnes of CO₂e (carbon dioxide equivalent). (National Waste Report, 2018) By at least treating our green waste with basic composting for re-use at the landfill site is a better option than just burying it.

In regards to a food waste/ green organics collection program ,regardless of the communities' interest in this proposed service, I believe that NSC should be an advocate and set an example for other councils and the general community in rural areas to reduce their emissions and improve waste disposal practices especially when it comes to organics.

Yours Sincerely

Cr David Fahey, OAM

Deputy Mayor

Narrandera Shire Council



References

- Bailey, R, 2020, Narrandera Shire Council Waste Facility Long Term Plan of Management
- Fan, K. (2020). Implementing Circular Economy in municipal solid waste treatment system using P-graph. *The Science of the Total Environment*, 701, 134652–134652. <https://doi.org/10.1016/j.scitotenv.2019.134652>
- Narrandera Shire Council, Climate Action Strategy, 2020
- National Waste Policy, Less Waste, More Resources, 2018, Availability> <https://www.environment.gov.au/system/files/resources/d523f4e9-d958-466b-9fd1-3b7d6283f006/files/national-waste-policy-2018.pdf> > Accessed [23 December 2020]
- National Waste Report, 2018, Department of Environment and Energy, Availability > <https://www.environment.gov.au/system/files/resources/7381c1de-31d0-429b-912c-91a6dbc83af7/files/national-waste-report-2018.pdf> Accessed [23 December 2020]
- NSW Circular Economy Policy Statement-too good to waste, February 2019, Availability> <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/recycling/19p1379-circular-economy-policy-final.pdf?la=en&hash=F80151EA9C2C3E27BA889D15D18041CDF7A4D25A> > Accessed [23 December 2020]
- United Nations Sustainable Development Goals, 2015, Availability> <https://sdgs.un.org/goals> > Accessed [23 December 2020]

16 OUR ECONOMY**16.1 POLICY REVIEW - POL048 SALE OF INDUSTRIAL LAND RED HILL ESTATE****Document ID: 545062****Author: Economic Development Manager****Authoriser: General Manager****Theme: Our Economy****Attachments: 1. UNDER REVIEW POL048 Sale Industrial Land Red Hill Estate Policy [↓](#)****RECOMMENDATION**

That Council:

1. Reviews and endorses policy POL048 Sale of Industrial Land Red Hill Estate Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems the Policy POL048 as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to provide an incentive component in the policy to encourage land purchasers to develop infrastructure associated with a going concern business within 12 months of receiving development consent from Council, thereby attracting a 10% rebate based on the price paid for the subject land by the purchaser. The reviewed content is noted in red.

SUMMARY

This report is to present a policy that has been reviewed by the Economic Development Manager, the ELT and presented to Council's Briefing Session in February 2021.

BACKGROUND

Policy ES 270 is due for review.

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

Our Economy

Strategy

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

Action

3.1.1 - Continued delivery of actions contained within the Economic Development Strategy

ISSUES AND IMPLICATIONS**Policy**

- Standard review

Financial

- Potential for rebate on purchase price with complying development

Legal / Statutory

- Nil

Community Engagement / Communication

- Exhibition of Policy as adopted

Human Resources / Industrial Relations (if applicable)

- Nil

RISKS

Nil

OPTIONS

1. Adopt policy as reviewed.
2. Amend policy as reviewed.
3. Reject policy as reviewed.

CONCLUSION

The adoption of POL048 Sale of Industrial Land Red Hill Estate Policy as reviewed will provide an incentive for purchasers of land on the Red Hill Industrial Estate.

RECOMMENDATION

That Council:

1. Reviews and endorses policy POL048 Sale of Industrial Land Red Hill Estate Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems the Policy POL048 as adopted should no submissions be received from the community at the conclusion of the exhibition period.

Sale of Industrial Land - Red Hill Industrial Estate 202X POL048



Policy No: POL048

Policy Title: Sale of Industrial Land – Red Hill Industrial Estate Policy

Section Responsible: Economic Development

Minute No:

Doc ID: 9160

1. INTENT

Council is committed to encouraging responsible development that will generate employment growth for the residents of the Shire and which is appropriate and sustainable.

2. SCOPE

This policy relates to Council-owned **industrial** land at Red Hill Industrial Estate, zoned IN1 General Industrial **under Narrandera Local Environmental Plan 2013**.

3. OBJECTIVE

1. To provide a clear sales and pricing policy for allotments at Red Hill Industrial Estate, aimed at encouraging sustainable industry development
2. To maintain an opportunity to negotiate requests for financial assistance.
3. **To provide a development incentive to all land purchasers where infrastructure to be developed on the subject site will be used by or for employees working for the industry operating on the site. The infrastructure as approved by the Council in a development consent must be an operational feature of the business being conducted on/from the site and to attract an incentive the infrastructure must be completed and operational within 12 months of the purchaser obtaining development consent from Council.**

The incentive will be a rebate to the purchaser of an amount equal to 10% of the purchase price paid by the purchaser for the subject site.

4. POLICY STATEMENT

Narrandera Shire Council recognises the importance of available stocks of industrial land to meet the needs of expanding and new industry.

Council and its employees will respect the commercial interests of potential buyers by treating all industrial land enquiries as 'commercial in confidence'.

Council is responsible for determining the selling price guidelines, financial assistance offers, and release of further staged subdivisions.

4. PROVISIONS

4.1 VALUING, LISTING AND SELLING ALLOTMENTS

4.1.1 Valuing Allotments

Allotments are valued 'per block' according to the pricing structure below, determining that prices be calculated on the area (in square metres) of each respective parcel of land being sold.

The market value of parcels of land will be based on the evidence of recent sales and other market conditions and these will be used to determine if an offer to purchase is reasonable.

The 'per block' value is according to the market value as determined by a qualified land valuer from time to time.

4.1.2 Listing and Selling Allotments

Real estate agents may sell Council-owned industrial land under the terms of their usual contract and commission arrangements. Agents must agree to a Memorandum of Understanding ([Attachment 1](#)), which will entail that the agent provides guidance to buyers on how to obtain planning advice on development proposals, and also include principles of effective communication between the agency and Council on potential buyers and information about the market.

Council reserves the right as Vendor to sell land direct to a prospective purchaser.

- ~~That each sale is~~ Each sale shall be supported by resolution of Council.

Real estate agents may market the sale of Council lands covered by this policy on terms and conditions as contained in a Sales Inspection Report and Selling Agency Agreement between the agent and Council.

4.1.3 Pricing Guidelines

The price listed with real estate agents will be the price determined in Council's adopted pricing schedule.

- The General Manager has the authority to coordinate with real estate agents and buyers on the sale of land according to the pricing schedule determined by Council and will submit to Council any reasonable offers to purchase Council-owned land.

- The General Manager will also undertake continual price review with real estate agents and land valuers in line with market movements, with a report to be submitted to Council as required, reflecting any market changes on the pricing structure.

4.1.4 Real Estate Commissions

The policy recommends that any land listed for sale with licensed real estate agents under this policy is described in an industry accepted Agency Agreement that sets out the agent’s terms and conditions of listing the land, as well as any commissions fees or other charges relating to the promotion and sale of the land.

Any agreement with a real estate agent will be on the terms and conditions as agreed between the parties as set out in the Agency Agreement.

4.1.5 Pricing Structure

Estate lot pricing structure, **effective as at February 2014**. All prices require GST to be added.

Lot Size	Price per Square Metre (GST Exclusive)
Up to 3,800 m	\$15.00
3,801m to 5,800m	\$12.50
5,801m to 7,800m	\$10.00
7,801m to 9,800m	\$8.75
9,801m to 18,000m	\$8.00
18,001m to 35,000m	\$7.50
More than 35,000m	\$5.00

4.2 REQUESTS FOR FINANCIAL ASSISTANCE

All requests for financial assistance are to be forwarded to Council for determination. Requests for financial assistance are to be supported in writing by the proponent, evidencing the need for the required assistance.

Consideration for financial assistance will be based on:

- The merits of the business development proposal
- Council’s financial ability to provide such assistance
- Whether the proposed assistance can be provided by another government agency
- Evidence that the proponent requires financial support.
-

5. DEFINITIONS

- NSC: Narrandera Shire Council
- LEP: Local Environmental Plan

6. ROLES AND RESPONSIBILITIES

Economic Development Manager

- Promote and market the subject land in accordance with the relevant strategies in Council’s Economic Development Strategy 2017-2020 or as amended from time to time.
- Make recommendations to the General Manager on any value proposition received from a potential purchaser/developer either directly or through an Agent.

General Manager

- Continual price review of industrial land available for sale.
- Submit sale offers to Council.

7. RELATED LEGISLATION

- Narrandera Local Environmental Plan 2013

8. RELATED POLICIES AND DOCUMENTS

- Narrandera Development Control Plan 2013

9. 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.

10. 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:

- I2510 Sale of Industrial Land – Red Hill Industrial Estate.
- ES270 Sale of Industrial Land – Red Hill Industrial Estate.

POLICY HISTORY

Responsible Officer	Economic Development Manager
Approved by	General Manager
Approval Date	XX Month 202X

GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	31 January 2022		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	17/02/1998
2 Reviewed	07/01/2004	17/02/2004	17/02/2004
3 Reviewed	-	17/04/2007	24/07/2007
4 Reviewed	-	26/05/2009	8/12/2009
5 Reviewed	-	18/02/2014	19/02/2014
6 Reviewed	-	-	18/02/2017
7 Reviewed	3/09/2018	18/09/2018	18/09/2018
8 Reviewed	XX/MM/YYYY	XX/MM/YYYY	XX/MM/YYYY

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Attachment 1: Memorandum of Understanding

The following memorandum of understanding will be agreed with listing real estate agents:

MEMORANDUM OF UNDERSTANDING

REAL ESTATE AGREEMENT TO SELL INDUSTRIAL LAND

The memorandum represents an agreement by the Agent and Narrandera Shire Council to openly and honestly communicate with each other on the details of enquiries made in respect to properties listed by the Agent on behalf of Narrandera Shire Council.

The intent of industrial land sales is to foster employment opportunities. It is therefore in the interest of Narrandera Shire Council and the community that it represents, that land is sold to industry developers with their understanding that their development proposal is appropriate to the land use zoning, that the proposal does not conflict with the provisions of the Local Environmental Plan and that there may be additional regulatory requirements imposed depending on the type of development.

The Agent is to assist prospective industry and land developers in minimising their development risks by referring them to Narrandera Shire Council’s Planning Department Development and Environment section to receive advice on the development application process and regulatory requirements, before entering into a contract for sale.

General Manager _____ Agent _____

Agency Name _____

Authorised Agent Name _____

Authorised Agent Signature _____

Date _____

NSC General Manager _____

Date _____

17 OUR INFRASTRUCTURE**17.1 FUTURE PROJECT NOMINATIONS****Document ID: 546695****Author: Deputy General Manager Infrastructure****Authoriser: Deputy General Manager Infrastructure****Theme: Our Infrastructure****Attachments: Nil****RECOMMENDATION**

That Council:

1. Reviews the community projects within Tables 1 and 2 of the report and, following endorsement, authorises staff to include those in any future funding opportunities.

PURPOSE

The purpose of this report is to identify future community infrastructure to be included in any future funding opportunities.

SUMMARY

Over the past 18 months, Council has been fortunate enough to fund a substantial number of community projects with the assistance of State and Federal Government grants.

This has resulted in the majority of identified projects having now been completed or funded, with the future projects list needing to be reviewed and additional projects nominated for future funding opportunities.

The tables below detail the community and Councillor projects that, if endorsed, will be adequate for the foreseeable future.

BACKGROUND

At the July 2020 ordinary Council meeting, it was resolved to adopt the projects on table 1 below (only remaining unfunded projects shown) to be prepared for any future funding opportunity.

In addition to these, Councillors were asked to consider a further list which contained some 80 projects and to nominate their top ten priorities. These projects are additional to table 1 and are shown in table 2 below. Some of the nominated projects that were provided have either already been funded or grants have been applied for, thus these have not been included in the lists below.

The projects identified within the tables below, provide ample direction and variety for staff to seek funding and to prepare where possible to shovel ready.

Table 1

Future Community Project List (previously adopted)		
Title	Description/Comments	Estimated cost
Public art	Narrandera, Barellan, Grong Grong (sculptures only - no more murals; not as much ongoing upkeep or replacement cost for sculptures).	\$300,000
Town signage	Reverse signage on orange town signs.	\$25,000
Narrandera Tourism	Tourism signage (large signs).	\$25,000
Barellan toilets	Expand toilets in main street to meet demand from bus groups.	\$250,000
Pocket park upgrades	Complete the pocket park upgrade.	\$150,000
Parkside Museum	Upgrades and maintenance.	\$60,000
Barellan Hall	Hall toilet upgrade.	\$50,000
Barellan Sportsground	Sportsground spectator shelter.	\$120,000
LTWP	Entrance upgrade (remove turnstile).	\$60,000
Air League facility	Upgrade and maintenance.	\$60,000
Laneways (various)	Drainage and sealing works to the remaining town lanes.	\$400,000
Reas Lane	Raise the road surface and gravel overlay 3300m.	\$155,000
Beaumont Road	Raise the road surface and gravel overlay 3300m. The road is lower than the surrounding terrain and acts as a drain.	\$155,000

Table 2.

New Future Community Project List		
Title	Description/Comments	Estimated cost
Water Tower area	Adventure playground and associated facilities.	\$500,000
Community notice boards	Electronic notice boards (park, main street, etc).	\$55,000 per sign
Grong Grong footpaths	Replace existing failed footpaths throughout the village.	\$150,000
Koori Beach	Restoration and beautification and accessibility of Second Beach and Koori Beach, including toilets, seating areas and accessibility for anyone with a disability. Also access to clean water (access and ALC issues to be resolved).	\$600,000
Lake Talbot	Water deepening - designs and studies. Objective is to	\$400,000

	have the project shovel ready for tendering.	
Narrandera North - footpaths	Construct footpath network north of the railway. 1930m to create a loop Racecourse Rd, Watermain St and Adams St.	\$289,500
Changing places facility	Adult change facility with hoist and change table (Narrandera and Barellan).	\$140,000 Per unit
Narrandera footpaths	High School – Dundas St to King St (725m).	\$108,750
Bike track - Narrandera	Trail/mountain bike track north of Lake Talbot (subject to ALC and sacred sites issue to be resolved).	\$150,000
Narrandera cemetery chapel	Construction of a chapel at the cemetery (will require development of a business case).	\$700,000
Walking tracks	Upgrade existing Lake Talbot tracks.	\$50,000
Pocket parks	Water refilling stations at pocket parks (5 parks).	\$40,000
Water refill stations	Installation of water refill stations along walk/cycle paths (5 locations).	\$50,000
Wiradjuri Memorial Wall - stage 2	Completion of the memorial, including placement of the two brass warriors.	\$180,000
Maree Bashir Park	Erection of a permanent stage.	\$150,000
Adult/all ability playground	Erection of an adult/all ability playground within Narrandera (not in Maree Bashir Park).	\$355,000
Walkway – Lake Talbot	Walkway from ski area at the Lake to the Pool with an entrance gate. <i>(Consultation with pool operators needed prior to this progressing.)</i>	
Light at Karawatha Dr entrance	Placement of street lighting at the intersection of Irrigation Way and Karawatha Dr. (No power available at the site, so solar lighting will be the most feasible option.)	\$12,000
LTWP	Stage 3 – upgrade of top amenities, kiosk and extend decking.	\$550,000
Lake Talbot	Trees in the parking area at the boat ramp at the lake.	\$50,000

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

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

- Nil applicable.

Financial

- There are currently no financial implications as the proposed projects are only identified for the purpose of seeking future funding.

Legal / Statutory

- Nil.

Community Engagement / Communication

- Community engagement will be undertaken as required, with the projects to be actively communicated to the community throughout the progression of the projects.

Human Resources / Industrial Relations (if applicable)

- Nil

RISKS

- There are no negative risks associated with the planning for future projects.

OPTIONS

1. The most feasible option is to accept the identified projects and allow for staff to seek funding as opportunities present.
2. Amend the list of identified projects.
3. Refuse to accept any of the projects listed and only identify projects once funding has been offered.

CONCLUSION

The projects identified within Tables 1 and 2 should be indorsed for any future funding opportunity, thus allowing staff to prepare the projects to a shovel ready state.

RECOMMENDATION

That Council:

1. Reviews the community projects within Tables 1 and 2 of the report and, following endorsement, authorises staff to include those in any future funding opportunities.

17.2 T-20-21-8 PINE HILL RESERVOIR CONSTRUCTION

Document ID: 547027

Author: Water and Sewer Engineering Officer

Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. Attachment 1 - Evaluation Matrix [↓](#)

RECOMMENDATION

That Council:

1. Endorses the recommendation that Quay Civil be approved as the preferred tenderer for the price of \$910,883.82 GST inclusive in accordance with Section 55 of the Local Government Act 1993.
2. Approves an increase of the total project budget by \$200,000 to be funded from Water Reserve.

PURPOSE

The purpose of this report is to consider the tender for Pine Hill Reservoir construction.

SUMMARY

Tenders for Pine Hill Reservoir Construction were invited through VendorPanel on 1 February 2021 and closed on 1 March 2021 at 2pm.

A total of seven submissions were received by the closing date that are summarised below. These prices are inclusive of GST.

A1 Quality Tanks	\$ 1,084,325.00
Civil and Earth Australia	\$ 905,389.67
Fewster Brothers Contracting	\$ 1,444,796.10
Pensar Building	\$ 2,386,100.08
Quay Civil	\$ 910,883.82
Southern Cross Reservoir Services Australia	\$ 1,839,152.70
Stangate Pty Ltd	\$ 862,400.00

All tenders were assessed against the following criteria by an assessment panel comprising Council staff members.

Relevant Experience	10%
Overall Track Record	10%
Technical Skills	20%

Company Management	15%
Methodology	15%
Time Performance	10%
Price	20%

Results for the weighted scores for each tenderer are included in Attachment 1.

BACKGROUND

In 2019, Council made changes to the water main reticulation layout in the Pine Hill area to improve service pressures for residents. This increased the demand on the already undersized Pine Hill Reservoirs, necessitating the construction of new larger water reservoirs.

Cardno was engaged in early 2020 to undertake a design for the new reservoirs. It was determined that two 500 kilolitre concrete tanks would be required to cater for current and future demand. The design was completed in October 2020 and tenders for construction of the reservoirs were sought in November. None of the four submissions received in this round of tendering were below the allocated project budget, so Council resolved in its December 2020 meeting to re-tender.

The Cardno design and tender documentation were reviewed and revised by Council staff to reduce project costs and increase submission quality, and the project was put to tender again in February 2021.

The most significant change was amending the scope of works to remove bulk earthworks and landscaping from the tender, and for these works to be undertaken by Council staff. Cost estimates for this work were prepared by Council staff to be included in the total project cost estimation.

Seven tender submissions were received by the deadline of 1 March 2021:

- A1 Quality Tanks \$1,084,325.00
- Civil and Earth Australia \$905,389.67
- Fewster Brothers Contracting \$1,444,796.10
- Pensar Building \$2,386,100.08
- Quay Civil \$910,883.82
- Southern Cross Reservoir Services Australia \$1,839,152.70
- Stangate Pty Ltd \$862,400.00

All tenders were conforming, except for Stangate Pty Ltd who only priced concrete tank construction with no required auxiliary work such as pipeline and electrical construction.

The assessment panel determined Quay Civil to have the highest scoring submission and is the panel's preferred tenderer.

Due to the price of the preferred tender submission still being above the original project estimate, the project cannot be satisfactorily completed with the existing budget allocation and it is estimated that an additional \$200,000 will be required for all works.

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's Procurement Policy and Tendering Guidelines.

Financial

- An increase of budget of \$200,000 to be allocated from Water Reserve fund.

Legal / Statutory

- The tender and subsequent assessment has been undertaken in accordance with Section 55 of the Local Government Act 1993 and subsequent Regulation.

Community Engagement / Communication

- The project community engagement plan will be updated so property owners in the Pine Hill reticulation zone are notified of work schedules and supply interruptions.

Human Resources / Industrial Relations (if applicable)

- Nil.

RISKS

There have already been significant resources put into design and planning of this reservoir upgrade. Without completion of the full scope of works, the Pine Hill reticulation zone has a very high chance of not meeting customer demand over summer months.

OPTIONS

1. Endorse the recommendation that Quay Civil be approved as the preferred tenderer for the price of \$910,883.82 GST inclusive and increase the total project budget by \$200,000 to be funded from Water Reserve.
2. Endorse the recommendation that Quay Civil be approved as the preferred tenderer for the price of \$910,883.82 GST inclusive and do not increase the total project budget.
3. Accept no tender. This will require a decision on the prospect of abandoning the project or changing the method of delivery of the work.

CONCLUSION

The tender assessment panel was satisfied with the quality of submissions received and believe that Quay Civil represents the best combination of value for money and capability to deliver a high-quality outcome.

RECOMMENDATION

That Council:

1. Endorses the recommendation that Quay Civil be approved as the preferred tenderer for the price of \$910,883.82 GST inclusive in accordance with Section 55 of the Local Government Act 1993.
2. Approves an increase of the total project budget by \$200,000 to be funded from Water Reserve.

Consultant	Raw Score (Weighting)								Weighted Score		Weighted Score		
	Conforming	Suggested Weighting = Adopted Weighting =	Relevant Experience	General Track Record	Technical Skills	Management	Methodology	Time performance	Price	(ACEA)		(ACEA)	
	Tender		0.1	0.1	0.2	0.15	0.15	0.1	0.20	(before price)	Rank	(After Price)	Rank
A1 Quality Tanks	yes								\$1,084,325				
		Raw Score =	5.00	4.00	1.33	3.33	0.00	3.67	2.50	2.03	6.00	2.53	4.00
Civil & Earth Australia	yes								\$905,390				
		Raw Score =	4.00	3.50	3.33	4.33	0.00	3.83	3.33	2.45	3.00	3.12	2.00
Fewster Brothers Contracting	yes								\$1,444,796				
		Raw Score =	2.67	3.67	4.00	4.00	3.33	3.17	0.84	2.85	2.00	3.02	3.00
Pensar Building	yes								\$2,386,100				
		Raw Score =	3.50	3.50	3.50	4.33	0.00	3.17	0.00	2.37	4.00	2.37	5.00
Quay Civil	yes								\$910,884				
		Raw Score =	3.33	3.33	3.83	4.33	4.00	3.67	3.30	3.05	1.00	3.71	1.00
Southern Cross Reservoir Services Australia	yes								\$1,839,153				
		Raw Score =	4.00	3.33	3.67	3.00	0.00	1.33	0.00	2.05	5.00	2.05	6.00
Stangate Pty Ltd	no								\$0				
		Raw Score =											
Median Price=		\$1,084,325											

Prepared by:

Notes:

1. Definitions:

relevant experience - previous work of this type

technical skills - people, systems, specific abilities

management - organisation, acceptable insurances, economic stability, quality system

methodology - how project work is to be tackled, scope of work

time performance - as proposed for project & likelihood of meeting it

Point Score: 5 - excellent, 4 - very good, 3 - good (better than average), 2 - acceptable, 1 - marginally adequate (success likely but not assured,

0 - will fail to satisfy required standards (consider disqualification of proposal)

2. Price: $P=2.5+5(SM-ST)/SM$, where ST=tender price, SM=median price for 3 or more proposals, or mean price for 2 proposals

3. Comments: General and specific are set out below

18 OUR CIVIC LEADERSHIP**18.1 POLICY REVIEW - POL032 (PREVIOUSLY ES100) VERBAL ADVICE****Document ID:** 542741**Author:** Council Administration Assistant**Authoriser:** General Manager**Theme:** Our Civic Leadership**Attachments:** 1. **UNDER REVIEW POL032 Verbal Advice Policy** [↓](#)**RECOMMENDATION**

That Council:

1. Reviews and endorses Policy POL032 Verbal Advice as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL032 Verbal Advice as presented be deemed as adopted.

PURPOSE

The purpose of this report is to provide Council with the amended Policy POL032 Verbal Advice for adoption and exhibition prior to implementation.

SUMMARY

The current policy POL032 (previously ES100) is an old version and is currently due for review. The amended policy is attached with track changes applied.

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

Policy

- Review of POL032 (previously ES100) Verbal Advice

Financial

- N/A

Community Engagement / Communication

- The policy will be placed on public exhibition for 28 days.

OPTIONS

1. Adopt the revised policy POL032 to be placed on public exhibition.
2. Adopt the amended policy POL032 with further amendments to be placed on exhibition.
3. Refer policy POL032 back to Executive Services staff for further review and subsequent return to Council.

CONCLUSION

Adopt the revised policy POL032 to be placed on public exhibition.

RECOMMENDATION

That Council:

1. Reviews and endorses Policy POL032 Verbal Advice as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL032 Verbal Advice as presented be deemed as adopted.

Verbal Advice 202X

POL032



Policy No: XXX000
Policy Title: Verbal Advice Policy
Section Responsible: Executive Services
Minute No:
Doc ID: 8369

1. POLICY STATEMENT

It is the practice of the Narrandera Shire Council to keep its customer service staff well informed on all Council matters, and to encourage them to be as helpful as possible in answering public enquiries.

A firm decision on which the enquirer may act, however, can only be given following a written enquiry and such decision being conveyed in writing to the enquirer.

Enquirers should not rely on any advice given orally.

2. 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.

3. 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:

- ES100 Verbal Advice Policy 2009.

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	XX Month 202X		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 December 2022		
Version Number	Endorsed by ELT	Resolved by Council	Date signed by GM
1 Adopted	-	17/02/2009	17/02/2009
2 Reviewed	22/12/2020	DD/MM/YYYY	DD/MM/YYYY

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18.2 POLICY REVIEW - POL037 (PREVIOUSLY ES150) PUBLIC INTEREST DISCLOSURES INTERNAL REPORTING**Document ID:** 542788**Author:** Council Administration Assistant**Authoriser:** General Manager**Theme:** Our Civic Leadership**Attachments:** 1. **UNDER REVIEW POL037 Public Interest Disclosures Internal Reporting Policy 202X.DOC** [↓](#)**RECOMMENDATION**

That Council:

1. Reviews and endorses Policy POL037 Public Interest Disclosures Internal Reporting as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, Policy POL037 Public Interest Disclosures Internal Reporting as presented be deemed as adopted.

PURPOSE

The purpose of this report is for Council to review revisions to POL037 Public Interest Disclosures Internal Reporting Policy.

SUMMARY

The current policy is an old version and is currently due for review. The amended policy is attached with track changes applied.

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

5.1.2 - A highly skilled and motivated workforce

Policy

- Review of POL037 Public Interest Disclosures Internal Reporting

Financial

- N/A

Community Engagement / Communication

- Policy will be placed on public exhibition prior to adoption by Council.

Human Resources / Industrial Relations (if applicable)

- Internal reporting system for staff and councillors to report wrongdoing without fear of reprisal.

RISKS

Corrupt conduct, maladministration, serious and substantial waste in local government, breach of the GIP Act, Local Government pecuniary interest contravention or other wrongdoing.

OPTIONS

1. Adopt the revised policy POL037 to be placed on public exhibition.
2. Adopt the amended policy POL037 with further amendments to be placed on exhibition.
3. Refer policy POL037 back to Executive Services staff for further review and subsequent return to Council.

CONCLUSION

Adopt the revised policy POL037 to be placed on public exhibition.

RECOMMENDATION

That Council:

1. Reviews and endorses Policy POL037 Public Interest Disclosures Internal Reporting as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, Policy POL037 Public Interest Disclosures Internal Reporting as presented be deemed as adopted.

Public Interest Disclosures Internal Reporting 202X

POL037



Policy No:	POL037
Policy Title:	Public Interest Disclosures Internal Reporting Policy
Section Responsible:	Executive Services
Minute No:	
Doc ID:	8374

1. INTENT

Narrandera Shire Council is committed to protecting staff who report wrongdoing in the workplace. Some reports of wrongdoing may be classified as “protected disclosures” under the Public Disclosures Act 1994 (PID Act). This policy specifically addresses those types of reports.

Other reports of wrongdoing may not meet the definition of “protected disclosures”, however Narrandera Shire Council supports and encourages such reports as Council does not condone or tolerate wrongdoing in the workplace.

In addition to this policy, staff and Councillors should refer to Council’s Code of Conduct, Business Ethics, Complaints Management, Grievance and Dispute Handling, Disciplinary, Volunteers, EEO, WHS Policies as these set out expected and required standards of conduct and behaviour. External references include Ombudsman Act, Public Interest Disclosure Act, 1994, ICAC Act 1988, GIPA 2009 AND Local Government Act, 1993.

The purpose of the PID Act is:

- To encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration and serious and substantial waste in the public sector; and
- To ensure that any public official who wishes to make a disclosure receives legal protection from reprisals, and that the matters in any disclosure are properly investigated.

The purpose of this policy is to establish an internal reporting system for staff and councillors to report wrongdoing without fear of reprisal. The policy sets out who wrongdoing in Narrandera Shire Council can be reported to, what can be reported and how reports of wrongdoing will be dealt with by Narrandera Shire Council.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with

their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).

The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the Grievance and Dispute Handling, a copy of which is available on the Intranet. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources.

2. SCOPE

This policy will apply to:

- both council staff and councillors
- permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for Narrandera Shire Council
- employees of contractors providing services to Narrandera Shire Council
- other people who perform council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

The policy also applies to public officials of another council or public authority who report wrongdoing relating to Narrandera Shire Council.

3. OBJECTIVE

For Council to be able to deal effectively with reports of wrongdoing, it must have the right culture. Narrandera Shire Council will:

- create a climate of trust, where staff/Councillors are comfortable and confident about reporting wrongdoing.
- encourage staff/Councillors to come forward if they have witnessed what they consider to be wrongdoing within the Council.
- keep the identity of the staff/Councillor member disclosing wrongdoing confidential, wherever possible and appropriate.
- protect staff/Councillors who make disclosures from any adverse action motivated by their report.
- deal with reports thoroughly and impartially and if some form of wrongdoing has been found, take appropriate action to rectify it.
- keep complainants who make reports informed of their progress and the outcome.
- encourage staff/Councillors to report wrongdoing within the Council but respecting any decision to disclose wrongdoing outside the Council – provided that disclosure outside the Council is made in accordance with the provisions of the PID Act.
- ensure managers and supervisors at all levels in the Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.
- provide adequate resources, both financial and human, to:

- encourage reports of wrongdoing
- protect and support those who make them
- provide training about how to make reports and the benefits of internal reports to the council and the public interest generally
- properly assess and investigate or otherwise deal with allegations
- properly manage any workplace issues that the allegations identify or create
- correct any problem that is identified
- reassess/review the policy every two (2) years to ensure it is still relevant and effective.
The council has an internal reporting policy.

4. POLICY STATEMENT

This policy and the associated procedure are based on the NSW Ombudsman's Guidelines July 2013. The policy applies to all Council Officers, Councillors, members of staff including permanent and temporary employees, full-time, part-time and casual employees, consultants, volunteers, individual contractors working for Council and external members of Council Committees.

It is designed to complement normal communication channels between supervisors and staff. It is not intended that all issues must be raised as public interest disclosures rather than an option to do so is clearly available.

5. PROVISIONS

5.1 WHAT SHOULD BE REPORTED

Council staff should report any wrongdoing they see within Narrandera Shire Council. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention, which otherwise meet the criteria of a public interest disclosure – will be dealt with under the PID Act as protected disclosures and according to this policy. See below for details about these types of conduct. More information about what can be said under PID Act can be found in the NSW Ombudsman's Guidelines B2: What should be reported?

All other wrongdoing or suspected wrongdoing should be reported to a supervisor, or other senior manager, to be dealt with in line with the relevant policies. This might include:

- harassment or unlawful discrimination
- practices that endanger the health or safety of staff or the public.

Even if these reports are not dealt with as public interest disclosures, the [name of council] recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

All Human Resources and Work Health and Safety policies can be located on the Policy Register and in MagiQ.

5.1.1 Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others.
- acting dishonestly or unfairly, or breaching public trust.
- a council official being influenced by a member of the public influencing or trying to use their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.2 Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.3 Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient, or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received, or held by, for or on account of the Council. For example, this could include:

- not following a competitive tendering process for a largescale contract.
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.4 Breach of the GIPA Act

A breach of the Government Information (Public Access) Act 2009 (GIPA Act) is a failure to properly fulfil functions under the GIPA Act. For example, this could include:

- destroying, concealing or altering records to prevent them from being released.
- knowingly making decisions that are contrary to the legislation.
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guideline on [what can be reported](#).

5.1.5 Local government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to comply with requirements under the Local Government Act 1993 relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at council and council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example, this could include:

- a senior council staff member recommending a family member for a council contract and not declaring the relationship.
- a councillor participating in consideration of a DA for a property in which they or their family have an interest.

5.1.6 Other wrongdoing

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong. For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with Narrandera Shire's policies.

Even if these reports are not dealt with as protected disclosures, Narrandera Shire Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

5.2 WHEN WILL A REPORT BE PROTECTED?

Narrandera Shire Council will support any member of staff who report wrongdoing. For a report to be considered a protected disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to one or more of the following:
- a position nominated in this policy – see section 9 (b), (c) & (d) below
 - the ~~General Manager (GM) Chief Executive Officer (CEO)~~
 - one of the investigating authorities nominated in the PID Act – see section 10 below

Reports by staff and Councillors will not be considered to be protected disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the Council.

- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

5.3 ASSESSMENT OF REPORTS

All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

The disclosures coordinator is responsible for assessing reports, in consultation with the GM where appropriate. All reports will be assessed on the information available to the disclosures coordinator at the time. It is up to the **disclosures coordinator** to decide whether an investigation should be carried out and how that investigation should be carried out. In assessing a report the disclosures coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

5.4 WHEN WILL A REPORT BE TREATED AS A PUBLIC INTEREST DISCLOSURE?

Narrandera Shire Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, or local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the GM or, for reports about the GM the Mayor, a position nominated in this policy (see section 8), an investigating authority or in limited circumstances to an MP or journalist (see section 9).

Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy (see section 17)
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 18).

5.5 HOW TO MAKE A REPORT

Staff can report wrongdoing in writing or verbally. Staff are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

5.6 CAN A REPORT BE ANONYMOUS?

There will be some situations where a Council staff member may not want to identify themselves when making a report. Although these reports will still be dealt with by

Narrandera Shire Council it is best if the staff member identifies themselves. This allows Council to provide the staff member with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent a person from being identified. If Council's Disclosure Officers do not know who made the report, it is very difficult for them to prevent any reprisal action.

5.7 MAINTAINING CONFIDENTIALITY

Narrandera Shire Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

Where possible and appropriate we will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you.

If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the disclosures coordinator and the GM, or in the case of a report about the GM, the disclosures coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

Any staff or councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

5.8 WHO CAN RECEIVE A REPORT WITHIN NARRANDERA SHIRE COUNCIL?

Council staff are encouraged to report general wrongdoing to their supervisor. However, the PID Act requires that – for a report to be a protected disclosure – it must be made to a public official in accordance with the Council's disclosure procedures. For Narrandera Shire Council, this means this policy and any supporting procedures.

Any Council supervisor who receives a report that they believe may be a protected disclosure must refer the staff member making the report to one of the positions listed below.

If you are Council staff and your report involves a Councillor, you should make it to the GM or the Mayor. If you are a Councillor and your report is about another Councillor, you should make it to the GM or the Mayor.

The following positions are the only staff within Narrandera Shire Council who can receive a protected disclosure.

5.8.1 General Manager

Wrongdoing can be directly reported to the GM. The GM is responsible for:

- deciding if a report is a protected disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The GM must make sure there are systems in place in Narrandera Shire Council to support and protect staff who report wrongdoing. The GM is also responsible for referring actual or suspected corrupt conduct to the Independent Commission against Corruption. The GM can be contacted on telephone 6959 5500.

5.8.2 Mayor

If a member of staff or a Councillor is making a report about the GM, the report should be made to the Mayor. The Mayor is responsible for:

- deciding if a report is a protected disclosure.
- determining what needs to be done next, including referring it to other authorities.
- deciding what needs to be done to correct the problem that has been identified.

The Mayor must make sure there are systems in place in Narrandera Shire Council to support and protect staff who report wrongdoing. The Mayor can be contacted on telephone 6959 5500 through the GM's Executive Assistant.

If the report is about the GM, the Mayor is also responsible for referring actual or suspected corrupt conduct to the Independent Commission against Corruption.

5.8.3 Disclosures Coordinator

The Disclosures Coordinator has a central role in dealing with reports made by staff. The Disclosure's Coordinator receives them, assesses them, and refers them to the people within Narrandera Shire Council who can deal with them appropriately.

The Disclosures Coordinator is the Deputy General Manager Corporate and Community (DGMCC) ~~and~~ who can be contacted on telephone 6959 5511.

5.8.4 Disclosures Officers

Disclosures Officers work with the Disclosures Coordinator, and are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy.

The Disclosures Officers are the Governance and Engagement Manager and Human Resources Manager ~~and~~ who can be contacted on telephone 6959 5541 and 6959 5535.

5.9 WHO CAN RECEIVE A REPORT OUTSIDE NARRANDERA SHIRE COUNCIL?

Staff are encouraged to report wrongdoing within Narrandera Shire Council, but internal reporting is not ~~their~~ the only option. The guidance below provides details on how a report can still be a protected disclosure.

Members of Council staff can choose to make their report to an investigating authority either initially, or at any stage after an initial report to Narrandera Shire Council. If the report is about the GM or the Mayor, the staff member should consider making it to an investigating authority.

Members of Council staff can also choose to make a report to a Member of Parliament or a journalist, but only in limited circumstances.

5.9.1 Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Information Commissioner — for disclosures about a breach of the GIPA Act.
- the Office of Local Government – for disclosures about local council.

Members of Council staff should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

Members of Council staff should be aware that it is very likely the investigating authority will discuss the case with the Council. Council will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. Council will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

5.9.2 Members of Parliament or journalists

To have the protections of the PID Act, Council staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the GM
- a person nominated in this policy, including the Mayor for reports about the GM.
- an investigating authority in accordance with the PID Act.

Also, Narrandera Shire Council or investigating authority that received the report must have either:

- decided not to investigate the matter

- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not informed the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If a member of Council staff reports wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean Council staff will be in breach of legal obligations or Narrandera Shire Council's Code of Conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside the Council contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

5.9.3 Other external reporting

If you report wrongdoing to a person or authority that is not listed above, or make a report to an MP or journalist without following the steps outlined above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or our code of conduct – by, for example, disclosing confidential information.

For more information about reporting wrongdoing outside Narrandera Shire Council, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

5.10 FEEDBACK TO COUNCIL STAFF WHO REPORT WRONGDOING

Council staff who report wrongdoing will be told what is happening in response to their report.

5.10.1 Acknowledgement

When you make a report, you will be given:

- an acknowledgement that a disclosure has been received
- the timeframe for when they will receive further updates
- the name and contact details of the people who can tell them what is happening or handle any concerns you may have.

This information will be given to member of Council staff within two working days from the date the report is made.

After a decision is made about how a report will be dealt with, Council staff will be given:

- information about the action that will be taken in response to your report

- likely timeframes for any investigation or other actions.
- information about the resources available within Council to handle any concerns Council staff may have
- information about external agencies and services Council staff can access for support.

This information will be given to you within 10 working days from when you made the report. We will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.

Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or copy of this policy.

5.10.2 Progress updates

During any investigation, Council staff making a disclosure will be given:

- information on the ongoing nature of the investigation.
- information about the progress of the investigation and reasons for any delay.
- Advice of any decision by Narrandera Shire Council not to proceed with the matter.
- advice if the identity of any member of Council staff needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

5.10.3 Feedback

At the end of any investigation, Council staff will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to their disclosure and any problem that was identified
- advice about whether the staff member will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

5.11 MANAGING THE RISK OF REPRISAL AND WORKPLACE CONFLICT

When a staff member or councillor reports wrongdoing, Narrandera Shire Council will undertake a thorough risk assessment to identify the risk to you of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

Depending on the circumstances, Narrandera Shire Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified

- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

These courses of action are not punishment and will only be taken in consultation with the reporter.

5.12 PROTECTION AGAINST REPRISALS

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the protected disclosure.

The Council will not tolerate any reprisal action against Council staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. Council staff who takes detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the council's code of conduct which may result in disciplinary action. In the case of councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

It is important for staff and councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Narrandera Shire Council has reasonable grounds to take such action.

5.12.1 Responding to reprisals

If you believe that detrimental action has been or is being taken against you or someone else in reprisal for reporting wrongdoing, you should tell your supervisor, the disclosures coordinator or the GM immediately. In the case of an allegation of reprisal by the GM, you can alternatively report this to the Mayor.

All supervisors must notify the disclosures coordinator or the GM if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are

made to them. In the case of an allegation of reprisal by the GM, the Mayor can alternatively be notified.

If Narrandera Shire Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Narrandera Shire Council will:

- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
- if the reprisal allegation warrants investigation, ensure this is conducted by a senior and experienced member of staff
- if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
- take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
- refer any breach of Part 8 of the council's code of conduct (reprisal action) by a councillor or the GM to the Office of Local Government.
- refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.

If you allege reprisal, you will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.

If you have reported wrongdoing and are experiencing reprisal which you believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing you reported). Contact details for these investigating authorities are included at the end of this policy.

5.12.2 Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

5.13 SUPPORT FOR THOSE REPORTING WRONGDOING

Narrandera Shire Council will make sure that Council staff who have reported wrongdoing, regardless of whether they have made a protected disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

Council has staff who will support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal. Council's Human Resources Manager can be contacted on telephone **6959 5535**.

All supervisors must notify the Disclosures Coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

5.14 SANCTIONS FOR MAKING FALSE OR MISLEADING DISCLOSURES

It is important that all Council staff and councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Narrandera Shire Council will not support staff or councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the code of conduct resulting in disciplinary action. In the case of councillors, disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

5.15 THE RIGHTS OF THE PERSONS WHO ARE THE SUBJECT OF A REPORT

Narrandera Shire Council is committed to ensuring staff or councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.

If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:

- advised of the details of the allegation
- advised of your rights and obligations under the relevant related policies and procedures
- kept informed about the progress of any investigation
- given a reasonable opportunity to respond to any allegation made against you
- told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.

Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Narrandera Shire Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

6. DEFINITIONS

- GM: General Manager
- DGMCC: Deputy General Manager Corporate & Community
- NSC: Narrandera Shire Council

6.1 ROLES AND RESPONSIBILITIES

6.1.1 Staff and Councillors

Staff and councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All council staff and councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing

- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation, and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

Staff and councillors must not:

- make false or misleading reports of wrongdoing.
- victimise or harass anyone who has made a report.

Additionally, the behaviour of all council staff and councillors involved in the internal reporting process must adhere to Narrandera Shire Council's code of conduct. A breach of the code could result in disciplinary action.

6.1.2 The role of Narrandera Shire Council

Narrandera Shire Council has a responsibility to establish and maintain a working environment that encourages staff and councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

Narrandera Shire Council will assess all reports of wrongdoing it receives from staff and councillors and deal with them appropriately. Once wrongdoing has been reported, Narrandera Shire Council takes 'ownership' of the matter. This means it is up to us to decide whether a report should be investigated, and if so, how it should be investigated and by whom. Narrandera Shire Council will deal with all reports of wrongdoing fairly and reasonably and respect the rights of any person the subject of a report.

Narrandera Shire Council must report on our obligations under the PID Act and statistical information about public interest disclosures in our annual report and to the NSW Ombudsman every six months.

To ensure Narrandera Shire Council complies with the PID Act and deals with all reports of wrongdoing properly, all staff and councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

6.1.3 General Manager

The GM has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture and ensuring Narrandera Shire Council complies with the PID Act. The GM can receive reports from staff and councillors and has a responsibility to:

- assess reports received by or referred to them, to determine whether or not the report should be treated as a public interest disclosure, and to decide how the report will be dealt with.
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.

- ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report.
- make decisions following any investigation or appoint an appropriate decision-maker.
- take appropriate remedial action where wrongdoing is substantiated or systemic problems are identified.
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC).
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

6.1.4 Disclosures Coordinator

The disclosures coordinator, being the DGMCC, has a central role in Narrandera Shire Council's internal reporting system. The disclosures coordinator can receive and assess reports and is the primary point of contact in Narrandera Shire Council for the reporter.

The disclosures coordinator has a responsibility to:

- assess reports to determine whether or not a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the GM).
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.
- coordinate Narrandera Shire Council's response to a report.
- acknowledge reports and provide updates and feedback to the reporter.
- assess whether it is possible and appropriate to keep the reporter's identity confidential.
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report and develop strategies to manage any risk identified.
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report.
- ensure Narrandera Shire Council complies with the PID Act.
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

6.1.5 Disclosures Officers

Disclosures officers, who are the Governance and Engagement Manager and Human Resources Manager, are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and councillors to make reports.

Disclosures officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the reporter.

- make arrangements to ensure reporters can make reports privately and discreetly when requested, if necessary, away from the workplace.
- discuss with the reporter any concerns they may have about reprisal or workplace conflict.
- carry out preliminary assessment and forward reports to the disclosure's coordinator or GM for full assessment.

6.1.6 Mayor

The Mayor can receive reports from staff and councillors about the GM. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine whether or not they should be treated as a public interest disclosure, and to decide how they will be dealt with.
- deal with reports made under the council's code of conduct in accordance with the council's adopted code of conduct procedures.
- refer reports to an investigating authority, where appropriate.
- liaise with the disclosures coordinator to ensure there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report.
- refer actual or suspected corrupt conduct to the ICAC.
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

6.1.7 Supervisors and line managers

Supervisors and line managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and line managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do.
- identify reports made to them in the course of their work which could be public interest disclosures and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy.
- implement local management strategies, in consultation with the disclosures coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report.
- notify the disclosures coordinator or GM immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the GM, notify the Mayor.

7. RELATED LEGISLATION

- Government Information (Public Access) Act 2009

- Independent Commission Against Corruption Act 1988
- Local Government Act 1993
- Ombudsman Act 1974
- Public Interest Disclosure Act 1994

8. RELATED POLICIES AND DOCUMENTS

- NSC Code of Conduct
- Complaints Management Policy
- Disciplinary Policy
- Equal Employment Opportunity Policy
- Grievance Handling
- Statement of Business Ethics Policy
- Volunteer Policy
- Work Health Safety Policy

8.1 MORE INFORMATION

Members of Council staff and Councillors can access further advice and guidance from the disclosures coordinator and the NSW Ombudsman's website at www.ombo.nsw.gov.au.

8.2 RESOURCES

The contact details for external investigating authorities that members of Council staff can make a protected disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street,
Sydney NSW 2000

For disclosures about maladministration

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about serious and substantial waste

Auditor-General of the NSW Audit Office
Phone: 02 9275 7100
Facsimile: 02 9275 7200
Email: mail@audit.nsw.gov.au
Web: www.audit.nsw.gov.au
Address: Level 15, 1 Margaret Street, Sydney NSW 2000

For disclosures about local councils:
Office of Local Government in the Department of Premier and Cabinet
Phone: 02 4428 4100
Tel. typewriter (TTY): 02 4428 4209
Facsimile: 02 4428 4199
Email: dlg@dlg.nsw.gov.au
Web: www.dlg.nsw.gov.au
Address: 5 O'Keefe Avenue, Nowra, NSW 2541

For disclosures about breaches of the GIPA Act:
Information Commissioner
Toll free: 1800 472 679
Facsimile: 02 8114 3756
EMAIL: ipcino@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au
Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

9. 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.

For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

10. 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:

- ES150 Public Interest Disclosures Internal Reporting Policy (2011-2020)
- ES150 Protected Disclosures Policy (2009-2011)
- S5100 Protected Disclosures Policy (2007-2009)
- P5200 Protected Disclosures Policy (1997-2007)

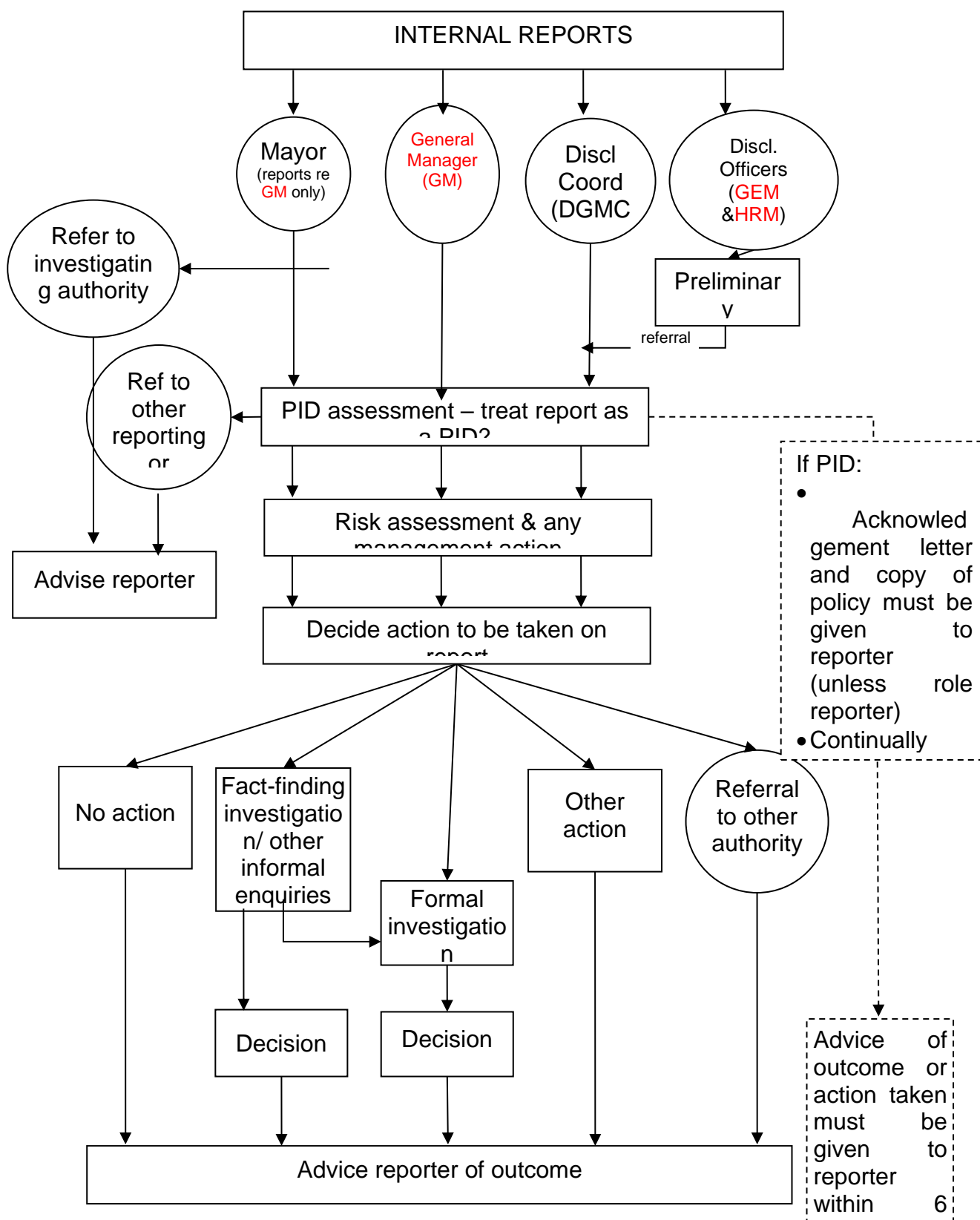
POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	XX Month 202X		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 December 2022		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	29 April 1997
2 Reviewed	-	-	25 March 2002
3 Reviewed	17 July 2007	24 July 2007	24 July 2007
4 Reviewed	-	21 April 2009	21 April 2009
5 Reviewed	-	23 August 2011	23 August 2011
6 Reviewed	24 November 2014	10 December 2014	16 December 2014
8 Reviewed	8/12/2020	DD/MM/YYYY	DD/MM/YYYY

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Attachment A

INTERNAL REPORTING (PROTECTED DISCLOSURES) SYSTEM



Attachment B

SUMMARY OF NARRANDERA SHIRE COUNCIL'S ETHICAL GOVERNANCE – INTERNAL REPORTING (PROTECTED DISCLOSURES) POLICY

Narrandera Shire Council does not tolerate corrupt conduct, maladministration or serious and substantial waste of public money.

Council is committed to the aims and objectives of the Public Interest Disclosures Act 1994. Council appreciates the value and importance of contributions from members of Council staff so as to improve administrative and management practices. Accordingly, Council strongly supports disclosures being made by members of Council staff which disclose corrupt conduct, maladministration, or serious and substantial waste.

1. What is Protected Disclosure?

Protection is available under the Public Interest Disclosures Act to public officials who voluntarily disclose information which shows or tends to show corruption, maladministration or serious and substantial waste of public money by a public authority or public official (refer to Policy for a more detailed description of these areas).

2. Who can receive a Protected Disclosure?

To be protected by the Public Interest Disclosures Act, a disclosure must be made by a member of Council staff or by a Councillor or a Council Contractor to the:

- *Disclosures Co-ordinator:*
Deputy GM Corporate & Community – Ph 6959 5511
- *Disclosures Officers:*
Governance and Engagement Manager – Ph 6959 5541
Human Resources Manager – Ph 6959 5535

General Manager – 6959 5500

Mayor – 6959 5500

NSW Ombudsman – Ph 9826 1000

Division of Local Government – Ph 4428 4100

Independent Commission Against Corruption – Ph 8281 5999

Information Commissioner Ph 1800 472 679

3. What protection is available?

The Public Interest Disclosures Act provides protection by imposing penalties, including fines and imprisonments, on persons who take detrimental action against another person in reprisal for a protected disclosure. Detrimental action means action causing, comprising or involving any of the following:

- Injury, damage or loss
- Intimidation or harassment

- Discrimination, disadvantage or adverse treatment in relation to employment or disciplinary proceedings.

A disclosure is not protected if:

- It is made frivolously or vexatiously (although all disclosures must be investigated):
- It is made to avoid disciplinary action; or
- It primarily questions the merits of a government policy.

4. What happens to the information provided?

The flowchart attached to this information sheet shows how a protected disclosure is dealt with after it has been made under the Internal Reporting Policy of Council. The flowchart provides an understanding of each step in the process.

The disclosure will be assessed by a Senior Officer of Council to determine whether it appears that the Public Interest Disclosures Act applies to the disclosure, and the appropriate action to be taken.

The disclosure may be internally investigated by a Senior Officer, or referred to ICAC, the NSW Ombudsman, the NSW Police, the Information Commissioner or the Division of Local Government (as appropriate) for investigation or other action.

The GM will determine the appropriate action to be taken as a consequence of any investigation that may be undertaken as a result of a disclosure. Any person who makes a disclosure will be notified within six months of the disclosure being made about the action taken or proposed in respect of his or her disclosure.

Any person who makes a disclosure and any Officer the subject of a disclosure will be advised of the outcome of any internal investigation.

5. Confidentiality

The identity of any person making a disclosure will be kept confidential by the member of Council staff responsible for dealing with the disclosure, except under the following circumstances:

- Where the person, himself or herself, discloses the information: or
- The person consents (in writing) to the release of his or her name: or
- It is essential, having regard to the principles of natural justice, that the identifying information should be disclosed to a person whom the disclosures concerns; or
- It is necessary to do so to investigate the matter effectively; or
- Release of the information is necessary in the public interest.

Decisions about fairness, effective investigation and public interest will be made by the Disclosure Coordinator, GM or Mayor, as appropriate. In all cases, the person who made the disclosure will be consulted about the matter.

Attachment C

Internal Report Form

Details of reporter <i>(You can make an anonymous report by leaving this section blank)</i>		
Name:		
Position:		
Division/Unit:		Preferred method of contact
Telephone:		<input type="checkbox"/> Telephone
Email:		<input type="checkbox"/> Email
Postal address:		<input type="checkbox"/> Post
Details of the wrongdoing being reported		
Description:		
<ul style="list-style-type: none"> • <i>What happened?</i> • <i>Where did this happen?</i> • <i>When did this happen?</i> • <i>Is it still happening?</i> • <i>[Attach an additional page if required]</i> 		
How did you become aware of this?		
Name and position of people involved in the wrongdoing:	Name Position	
Attach any additional relevant information or indicate where supporting evidence may be found:	Supporting evidence	Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
Name and position of other people who may have additional information:	Name Position	
Statement		
I honestly believe that the above information shows or tends to show wrongdoing. Signature of reporter <i>(Do not sign if you want to make an anonymous report)</i>	Date report submitted <i>(Essential information)</i>	

11. ACKNOWLEDGEMENT OF TRAINING RECEIVED

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

18.3 POLICY REVIEW - POL039 (PREVIOUSLY ES170) CIVIC RECEPTION**Document ID:** 543830**Author:** Council Administration Assistant**Authoriser:** General Manager**Theme:** Our Civic Leadership**Attachments:** 1. [UNDER DEVELOPMENT POL039 Civic Receptions Policy](#) [↓](#)**RECOMMENDATION**

That Council:

1. Reviews and endorses Policy POL039 Civic Reception as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL039 Civic Reception as presented be deemed as adopted.

PURPOSE

The purpose of this report is to provide Council with the amended Policy POL039 Civic Reception for adoption and exhibition prior to implementation.

SUMMARY

The current policy POL039 (previously ES170) is an old version and is currently due for review. The amended policy is attached with track changes applied.

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

Policy

- Review of POL039 (previously ES170) Civic Reception

Financial

- N/A

Community Engagement / Communication

- The policy will be placed on public exhibition for 28 days.

OPTIONS

1. Adopt the revised policy POL039 to be placed on public exhibition.
2. Adopt the amended policy POL039 with further amendments to be placed on exhibition.
3. Refer policy POL039 back to Executive Services staff for further review and subsequent return to Council.

CONCLUSION

Adopt the revised policy POL039 to be placed on public exhibition.

RECOMMENDATION

That Council:

1. Review and endorse Policy POL039 Civic Reception as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL039 Civic Reception as presented be deemed as adopted.

RECOMMENDATION

That Council:

1. Reviews and endorses Policy POL039 Civic Reception as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL039 Civic Reception as presented be deemed as adopted.

Civic Receptions Policy 202X

POL039



Policy No: POL039
Policy Title: Civic Receptions Policy
Section Responsible: Executive Services
Minute No:
Doc ID: 8636

1. INTENT

- To define civic receptions and ceremonies.
- To provide guidelines to the Mayor, Councillors, and staff for the approval and execution of civic receptions and ceremonies.

2. SCOPE

This Policy shall apply to all civic receptions and ceremonies as defined in this policy and held within the Narrandera Shire.

3. OBJECTIVE

The objective of this policy is to specify when Council will hold civic functions and how they should be conducted.

4. POLICY STATEMENT

A civic reception is the highest level of Council function which involves a guest or guests of honour and invited guests. In certain circumstances, Council may wish to recognise outstanding community service or other significant achievements by holding a civic reception or ceremony for the individual or groups involved.

5. PROVISIONS

5.1 APPROVAL

Approval for civic and ceremonial functions shall be as follows:

Where adequate notice is given:	Approval by Council resolution.
Where expenditure is - less than \$500:	Approval either by Council resolution or by the Mayor in conjunction with the General Manager.
Where short notice is given - expenditure between \$500-1000:	Approval by Mayor, subject to funds being available.
Where short notice is given - expenditure more than \$1000:	Verbal agreement by majority of Councillors and confirmation at next Council meeting.

5.2 INVITATION LIST

The standard invitation list for civic and ceremonial functions should include the following:

- All Councillors and partners.
- General Manager and partner.
- Senior staff and partners.
- Civic and community representatives considered by the Mayor, in conjunction with the General Manager, to be appropriate.

5.3 VENUE

Civic Receptions shall be hosted in the Council Chambers unless Council determines otherwise in special circumstances. The official reception will usually be followed by a morning or afternoon tea or dinner with appropriate catering.

5.4 GIFT

The Mayor shall have the discretion to determine whether a gift shall be presented.

6. DEFINITIONS

- **Civic Reception** is appropriate for important dignitaries, celebration of an important event or occasion of major significance.
- **Civic Ceremony, Mayoral Reception or Welcome** is appropriate where recognition is considered appropriate but where the persons or achievement is not of a standing outlined for a Civic Reception. Councillors and other appropriate persons would be advised of the function.

7. ROLES AND RESPONSIBILITIES

- The Mayor is authorised under Section 226 of the Local Government Act 1993: “to carry out the civic and ceremonial functions of the mayoral office.”

- The Mayor, in conjunction with the General Manager, shall have discretion to determine whether a civic reception or ceremony is to be held.

8. RELATED LEGISLATION

- N/A.

9. RELATED POLICIES AND DOCUMENTS

- ES190 Australian Citizenship Policy.
- ES20 Australia Day Policy
- Code of Conduct.
- HRH003 Healthy Catering Options.

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

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

- ES170 Civic Reception Policy.
- C2000 Civic Reception Policy.

POLICY HISTORY

Responsible Officer	Executive Assistant		
Approved by	General Manager		
Approval Date	XX Month 202X		
GM Signature (Authorised staff to insert signature)			
Next Review	XX December 2022		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	29/04/1997
2 Reviewed	-	-	4/09/2000
3 Reviewed	-	-	9/12/2008

4 Reviewed	13/07/2015	18/08/2015	18/08/2015
5 Reviewed	17/09/2018	20/11/2018	20/11/2018
6 Reviewed	22/12/2020	XX/MM/202Y	XX/MM/202Y

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18.4 POLICY REVIEW - POL049 (PREVIOUSLY ES280) OBTAINING LEGAL ADVICE**Document ID:** 543845**Author:** Council Administration Assistant**Authoriser:** General Manager**Theme:** Our Civic Leadership**Attachments:** 1. UNDER REVIEW POL049 Obtaining Legal Advice Policy [↓](#)**RECOMMENDATION**

That Council:

1. Reviews and endorses Policy POL049 (previously ES280) Obtaining Legal Advice as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL049 Obtaining Legal Advice as presented be deemed as adopted.

PURPOSE

The purpose of this report is to provide Council with the amended Policy POL049 Obtaining Legal Advice for adoption and exhibition prior to implementation.

SUMMARY

The current policy POL049 (previously ES280) is an old version and is currently due for review. The amended policy is attached with track changes applied.

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

Policy

- Review of POL049 (previously ES280) Obtaining Legal Advice Policy.

Financial

- N/A

Community Engagement / Communication

- The policy will be placed on public exhibition for 28 days.

OPTIONS

1. Adopt the revised policy POL049 to be placed on public exhibition.
2. Adopt the amended policy POL049 with further amendments to be placed on exhibition.
3. Refer policy POL049 back to Executive Services staff for further review and subsequent return to Council.

CONCLUSION

Adopt the revised policy POL049 to be placed on public exhibition.

RECOMMENDATION

That Council:

1. Reviews and endorses Policy POL049 (previously ES280) Obtaining Legal Advice as presented for the purpose of public exhibition for a period of 28 days seeking community comment.
2. Should no submissions be received from the community at the conclusion of the exhibition, POL049 Obtaining Legal Advice as presented be deemed as adopted.

Obtaining Legal Advice Policy 202X

POL049



Policy No:	POL049
Policy Title:	Obtaining Legal Advice Policy
Section Responsible:	Executive Services
Minute No:	
Doc ID:	8389

1. INTENT

The purpose of this policy is to provide guidelines for obtaining legal advice/service **and to confirm who may give instructions for the purpose of obtaining legal advice.**

2. SCOPE

Legal services obtained by Council generally relates to:

- Litigation – both planning matters and other matters.
- Advice in relation to the preparation of legal instruments.
- Preparation of contracts and advice on other matters.
- **Conveyancing.**

The legal advice is provided by law firms which have standing arrangements with Council and have the relevant expertise in the areas of law from which the advice is sought. This policy does not apply in insurance matters where the Insurer recommends and seeks to pursue a legal action.

3. OBJECTIVE

The policy acknowledges Council's resolution to be informed if/when legal advice/services are expected to exceed \$5,000.

4. POLICY STATEMENT

From time-to-time issues may arise about access to legal advice. This can relate to requests by Councillors as well as requests by Council staff. Legal advice attracts legal privilege, the effect of which is that the recipient of the advice is not required to disclose the advice to third parties.

5. PROVISIONS

5.1 AUTHORITY TO OBTAIN LEGAL SERVICES

The power to issue instructions to Council's solicitors to provide legal advice is with the General Manager. This has been given to the General Manager when Council delegated all of its powers to the General Manager, except for those powers which Council cannot delegate under the Act. In turn the General Manager has delegated powers to **his** staff.

- Defending an action against Council by another party.
- Initiating prosecutions for day-to-day matters, for example, failure to pay a fine or over a contractual breach.
- Initiating legal action to protect an interest of Council, for example a rating matter. Point of principle matters may also involve a further appeal or defence to a higher court.
- Seeking legal advice on matters relating to litigation.
- Seeking legal advice on the prospects of potential litigation to further Council's interest.
- Seeking legal advice on the interpretations of laws, regulations, planning instruments, policies and provisions contained in contracts and leases.
- Drafting contracts, leases, agreements, deeds, licenses, MOU's and other instruments.
- Ad-hoc advice or guidance on whether contemporary issues may have legal implications; for example, reviewing draft documents prepared by Council, GIPAA, ICAC and Administrative Decision Tribunal (ADT) matters, Plans of Management etc.

5.2 REPORTING TO COUNCIL

The General Manager will report to Council at each Ordinary Meeting through the Income Statement Report the detail of the legal expenses and expenditure, including a breakdown of that expenditure from the commencement of the financial year period.

Additionally, the General Manager will advise Council of a legal action/service that is likely to exceed \$5000.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council.

7. ROLES AND RESPONSIBILITIES

The role of the General Manager is to protect Council's legal interests. If relevant, and wherever possible, mediation should be exhausted before legal action is commenced. In all of the above situations, legal proceedings are not commenced without the concurrence of the General Manager, except in minor enforcement matters.

- Council may instruct its legal representatives, through the General Manager, at any time on any matter provided it is by formal resolution.

- The General Manager may instruct Council’s legal representatives on all matters, consistent with Council decisions and policies. If the General Manager proposes to give instructions to commence legal proceedings (including an appeal), but excluding minor enforcement or prosecution matters, ~~he/she~~ **the General Manager** shall consult the Council ~~before doing so~~.
- The General Manager may instruct Council’s legal representatives for day-to-day matters including the commencement of legal proceedings in minor enforcement or prosecution matters. This authority may be sub delegated to appropriate staff in accordance with the requirements of the General Manager.

8. RELATED LEGISLATION

- **Local Government Act 1993**
- **Local Government (General) Regulation 2005**

9. RELATED POLICIES AND DOCUMENTS

- **CS330 Legislative Compliance Policy**

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

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

- ES280 Obtaining Legal Advice

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	XX Month 202X		
GM Signature (Authorised staff to insert signature)			
Next Review	22 December 2022		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	15/05/2012	17/05/2012

2 Reviewed	22/12/2020	DD/MM/YYYY	DD/MM/YYYY
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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	

18.5 PROPOSED NEW LICENCE AGREEMENT WITH NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED**Document ID:** 546302**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:**

1. Proposed Licence Agreement [↓](#)
2. Memorandum of Understanding NRLFC and NIFNC [↓](#)
3. Redacted Submissions and NSC Responses [↓](#)

RECOMMENDATION

That Council:

1. Acknowledges the valuable comments within each of the submissions received during the community consultation process; and
2. Acknowledges the partnership and commitment of both the Narrandera Rugby League Football Club Incorporated and the Narrandera Imperial Football & Netball Club Incorporated to develop and agree to a Memorandum of Understanding for use of the new facility; and
3. Agrees to include within the final licence agreement more definitive wording for the term 'Clubhouse Event' and that the phrase 'not unreasonably withhold use' be expanded to provide clarity of intention, also that a minimum timeframe be provided for notification to Council of a planned event; and
4. Resolves to formally endorse the intention to enter into a licence agreement with the Narrandera Imperial Football & Netball Club Incorporated for parts of the new Clubhouse and Change Rooms Structure at the Narrandera Sportsground with the final licence agreement to be presented to a future meeting of Council for adoption, followed by execution of the document by both parties soon after.

PURPOSE

The purpose of this report is to advise Council that the community consultation phase of advertising the proposed licence agreement for part of the new clubrooms and change rooms structure concluded 4pm Friday 26 February 2021.

At the conclusion of the consultation process seven submissions were received.

SUMMARY

The Narrandera Imperial Football and Netball Club Incorporated (NIFNC) currently holds a 20-year licence over the existing clubhouse structure located at the northern end of the Narrandera Sportsground. The NIFNC has approached Council seeking to enter into a new licence agreement for part of the new clubrooms and change rooms structure currently under construction in the south western corner of the sportsground.

The exhibited proposed licence agreement has been developed to benefit all proposed users of the new facility and the sportsground as a whole, with no exclusivity granted to any single user.

The public consultation phase commenced Monday 25 January 2021 and concluded 4.00pm Friday 26 February 2021.

BACKGROUND

Council resolved at the December 2020 meeting to commence the community consultation phase of the proposal to enter into a licence agreement with the NIFNC. A copy of the Minute is included in this report.

During the exhibition period both the Narrandera Rugby League Football Club Incorporated (NRLFC) and NIFNC demonstrated their willingness to work together, with a meeting held on 22 February 2021 to discuss the proposed licence. A small number of Council staff were also at this meeting and, at its conclusion, the two clubs agreed to enter into a formal Memorandum of Understanding (MOU) for the use of the new facility. This has now been signed by both groups and a copy of the proposed licence agreement and the MOU between the clubs have been included as attachments to this report.

18.3 PROPOSED NEW LICENCE AGREEMENT WITH NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED - PART OF NEW STRUCTURE AT NARRANDERA SPORTSGROUND

RESOLUTION 20/345

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Acknowledges the actions taken by the General Manager and staff to negotiate a proposed licence agreement with the Narrandera Imperial Football & Netball Club for use of designated areas within the new clubhouse and changerooms structure at the Narrandera Sportsground; and
2. Acknowledges that the proposed licence agreement as presented encompasses the

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Ordinary Council Meeting Minutes

9 December 2020

expectations of Council on how the facility will be managed; the expectations of all users of Narrandera Sportsground to access the facility; at the same time providing the Narrandera Imperial Football & Netball Club with a venue to host Clubroom events; and

3. Endorses commencement of a community consultation process for the intention of entering into a licence agreement with the Narrandera Imperial Football & Netball Club Incorporated.

CARRIED

Section 47 (1) and (2) of the *Local Government Act*, 1993 has specific requirements for the advertising of leases, licences and other estates in respect of community land where the term is greater than five (5) years. Council has complied with these requirements by giving public notice of the proposal both on its website and within the Narrandera Argus, also by placing three sets of storyboard notifications at strategic locations on the exterior fencing of the Narrandera Sportsground and one set in the front window of 143 East Street, Narrandera. Council also wrote to property owners either adjoining or overlooking the sportsground in Riverine, Elizabeth and Argyle Streets and Victoria Avenue. Correspondence seeking comment was also issued to users of the Narrandera Sportsground.

Seven submissions were received at the conclusion of the community consultation: two included the word objection, with the remaining five expressing concerns, seeking clarification on matters or providing constructive feedback.

Copies of the submissions with personal information redacted are attached to this report along with Council responses.

Submission 1 – Mr C Prior

In the submission Mr Prior stated that there is not an issue with the term of the licence, however Mr Prior originally objected to other sporting organisations not being able to use the new facilities.

Council response - Mr Prior was thanked for his participation in the meeting between the NRLFC, the NIFNC and Council staff of 22 February 2021 and was advised that following this meeting that the two sporting groups agreed to prepare and subsequently signed a formal MOU for the use of the new facility.

Mr Prior subsequently withdrew the objection.

Submission 2 – Mr L & Mrs B Hughes

The submission sought clarification about some operational aspects in particular the days and hours of operation, also access and egress points.

Council response – The matters raised by Mr and Mrs Hughes were dealt with individually and, where necessary, supporting documentation was attached.

Submission 3 – Ms K Hall and others

The submission mentioned the lack of consultation for the siting of the structure in the south west corner of the sportsground then continued to seek clarification about a number of issues such as hours of operation, the definition of 'Clubroom Events' also issues surrounding the service of alcohol.

Council response - Ms Hall and the other signatories received individual correspondence dealing with the matters raised and where necessary supporting documentation was attached.

Submission 4 – Ms K Hall

The submission sought a better definition of the term 'Clubroom Event' and asked an operational question about the Argyle Street gates.

Council response - Ms Hall was advised that Council will revisit the definition of a 'Clubroom Event' and that discussions with relevant staff about the management of the Argyle Street gates will be held.

Submission 5 – Mr O James

The submission was an objection to the proposed licence agreement providing exclusive rights to the NIFNC to the new facility. It continued to express concerns about the booking system of the ground, also the attitude of the Sports Facilities Advisory Committee and Council staff.

Council response - In a reply to Mr James it was explained that the proposed licence agreement was no longer an exclusive licence and that the NRLFC and the NIFNC had shown a commitment to work together by developing and signing a MOU for use of the new facility. The response continued to say that Council regards the Narrandera Sportsground as a community facility and that no individual sporting organisation has control of the ground.

Mr James acknowledged the response and that the concerns raised in the submission had been addressed.

Submission 6 – Mrs H Ryan

The submission provided a number of comments such as a review of the proposed 15-year licence term suggesting three x five-year terms rather than an initial 10-year terms and a single option of five years; this being based on AFL Riverina's in-depth review where it is expected that Narrandera AFL games may decline.

The submission also seeks to provide clarify in the phrase 'not unreasonably withhold use' and suggests that it should reference anti-discrimination legislation; also, that a definitive timeframe of 48 hours be set for the NIFNC to provide notice to Council prior to any event to allow for better regulation of the booking system.

Council response - In a reply to Mrs Ryan it was mentioned that the term of the proposed is less than what was originally sought by the NIFNC, with proposed initial term of 10 years provides the NIFNC with security to source external sponsorship and allows the NIFNC to demonstrate financial viability and responsible management when at a future date Council considers the next option of five years.

It is agreed that the terminology surrounding the phrase 'not unreasonably withhold use' should be expanded to provide clarity with a minimum timeframe for notification of an event also to be considered.

Submission 7 – Mr T Ryan

This submission questioned the expectation of how the term 'not unreasonably withhold use' will work, then continued to identify difficulties with the sportsground booking system and how the NIFNC currently manages the surrounds of the existing clubhouse. It also referred to Schedule C of the licence agreement which was not included with the proposed licence agreement.

Council response - In the response to Mr Ryan it is agreed that further clarity is needed for the term 'not unreasonably withhold' also that Council has actioned procedures that ensures equity when booking the sportsground such as for the 2021 football season. In regard to Schedule C, this was not able to be provided within the proposed licence agreement as it will comprise fixtures and fittings that will be installed or included as part of the final fit out of the building in accordance with the grant funding.

Management of the Objections Received

Of the seven submissions received, two of the submissions were objections with the first objection withdrawn following the development and signing of a MOU between the NRLFC and the NIFNC for use of the new facility. The second objection was about providing exclusive rights to the NIFNC for use of the facility; however, the proposed licence does not provide exclusivity to the NIFNC with this being conveyed to the writer of the submission. The writer of the submission replied stating that most if not all of the concerns raised have been addressed.

Section 47 (5) of the *Local Government Act* 1993 states that Council must not grant the lease, licence or other estate except with the Minister's consent, if a person makes a submission by way of objection to the proposal, or if the lease or licence exceeds 21 years.

Given that one of the two objections received was subsequently withdrawn and the other submission objected to the granting of a licence based on exclusive use which is not reflected in the proposed licence agreement, Ministerial consent is not required.

Management of the Submissions Received

Section 47 (4) of the *Local Government Act* 1993 states that Council before granting the lease, licence or other estate must consider all submissions duly made to it.

The following is a summary of the matters raised and how they have been or are intended to be dealt with:

- **All sporting groups should be able to use the facility** – the proposed licence does not provide for exclusivity by any single sporting organisation, also there is the provision for Council to act as mediator where conflict arises.
- **Days and hours of operation** – these are established within the Notice of Determination for the Development Application being Monday to Sunday from 8am to midnight.
- **Other restrictions or possible extensions** - this is dependent on the individual circumstances but there are Clauses that Council could use in discussion with the NIFNC if necessary.
- **Access and egress points** – this is more a management issue, but it has been agreed by both the NRLFC and the NIFNC that traffic should use the Elizabeth Street gates to firstly reduce the volume of traffic from around the new children's playground area near the netball courts and to also reduce traffic noise to nearby residences.
- **Service of alcohol** – the issue of a licence to serve alcohol is governed by Liquor and Gaming NSW and where there is a suspected breach, Council strongly encourages that a complaint be lodged with Liquor and Gaming NSW.
- **Location of the structure** – Council commenced community consultation for Development Application 019-2019-2020 with an advertisement placed within the Narrandera Argus on 4 December 2019 also notification placed on the website of Council and within posts using social media.
- **Definition of 'Clubroom Events'** – it will be recommended that this definition be reviewed before endorsement of the final licence agreement.
- **Argyle Street gates** – this is a management issue and not a licence issue, both the NRLFC and the NIFNC in a recent meeting agreed that the main access and egress point to the sportsground would be from Elizabeth Street given that this will reduce traffic near the children's playground area adjacent to the netball courts and the sports stadium.
- **Narrandera Sportsground booking system** – there have been procedural changes to the booking system for use of the sportsground such as no bookings are to be confirmed until the match draws for both the major football codes are received and where there is conflict both groups are expected to mutually resolve the issue, where the matter cannot be resolved Council will be the decision maker.
- **Exclusive use of the facility and the grounds** – this is not provided for within the proposed licence agreement, the proposed licence has been drafted to encompass use by all sporting groups with procedural changes also introduced to the ground booking system.
- **Amendment to the initial licence term of 10 years** – the proposed licence term is less than what was originally proposed with the initial 10-year licence term providing the NIFNC with the opportunity to secure sponsorship and to demonstrate to Council that it is financially viable and a responsible manager of the facility.
- **Clarity of the phrase 'not unreasonably withhold use'** – it will be recommended that this phrase provide more clarity before endorsement of the final licence agreement.

- **Definitive timeframe to advise Council of an event** – a minimum of 48 hours is not considered unreasonable, and it will be recommended that this be included within the final licence agreement.
- **Cleanliness of the area** – the NIFNC and other users of the facility will be expected to self-regulate this condition, however Council staff will monitor this condition.
- **Schedule C of inclusions** – this schedule will be a list of fixtures and fittings that are yet to be installed or included into the structure as part of the grant funding and is not able to be completed at this time.

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

- N/A

Financial

- The proposed new licence agreement has an increased annual fee with a fixed percentage annual increase and contains a clause relating to the separate metering of utility services and payment of these services by the Licensee.
- The proposed new licence will require the Licensee to maintain public liability cover with reasonable legal costs to be paid by the Licensee in preparing the final licence agreement.
- Council management of this new facility will come at a financial cost to the community, the proposed lease agreement with the NIFNC will ensure that management costs are reduced but at the same time ensuring equity amongst users of the Narrandera Sportsground.

Legal / Statutory

- *Local Government Act, 1993*

Community Engagement / Communication

- By presenting this report in the Ordinary section of the 16 March 2021 business paper

Human Resources / Industrial Relations

- Nil

RISKS

The perceived risks of entering into the proposed licence agreement are that the facility may not be managed in accordance with the lease agreement, however the licence contains provisions for Council to intervene should this become necessary.

OPTIONS

The options available to Council are:

1. Agree to enter a licence agreement with the Narrandera Imperial Football and Netball Club Incorporated for use of areas within the new Clubroom and changerooms structure at the Narrandera Sportsground with the final licence agreement to be presented to Council in due course once amendments received through the community consultation process have been included into the final document; or
- 7.
2. Not agree to enter a new licence with the NIFNC and for the General Manager to investigate other options for the management of the new facility.

CONCLUSION

The community consultation process has been of great benefit and has resulted in a number of positive outcomes such as the two most frequent sporting group users of the Narrandera Sportsground working together to develop a Memorandum of Understanding for use of the new facility, similarly the concerns of neighbouring property owners and other submission writers have been addressed and where necessary either procedural changes have been implemented or additional clarity will be provided within the final licence agreement.

The recommendation will be for Council to note all of the submissions received through the community consultation process and where necessary that amendments be made to the final licence agreement.

The recommendation will seek the formal endorsement of Council to enter into a proposed licence agreement with the Narrandera Imperial Football and Netball Club Incorporated with the final licence agreement to be presented at a future meeting of Council.

RECOMMENDATION

That Council:

1. Acknowledges the valuable comments within each of the submissions received during the community consultation process; and
2. Acknowledges the partnership and commitment of both the Narrandera Rugby League Football Club Incorporated and the Narrandera Imperial Football & Netball Club Incorporated to develop and agree to a Memorandum of Understanding for use of the new facility; and
3. Agrees to include within the final licence agreement more definitive wording for the term 'Clubhouse Event' and that the phrase 'not unreasonably withhold use' be expanded to provide clarity of intention, also that a minimum timeframe be provided for notification to Council of a planned event; and
4. Resolves to formally endorse the intention to enter into a licence agreement with the Narrandera Imperial Football & Netball Club Incorporated for parts of the new Clubhouse and Change Rooms Structure at the Narrandera Sportsground with the final licence agreement to be presented to a future meeting of Council for adoption, followed by execution of the document by both parties soon after.

CLUBROOM LICENCE – VERSION 7

PARTIES

NARRANDERA SHIRE COUNCIL
(Licensor)

AND

NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED
ABN 48 817 377 396
(Licensee)

DATED



Farrell Goode Pty Limited
180 Hoskins Street Temora 2666 Telephone 02 6977 1155 Facsimile 02 6977 1133 DX 5495 Temora
124 Main Street West Wyalong 2671 Telephone 02 6972 1155 Facsimile 02 6977 1133
72 Ariah Street Ardlethan 2665 Telephone 02 6978 2191 Facsimile 02 6977 1133
144 East Street Narrandera 2700 Telephone 02 6959 2288 Facsimile 02 6959 2679

-1-

THIS DEED dated 2020

PARTIES: **NARRANDERA SHIRE COUNCIL** of 141 East Street, Narrandera, NSW 2700,
(*Licensor*)

**NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB
INCORPORATED ABN 48 817 377 396** of 2-32 Victoria Avenue Narrandera, NSW
2700, (*Licensee*)

INTRODUCTION

- A. The Licensor is the owner of the Land known as “The Narrandera Sports Ground” being 2-32 Victoria Avenue Narrandera, comprised in certificate of title 2/1107557 (the Land).
- B. The Licensor and Licensee have an existing licence dated 21 March 2016. It is intended that this licence will be terminated.
- C. The Licensor intends to erect on the Land in the area shown on the plan attached and marked “Proposed clubrooms & changerooms” a two-storey structure with a lower floor containing two players change rooms and amenities, two umpire change rooms with amenities, one medical triage room and storage area. The upper floor will contain a club room/auditorium, drinks service area including cool room, food service including cool room, amenities, storage areas and a meeting room.
- D. The Licensor intends to allow the licensee to use the whole of the upper floor and one storage room located on the lower floor as designated by the Licensor (the licensed area).
- E. In consideration of the Licensee’s agreement to pay the Licence Fee annually and to observe and perform the Licensee’s obligations set out in this Licence, the Licensor agrees that the Licensee should be permitted to use the Licenced area in accordance with this Licence.

IT IS AGREED

1. INTERPRETATION

1.1. In this Deed, unless otherwise indicated by the context:

- (a) *Licence* means the licence granted pursuant to this Deed;
- (b) *Plan* means the plan annexed and marked ‘A’;
- (c) *Clubroom Event* means any sporting related event that the Licensee chooses and will include, but not be limited to meetings, social events, lectures and other match functions.
- (d) *Third Party Function* means a private function that is managed by a third party and authorised by the Licensee during which the Licenced area is used with the private function being in accordance with the definition of a Clubroom Event as detailed in Clause 1.1 (c).

1.2. In this Deed, unless otherwise indicated by the context:

- (a) words importing the singular include the plural and vice versa;

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- (b) headings are for convenience only and do not affect interpretation of this Deed;
- (c) a reference to a party to a document includes that party's legal personal representatives, successors and permitted assigns;
- (d) a reference to a body, whether statutory or not;
 - (i) which ceases to exist; or
 - (ii) whose powers or functions are transferred to another body;is a reference to the body which replaces it, or which substantially succeeds to its powers or functions.

2. LICENCE

- 2.1. The licence dated 21 March 2016 signed by the Licensor and Licensee whereby the Licensor allowed the Licensee to use certain rooms on the land is terminated 1 month from the date of this Licence agreement.
- 2.2. The Licensee will have a license to use the whole of the upper floor and one storage room located on the lower floor as designated by the Licensor (the licenced area).
- 2.3. This Licence does not confer upon the Licensee any estate or interest in the Licenced area, or the Land or any part of it and the legal possession and control of the Licenced area will at all times remain vested in the Licensor.

3. TERM

- 3.1. The commencement date will be the
- 3.2. The Licence will be for the Term of ten (10) years with one further option of an additional five (5) years. The maximum term under this licence agreement will be fifteen (15) years. The Licensee must, within three months of the end of this licence, serve on the Licensor notice that it wishes to exercise the option in this clause.
- 3.3. Should the Licensor permit the Licensee to continue to use the Licenced area after the expiration of the Term, such continued use will be upon the terms and conditions set out in this Deed as a licence from Month to Month at the Licence Fee determined by the Licensor and notified to the Licensee and payable in advance on the first of each month such licence being determinable by not less than one Month's notice in writing from either party to the other expiring on any day.

4. PAYMENT

The Licensee covenants with the Licensor to pay the annual Licence Fee of \$1,875.00 plus, GST per annum from the commencement date. The annual Licence fee for the second and subsequent years, shall be increased by 2% per year and is to be reviewed and determined by the Licensor in consultation with the Licensee prior to formalising the option for renewal. Where agreement cannot be reached then the Licensor is able to determine the new annual licence fee that will apply for the option period.

5. GAS AND ELECTRICITY CONSUMPTION

- 5.1 The Licensee will be responsible for all access and consumption charges of electricity, gas charges (either natural or bottle) and waste management charges charged on the licenced area.

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6. **LICENSEE'S COVENANTS**

The Licensee covenants with the Licensor:

- (a) To manage the Licenced Area in accordance with Notice of Determination of a Development Application numbered 019-2019-2020 dated 8 February 2020
- (b) the Licensee will not do or omit to do or permit or suffer to be done or omitted any act matter or thing which might in any way endanger the Land or any structures on the Land (including the Licenced area) or any person, equipment chattels or goods whether the property of the Licensor or not which may be upon the Land;
- (c) The Licensee shall be responsible for the repair or replacement, as the case may be, of any damaged building infrastructure or stolen items detailed in Schedule 'C'.
- (d) the Licensee is responsible for the maintenance, replacement or restoration of items listed in Schedule 'C' and any other equipment supplied to or installed into the Licenced Area and must adhere to the annual service requirements and provide the Licensor with copies of certification. The items in schedule "C" may be added to or amended by the Licensor by giving notice to the Licensee.
- (e) the Licensee, its servants, players, spectators or agents will not cause or permit excessive noise from the Licenced area;
- (f) the Licensee will not do omit to do or permit or suffer to be done any act matter or thing which will be or may become a nuisance or annoyance to the Licensor, other users of the Licenced area the occupants of the Land or the owners or occupiers of neighbouring premises;
- (g) the Licensee, its servants, players, spectators or agents will at all times when within the Licenced area observe and conform to all rules and regulations from time to time made by the Licensor in connection with the Land; and
- (h) the Licensee will not cause or permit any rubbish to be placed thrown or dropped in or about the Licenced area. The Licensee shall be responsible for the purchase or rental of waste receptacles at the Licenced area and the cost of the removal of the waste;
- (i) to be responsible for all maintenance and cleaning of the Licenced area and the area immediately surrounding the Licenced area. The licensee must decorate the inside and outside of the Licenced area in the last 3 months of the licence period (however it ends) – 'decorate' here means restoring the surfaces of the property in a style and to a standard of finish originally used e.g. by repainting. The painting must be in the colours as specified by the Licensor;
- (j) to comply with the Plan of Management of Narrandera Sports Ground issued by the Narrandera Shire Council;
- (k) to ensure anyone using the Licenced area does not use glass containers beyond the Licenced Area;
- (l) to issue the Licensor with a key and security alarm code to the Licenced area and to allow the Licensor and its representatives to access the Licenced area at all reasonable

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times and to make regular inspections of the Licenced area. In addition, the Licensor shall make annual inspections with notice of the Licenced area;

- (m) to not unreasonably withhold the use of the Licenced Area by a third party or Council as the Licensor for a Clubroom Event. The Licensee may recover a reasonable financial amount for utilities used by the third party. The Licensee shall have priority over any third party with respect to the Licenced area. The Licensee shall not unreasonably refuse the use of the Licenced Area to a third party.
- (n) The Licensee shall submit to the Licensor by the end of 31 March annually a schedule of fees proposed to be charged by the Licensee for use of the Clubroom by a third party for the coming financial year commencing 1 July for approval by the Licensor. The Licensee shall be responsible for invoicing and recovering payment for utilities from the third party; Where conflict arises both parties must attempt to mutually and amicably resolve the matter, however the Licensor will act as the mediator.
- (o) to notify the Licensor in writing prior to any Clubroom Event or Third Party Function.
- (p) The Licensor agrees to keep the Licensee informed of any events booked by the Licensor, prior to the Clubroom Event.
- (q) To obtain any consents or licences needed, comply with any conditions of consent, and keep current any licences or registrations needed for the use of the Licenced area.
- (r) It will comply with all relevant work, health, safety and welfare standards and regulations determined by the Licensor or as prescribed by the Workplace Health and Safety Act and any other relevant legislation.
- (s) The Licensee will comply with all the safety standards and requirements imposed by the Licensor or any statutory or other relevant authority from time to time and will apply for, obtain and maintain all registrations, licences, approvals and consents which are required by statute, regulations, by-laws or ordinances in order to enable it to comply with its obligations under this clause.
- (t) The Licensee will comply with any mutually agreed conditions imposed by the Licensor notified to the Licensee. Where agreement cannot be reached then the Licensor is able to impose conditions if they believe that they are necessary.

7. **INSURANCE AND RISK**

- 7.1. The Licensee, at its own expense, is to take out and keep current a public risk policy that provides for a minimum cover for each accident, claim or event of the amount of Twenty Million Dollars (\$20,000,000.00) or any reasonable higher amount that the Licensor notifies in relation to the Land. The cover provided under this policy must not be contributory with any policy taken out by the Licensor. The policy must note the Licensor as an interested party and must be with an insurance company approved by the Licensor. The Licensor will provide the Licensee with a copy of the public risk policy Certificate of Currency.
- 7.2. The Licensee unconditionally releases the Licensor from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of or in connection with an act, default or omission of the Licensee, Sub-Licensee or any of the Licensee's agents. The Licensee agrees not to sue or make any claim or demand against the Licensor in respect of matters covered by this release.

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7.3 (a) The Licensee indemnifies the Licensor from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- (i) Loss of, loss of use of, or damage to property of the Licensor; or
- (ii) Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by the Licensee, Sub-Licensee or any of the Licensee’s agents arising out of the Licensee, Sub-Licensee or Licensee’s agents’ activities undertaken at or near the Licenced area.

(b) The Licensee’s liability to indemnify the Licensor is reduced proportionally to the extent that a negligent act or omission of the Licensor or its employees has contributed to the injury, damage or loss.

7.4 The Licensee is responsible for pre and post inspections of the licensed area for the purpose of public liability and such inspections are to be evidenced by way of a completed inspection checklist which shall be made available for inspection by the Licensor upon request.

8. LICENSOR’S COVENANTS

8.1. The Licensor may in its sole discretion by written notice delivered to the Licensee limit the hours of operating of the Licenced area.

8.2. The Licensor will at all times during the continuance of this Licence (and any holding over period) retain possession of and full control over the Licenced area, and in particular, but not limited to, will at all times by itself its servants players, spectators and agents have full and free access thereto for such purposes as it may see fit. Notwithstanding this clause, the Licensor must not unreasonably interfere with the Licensee’s use and enjoyment of the Licenced Area.

9. TERMINATION

9.1. Upon expiry or earlier termination of this Licence or any holding over period, the Licensee will promptly remove the Licensee’s belongings from the Licenced area and in default the Licensor will be entitled to remove them and recover the cost of removal from the Licensee. Whatever the Licensor or any person authorised by it will do under this clause will be deemed to be done with the full authority of and as agent for and at the risk in all respects of the Licensee.

10. DEFAULT

If:

- (a) the Licence Fee or any part is in arrears for 28 days after the date on which the Licensor gives the Licensee written notice of the Licensee’s default in making payment on the due date; or
- (b) the Licensee fails to perform any other of the Licensee’s obligations under this Licence for 28 days after the Licensor gives the Licensee written notice of the Licensee’s default; or
- (c) if the Licensee defaults in the fulfilment of any covenant, condition or stipulation of the Licence to be performed and observed by the Licensee; or
- (d) the Licensee parts with possession of the Licenced area for any reason,

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then and in any of such event the Licensor will be entitled by written notice to the Licensee to immediately terminate this Licence.

11. **ASSIGNMENT OR SUB-LICENSING**

- 11.1 The Licensee may sub-licence to a third party for a Third Party Function.
- 11.3 Should the Licensee sub-licence to a third party, the Licensee acknowledges that they are responsible to ensure that the sub-licensee complies with the covenants of this agreement.

12. **COSTS AND DISBURSEMENTS**

The Licensee must pay reasonable legal and other costs and disbursements of the Licensor incurred including the costs of preparation, negotiation and execution of this Licence or arising out of or associated with this Licence. The Licensee will pay all duty on this Deed.

13. **NOTICES**

- 13.1. A notice or other communication required or permitted to be given by one party to another must be in writing and:
- (a) delivered personally;
 - (b) sent by pre-paid mail to the address of the addressee specified in this Deed; or
 - (c) sent by facsimile transmission to the facsimile number of the addressee with acknowledgment of receipt from the facsimile machine of the addressee.
 - (d) sent by email transmission to the email address of the addressee.
- 13.2. A notice or other communication is taken to have been given (unless otherwise proved):
- (a) if mailed, on the second Business Day after posting; or
 - (b) if sent by facsimile or email before 4 pm on a Business Day at the place of receipt, on the day it is sent and otherwise on the next Business Day at the place of receipt.
- 13.3. A party may change its address for service by giving notice of that change in writing to the other parties.

14. **WAIVER OR VARIATION**

- 14.1. A party's failure or delay to exercise a power or right does not operate as a waiver of that power or right.
- 14.2. The exercise of a power or right does not preclude:
- (a) its future exercise; or
 - (b) the exercise of any other power or right.
- 14.3. The variation or waiver of a provision of this Deed or a party's consent to a departure from a provision by another party will be ineffective unless in writing executed by the parties.

15. **COUNTERPARTS**

This Deed may be executed in any number of counterparts each of which will be an original but such counterparts together will constitute one and the same instrument and the date of the Deed will be the date on which it is executed by the last party.

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16. **WHOLE AGREEMENT**

In relation to the subject matter of this Deed:

- (a) this Deed is the whole agreement between the parties; and
- (b) this Deed supersedes all oral and written communications by or on behalf of any of the parties.

17. **SEVERANCE**

If any part of this Deed is invalid or unenforceable, this Deed does not include it. The remainder of this Deed continues in full force.

18. **NO MERGER**

Nothing in this Deed merges, extinguishes, postpones, lessens or otherwise prejudicially affects any right, power or remedy that a party may have against another party or any other person at any time.

19. **CONSENTS AND APPROVALS**

Where this Deed gives any party a right or power to consent or approve in relation to a matter under this Deed, that party may withhold any consent or approval or give consent or approval conditionally or unconditionally. The party seeking consent or approval must comply with any conditions the other party imposes on its consent or approval. Notwithstanding this clause, the party who holds such rights, must not unreasonably withhold such consent or approval or impose any unreasonable conditions.

EXECUTED AS A DEED.

EXECUTED for and on behalf of **NARRANDERA SHIRE COUNCIL** in accordance with Section 127(1) of the *Corporations Act 2001* by authority of the Directors:

.....
Signature of Mayor

.....
Signature of General Manager

.....
Name of Mayor
EXECUTED for and on behalf of **NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED** **ABN 48 817 377 396** by the Committee:

.....
Name of General Manager

.....
Signature of Committee Member

.....
Signature of Committee Member

.....
Name of Committee Member

.....
Name of Committee Member

MEMORANDUM OF UNDERSTANDING

PARTIES:

Narrandera Imperial Football and Netball Club Incorporated (ABN 48 817 377 396) of 2-32 Victoria Avenue, Narrandera NSW 2700 ("the Football Club")

AND

Narrandera Rugby League Football Club Incorporated (ABN 73 261 301 287) (and its associated entities) of 2-32 Victoria Avenue, Narrandera NSW 2700 ("the Rugby League Club")

RECITALS:

- A. The Football Club and the Narrandera Shire Council have applied and secured a grant for the development of a new clubroom and new change rooms at the Narrandera Sports Ground.
- B. The Football Club has negotiated a Licence Agreement (**annexed** hereto) with the Narrandera Shire Council for the use of the clubrooms.
- C. The Rugby League Club have expressed their desire to use the clubrooms.
- D. The Football Club and the Rugby League Club have entered into this Memorandum of Understanding to outline the use and enjoyment of the clubrooms.

AGREEMENT:

1. The Football Club has agreed to reasonably accommodate any request from the Rugby League Club to use the clubrooms. In the event that no agreement can be reached, the parties have agreed that the decision be referred to Narrandera Shire Council for determination pursuant to the Licence Agreement.
2. The Football Club will ensure that the clubrooms are made available within the requested time frames and without delay to the Rugby League Club. The parties have agreed that they will not interfere with each parties' reasonable enjoyment of the clubrooms whilst the other party is in use of the clubroom.
3. The parties have agreed that they will each take out the appropriate public liability insurance (of at least (\$20,000,000.00) to use the clubrooms. Each party is solely liable for their members or invitees during their use of the clubrooms, including any claim, loss, or damage which may arise out of their use of the clubrooms.
4. The parties have agreed that they will not interfere with, damage, or destroy the other party's property that may be left in the clubrooms from time to time, including but not limited any sporting memorabilia, stock, and furniture. Each party will be liable for any damage caused by that party's members or their invitees and the parties have agreed to indemnify each other for any claim, loss or damage arising out of this clause.
5. The parties acknowledge that the Rugby League Club will apply for their own liquor licence and the Football Club will support such application insofar as possible, and without prejudicing the rights of their own liquor licence.

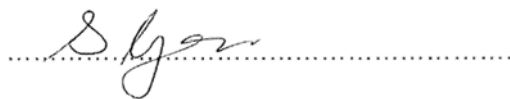
6. The parties have agreed that following the use of the clubrooms, that each party is to remove all rubbish and leave the clubrooms in a condition that is neat, tidy, and does not inhibit the other party's reasonable use and enjoyment of the clubrooms.
7. The parties have agreed that in the event that the clubrooms are not left in the condition as set out in clause 6, the responsible party shall engage a professional cleaner at their own expense to have the clubrooms cleaned to the standard set out in clause 6.
8. The parties have entered into this Memorandum of Understanding in good faith and to establish an understanding about the use and enjoyment of the clubrooms. The parties must use their best endeavours to resolve any disagreements which may arise.

SIGNED BY Narrandera Imperial Football Club (ABN 48 817 377 396)




.....

SIGNED BY Narrandera Rugby League Football Club Incorporated (ABN 73 261 301 287)



.....



.....

Dated:

25 February 2021

Narrandera Sportsground Facility Licence: Submission #4

The View page displays a submission's general information and data.

SUBMISSION INFORMATION

Submission Number: 4
 Submission ID: 431
 Submission UUID: e6f7e229-cacc-4f2b-b17c-a8dc4b8ffe21
 Submission URI: /narrandera-sportsground-facility-licence?fbclid=IwAR2jmZP6z3lr_NZ_Qtz5kblSqqUpHCTs42ef2TF6A8ZssKlgiOJzzFf6YNU

Created: Tue, 02/02/2021 - 20:08
 Completed: Tue, 02/02/2021 - 20:08
 Changed: Tue, 02/02/2021 - 20:08

Remote IP address: 127.0.0.1
 Submitted by: [Anonymous](#)
 Language: English

Is draft: No
 Webform: [Public Exhibition](#)
 Submitted to: [Narrandera Sportsground Facility Licence](#)

[Delete submission](#)

Your Name

Corey Prior

Your Email

[REDACTED]

Subject

Sports ground clubhouse

Message

Have no objections about the length or terms of the lease just an objections as to when & if other sporting groups such as rugby league are allowed to use them as in the ground and new facilities which is to be determined by NIFC it is a Narrandera sports ground not the Eagles sports ground these decisions should be left to council I feel

Attachments

{Empty}

From: [Corey Prior](#)
To: [Taylor Craig](#)
Subject: Re: Narrandera Shire Council - your submission to Council dated 2 February 2021
Date: Friday, 26 February 2021 12:05:39 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.jpg](#)

Withdraw submissions thank you

Sent from my iPhone

On 26 Feb 2021, at 10:00 am, Taylor, Craig <Craig.Taylor@narrandera.nsw.gov.au> wrote:

Hi Corey

I was just looking at your submission to Council and noticed that on your submission you listed

██████████ rather than ██████████.

Council sent an acknowledgement email to you on 3 February 2021 to the address you provided but given that it was spelt as hotnail you may not have received the acknowledgement – but thank you for your submission.

Reading your submission you are objecting to groups (such as the Rugby League) having to ask the NIFNC for permission to use the ground and the new facilities and believe that Council should be able to decide the usage.

At the meeting with the Rugby League, the NIFNC and Council on Monday 22 February 2021 it was decided that the Rugby League and the NIFNC draw up a Memorandum of Understanding about use of the new facilities, I am pleased to advise that I received a copy of this agreement yesterday signed by Shaun Lyons and Tom Lyons of the Rugby League and also Patrick Dawson of the NIFNC.

As far as using the ground, Council has control over the use of the ground, but where there is a clash in dates for matches then both parties need to come to an arrangement but if this fails then Council will have to make the final decision.

Given that the Rugby League and the NIFNC have reached an agreement about the use of the facilities, can you please advise me by reply email if you wish to continue with your submission about the proposed licence to the NIFNC or not?

Thank you also for participating in the meeting earlier this week.

Regards

Craig Taylor

Governance & Engagement Manager

PH: (02) 6959 5510 | Fax: (02) 6959 1884 | Email: craig.taylor@narrandera.nsw.gov.au

<[image007.png](#)> <[image008.png](#)> <[image009.png](#)> <[image010.png](#)> <[image011.jpg](#)>

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From:

Sent: Wednesday, 3 February 2021 3:13 PM

To: ██████████

Subject: Acknowledgement - Submission

Corey

Thank you for contacting Council regarding this matter.

Your enquiry has been forwarded to the appropriate Council Officer and you will be advised of the outcome in due course, if a response is required.

Should you have any further enquiries about this matter, please contact Council quoting reference no. 542023 and a customer service officer will advise you of the current status.

If you would like to view Council's Customer Service Charter for response times, please select

<https://cdn.narrandera.nsw.gov.au/cdn/ff/74n47t3Ofjy1H729f17IFXyGkEtCrJ4gh3f4LuQ3fak/1583214259/public/2020-02/20Customer%20Service%20Charter.pdf>

Council may be contacted by telephone 02 6959 5510 or by email council@narrandera.nsw.gov.au

PLEASE do not reply to this email – if necessary please send a response to council@narrandera.nsw.gov.au

Yours faithfully

Mei Gilmour

Senior Customer Service Administration Officer

PH: (02) 6959 5510 | Fax: (02) 6959 1884 | Email: council@narrandera.nsw.gov.au

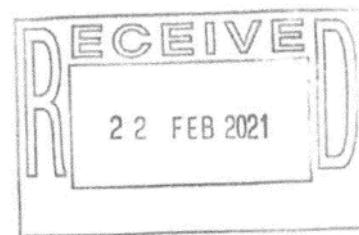
<image001.png><image002.png> <image003.png> <image004.png> <image005.png> <image006.jpg>

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<Prior.pdf>

Mr Craig Taylor
 Governance and Engagement Manager
 Narrandera Shire Council



22-02-2021

Dear Craig

We write as concerned citizens residing in close proximity to the Narrandera Sportsground and are seeking clarification on several matters concerning the granting of a Licence for the new Clubrooms and change rooms.

What will be the days and hours of operation of the Licence?

Will there be any other restrictions or can extensions to these days and/or hours be given?

What will be the access point(s) for the new Clubrooms and change rooms when completed?

Will there be different ones for training sessions and social functions and game matches?

Historically the Argyle Street entrance has been used for training sessions due to its close proximity to the change rooms (not at present due to it being a construction site and the restrictions involved there).

We are also concerned about traffic movement and noise etc. when events and functions are held.

Thank you



Our Ref: Folder 93009
Contact: Corporate & Community Services

24 February 2021



Mr & Mrs L J & B J Hughes
[REDACTED]
NARRANDERA NSW 2700

CORRESPONDENCE DELIVERED TO THE PROPERTY ADDRESS 24 FEBRUARY 2021

Dear Mr & Mrs Hughes

RE: PROPOSED LICENCE TO NARRANDERA IMPERIAL FOOTBALL CLUB

Thank you for your correspondence received 22 February 2021.

Hours of operation

- If you mean the proposed Licence to use the facility, the Notice of Determination for the Modification of Development Application (NOD) dated 16 October 2020 lists at Item 42 that the approved hours of operation are Monday – Sunday 8am to midnight (a copy of the proposed Licence and the NOD are attached);
- If you mean the Licence to sell alcohol, then this is not a Council issued Licence with sports clubs or community organisations able to apply to Liquor and Gaming NSW to sell alcohol for consumption up to 52 functions a year - attached is a copy of the standard conditions imposed by Liquor and Gaming NSW.

Additional restrictions or extensions

- If you mean the Licence to use the facility, the proposed Licence agreement contains a number of clauses that should ensure the amenity of the neighbourhood but if specific issues arise Council can look at these particular issues and consult with the proposed Licensee;
- If you mean the Licence to sell alcohol, again you should read the attached copy of the standard conditions imposed by Liquor and Gaming NSW.

Access to the ground

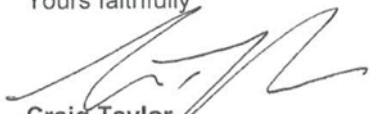
- This is not mentioned in the proposed Licence agreement or the NOD but is more an issue that relates to the management of the grounds, in consultation with the proposed Licensee the access and egress points would be Elizabeth Street and Victoria Avenue.

Address all correspondence to - The General Manager 141 East Street NARRANDERA 2700

I hope these responses address your concerns.

For further information please contact Councils Corporate & Community Services by telephone (02) 6959 5510, fax (02) 6959 1884 or Email council@narrandera.nsw.gov.au .

Yours faithfully



Craig Taylor
Governance and Engagement Manager

Encl 3

Kate Hall
 [REDACTED]
 Narrandera NSW 2700

The General Manager and Councillors
 Narrandera Shire Council
 141 East Street
 Narrandera NSW 2700



*Copy for all Councillors
 Received - 23/2 2021.*

21st February 2021

Dear Sir/ Madam

RE: PROPOSAL TO GRANT A LICENE FOR PART OF THE NEW CLUBROOMS & CHANGE ROOMS
 STRUCTURE LOCATED AT NARRANDERA SPORTSGROUND TO THE NARRANDERA IMPERIAL FOOTBALL
 AND NETBALL CLUB INCORPORATED

We, the residents of Argyle Street, Narrandera, agree that the new clubrooms will be a great facility and an asset to our town, however we do have some concerns regarding the above proposal.

Considering the size and layout of the sportsground we were obviously disappointed when we discovered that this new structure was being built as close as it possibly could be to our existing homes and that we were not informed of this decision. We are deeply concerned about the ramifications to our lives with regards to extra noise and traffic, which up to now has been rather minimal. We are also mindful of the many unfortunate events which residents had to put up with when the clubrooms were operating on the corner of Argyle Street and Victoria Avenue and we wish to avoid anything of that nature happening again. Could you please clarify some of the following details for us.

How many days a week and what hours can the rooms be operational for?

You listed a range of events that could be held there but also specified that they were not limited to these events. Exactly what "Clubroom Events" can be held there and who decides whether an event is an acceptable function and do they have to make this decision under any specified guidelines?

A major concern for us is the fact that there will be alcohol sold from these clubrooms. Can you explain how this will work. Does it mean that the structure is a licensed premise or that the Football club will be operating a liquor licence within the building? Can you please provide us with details of the liquor licence especially how often a bar can operate and more importantly the times that it can operate within.

If another party is approved to hold an event there what conditions do they have to operate under? ie; What closing time , serving of alcohol etc.

Where will the entry and exit points be? Our road is quite narrow and there is no footpath, so we have grave concerns with regards to the impact of excess traffic and pedestrians leaving this facility, especially late at night.

Ideally we would love to meet with you, but looking forward to hearing from you so that the confusion surrounding this proposal can be sorted and a decision can be made that is in the best interests of all concerned, before this licence is granted.

Yours Sincerely

- [Redacted] - skate Hall [Redacted] Argyle street
- Robert Williams - [Redacted] Argyle Street,
- LACHLAN - DENISE TINDALE - [Redacted] Argyle street
[Redacted] Argyle St N.dare.
- Pam Eganmar
- Susan Flanagan [Redacted] Argyle st
- Debbie Wickes [Redacted] Argyle St
- Ann Veering [Redacted] Argyle St.
- Roderick Veering [Redacted] Argyle St.
- Henry Meller [Redacted] Argyle St.
- Lindsay Hughes [Redacted] ARGYLE ST
- Ben Hughes [Redacted] Argyle St.
- Jay Taylor [Redacted] Argyle street

Our Ref: Folder 93009
Contact: Corporate & Community Services

24 February 2021



Ms K Hall
[REDACTED]
NARRANDERA NSW 2700

CORRESPONDENCE DELIVERED TO THE PROPERTY ADDRESS 24 FEBRUARY 2021

Dear Ms Hall

RE: PROPOSED LICENCE TO NARRANDERA IMPERIAL FOOTBALL CLUB

Thank you for your correspondence received 23 February 2021.

Advertising of the development

- Development Application 019-2019-2020 for Changerooms and Clubrooms was advertised within the Narrandera Argus also on the website of Council and using social media during December 2019 (a copy of the advertisement from the Narrandera Argus dated 4 December 2019 is attached).

Hours of operation

- The Notice of Determination for the Modification of Development Application (NOD) dated 16 October 2020 lists at Item 42 that the approved hours of operation are Monday – Sunday 8am to midnight (a copy of the proposed Licence and the NOD are attached);

Definition of a 'Clubroom Event'

- Clause 1.1 (c) of the proposed Licence defines such an event as any sporting related event that the Licensee chooses and will include, but not limited to meetings, social events, lectures and other match functions. The proposed Licensee by agreeing to the proposed Licence must abide by the conditions within the document with Clause 10 of the proposed Licence providing the opportunity for Council to terminate the Licence should this be necessary;

Sale of alcohol

- The legal ability to sell alcohol is not a Council issued Licence with sports clubs or community organisations able to apply to Liquor and Gaming NSW to sell alcohol for consumption up to 52 functions a year (attached is a copy of the standard conditions imposed by Liquor and Gaming NSW).

Address all correspondence to - The General Manager 141 East Street NARRANDERA 2700

Use of the facility by a 'third party'

- Other users of the facility are obliged to abide by the proposed Licence and by the conditions contained within their liquor licence issued by Liquor and Gaming NSW.

Access to the ground

- This is not mentioned in the licence agreement or the NOD but is more an issue that relates to the management of the grounds, in consultation with the proposed Licensee the access and egress points would be Elizabeth Street and Victoria Avenue.

I understand that one of our Customer Service staff provided you with a copy of all of the information available from the website of Council yesterday, I trust that this information and the information contained within this letter addresses your concerns.

For your information I have written to the other signatories on your letter individually and I have advised that you have received a copy of the available documentation yesterday and that they should ask you to either view the documents or visit the website of Council.

For further information please contact Councils Corporate & Community Services by telephone (02) 6959 5510, fax (02) 6959 1884 or Email council@narrandera.nsw.gov.au .

Yours faithfully



Craig Taylor
Governance and Engagement Manager

Encl 4

From: [Kate Hall](#)
To: [Council Emails](#),
Subject: Attent: Craig Taylor
Date: Friday, 26 February 2021 10:03:19 AM

Hi Craig

Thank you so much for our conversation this morning, it was very helpful. As per your suggestion I have written a couple of things as addition to the letter I wrote dated 21/02/2021.

Could council better define "clubroom Events". We understand the spirit of the proposed purpose of use, however we feel as it is currently written it is too open to interpretation and therefore misuse. The words "include, but not limited to" opens things up to anything and what can be classed as a social event?

Will the gates to Argyle Street be locked when there is a function to stop both pedestrian and vehicle access? I know this is usually the case anyway on game days.

Again, thank you for your time today and look forward to hearing back from you.

Sincerely
Kate Hall

From: [Taylor, Craig](#)
To: "Kate Hall"
Subject: Narrandera Shire Council - your submission received 26 February 2021
Date: Monday, 1 March 2021 11:30:44 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)

Dear Ms Hall

Thank you for your email submission of 26 February 2021.

In your email you mention 2 matters:

- In my report to Council I will suggest that we revisit the definition of a 'Clubroom Event'.
- With the Argyle Street gates this will be a management issue so I will discuss this with the relevant staff to gauge their views but as I mentioned to you the preferred access and egress point by the NIFNC and the Narrandera Rugby League when Council staff met with them last week was to use the Elizabeth Street gate or if open the Victoria Avenue gate.

I will contact you again after the 16 March 2021 meeting of Council to advise you of the outcome of discussions.

Regards

Craig Taylor

Governance & Engagement Manager

PH: (02) 6959 5510 | Fax: (02) 6959 1884 | Email: craig.taylor@narrandera.nsw.gov.au



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From: Kate Hall [REDACTED]
Sent: Friday, 26 February 2021 10:03 AM
To: Council Emails. <council@narrandera.nsw.gov.au>
Subject: Attent: Craig Taylor

Hi Craig

Thank you so much for our conversation this morning, it was very helpful. As per your suggestion I have written a couple of things as addition to the letter I wrote dated 21/02/2021.

Could council better define "clubroom Events". We understand the spirit of the proposed purpose of use, however we feel as it is currently written it is too open to interpretation and therefore misuse. The words "include, but not limited to" opens things up to anything and what can be classed as a social event?

Will the gates to Argyle Street be locked when there is a function to stop both pedestrian and vehicle access? I know this is usually the case anyway on game days.

Again, thank you for your time today and look forward to hearing back from you.

Sincerely
Kate Hall

Taylor, Craig

From: Foley, Edwina
Sent: Friday, 26 February 2021 1:57 PM
To: Taylor, Craig
Subject: Community Consultation Feedback - NIFNC Licencee proposal



Owen Keith James

Assign Conversation ▼

I would like to strongly object to the proposal that Narrandera Imperial football having exclusive rights to the new entertainment facilities at the Narrandera sports ground . I believe this monopolies's and hamstrings future sports i.e rugby league ,soccer or any other sport or event at the ground . I have had first experience dealing with a one sided view at this ground when the Hurricanes rugby league was trying to make a go of it , we were confronted by council grounds committee and councils ground person on a number of fronts on what we were allowed to use as the imperials had established an un written ownership of the grounds from the grounds to the dressing sheds and canteen facilities. The Hurricanes were treated like second class and often pushed to Ferrier town so as to not interrupt anything the Imperials were doing .
 The Narrandera Sports Ground belongs to every rate payer in town not the Imperial football club who will have the right to refuse any other sporting body access and or use to a town facility.



Hi Owen,
 it's Edwina Foley here. Thank you very much through this feedback. I will supply this feedback officer managing this community consultation and review for the next report to Council on the
 Kind regards,
 Edwina

Edwina Foley
 Communications Officer

Ph: 02 6959 5510 | Fax: 02 6959 1884 | Email: edwina.foley@narrandera.nsw.gov.au



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From: Owen James
To: Taylor, Craig
Subject: Re: Narrandera Shire Council - your submission to Council about the proposed licence to NIFNC
Date: Monday, 1 March 2021 11:18:17 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

Thanks for that response and it looks as though most if not all of my concerns have been addressed.
Cheers
Owen

Regards
Owen
Owen James
Area Manager
Riverina-Victoria

On 1 Mar 2021, at 10:56, Taylor, Craig <Craig.Taylor@narrandera.nsw.gov.au> wrote:

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Owen

Thank you for your submission to Council received Friday 26 February 2021 about the proposed licence.

Reading your submission it looks like you are objecting to the NIFNC having exclusive use of the new facility also that groups (such as the Rugby League or a future Soccer Club) have either experienced in the past or could experience exclusion from the use of the Narrandera Sportsground and its buildings.

Can I clarify some points with you:

Proposed licence

The proposed licence for the new structure is not an 'exclusive use' licence.

The existing licence for the current old clubhouse has parts that are for 'exclusive use'.

Council has made it very clear that the new structure is to be a facility for any sporting organisation to use and within the proposed licence there are clauses that uphold this such as:

Clause 6 (m) states that the proposed licensee is 'to not reasonably withhold the use of the Licensed Area by a third party or Council as the Licensor for the Clubroom Event' meaning that the NIFNC cannot unreasonably withhold use by another sporting organisation.

<image001.png>

Clause 6 (n) of the proposed licence states that amongst other things that 'Where conflict arises both parties must attempt to mutually and amicably resolve the matter, however the Licensor (Council) will act as the mediator' meaning that where agreement cannot be reached, Council is to decide who can use the facility.

<image002.png>

Relationship between the Narrandera Rugby League and the NIFNC

I am not sure if you are aware but a meeting was held on Monday 22 February 2021 with the Narrandera Rugby League, the NIFNC and some Council staff where the contents of the proposed licence were discussed in detail. At this meeting it was decided that the Narrandera Rugby League and the NIFNC should draw up a Memorandum of Understanding about use of the new clubrooms and changerooms structure. I am pleased to advise that the General Manager of Council received a copy of this agreement a few days ago signed by both Shaun Lyons and Tom Lyons of the Rugby League also the NIFNC President Patrick Dawson of the NIFNC.

I am sure that if say a Narrandera Soccer Club developed that the NIFNC would draw up a similar Agreement for the use of the facility.

Council Committees and Council staff

I apologise for any comments made to you in the past by others but the management of the ground rests with Narrandera Shire Council who consider advice from the Committee, staff and other users of the grounds but it is Council who is in control. Council and senior management have made it very clear through this process that the ground is for all users of the community - for example for the 2021 season no match bookings were confirmed with either the Narrandera Rugby League or the NIFNC until both groups submitted their match draws and where there is a clash then both parties must try to resolve the issue, if this is unsuccessful then Council will have to become involved as the mediator. resolution.

Your submission

So given that the proposed licence does not include the words 'exclusive rights' or 'exclusive use' also that that Narrandera Rugby League and the NIFNC have reached an agreement about the use of the new facility which has been signed by both groups, and that there is an improved booking system for the Narrandera Sportsground can you please advise me by reply email if you wish to continue with your submission as an objection or do you want me to list your submission as highlighting a number of concerns for Council to take into consideration?

Your submission will be presented to Council in any case but I felt it necessary to let you know that behind the scenes the Narrandera Rugby League, the NIFNC and Council have been working to make sure that the Narrandera Sportsground and the new structure is available to any sporting organisation.

Please call me on 6959 5510 if you want me to clarify any matters.

Regards

Craig Taylor

Governance & Engagement Manager

PH: (02) 6959 5510 | Fax: (02) 6959 1884 | Email: craig.taylor@narrandera.nsw.gov.au

<image003.png>

<image004.png>

<image005.png>

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<image007.jpg>

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Downer

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From: [Helen Ryan](#)
To: [Council Emails](#)
Subject: SUBMISSION – PROPOSED LICENCE NARRANDERA SPORTSGROUND
Date: Friday, 26 February 2021 3:58:54 PM

I wish to make the following comments regarding the exhibited Clubroom Licence – Version 7:

- 3.2 Describes the term of the proposed licence as 10 years with a single option for an additional five years – total of 15 years.

Suggested amendment for a five-year licence with an option for two additional five-year periods; the maximum term of the licence agreement remaining 15 years as proposed.

The evolving local sporting environment expects to see significant changes in the makeup of community football. AFL Riverina’s in-depth and detailed 2020 Competition Review Report conducted in 2019/2020 highlighted ongoing and anticipated changes to leagues, clubs and competition structures. The investigation and findings were very specific to the Riverina, local leagues and clubs.

The report further highlighted Narrandera as one of the locations with low to negative population growth and aging populations. It also included suggestions to reduce game times, reduce player numbers. Presentations discussed the possibility of clubs needing to merge to remain viable and also new clubs establishing in growing areas to suit population changes.

The report identified a two percent decrease in senior football over the past five years. More than fifty percent of local clubs acknowledged there will be a smaller number of clubs in five years. This is the basis for the suggested five-year initial licence term.

- 1.1.(d) Describes private functions managed by a third party and authorised by the Licensee where the Licenced area is used.
- 6.m of Licensee’s Covenants describes the requirement:
 “... to not unreasonably withhold the use of the Licenced Area by a third party or Council as the Licensor for a Clubroom Event. The Licensee may recover a reasonable financial amount for utilities used by the third party. The Licensee shall have priority over any third party with respect to the Licenced area. The Licensee shall not unreasonably refuse the use of the Licenced Area to a third party.”
- 6.o describes the Licensee’s requirement to:
 “to notify the Licensor in writing prior to any Clubroom Event or Third Party Function.”
- 10.(c) describes a default mechanism that can lead to the Licensor immediately terminating the Licence.

There is ambiguity surrounding the requirement to ‘not unreasonably withhold use’.

It would be helpful for the deed to include circumstances or provide examples where conduct would be deemed “unreasonable” for clarity. This could include requirements to

adhere to anti-discrimination legislation, for example race, disability, sex, etc should not be considered reasons to unreasonably withhold use. The additional information defining or describing 'unreasonable' would be helpful for both the licensee and potential third parties.

The manner and timeliness of satisfying 6.o is unclear.

Perhaps this could be expanded upon to provide an expected timeframe, such as "to notify the Licensor in writing within 48 hours of any booking prior to any Clubroom Event or Third Party Function."

This would allow the Licensor to easily monitor bookings. It would also help to eliminate concerns about the Licensee, who has priority of booking, being able to invent an event to prevent third party bookings.

I would expect the Licensor and Licensee to have some type of bookings calendar.

Procedurally it would be appropriate to include booking date in the details for transparency and to assist the licensor in the event of an alleged default of 6.(m).

Regards

Helen Ryan

██████████

From: Taylor, Craig
To: [REDACTED]
Subject: Doc 546417 Narrandera Shire Council - proposed licence between Narrandera Shire Council and the Narrandera Imperial Football and Netball Club Incorporated
Date: Tuesday, 2 March 2021 1:08:35 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Dear Helen

Thank you for your submission received 26 February 2021.

In your submission you list a number of issues, the best way to deal with them is to list them individually:

Term of the licence

The Narrandera Imperial Football and Netball Club Incorporated (NIFNC) initially proposed a term greater than what is currently contained within the proposed licence document with Council reducing the term to allow for potential changes in both the economic and sporting environments as mentioned in your submission. The agreed initial 10 year term provides the NIFNC with security for the purpose of external sponsorship, it also allows the Club to demonstrate over a 10 year period that as a Club it is both financially viable and responsible in the management of the facility. At a future date when Council considers the additional 5 year option, evidence of financial viability and responsible management will be crucial.

Licence terminology 'not unreasonably withhold use'

Thank you for this suggestion as this is one of the positive outcomes of community consultation whereby the reader is able to advise of areas where further clarity may be required. I agree Council will look at this terminology and will look to provide more clarity in the final document.

Notification to the Licensor of bookings

Thank you for your suggestion and this will be considered in the final version of the licence document.

It is planned to submit a report to Council at the 16 March 2021 meeting providing a copy of submissions and responses, the report will also include recommendations on amendments to the final licence document.

Again thank you for your submission.

Regards

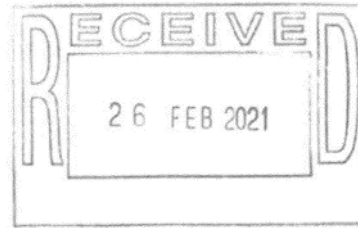
Craig Taylor

Governance & Engagement Manager

PH: (02) 6959 5510 | Fax: (02) 6959 1884 | Email: craig.taylor@narrandera.nsw.gov.au

[REDACTED]
Narrandera NSW 2700

25 February 2021



The General Manager
Narrandera Shire Council
141 East Street
NARRANDERA NSW 2700

Dear George

SUBMISSION – PROPOSED LICENCE NARRANDERA SPORTSGROUND

Thank you for the opportunity to comment on the proposed licence. I have read the Proposal to Grant a Licence for Part of the New Clubrooms & Change Rooms Structure Located at the Narrandera Sportsground summary, the proposed licence deed and the other supporting documents on Council's website.

With reference to Clubroom Licence – Version 7 and the purpose taken from the formal notification of intention document:

PURPOSE is for the proposed Licensee to hold 'Clubroom Events' meaning any sporting related event that the Licensee chooses and will include, but not limited to meetings, social events, lectures and other match functions. The proposed licence is not an exclusive licence with the proposed Licensee to not unreasonably withhold use of the areas held under licence by another party for an approved event.

- *1.1.(d) Describes private functions managed by a third party and authorised by the Licensee where the Licenced area is used.*
- *6.m of Licensee's Covenants describes the requirement:
"... to not unreasonably withhold the use of the Licenced Area by a third party or Council as the Licensor for a Clubroom Event. The Licensee may recover a reasonable financial amount for utilities used by the third party. The Licensee shall have priority over any third party with respect to the Licenced area. The Licensee shall not unreasonably refuse the use of the Licenced Area to a third party."*

I question the expectation that third party use will not be unreasonably withheld. I have personal experience of the NIFNC's reluctance to do so.

In 2019, as a representative of Narrandera Bowling Club, I tried to assist the Narrandera Lizards Rugby League committee to organise their scheduled Proten Cup round in Narrandera.

As the NIFNC (liquor) licensee was away from Narrandera, I met with the NIFNC secretary, their RSA coordinator and another life member. The aim was to assist the Lizards gain access to a liquor licence/licensed venue at the Narrandera Sportsground. All drink sales income was to be retained by the NIFNC.

When I explained the situation, [REDACTED], [REDACTED] I advised the Narrandera Lizards of the feedback and alternative arrangements were made.

Narrandera Lizards committee members have indicated to me their recent difficulties around ground bookings, with the intimation that NIFNC/RFL have first priority to the Sportsground.

I acknowledge the need for a licence to manage the liquor licencing requirements, but past experiences do not give confidence that 6.(m) of the deed will be honoured.

- *6. Licensee's Covenants includes various requirements for cleanliness of the area, maintenance and waste management.*

This requirement does not seem to have been adhered to or well-managed under the current licence agreement, eg: broken chairs, general rubbish at the existing Sportsground clubhouse building.

As President of Narrandera Bowling Club, I spoke to NIFNC about its members damaging the building and its fittings when they held functions at the Bowling Club.

Schedule C building infrastructure and items was referenced in the deed, but was not attached to note the inclusions.

Yours faithfully



TA Ryan



Our Ref: Folder 93009
Contact: Corporate & Community Services

2 March 2021

Mr T A Ryan
[REDACTED]
NARRANDERA NSW 2700

Dear Mr Ryan

RE: PROPOSED LICENCE AGREEMENT WITH NARRANDERA IMPERIAL FOOTBALL AND NETBALL CLUB INCORPORATED

Thank you for your submission received 26 February 2021.

You have listed a number of issues so I will deal with them individually:

The terminology of 'to not unreasonably withhold the use of the Licenced Area by a third party'

I am sure that the Narrandera Lizards Rugby League appreciated your assistance at the time but in the final licence document I do anticipate that there will be greater clarity around the intention of this phrase.

Booking of the Narrandera Sportsground

The sportsground is managed by Council and not by any one sporting organisation. Procedures have been actioned to provide equity to users of the facility, for example no bookings for the 2021 football season were entered into the booking calendar until both football codes provided their match draws to Council. Where there is a clash for a particular date, both football codes should attempt to amicably resolve the matter, where this is not possible Council will decide on who uses the ground on the day.

Cleanliness and maintenance of the area held under licence

This should be self-regulating but Council staff will monitor this.

Schedule C as referred in the proposed Licence

Unfortunately, this was not able to be supplied at the time of preparing the draft licence agreement as this schedule will include fixtures and fittings that have not yet been purchased for inclusion within the structure as part of the final fit-out of the facility in accordance with grant funding conditions.

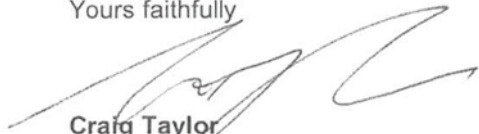
Address all correspondence to - The General Manager 141 East Street NARRANDERA 2700

I intend to submit a report to the 16 March 2021 meeting of Council providing a copy of submissions and responses, the report will also include recommendations on amendments to the final licence document.

Once again thank you for your submission.

For further information please contact Councils Corporate & Community Services by telephone (02) 6959 5510, fax (02) 6959 1884 or Email council@narrandera.nsw.gov.au .

Yours faithfully



Craig Taylor
Governance and Engagement Manager

19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 FEBRUARY 2021 DEVELOPMENT SERVICES ACTIVITIES

Document ID: 546985
Author: Administration Assistant
Authoriser: Deputy General Manager Infrastructure
Theme: Statutory and Compulsory Reporting – Development Services
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for February 2021.
- 1.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during February 2021 as of 28 February 2021.

BACKGROUND

Development & Complying Development Applications

A summary of Development & Complying Development Applications processed during February 2021 detailed in the following table:

Stage Reached	Number
Lodged	10
Stop-the-Clock / Under Referral / Awaiting Information	1
Under Assessment	8
Determined	7

The value of Development & Complying Development Applications approved by Council during February 2021 is detailed in the following table:

Development Type	2020/2021			
	February		Year to Date	
	Number	Value \$	Number	Value \$
Residential	4	\$ 203,500	29	\$ 2,958,038
Industrial			1	\$ 6,500
Commercial	3	\$ 258,000	7	\$ 3,018,000
Rural Residential			0	\$ -
Subdivisions			3	\$ -
Other			0	\$ -
TOTAL	7	\$ 461,500	40	\$ 5,982,538

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 February 2021.

No	Lot	Sec	DP/SP	Address	Development Type	Type	STC / RFI Days	ACTIVE Business Days
031-20-21	2	-	975807	44 Elwin St NARRANDERA	Dwelling Extensions & Deck	L	-	48
033-20-21	25	-	751672	Burley Griffin Way BARELLAN	Transportable Dwelling	L	-	24
034-20-21	77	-	118341	13 Lettie St NARRANDERA	Shed	L	-	29
036-20-21	C	-	38952	148 Larmer St NARRANDERA	Change of Use – Consulting Rooms	L	-	19
037-20-21	B	-	367009	36-38 Larmer St NARRANDERA	Carport	L	-	12
041-20-21	251	-	751719	Racecourse Rd NARRANDERA	Amenities & Judging Tower	L	-	7
044-20-21	1	Q	2888	38-46 Jonsen St NARRANDERA	Verandah Extension	L	-	6

Type explanation

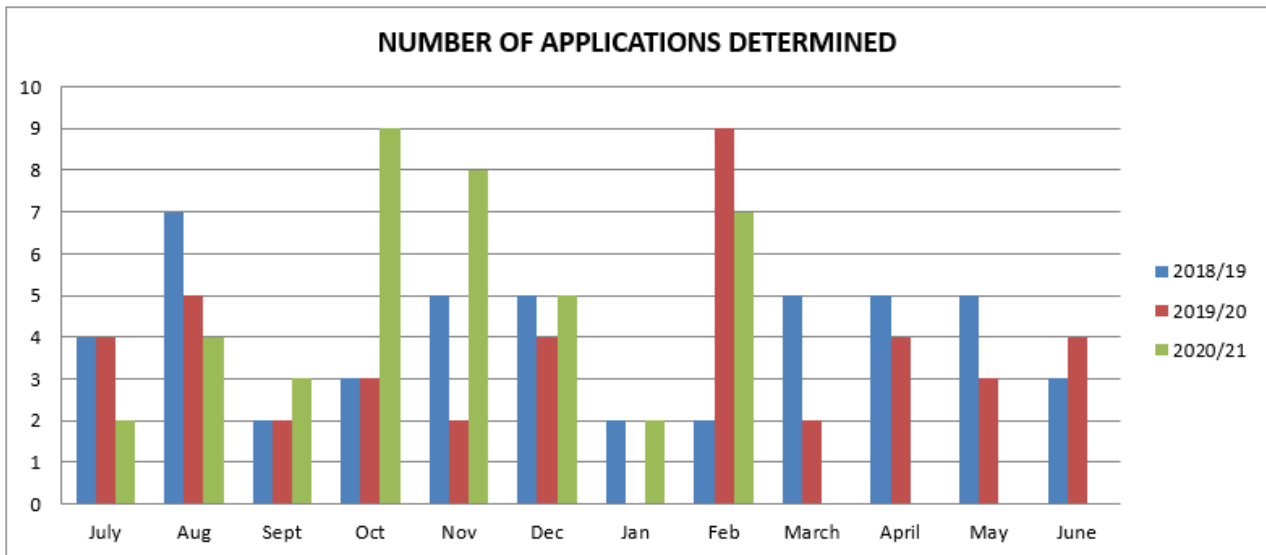
Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
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Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development 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.

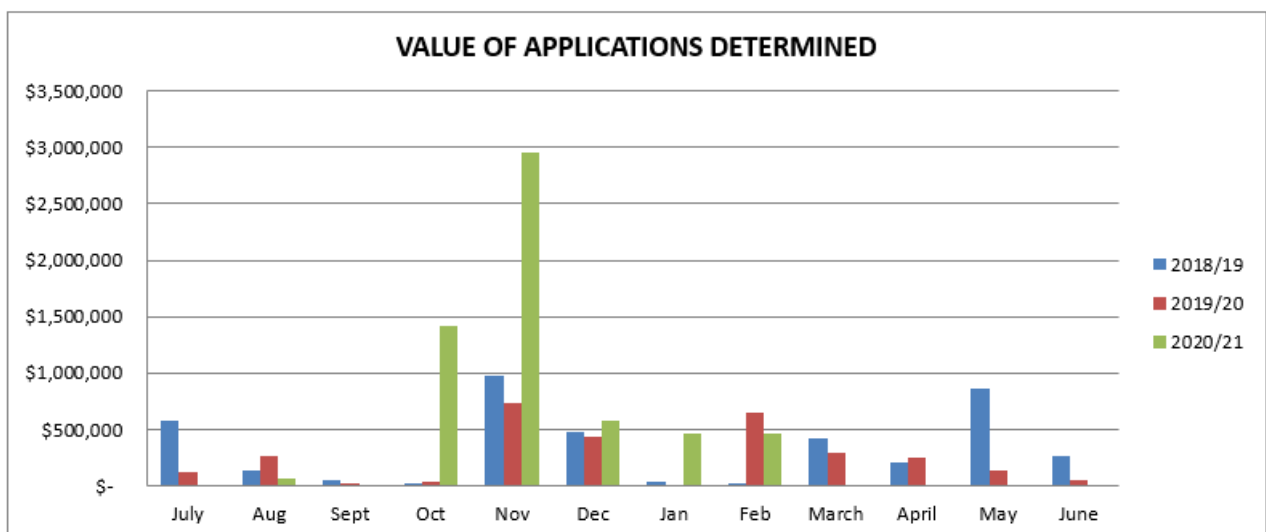
Comparison determination times

2014/15	Narrandera Shire Council average	42 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	33 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 February 2021 is detailed in the following table:

Certificate Type	Number Issued
Construction Certificates	2
Building Certificates	-
Subdivision Certificates	1
Occupation Certificates	3
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	23
Swimming Pool Compliance Certificates	2
On-Site Septic Management System Certificates	1

RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for February 2021.

20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

20.1 FEBRUARY INCOME STATEMENT

Document ID: 546284

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. 2020-2021 Income Statement.xlsx [↓](#)

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 28 February 2021.

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 28 February 2021.

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 December.

Major Variations to Budget

There are no major variations to budget evident.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Income Statement report for the

period ending 28 February 2021.

Narrandera Shire Council

Consolidated Income Statement

for the period ending 28 February 2021

	Original Budget	Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	8,040	8,066	8,262
User Charges and Fees	3,341	3,405	1,782
Interest and Investment Revenues	361	361	82
Other Revenues	753	828	567
Grants & Contributions provided for Operating Purposes	7,475	5,104	3,433
Grants & Contributions provided for Capital Purposes	13,416	17,954	5,239
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	33,478	35,810	19,365
Expenses from Continuing Operations			
Employee Benefits & On-Costs	8,307	8,192	4,663
Borrowing Costs	6	10	-
Materials & Contracts	3,892	4,395	2,929
Depreciation & Amortisation	5,087	5,087	2,544
Other Expenses	1,878	1,929	1,308
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	19,170	19,613	11,444
Operating Result from Continuing Operations	14,308	16,197	7,922
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	14,308	16,197	7,922
Net Operating Result attributable to Council	14,308	16,197	7,922
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	892	(1,757)	2,683

Narrandera Shire Council

General Fund Income Statement

for the period ending 28 February 2021

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	5,928	5,932	6,064
User Charges and Fees	1,720	1,784	927
Interest and Investment Revenues	218	218	58
Other Revenues	753	828	567
Grants & Contributions provided for Operating Purposes	7,432	5,061	3,392
Grants & Contributions provided for Capital Purposes	9,268	13,677	5,289
<i>Other Income:</i>			
Net gains from the disposal of assets	92	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	25,411	27,592	16,297
Expenses from Continuing Operations			
Employee Benefits & On-Costs	6,653	6,538	3,843
Borrowing Costs	6	10	-
Materials & Contracts	3,403	3,906	2,479
Depreciation & Amortisation	4,265	4,265	2,133
Other Expenses	1,459	1,510	1,065
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	15,786	16,229	9,520
Operating Result from Continuing Operations	9,625	11,363	6,778
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	9,625	11,363	6,778
Net Operating Result attributable to Council	9,625	11,363	6,778
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	357	(2,314)	1,489

Narrandera Shire Council

Water Fund Income Statement

for the period ending 28 February 2021

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	756	766	792
User Charges and Fees	1,459	1,459	756
Interest and Investment Revenues	125	125	20
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	23	23	22
Grants & Contributions provided for Capital Purposes	20	124	4
<i>Other Income:</i>			
Net gains from the disposal of assets	-	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-	-
Total Income from Continuing Operations	2,383	2,497	1,594
Expenses from Continuing Operations			
Employee Benefits & On-Costs	952	952	476
Borrowing Costs	-	-	-
Materials & Contracts	284	284	241
Depreciation & Amortisation	510	510	255
Other Expenses	261	261	173
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	2,007	2,007	1,145
Operating Result from Continuing Operations	376	490	449
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	376	490	449
Net Operating Result attributable to Council	376	490	449
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	356	366	445

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 28 February 2021

	Original Budget	Dec Revised Budget	Actual YTD
Income from Continuing Operations			
<i>Revenue:</i>			
Rates and Annual Charges	1,356	1,368	1,406
User Charges and Fees	162	162	99
Interest and Investment Revenues	18	18	4
Other Revenues	-	-	-
Grants & Contributions provided for Operating Purposes	20	20	19
Grants & Contributions provided for Capital Purposes	4,128	4,153	(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	-	-	-
Total Income from Continuing Operations	5,684	5,721	1,474
Expenses from Continuing Operations			
Employee Benefits & On-Costs	702	702	344
Borrowing Costs	-	-	-
Materials & Contracts	205	205	209
Depreciation & Amortisation	312	312	156
Other Expenses	158	158	70
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Net Share of interests in Joint Ventures & Associated	-	-	-
Total Expenses from Continuing Operations	1,377	1,377	779
Operating Result from Continuing Operations	4,307	4,344	695
Discontinued Operations			
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	4,307	4,344	695
Net Operating Result attributable to Council	4,307	4,344	695
Net Operating Result attributable to Minority Interests	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	179	191	749

20.2 FEBRUARY STATEMENT OF INVESTMENTS

Document ID: 546193
Author: Costing Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 28 February 2021.

PURPOSE

The purpose of this report is to enable Council to track the progress of its investments.

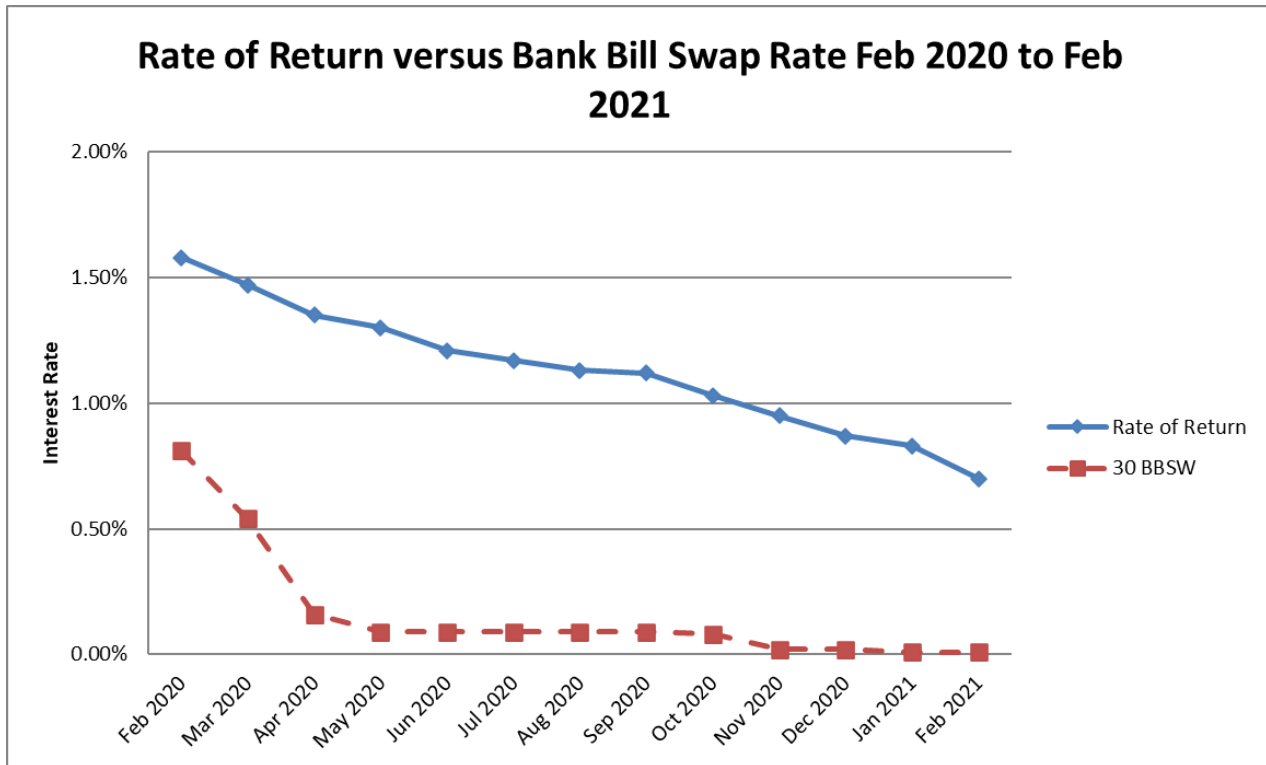
SUMMARY

Fund Balance (GL)	
General	16,085,075.10
Water	7,429,377.14
Sewerage	1,145,257.47
Trust	85,204.14
	24,744,913.85

BACKGROUND

Council Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments A to BBB-				
Elders Rural Bank	1,000,000.00	4.06%	1.51%	18 Apr 2021
Elders Rural Bank	1,000,000.00	4.06%	1.25%	3 May 2021
Elders Rural Bank	1,000,000.00	4.06%	1.40%	26 May 2021
Elders Rural Bank	1,000,000.00	4.06%	0.70%	18 Nov 2021
Bendigo Bank	1,000,000.00	4.06%	0.80%	24 Jul 2021
Bendigo Bank	750,000.00	3.04%	0.78%	11 Aug 2021
Bendigo Bank	1,000,000.00	4.06%	0.50%	19 Aug 2021
Bendigo Bank	1,000,000.00	4.06%	0.50%	3 Dec 2021
Direct Investments AA- to A		7,750,000.00	31.46%	

Direct Investments AAA to AA-				
NAB Cashmaximiser	1,159,709.71	4.70%	0.10%	28 Feb 2021
NAB	1,000,000.00	4.06%	0.40%	29 Mar 2021
NAB	1,000,000.00	4.06%	1.02%	23 Apr 2021
NAB	1,000,000.00	4.06%	1.00%	8 Jun 2021
NAB	1,000,000.00	4.06%	0.85%	9 Aug 2021
NAB	1,000,000.00	4.06%	0.50%	30 Sep 2021
NAB	1,000,000.00	4.06%	0.50%	1 Oct 2021
St George	1,000,000.00	4.06%	1.27%	12 Mar 2021
St George	1,000,000.00	4.06%	1.15%	28 Mar 2021
St George	750,000.00	3.04%	1.12%	4 Jun 2021
St George	1,000,000.00	4.06%	0.92%	10 Jul 2021
St George	1,000,000.00	4.06%	0.75%	10 Sep 2021
St George	1,000,000.00	4.06%	0.60%	23 Nov 2021
CBA	1,000,000.00	4.06%	0.42%	24 Feb 2022
CBA	1,000,000.00	4.06%	0.42%	24 Feb 2022
Westpac	1,000,000.00	4.06%	0.95%	26 May 2021
Westpac	1,000,000.00	4.06%	0.77%	1 Sep 2021
	16,909,709.71	68.64%		
Council Funds	24,659,709.71	100%		
Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
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%
Oct 2020	26,959,617.52	1.03%	0.080%	0.95%
Nov 2020	27,209,684.39	0.95%	0.020%	0.93%
Dec 2020	26,009,696.10	0.87%	0.020%	0.85%
Jan 2021	24,259,702.13	0.83%	0.010%	0.82%
Feb 2021	24,659,709.71	0.70%	0.010%	0.69%
Trust Funds				
Banking Authority	Amount	%	Yield	Due Date
<i>Direct Investments AAA to AA-</i> National Australia Bank (Art Trust)	53,153.58	67.62%	1.45%	2/08/2021
Bendigo Bank (Tourist Trust)	32,050.56	32.38%	1.10%	21/03/2021
Trust Funds	85,204.14			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 3,782,050.56	15.3%	Max 20%
Elders Rural Bank	BBB+	A2	\$ 4,000,000.00	16.2%	Max 20%
IMB	BBB	A2	\$ -	0.0%	Max 20%
NAB	AA-	A1+	\$ 7,212,863.29	29.2%	Max 35%
Suncorp	A+	A1	\$ -	0.0%	Max 25%
StGeorge	AA	A1+	\$ 5,750,000.00	23.2%	Max 35%
Macquarie Bank	A-	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ 2,000,000.00	8.1%	Max 35%
Westpac	AA	A1+	\$ 2,000,000.00	8.1%	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 are anticipated to remain low for two years. This presents a risk to the return received on investments placed in 2020/21.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 28 February 2021.

20.3 FEBRUARY STATEMENT OF RATES AND RECEIPTS

Document ID: 546415
Author: Revenue Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 01 March 2021.

RATES & CHARGES

Arrears as at 01.07.2020	746,364.96
20/21 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,259,945.50</u>
	9,006,310.46
Less Pensioner rebates	<u>210,481.32</u>
NET BALANCE	8,795,829.14
Less receipts to 01.03.2021	<u>6,252,407.46</u>
	<u><u>2,543,421.68</u></u>

Actual % Rate Collection to Net Balance as at 01.03.2021 = 71.08%

Comparative % Collection to Net Balance as at 29.02.2020 = 69.64%

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>815,256.83</u>
NET BALANCE	1,038,772.42
Less receipts to 01.03.2021	<u>792,100.77</u>
	<u><u>246,671.65</u></u>

PURPOSE

The purpose of this report is to present the Statement of Rates and Receipts as at 01 March 2021.

SUMMARY

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 01 March 2021.

20.4 FEBRUARY STATEMENT OF BANK BALANCES

Document ID: 546439
Author: Casual Finance Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 28 February 2021.

PURPOSE

The purpose of this report is to make Council aware of the amount of funds held in its operating account.

BACKGROUND

Opening Cashbook Balance	1,476,448.43
Plus Receipt	4,776,860.19
Less Payments	5,234,602.62
Current Cashbook Balance	<u>1,018,706.00</u>
Statement Summary	
Opening Statement Balance	1,412,588.56
Plus Receipts	4,479,088.18
Less Payments	5,157,719.55
Current Statement Balance	<u>733,957.49</u>
Plus Unpresented Receipts	348,292.32
Less Unpresented Payments	63,543.81
Reconciliation Balance	<u>1,018,706.00</u>
GL BALANCE	<u>1,018,706.00</u>
Unpaid Creditors	84,576.83
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 28 February 2021.

20.5 FEBRUARY CAPITAL WORKS PROGRAM

Document ID:	546642
Author:	Costing Officer
Authoriser:	Deputy General Manager Corporate and Community
Theme:	Statutory and Compulsory Reporting – Financial / Audit
Attachments:	1. February 2021 Capital Works Program.pdf ↓ 2. February 2021 Capital Expenditure.pdf ↓ 3. February 2021 Operating Expenditure .pdf ↓

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as of 28 February 2021.

PURPOSE

The purpose of this report is to enable Council to track the progress of capital works programs. This report is for the period ending 28 February 2021.

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:

- SQL Server Software Licenses, IT Review (March 2021), NBN Router with 4G backup, and Replace Desktops/Laptops (May 2021).
- Quotes are being organised for the Azure Premium P1 Implementation.
- GDA and SSA Implementation has commenced and will continue throughout the year.
- Replace Virtualising Hardware & Software and the Business Continuity Site projects have commenced with anticipated completion date March 2021.
- Software Licenses will be reviewed throughout the year and purchased if required.
- The Network Penetration Testing is complete

Public Order & Safety

- Project is being scoped for the Pound Cattery Holding system.

Environment

- The Penstock Gate is scheduled to be installed mid-March for 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.
- The Narrandera Waste Facility Masterplan, external fence improvements and operational control room long-term management masterplan was presented to the December Council with the final report to be tabled at the March Council meeting.

Housing & Community Amenities

- Quotes and design are in progress for the Barellan Cemetery entrance gate.
- Furniture has been delivered for the Grong Grong Cemetery, awaiting installation in March 2021.
- Narrandera Cemetery fence quotes will be sourced in March 2021.

Recreation & Culture

- Lake Talbot Pool Masterplan works are nearing completion with the pool open to the public. Disabled Gate has been completed with remaining signage pending completion. Remaining balance to be transferred to reserve.
- The Barellan Pool Upgrade Filtration system works are complete, the pool is open to patrons.
- Book & Resources annual replacement purchasing is on target.
- Design is being reviewed for the Narrandera Sportsground drainages and soak.
- Henry Mathieson Oval Level and Resurface commenced in February with works carrying through to April 2021.
- Contracts are now signed, with works underway for the Narrandera Sportsground Clubrooms.
- Narrandera Sportsground Grandstand improvements scoping is complete.
- Outdoor Court Furniture and shelters concept designs were requested from the stadium committee and netball clubs.
- Procurement is underway for the Henry Mathieson Oval perimeter fencing.
- Barellan Netball Courts design is under review by the football/netball club.
- Bottle re-filler being purchased to be installed at the skate park.
- Other Town Park upgrades landscaping is scheduled for March 2021.
- Brewery Flats landscaping funds recommended to be reallocated to the Sunsafe playgrounds project.
- Tree Audit is being reviewed by the consultant. Visual inspections to commence in March 2021.
- Specifications for the Biosecurity Mapping System are being developed; specialised companies are being engaged.
- Narrandera Victoria Avenue Stage 3 quotation specifications are complete. Quotations to close mid-March 2021
- Remote Signage is planned for June 2021.

- Works are underway for the Barellan Rural Fire Service Station amenities upgrade.
- Detailed designs for the completion of the Wiradjuri Wall are complete; additional funding is being sought.
- Barellan Pool Installation of Marine Carpet works are complete, awaiting invoices.
- Scope is being prepared for the Lake Talbot seating and shelter revamp.
- Marie Bashir Park Up Lighting Adventure Playground project has been deferred to 2021-2022.
- Completed projects include Barellan Playground upgrades, Festive Mega Tree, Marie Bashir Park Pocket Park Upgrades and Victoria Avenue Stage 2.

Drought Community Funding (Round 2)

- The changerooms are nearing completion for the Henry Mathieson Oval Facilities improvement project. Kiosk upgrade has commenced and is on track for end of April completion.
- Narrandera Stadium Upgrade roof sheeting quotes have been awarded, awaiting contractor.
- Council is working with RAMJO to deliver a joint Adverse Event Management Plan. Draft has been adopted by Council.
- The Lake Talbot Pool Road beautification project retaining wall installation is complete. Landscaping of entrance is 95% complete. Final items to include upgraded pool features onto story board. The disabled carparking bays works are out for quotation.
- Street scape plan is to be developed for the Grong Grong Improvement Projects.
- Completed projects include Sunsafe playgrounds, Barellan Improvements Project, Rural Assistance Program (Grong Grong, Sandigo and Barellan), Village Halls Improvement Project (Grong Grong Hall, Sandigo Hall, Barellan Hall, Binya Hall, Kamarah Hall)

Stronger Country Communities (Round 3)

- Construction for the Barellan Footpath project is underway; project is due for completion in March.
- Graphic designer has been engaged to complete exterior artwork for the Youth Food Van; interior requirements are being finalised.
- Grong Grong Hall project is complete; adjustment in project costs to be included in March QBR.
- Grant approval has been received for the Creating Future Farmers project.
- Completed projects include Barellan Hall, Sandigo Hall, Binya Hall, Kamarah Hall and Parkside Cottage Museum.

Playground on the Murrumbidgee

- Community consultation has been undertaken for the Narrandera Destination and Discovery Hub. Quotations called for detailed design.

- Northbank Walking Track detailed survey is underway. Engineering firm has been engaged to complete the detailed design of walkway and kerb and gutter. Residents to be consulted with concept design.
- Community engagement has been completed for the Northbank Bridge. Expressions of Interest for design and construction is being prepared.
- Negotiations with John Holland Rail for the Railway Heritage Bridge are progressing well; stakeholder engagement has commenced.
- The Lake Talbot Tourist Park family unit conversion project is 95% complete; anticipated handover 5 March.
- The Lake Talbot Tourist Park Amenity Block and Camp Kitchen plans and specifications have been finalised; tender to be released 5 March 2021.
- FM Rural has completed works for the Lake Talbot Tourist Park level sites project. Sewer connection is complete with additional works being planned.

Local Roads and Community Infrastructure

- Quotations are being sought for the Narrandera Stadium Heating and Henry Mathieson Oval level slope and fencing.
- Narrandera Stadium Upgrade Toilet Amenities design is being reviewed. Quotations have come in over budget.
- Costing and design works have commenced for the Arts Centre Deck and Storage.
- The Parks and Gardens Committee to determine the scope for the Kiesling Lane Beautification with costings being prepared.
- Water Tower Surrounds is currently in the design phase.
- Secondary plantings are currently being sourced for the Tree Planting - All Towns project.
- The design for the Brewery Flat Improvements (fire pits, seating, shelters) is under review.
- Glenmoor Road gravel sheeting and Buckingbong Road safety upgrade works have commenced.
- Weir Park Road gravel, re-sheet and Otta seal works are to be scheduled.
- Detailed survey has commenced for Melbourne Street kerb and gutter works. Engineering firm has been engaged to complete the detailed design of walkway, kerb and gutter. Residents to be consulted with concept design.
- Laneway Upgrades include Kings, Larmer, Arthur, Jonsen and Hay Lanes; works have commenced.
- Works yet to be scheduled include Prince, Audley and Peters Lanes.
- Designs are being undertaken for the Drainage Works (various). King Street culvert replacement is scheduled for March.
- Quotes are being finalised with the funding body for the Art on the Water Tower Stage 2.

Local Roads and Community Infrastructure Round 2

Awaiting grant confirmation for the following proposed projects:

- The Barellan Pump Track - the creation of a bike pump track or alike for the youth of Barellan.
- The Grong Grong Village – a storage facility, toilet and associated equipment for Grong Grong residents to maintain trees and public areas.
- Wiradjuri Memorial Wall stage 1 – construction and installation of a Wiradjuri Aboriginal Memorial wall, including stonework, paving, fire pit and signage.
- Narrandera Sportsground – disabled spectator access areas; installation of a digital scoreboard with video capability.
- Barellan Cemetery – installation of an accessible unisex toilet at the cemetery, including onsite sewerage management system.
- Narrandera Flora and Fauna reserve – upgrade of the carpark and entrance to the reserve.

Crown lands Infrastructure

- Grant funding has been received to construct drainage and seal the remaining access road at Rocky Water Hole.

Transport & Communication

- Works are being scheduled for: Urban Reseals (council funded), Intersections Upgrade Local & Regional Roads, Urban Pavement Rehabilitation, Urban Kerb and Gutter Replacement, Improvement of water haulage, Urban Footpath Replacement, Culvert Manderlay Road, Culvert Brookong Street and Culvert Yalgogorin Road.
- Works to commence in April/May for Arthur, Baylis and Box Streets.
- Urban Roads Construction – Laneways project is being combined with LRCI – Laneway upgrade.
- Urban Laneways Upgrade – additional works are scheduled for April to June.
- Works scheduled to commence include: Euratha, Landervale, Stephenson, Ellis, Merribee, Jackson, Beaumont, Bandys, Pattens, Davies, Telephone, Settlers, Birrego, Axehandle and Williams Roads.
- Rosedale Road works are on hold pending Fixing Local Roads Round 2 funding.
- Works have been completed for Brobenah Hall, Buckingbong, Erigolia and Federal Park Roads, with invoices pending.
- HVSPK Kamarah Road works have commenced.
- Works have commenced for Fixing Local Roads Paintings Bridge Road, awaiting final seal. Roads to Recovery Urban road reseals works and Pamandi Road are complete with invoices pending.
- Design is underway for Buckingbong Road. The works have commenced for the Buckingbong Road Guard railing.
- Consultant has been engaged to undertake design and costings for the Brewarrana Bridge Retrofitting.
- Grant application was unsuccessful for the PAMP at 50% RMS Funding and Active Transport Cycling (Funds to be reallocated in March QBR). Council funds to complete one of the identified footpaths in Barellan from the Active Transport Walking programs project.

- 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 and 12d software upgrade is complete. Procurement for the air band radio and protective case is pending. Training to be undertaken.
- Completed projects include: Broad, Douglas, Larmer, Bolton, Audley, Brookong Streets; Hulmes, Males, Holloway, Paynters Siding, Bells, Cowabbie, Kamarah, Kolkilbertoo, Back Dixonville, Booka, Cliffords, Pamandi, Cowabbie, Kamarah, Sandy Creek, Strontian, Barellan Golf Course Roads; Audley Street Footpath replacement; Fixing Local Roads Old Wagga Road; Fixing Country Roads Collinroobie Roads, Irrigation Way and Canola Way culvert project.

Economic Affairs

- Lake Talbot Tourist Park Fire Service design works are complete; costings being prepared.
- Economic Development project scope includes the Australian Airport Pilot Academy.
- Red Hill Signage project scope includes the proposal of a new subdivision.
- Project scope for the gateway/entrance signs includes six entrance gate signs and landscaping.
- The design, supply and install quote for 16 Kiesling Drive patio has been accepted, installation complete. Adjustment in project costs to be included in March QBR.
- Investigation and Design of off-street staff/fleet parking for the Chambers has been deferred, with priority being time sensitive grant projects.
- Works are to be scheduled for the Council Chambers cleanout of storage facility. Journals to correct costings required.
- Parkside Museum renewal works are underway. New flooring has been completed, external concrete paths and other works are being undertaken.
- Council Chambers Building Upgrades are continually being scoped and scheduled throughout the year.
- Call for quotes is underway for the external painting at 4 Victoria Square.
- Building Renewal and Upgrades portfolio procurement is scheduled and underway. Request for quotation for replacement of gutters and installation of gutter guards to be called and painting of internal wall of library to be committed.
- Solar Panel Climate Strategy is on exhibition; grant funding to be sought.
- Works are 80% complete for the Runway, Taxiway and Apron resealing and re-marking, with an anticipated completion date April 2021.
- Light Towers installed for the Installation (3) Apron Flood Lights. Concrete works scheduled for March and April which will complete the project.
- Security and Wildlife Perimeter fencing field survey is complete; tender to be finalised. Works to commence April 2021.

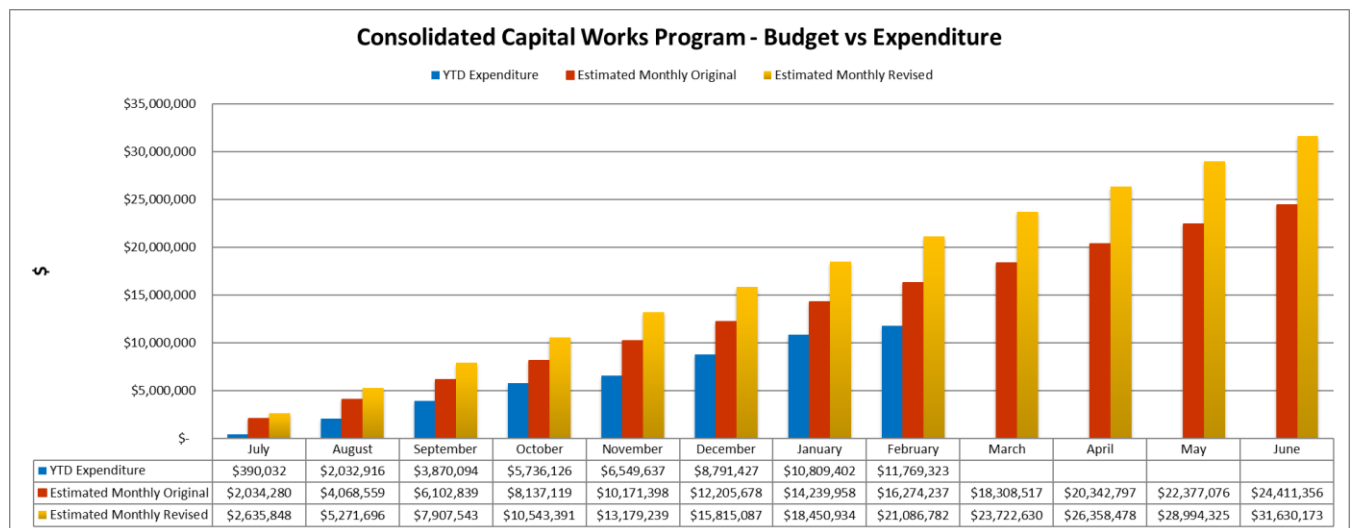
- Design and costings are complete for the Airport Taxiway in preparation for grant submission.
- Banner Poles for Irrigation Way have been constructed with installation scheduled for March 2021.
- Replacement program for Light Vehicles is nearing completion with two due to arrive and three more to order.
- Trucks & Trailers Replacement program is nearing completion. A tipper has arrived with another on order. The old unit to be transferred to waste. Jet patcher still to be purchased.
- Heavy Plant Purchases are planned to commence, with purchase of two tractors, reel mower, and slasher. The purchase of a grader has been deferred.
- Other Plant Capital Replacements will be undertaken as required.
- Arts Centre Building Works capping of chimneys is complete.

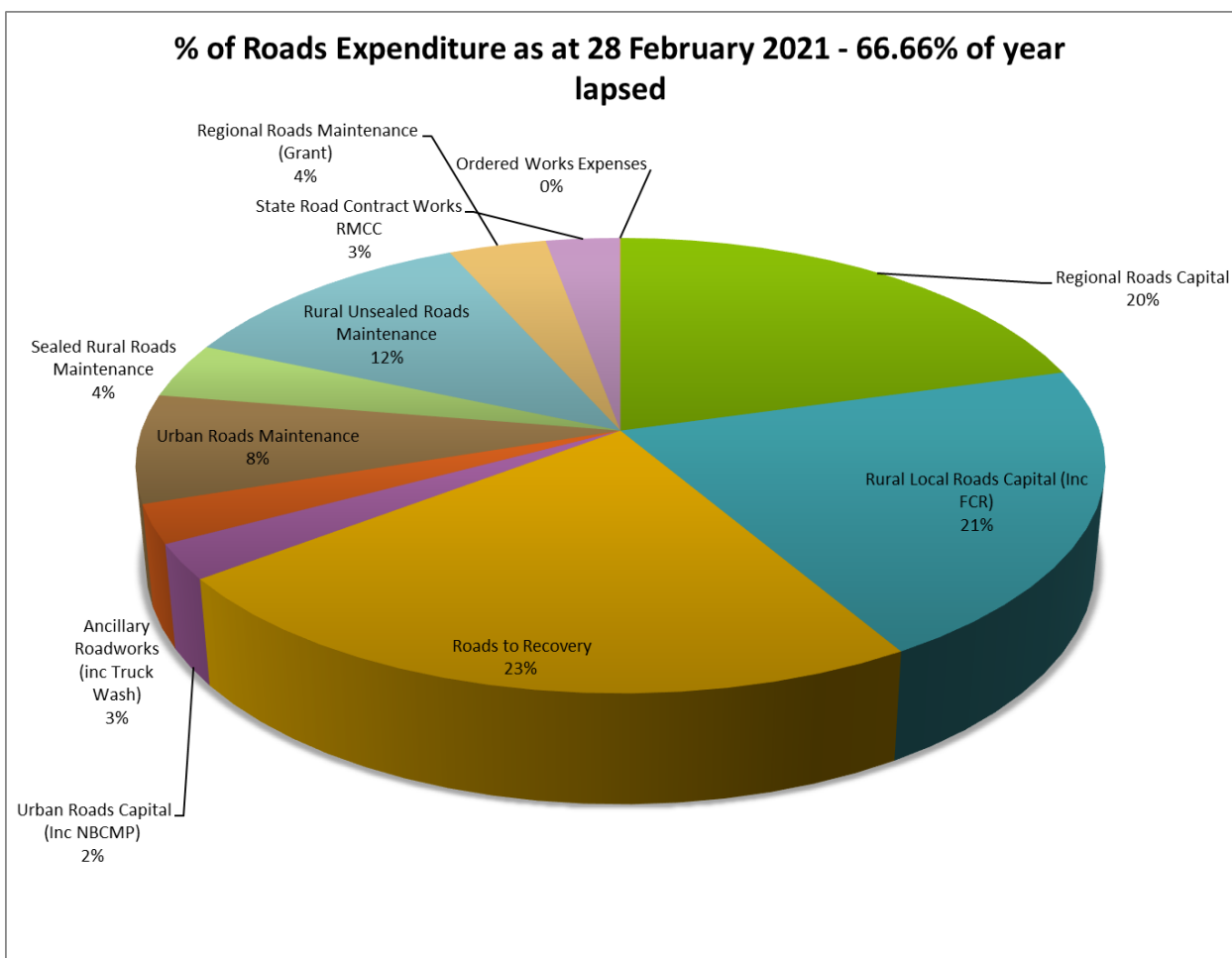
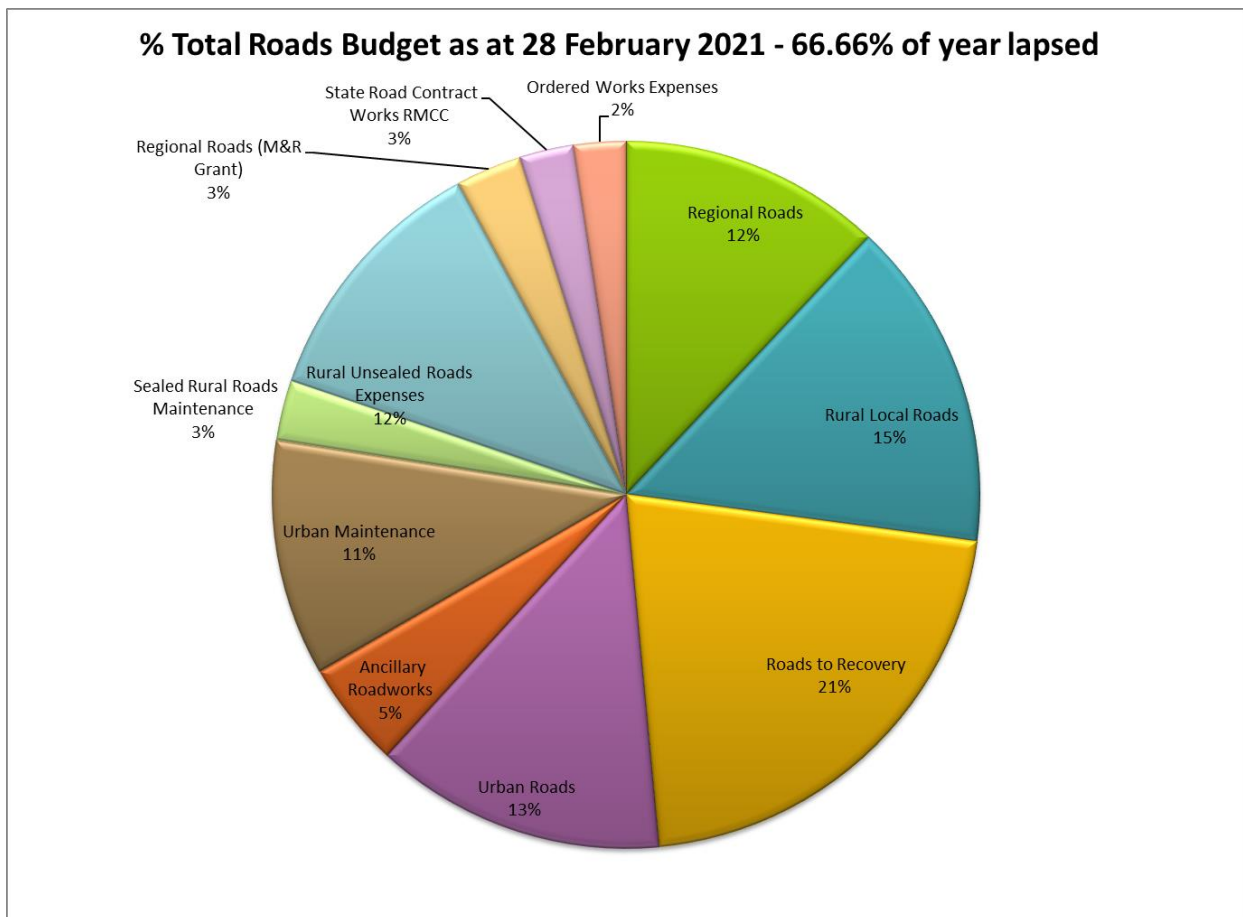
Water Supplies

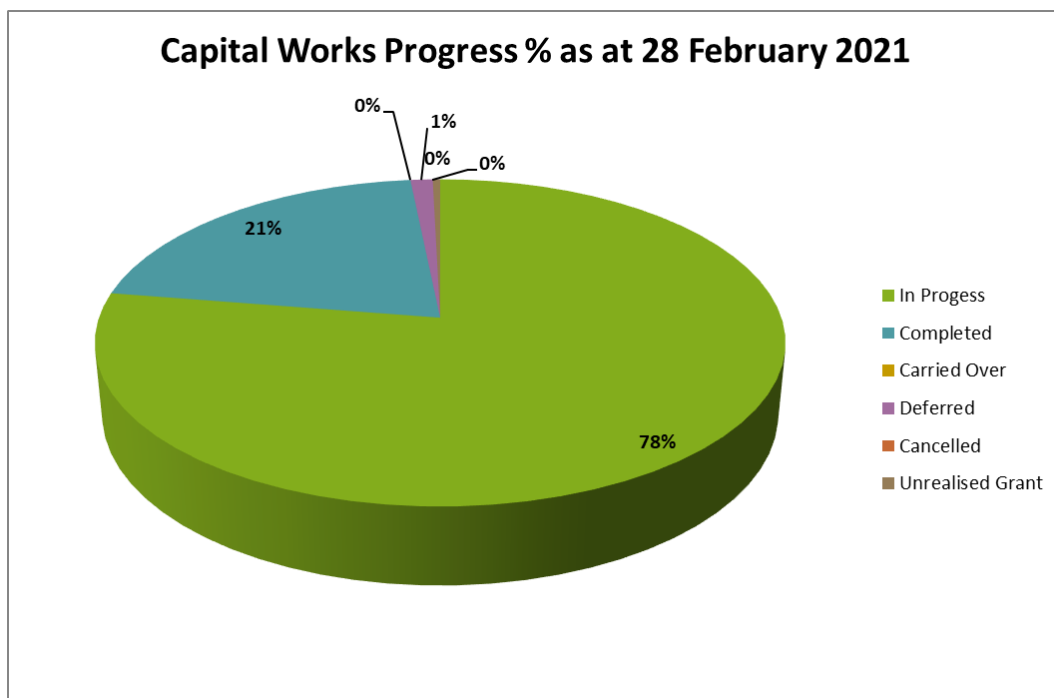
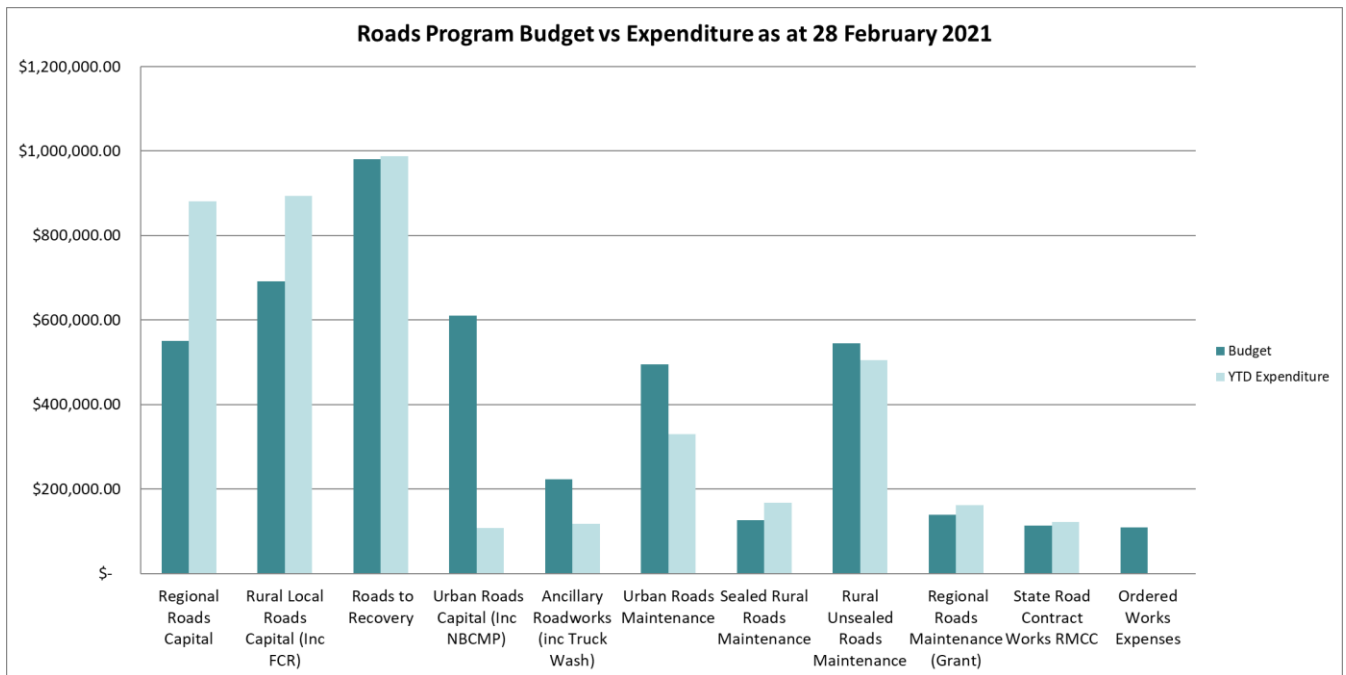
- Planning is underway for the Reservoir Cleaning and Structural Assessment. Procurement for a diving contractor is to commence in March 2021.
- Aerator Gas Scrubbing works are progressing with a hydrogen sulphite monitor installed. Testing period increased at no cost due to equipment failure. Decision will be made regarding gas scrubber technology in March.
- Flow Meters on all inlet and outlets Reservoirs have been installed.
- Project scope is under development for the North Zone Pressure Pump low pressure issues. Pump capacity upgrade for future development is being investigated.
- Water Main Replacement is complete for Dalgetty Street. Planning is underway for King and Adams Street, work to commence in March.
- Pine Hill Reservoir Upgrade and Replacement design is complete. The second round of tenders has been received.
- The Hydrant and Valve Replacements program is complete.
- Service Replacements will be performed as required throughout the financial year.
- Fencing for Bore 1 and 2 design is underway and to be undertaken in May.
- IWCM Additional Works are underway with anticipated March completion date.
- Decommission Low Level reservoir is to be scheduled following the outcome of the IWCM study.
- Taggle Software and Implementation is underway. Pre-implementation meeting to be scheduled. Taggle is reviewing Council meter data. To be completed in May.
- Installation of filters is scheduled for March-April for the Household Filter Project. Additional invitations have been sent out.
- Additional testing of UVT and particle size is underway for the Primary filter – EPA project.
- Solar Panel funds to be held as co-contribution to Building Better Regions grant application.

Sewerage Supplies

- The Manhole replacement program is 80% complete.
- The Barellan Sewer design tender has been awarded and is underway with anticipated completion July 2021.
- Tenders are being assessed for the Sewer Main Relines program.
- Scoping is being undertaken for the Flow Meters for Sewer Pump Stations 2, 3 and 4.
- Solar Panel funds to be held as co-contribution to Building Better Regions grant application.
- Report was presented at the December Council meeting for adoption for the Narrandera West sewer extension. Public consultation is underway.
- The SPS3 Replacement is complete.







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 Council's accounting records.

Capital works are funded from several 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, Councils 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

- Advises Council of the 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. Receives and notes the information contained in the Capital Works report as of 28 February 2021.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 28/02/2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1 Network Penetration Testing	-		\$10,000	\$10,000.00	\$0.00	100%	Completed.
2 IT Review	-		\$5,000	\$0.00	\$5,000.00	0%	Will commence in March 2021.
3 Replace Desktops/Laptops	20,000	\$ 1,080.00	\$20,000	\$7,264.00	\$11,656.00	36%	Will commence in May 2021
4 SQL Server Software Licenses	30,000		\$30,000	\$0.00	\$30,000.00	0%	Will commence in March 2021
5 Software Licencing	10,000	\$ 94.50	\$10,000	\$2,071.90	\$7,833.60	21%	Will be reviewed throughout the year.
6 NBN Router with 4G backup	\$10,000		\$10,000	\$0.00	\$10,000.00	0%	Reviewing if still required
7 Replace Virtualising Hardware & Software	\$95,000	\$ 22,646.00	\$95,000	\$59,106.82	\$13,247.18	62%	Project has started and currently planning to be completed by March
8 Business Continuity Site	\$30,000	\$ 18,082.73	\$30,000	\$22,585.00	-\$10,667.73	75%	Project has started and currently planning to be completed by March
9 Azure Premium P1 Implementation	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	Organising Quotes
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 Repairs to Electricity Pole Depot	\$0		\$0	\$471.34	-\$471.34	#DIV/0!	
12 Pound: Cattery Holding System	\$6,000	\$ 422.90	\$10,000	\$0.00	\$9,577.10	0%	Project being scoped.
13 CCTV Combined	-		\$15,000	\$0.00	\$15,000.00	0%	To be discussed with DGMI
14 Colinroobie Amenities Block	-		\$0	\$490.00	-\$490.00	#DIV/0!	
15 Barellan RFS Station Amenities	-	\$ 56,009.09	\$87,950	\$39,151.37	-\$7,210.46	45%	Works underway.
16 Narrandera Waste Facility -External fence & improved public access	-		\$9,297	\$0.00	\$9,297.00	0%	Long term/ management masterplan draft has been presented to Council in December and final report to be tabled at March Council meeting.
17 New Cell Narrandera Depot	-	\$ 427.09	\$0	\$16,721.99	-\$17,149.08	#DIV/0!	Budget adjustment required
18 Ndra Landfill Masterplan improvement works - possibility of grant	-	\$ 9,963.64	\$326,979	\$23,563.64	\$293,451.72	7%	Long term/ management masterplan draft has been presented to Council in December and final report to be tabled at March Council meeting.
19 Ndra Landfill Operational control room (transportable, dust-free)	-		\$20,000	\$0.00	\$20,000.00	0%	Long term/ management masterplan draft has been presented to Council in December and final report to be tabled at March Council meeting.
20 Larmer St Flood Mitigation Works - Stage 2			\$21,810	\$11,057.00	\$10,753.00	51%	Penstock Gate scheduled to be installed mid March.
21 Narrandera West Drainage Improvements			\$29,967	\$1,061.52	\$28,905.48	4%	Waiting land access approval from Local Aboriginal Lands Council
22 Drainage Improvement Driscoll Rd	-		\$66,177	\$172.68	\$66,004.32	0%	Survey completed. Concept design pending
23 Barellan Cemetery Entrance gate	-		\$8,000	\$0.00	\$8,000.00	0%	Quotes and design in progress
24 GG Cemetery Furniture	-		\$3,834	\$0.00	\$3,834.00	0%	Furniture delivered, awaiting install March 2021
25 Ndra Cemetery Fencing (rear boundary)	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	to be quoted in March 2021
26 Book & Resources annual replacement	\$34,290	\$ 569.72	\$47,136	\$13,624.54	\$32,941.74	29%	Purchasing on target. Credit card purchases not yet registered.
27 LTP Masterplan - Water Play Park	\$3,950,772	\$ 153,689.69	\$4,807,708	\$4,589,078.04	\$64,940.27	95%	Total Creations and Services Works Completed - Pool open to the public. Disabled gate works contractor works completed , Signage still pending. Still waiting on some invoices for completed works. Remaining expenditure to be journaled to LTWP reserve.
28 Brln Pool Upgrade Filtration system / Waste water irrigation	-	\$ 5,636.36	\$49,254	\$42,503.91	\$1,113.73	86%	Works completed. Pool open to patrons
29 Brln Pool Installation of Marine Carpet	-		\$5,700	\$1,592.73	\$4,107.27	28%	Works Completed - Invoice Pending
30 Ndra Sportsground drainages and soak	-		\$100,000	\$0.00	\$100,000.00	0%	Design reviewed.
31 HM Oval Level and Resurface	-		\$25,000	\$0.00	\$25,000.00	0%	Scheduled to commence in Feb to April
32 Ndra Sportsground Clubrooms	-	\$ 1,409,823.75	\$1,911,277	\$316,132.84	\$185,320.41	17%	Contracts are now signed, with works underway.
33 Ndra Sportsground Grandstand improvements	\$12,000		\$12,000	\$0.00	\$12,000.00	0%	Works being scoped.
34 Outdoor Courts Furniture/Shelters	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	Raised at the stadium committee netball clubs to bring back concept designs.
35 HM Oval - Perimeter Fencing	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	Procurement underway.
36 Barellan Netball Courts	-	\$ 3,645.45	\$103,500	\$0.00	\$99,854.55	0%	meeting with football/netball club to review designs.
37 Flag Poles for Festive Flags	-		\$0	\$0.00	\$0.00	#DIV/0!	Reallocate funds to Brln playground upgrades

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 28/02/2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
38 Completion of Wiradjuri wall	-		\$19,964	\$0.00	\$19,964.00	0%	Detailed designs complete, additional funding being sort.
39 MBP Up Lighting adventure playground	-		\$15,000	\$0.00	\$15,000.00	0%	Deferred until 2021-2022
40 MBP Drinking fountains/ bottle fillers	-		\$8,000	\$0.00	\$8,000.00	0%	Bottle re-filler being purchased to be installed at the skate park.
41 MBP Pocket park upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Complete. Funds to be re-allocated
42 Victoria Ave stage 2 - level, irrigate, formalise driveways, curb	-		\$102,663	\$93,982.14	\$8,680.86	92%	Complete -overspend to come from [pocket park upgrades
43 Brewery Flats landscaping, furniture replacement, painting etc.	-		\$5,000	\$0.00	\$5,000.00	0%	Funds to be reallocated to Sun safe playgrounds
44 Other Town Park upgrades	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Landscaping works scheduled for March 2021
45 2020-25 Tree Audit	\$50,000	\$ 42,075.75	\$50,000	\$0.00	\$7,924.25	0%	Tree audit reviewed by the consultant. Visual inspections to commence March.
46 Biosecurity Mapping System	\$30,000	\$ 6,940.00	\$30,000	\$0.00	\$23,060.00	0%	Developing specification and engaging specialised companies.
47 Remote Signage	\$7,500		\$7,500	\$0.00	\$7,500.00	0%	Scheduled for June 2021
48 Brin Playground Upgrades	\$5,000		\$6,222	\$6,272.73	-\$50.73	101%	Completed. Overspend to come from flag poles
49 Ndra Victoria Ave Stage 3 - Irrigation, Formalise driveways, Curb e	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Quotation Spec complete. Quotations to close mid march.
50 Festive Mega Tree (additional sequencing)	\$6,000		\$6,000	\$6,000.00	\$0.00	100%	Completed
51 DCF - Adverse Event Plan	-		\$49,550	\$25,000.00	\$24,550.00	50%	Council working with RAMJO to deliver plan. Draft plan has been adopted by Council
52 DCF - Rural Assistance Program - Grong Grong Community Project	-		\$48,324	\$39,087.05	\$9,236.95	81%	Project completed
53 DCF - Rural Assistance Program - Sandigo Community Project	-		\$47,550	\$31,420.74	\$16,129.26	66%	Project completed
54 DCF - Rural Assistance Program - Barellan Community Project	-		\$48,402	\$42,542.29	\$5,859.71	88%	Project completed
55 DCF - Road beautification Project - Lake Talbot Water Park.	-	\$ 118.18	\$150,000	\$135,266.89	\$14,614.93	90%	Retaining wall complete, Landscaping of Entrance 95% complete, final item is to include images of upgraded pool features onto story board. Disabled carparking bays works out for quotation
56 DCF - Sunsafe playgrounds	-	\$ 2,400.00	\$80,000	\$88,200.00	-\$10,600.00	110%	Project complete -overspend to be covered from savings in other grant funded projects
57 DCF - Barellan Improvements Project	-	\$ 272.73	\$69,231	\$67,608.91	\$1,349.36	98%	Complete - awaiting final invoice
58 DCF - Grong Grong Improvement Project	-		\$6,468	\$590.00	\$5,878.00	9%	Street scape plan to be developed.
59 DCF - Village Halls Improvement Project - Grong Grong Town Hall	-		\$18,232	\$350.26	\$17,881.74	2%	Project completed.
60 DCF - Village Halls Improvement Project - Sandigo Hall	-		\$5,691	\$4,173.42	\$1,517.58	73%	Project completed
61 DCF - Village Halls Improvement Project - Barellan Hall	-		\$29,018	\$25,746.67	\$3,271.33	89%	Project completed
62 DCF - Village Halls Improvement Project - Binya Hall	-		\$17,361	\$10,246.97	\$7,114.03	59%	Project completed
63 DCF - Village Halls Improvement Project - Kamarah Hall	-		\$28,675	\$12,831.59	\$15,843.41	45%	Project completed
64 DCF - Narrandera Stadium Upgrade - Roofing	-	\$ 16,778.18	\$40,000	\$0.00	\$23,221.82	0%	Awaiting Contractor.
65 DCF - Henry Mathieson Oval facilities Improvement Project	-	\$ 58,105.42	\$299,000	\$228,366.57	\$12,528.01	76%	Kiosk upgrade has commenced on track for completion by 30th April.
66 SCCF - Barellan Footpath Project	-	\$ 11,677.00	\$120,000	\$123,079.85	-\$14,756.85	103%	Construction works are well advanced and project is due to be completed end of March
67 SCCF - Youth Food Van Project	-	\$ 193.60	\$50,000	\$23,553.27	\$26,253.13	47%	Graphic designer engage to complete exterior artwork, finalising many and interior requirements
68 SCCF - Parkside Cottage Museum	-		\$48,182	\$57,393.10	-\$9,211.10	119%	Completed - Overspend to be journalled to JC 9300-1013-0000
69 SCCF - Grong Grong Hall	-	\$ 12,080.00	\$19,283	\$35,114.71	-\$27,911.71	182%	Project completed. Adjustment in project costs to be included in March QBR
70 SCCF - Barellan Hall	-		\$19,361	\$12,337.39	\$7,023.61	64%	Project completed
71 SCCF - Sandigo Hall	-		\$19,203	\$14,692.75	\$4,510.25	77%	Project completed
72 SCCF - Binya Hall	-		\$19,070	\$17,058.41	\$2,011.59	89%	Project completed
73 SCCF - Kamarah Hall	\$0		\$11,029	\$9,312.91	\$1,716.09	84%	Project completed
74 SCCF - Creating Future Farmers	-		\$0	\$0.00	\$0.00	#DIV/0!	Grant approval received

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 28/02/2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.66%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
75	POM - Destination & Discovery Hub	\$3,025,000	\$ 1,182.00	\$3,025,000	\$18,140.83	\$3,005,677.17	1%	Community consultation undertaken. Quotations called for detailed design.
76	POM - Northbank Walkway - Bike & Hike Trails	\$0		\$0	\$38.18	-\$38.18	#DIV/0!	Project planned for 2021-2022
77	POM - Railway Heritage Bridge	\$0	\$ 6,100.64	\$0	\$10,454.84	-\$16,555.48	#DIV/0!	Negotiations with John Holland Rail for the Railway Heritage bridge are progressing well; stakeholder engagement has commenced.
78	POM - LTTP Upgrades to Family Unit	\$319,496	\$ 98,935.03	\$319,496	\$153,947.00	\$66,613.97	48%	Project 95% completed. Handover due 5th March.
79	POM - LTTP Upgrades to Amenity block & Camp Kitchen	\$939,052	\$ 1,232.76	\$939,052	\$12,314.32	\$925,504.92	1%	Plans and specifications finalised. Tender to be released 5th March.
80	POM - LTTP Level Sites	\$156,711	\$ 8,490.93	\$156,711	\$128,459.22	\$19,760.85	82%	Contractors finished, sewer connection completed. Additional works being planned.
81	POM - Northbank Walking Track	\$390,393	\$ 9,515.00	\$390,393	\$3,814.03	\$377,063.97	1%	Detailed survey underway. Engineering firm engaged to complete detailed design of walkway and kerb & gutter. Residents to be consulted with concept design.
82	POM - Northbank Bridge	\$0		\$0	\$1,381.55	-\$1,381.55	#DIV/0!	Community engagement completed. EOI for design and construction of bridge being prepared.
83	LRCI - Narrandera Stadium Heating	\$35,000		\$35,000	\$0.00	\$35,000.00	0%	Seeking quotations.
84	LRCI - Narrandera Stadium Upgrade Toilet Amenities	\$80,000		\$80,000	\$0.00	\$80,000.00	0%	Reviewing design, quotations come in over budget.
85	LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Design under review
86	LRCI - Art Centre Storage - Deck and Storage at the rear of the Art	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Costing and design works have commenced
87	LRCI - Kiesling Lane Beautification	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	Parks and Gardens committee have determined scope. Costings being prepared.
88	LRCI - Water Tower Surrounds - Tidy up and make usable (Garden	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Currently in design phase
89	LRCI - Tree planting - All towns (Subject to consultation)	\$120,000	\$ 5,310.83	\$120,000	\$35,861.09	\$78,828.08	30%	Secondary plantings currently being sourced
90	LRCI - Henry Mathieson Oval - Levelling Slope and fencing	\$80,000		\$80,000	\$0.00	\$80,000.00	0%	Fencing quotes being obtained.
91	LRCI - Buckingbong Road - Safety upgrade (Guard Railing and asso	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Works Commenced
92	LRCI - Glenmoor Road Gravel Sheeting of 2.6km	\$87,000	\$ 17,447.70	\$87,000	\$21,757.12	\$47,795.18	25%	Works Commenced
93	LRCI - Melbourne Street - Kerb & Gutter works, 390m to co- inside with the new footpath works on the southern side.	\$99,000	\$ 9,515.00	\$99,000	\$9,848.24	\$79,636.76	10%	Detailed survey underway. Engineering firm engaged to complete the detailed design of the walkway and kerb & gutter. Residents to be consulted with concept design.
94	LRCI - Laneway Upgrade - Drain and seal a selected laneway.	\$41,363	\$ 3,000.00	\$41,363	\$45.30	\$38,317.70	0%	Works Commenced
95	LRCI - Hay Lane	\$0		\$0				Works Commenced
96	LRCI Arthur Lane	\$0		\$0				
97	LRCI - 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%	Designs being undertaken. King Street culvert replacement scheduled for March
98	LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	\$110,000		\$110,000	\$0.00	\$110,000.00	0%	Works yet to be scheduled
99	Art on the Water Tower Stage 2	-		\$0	\$0.00	\$0.00	#DIV/0!	Finalising quotes with funding body
100	LCRI R2 - Barellan Pump Track - Creation of a bike pump track or alike for the youth of Barellan.	-		\$160,000	\$0.00	\$160,000.00	0%	Awaiting confirmation of grant
101	LCRI R2 - Grong Grong Village - Storage facility, toilet, and associated equipment for Grong Grong residents to maintain trees and public areas.	-	\$ 1,800.00	\$110,000	\$1,800.00	\$106,400.00	2%	Awaiting confirmation of grant
102	LCRI R2 - Wiradjuri Memorial Wall Stage 1 - construct and install Wiradjuri Aboriginal memorial wall, including stonework, paving, fire pit and signage.	-		\$260,000	\$0.00	\$260,000.00	0%	Awaiting confirmation of grant

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 28/02/2021

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	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
103	LCRI R2 - Narrandera Sportsground - Disabled spectator access areas.	-		\$40,000	\$0.00	\$40,000.00	0%	Awaiting confirmation of grant
104	LCRI R2 - Narrandera Sportsground - Installation of a digital scoreboard, with video capability.	-		\$120,000	\$0.00	\$120,000.00	0%	Awaiting confirmation of grant
105	LCRI R2 - Barellan Cemetery - Installation of an accessible unisex toilet at the cemetery, including onsite sewerage management system.	-		\$75,000	\$0.00	\$75,000.00	0%	Awaiting confirmation of grant
106	LCRI R2 - Narrandera Flora and Fauna reserve - Upgrade of the carpark and entrance to the reserve.	-		\$54,975	\$0.00	\$54,975.00	0%	Awaiting confirmation of grant
107	CRIF - Construct drainage and seal the remaining access road at Rocky Water Hole	-		\$96,901	\$0.00	\$96,901.00	0%	Works to be scheduled
108	LT Rec Seating and Shelter Revamp	-		\$10,000	\$0.00	\$10,000.00	0%	Scope being prepared.
109	LT Deepening Works	\$400,000		\$400,000	\$0.00	\$400,000.00	0%	Grant dependant.
110	NBCMP	-		\$166,451	\$0.00	\$166,451.00	0%	Project deferred - Priority is the completed time sensitive grant projects first
111	Barellan Stormwater Design	-		\$3,388	\$0.00	\$3,388.00	0%	Completion of water modelling to be scheduled
112	Urban Roads Construction	\$200,000		\$200,000		\$186,894.71	7%	
113	Arthur St (Victoria to Audley) Extend to kerb	-		\$0	\$0.00			Works scheduled for April/May
114	Baylis St (Jonsen St to May St) Extend to kerb	-		\$0	\$0.00			Works scheduled for April/May
115	Box Street (Barellan)	-		\$0	\$0.00			Works scheduled for April/May
116	Brookong St Grong Grong (Lachlan St to Willandra St	-		\$0	\$13,105.29			Complete
117	Urban Roads Construction - Laneways	-		\$34,105	\$0.00	\$34,105.00	0%	Project combined with LRCI - Laneway upgrade
118	Intersections Upgrade Local & Reg. Rds	-		\$90,000	\$0.00	\$90,000.00	0%	Works yet to be scheduled
119	Culvert/bridge assessment works	-		\$35,050	\$19,367.00	\$15,683.00	55%	Council co-contribution to FLR - Brewarrana Bridge repairs
120	Urban Roads Construction - Laneways	\$39,924		\$39,924		\$26,841.84	12%	
121	Prince Lane	-	\$ 3,027.00	\$0	\$3,296.58			Works yet to be scheduled
122	Audley Lane	-	\$ 703.18	\$0	\$611.85			Works yet to be scheduled
123	Peters Lane	-	\$ 703.18	\$0	\$546.70			Works yet to be scheduled
124	Jonsen Lane	-	\$ 676.18	\$0	\$472.19			Works Commenced
125	Larmer Lane	-	\$ 3,000.00	\$0	\$45.30			
126	Urban Reseals	\$100,000		\$100,000		\$43,193.35	42%	
127	Urban Road Reseal Council fund	-		\$0	\$0.00			Works yet to be scheduled
128	Broad St	-		\$0	\$157.59			Works complete, invoices pending.
129	Douglas St	-		\$0	\$30,301.52			Works complete, invoices pending.
130	Larmer Street	-		\$0	\$11,079.58			Works complete, invoices pending.
131	Bolton St	-		\$0	\$15,267.96			Works complete, invoices pending.
132	Urban Pavement Rehabilitation	\$100,000		\$100,000	\$0.00	\$100,000.00	0%	Works yet to be scheduled
133	Urban Laneways Upgrade-additional			\$46,953	\$16,142.85	\$30,810.15	34%	Works scheduled April to June
134	Improvement of water haulage			\$15,000	\$0.00	\$15,000.00	0%	Works yet to be scheduled
135	Innovation for Rural infrastructure Mgmt			\$11,995	\$0.00	\$11,995.00	0%	Funds to be reallocated
136	Urban K&G Replacement	\$15,375		\$58,884	\$0.00	\$58,884.00	0%	Works yet to be scheduled
137	Urban Footpath Replacement	\$10,250	\$ 275.27	\$12,941	\$0.00	\$12,665.73	0%	Works yet to be scheduled
138	Roads to Recovery (25 % of R2R proposed to expend in Urban A	\$368,171		\$368,171		\$361,662.11	38%	
139	Roads to Recovery (75 % of R2R proposed to expend on Rural A	\$1,101,874		\$991,874				

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140	Urban Road reseal from R2R	-		\$0	\$0.00			Works complete, invoices pending.
141	Paynters Siding Road 6.7-8 km	-		\$0	\$4,940.22			
142	Hulmes Road 4.9km-8.0km	-		\$0	\$29,106.64			Completed
143	Males Rd Resheet 2.0-3.0km	-		\$0	\$44,540.10			Completed
144	Buckingbong Road	-		\$0	\$0.00			Design being undertaken currently
145	Reseals	-		\$0	\$0.00			Works complete, invoices pending.
146	Holloway Rd	-		\$0	\$33,252.11			Completed
147	Euratha Rd	-		\$0	\$0.00			Works to commence 2021
148	Buckingbong Road Guard railing	-	\$ 9,924.25	\$0	\$179.61			Works Commenced
149	Paynters Siding Road	-		\$0	\$102,703.04			Completed
150	Brobenah Hall Rd	-		\$0	\$72,666.69			Works complete, invoices pending.
151	Buckingbong Rd	-		\$0	\$148,626.55			Works complete, invoices pending.
152	Erigolia Rd	-		\$0	\$40,497.25			Works complete, invoices pending.
153	Federal Park Rd	-		\$0	\$36,810.42			Works complete, invoices pending.
154	Landervale Rd	-		\$0	\$1,032.26			Works to commence
155	Pamandi Rd 1.7 - 5.4km	-		\$0	\$144,120.87			Works complete, invoices pending.
156	Stephensons Rd	-		\$0	\$0.00			Works to commence
157	Merribee Rd	-		\$0	\$0.00			Works to commence
158	Jacksons Rd	-		\$0	\$0.00			Works to commence
159	Ellis Rd	-		\$0	\$0.00			Works to commence
160	Williams Rd	-		\$0	\$283.78			Works to commence
161	Rosedale Rd	-		\$0	\$0.00			Works to commence
162	Telephone Rd	-		\$0	\$0.00			Works Commenced
163	Settlers Rd	-		\$0	\$0.00			Works to commence
164	Birrego Rd	-		\$0	\$0.00			Works Commenced
165	Bandys Rd	-		\$0	\$0.00			Works to commence
166	Pattens Rd	-		\$0	\$0.00			Works to commence
167	Davies Rd	-		\$0	\$0.00			Works to commence
168	Axehandle Rd	-		\$0	\$0.00			Works Commenced
169	Audley St	-		\$0	\$105,077.66			Works complete awaiting invoices
170	Bells Rd	-		\$0	\$50,832.34			Works complete awaiting invoices
171	Cowabbie Rd	-		\$0	\$60,489.39			Works complete awaiting invoices
172	Kamarah Rd	-		\$0	\$66,706.97			Works complete awaiting invoices
173	Kolkilbertoo Rd	-		\$0	\$46,592.74			Works complete awaiting invoices
174	Beaumont Rd	-		\$0	\$0.00			Works to commence
175	Rural Sealed Roads Construction	\$350,000		\$240,000		\$57,411.12	62%	
176	Centenary Road 4.16 km- 9.11 km	-	\$ 4,165.00	\$0	\$28,624.89			
177	Back Dicksonville Rd	-		\$0	\$37,343.05			Completed
178	Booka Rd	-		\$0	\$31,999.36			Completed
179	Cliffords Rd	-		\$0	\$40,366.89			Completed
180	Pamandi Rd - Cowabbie causeway	-		\$0	\$36,057.24			Completed
181	Rosedale Rd	-		\$0	\$4,032.45			Works on hold pending FLR Round 2 funding
182	Culvert Manderlay Road 9.27 km	-		\$5,676	\$0.00	\$5,676.00	0%	Works yet to be scheduled
183	Culvert Manderlay Road 7.78 km	-		\$2,764	\$0.00	\$2,764.00	0%	Works yet to be scheduled

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184	Culvert Brookong St 0.0 km			\$6,255	\$0.00	\$6,255.00	0%	Works yet to be scheduled
185	Culvert Yalgogorin Road 0.262			\$10,241	\$0.00	\$10,241.00	0%	Works yet to be scheduled
186	FLR - Old Wagga Rd	-	\$ 4,485.01	\$380,000	\$385,861.36	-\$10,346.37		Completed
187	FLR - Paintings Bridge Rd	-	\$ 3,561.50	\$540,000	\$138,953.12	\$397,485.38		Works commenced, awaiting final seal
188	Roads Resheeting - (Unsealed)	\$340,000		\$206,934	\$0.00	\$206,934.47	159%	
189	FCR - Colinroobie Leeton Road	-		\$21,981	\$36,904.48	-\$14,923.11	168%	Completed
190	FLR - Brewarrana Bridge Retrofitting	-	\$ 6,984.85	\$600,000	\$0.00	\$593,015.15	0%	Consultant engaged to undertake design and costings
191	HVSPP Kamarah Road	-		\$88,194	\$2,417.11	\$85,776.89	3%	Works Commenced
192	Rural Roads Reseals	\$150,239		\$155,774		\$0.00	100%	
193	Cowabbie Rd	-		\$0	\$25,541.14			Completed
194	Kamarah Rd	-		\$0	\$26,621.27			Completed
195	Sandy Creek Rd	-		\$0	\$26,723.15			Completed
196	Strontian Rd	-		\$0	\$53,949.60			Completed
197	Barellan Golf course Rd	-		\$0	\$22,939.00			Completed
198	Regional Roads Capital Works (Capital Component of Block Grant)	\$265,200		\$281,002	\$51,062.01	\$229,939.99	18%	
199	Repair Grant (with 50 % contribution from Block Grant)	\$170,000		\$170,000	\$153,451.18	\$16,548.82	90%	
200	FCR -Canola Way Culvert	-	\$ 7,136.36	\$485,218	\$676,063.54	-\$197,981.90	139%	Works Complete. QBR Adjustment in December.
201	Active Transport - Cycling	\$198,100		\$24,849	\$550.00	\$24,299.43	2%	Council Funds reallocated in March QBR
202	Active Transport - Walking	\$66,000		\$34,000	\$0.00	\$34,000.00	0%	Council Funds to complete one of the identified footpaths in Barellan
203	Shared Cycleway (Active Transport - 50/50 Funding) Marie Bashir	-		\$5,000	\$5,000.00	\$0.00	100%	Budget for carry over funds to be allocated in QBR
204	PAMP (At 100% RMS Funding)	-		\$34,780	\$108,980.57	-\$74,200.57	313%	Carry over PAMP project completed - Funds for additional costs to be found from underspent transport projects and be report in December QBR .
205	Banner Poles Leeton Road			\$8,580	\$303.96	\$8,276.04	4%	Banners poles constructed installation March 2021
206	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. Training to be undertaken.
207	Driver Reviver Upgrade Program	\$18,000		\$18,000	\$0.00	\$18,000.00	0%	Transport for NSW did not fund program for 2020-21 project to be closed. Budget to be removed in March QBR
208	Arts Centre Building Works	-		\$4,614	\$961.07	\$3,652.93	21%	Chimney capping complete.
209	Red Hill Signage	-		\$3,700	\$0.00	\$3,700.00	0%	New subdivision proposal
210	Lake Talbot Tourist Park fire service upgrades	-		\$15,524	\$0.00	\$15,524.00	0%	Design work is complete. Costings being prepared.
211	Economic Development	\$10,000		\$10,000	\$888.41	\$9,111.59	9%	AAPA at airport
212	Gateway/Entrance signs	\$20,000		\$20,000	\$1,404.12	\$18,595.88	7%	Additions to 6 entrance signs/landscape
213	16 Kiesling Drive Building Works	-		\$5,250	\$17,090.91	-\$11,840.91	326%	Patio Quote accepted - Installation complete. Adjustment in project costs to be included in March QBR.
214	Council Chambers Cleanout of Storage Facility	-	\$ 380.14	\$8,169	\$9,196.31	-\$1,407.45	113%	Works are to be scheduled Journals to correct costings required
215	Investigation and Design of off street staff/fleet parking for Cham	-		\$20,000	\$0.00	\$20,000.00	0%	Project deferred - Priority is the completed time sensitive grant projects first
216	Museum - Ext. paint, disabled ramp, public toilets	-	\$ 1,134.95	\$50,404	\$8,986.96	\$40,282.09	18%	New flooring completed, external concrete paths and other works being undertaken.
217	Council Chambers Building Upgrades	-		\$20,120	\$0.00	\$20,120.00	0%	Works are continually being scoped and scheduled.
218	4 Victoria Square	-		\$3,096	\$0.00	\$3,096.00	0%	Call for quotes underway for external painting
219	Building renewal and upgrades in portfolio of Asset Manager	\$140,000	\$ 17,700.72	\$153,102	\$51,620.97	\$83,780.31	34%	Works procurement and scheduled underway - RFQ to Replacement of Gutters and installation of gutter guards to be called and Painting of internal wall of library to be committed

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220 Solar Panels	\$100,000		\$100,000	\$0.00	\$100,000.00	0%	Climate strategy on exhibition - Council to lodge a grant application and use current budget funds as a 50% contribution towards works.
221 Runway, Taxiway & Apron resealing & re-mark	\$950,000	\$ 23,343.49	\$950,000	\$501,705.34	\$424,951.17	53%	Works occurred week 16 - 20 November second visit for line marking anticipated Feb 2021 on target to complete by April 2021.
222 Installation (3) Apron Flood Lights	\$120,000	\$ 2,725.13	\$120,000	\$77,632.86	\$39,642.01	65%	Light towers to be installed 2 February project on target for close out by end March.
223 Security & Wildlife Perimeter fencing	\$437,550		\$437,550	\$7,025.40	\$430,524.60	2%	Field survey now completed, tender/quote to be finalised. Works to commence this quarter.
224 Airport Taxiway	-	\$ 40,160.00	\$0	\$50,751.99	-\$90,911.99	#DIV/0!	Design and costings complete for grant submission
225 Light Vehicles	\$277,296		\$277,296	\$231,401.78	\$45,894.22	83%	12 Light vehicles to replace, 2 on order, 7 arrived and 3 to order
226 Trucks & Trailers	\$564,500		\$564,500	\$475,744.00	\$88,756.00	84%	Tipper arrived and another on order (old unit to be transferred to waste), quotes being sought for small tipper, jet patcher to be purchased
227 Heavy Plant Purchases	\$529,300	\$ 69,754.55	\$529,300	\$31,724.45	\$427,821.00	6%	Purchases planned for tractor x 2, reel mower, slasher, grader purchase deferred
228 Other Plant Capital	\$20,000		\$20,000	\$5,789.95	\$14,210.05	29%	Replacements undertaken as required.
229 Flow meters on all inlet and outlets Reservoirs	-		\$41,090	\$9,612.48	\$31,477.52	23%	Meters installed, possible reallocation of unspent funds. To be included in March QBR
230 Reservoir cleaning and structural assessment	-		\$16,128	\$0.00	\$16,128.00	0%	Planning underway. Procurement for a diving contractor to begin in March
231 Aerator gas scrubbing	-	\$ 2,067.03	\$18,962	\$2,279.48	\$14,615.49	12%	Hydrogen Sulphide monitor installed in September. Testing period increased at no cost due to equipment failure. Decision will be made regarding gas scrubber technology in March.
232 WTP filter/Upgrade design	-	\$ 2,272.73	\$49,618	\$0.00	\$47,345.27	0%	No progress - IWCM additional works still underway with Public Works expected completion April.
233 Non Return Valve Bore 4	-	\$ 540.00	\$0	\$6,394.99	-\$6,934.99	#DIV/0!	Journals to be processed, costing error.
234 North Zone Pressure Pump - low pressure issues	-		\$42,659	\$1,668.89	\$40,990.11	4%	Scope under development. Pump capacity upgrade for future development being investigated.
235 Water Main Replacements	250,000	\$ 33,824.68	\$291,164	\$273,124.36	-\$15,785.04	94%	Dalgetty Street Complete. King and Adams Street planning underway for March start.
236 Hydrant and Valve replacements	50,000	\$ 6,172.64	\$50,000	\$97,267.20	-\$53,439.84	195%	QBR adjustment to be allocated from Water Main Replacements
237 Pine Hill Reservoir Upgrade	315,000		\$380,191	\$179,408.28	\$200,782.72	47%	Design and REF complete. November tenders not accepted. New Tenders have been received.
238 Bore 5 Replacement	-		\$0	\$21,616.00	-\$21,616.00	#DIV/0!	QBR adjustment required
239 Services Replacements	\$50,000	\$ 1,283.03	\$50,000	\$33,243.73	\$15,473.24	66%	Ongoing commitment - as needed
240 Fencing Bore 1	\$20,000		\$20,000	\$409.99	\$19,590.01	2%	Design underway. To be undertaken in May.
241 Fencing Bore 2	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Design underway. To be undertaken in May.
242 Decommission Low Level reservoir	\$200,000		\$200,000	\$0.00	\$200,000.00	0%	To be programmed pending outcome of IWCM.
243 Solar	\$100,000		\$100,000	\$670.04	\$99,329.96	1%	Funds to be held as co-contribution to Better regions grant.
244 IWCM Additional Works	-	\$ 126,067.27	\$138,674	\$0.00	\$12,606.73	0%	Underway with Public Works. March completion expected.
245 Taggle Software & Implementation	-	\$ 36,381.82	\$60,000	\$0.00	\$23,618.18	0%	Project underway. Pre-implementation meeting to be scheduled. Taggle reviewing Council meter data. To be completed in May
246 Household Filter Project	-		\$100,000	\$9,961.41	\$90,038.59	10%	Filters to be installed throughout March - April. Additional invitations sent out.
247 Primary filter - EPA	-	\$ 1,096.09	\$118,240	\$780.88	\$116,363.03	1%	Addition testing of UVT and particle size underway.
248 Manhole Replacements	-		\$57,290	\$44,586.39	\$12,703.61	78%	Program 80% complete.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 28/02/2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.66%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
249	Flow meters for Sewer Pump Stations 2, 3, 4	-		\$35,653	\$197.22	\$35,455.78	1%	Scoping being undertaken.
250	Sewer Main Replacements	-		\$0	\$227.21	-\$227.21	#DIV/0!	Journal costs to Sewer Main Relines
251	SPS3 Replacement	-	\$ 300.90	\$200,000	\$51,011.27	\$148,687.83	26%	Complete. Funds to be re-allocated
252	Barellan Sewer	\$5,490,000		\$5,490,000	\$16,764.53	\$5,473,235.47	0%	Design tender awarded and design underway. Design to be complete by July 2021. Report complete, to be presented at the December council meeting for adoption.
253	Narrandera West Sewer Extension	-		\$33,205	\$16,693.26	\$16,511.74	50%	Public consultation underway.
254	Sewer Main Relines	\$375,000		\$375,000	\$8,731.03	\$366,268.97	2%	Tenders being assessed.
255	Solar	\$100,000		\$100,000	\$1,681.13	\$98,318.87	2%	Funds to be held as co-contribution to Better regions grant.
256	Branding Strategy	-		2,350	\$1,069.09	\$1,280.91	45%	signage for Narrandera/decals
257	Independent Living Village	-		30,060	\$21,008.01	\$9,051.99	70%	Final payment due end of October
258	Aust Airline Airport Academy	-		9,958	\$10.91	\$9,947.09	0%	Project opportunity
259	CCTV Review	-		5,000	\$0.00	\$5,000.00	0%	To be discussed with DGMI
260	Grong Grong Earth Park - RMS	-	\$ 5,670.91	17,111	\$550.00	\$10,890.09	3%	Community Project.
261	Newell Hwy Contribution Grong Grong Reseal	-		93,050	\$0.00	\$93,050.00	0%	Inspection required
262	Newell Hwy Contribution Grong Grong town entrance signs	-		8,000	\$0.00	\$8,000.00	0%	Signs being confirmed.
263	Urban Roads Maintenance	\$641,600.00	\$ 17,016.69	641,600	\$355,552.76	\$269,030.55	55%	Ongoing operational costs
264	Sealed Rural Roads Maintenance	\$188,700.00	\$ 4,620.89	188,700	\$175,493.95	\$8,585.16	93%	Ongoing operational costs
265	Rural Unsealed Roads Expenses	\$817,800.00	\$ 20,122.43	817,800	\$540,474.17	\$257,203.40	66%	Ongoing operational costs
266	Regional Roads (M&R Grant)	\$207,600.00		207,600	\$167,644.76	\$39,955.24	81%	Ongoing operational costs
267	State Road Contract Works RMCC	\$170,500.00	\$ 3,122.04	170,500	\$128,216.57	\$39,161.39	75%	Ongoing operational costs
268	Ordered Works Expenses - MR 80	\$82,000.00		82,000	\$0.00	\$82,000.00	0%	Ongoing operational costs
269	Ordered Works Expenses - MR 84	\$82,000.00		82,000	\$1,011.47	\$80,988.53	1%	Ongoing operational costs
270	Noxious Weeds Expenses	\$158,711.00		158,711	\$119,057.05	\$39,653.95	75%	Ongoing operational costs
271	Public Toilets Expenses	\$75,333.00		75,333	\$91,461.37	-\$16,128.37	121%	Ongoing operational costs
272	Cemetery Expenses	\$129,123.00		129,123	\$77,728.09	\$51,394.91	60%	Ongoing operational costs
273	Sports Ground Expenses	\$197,603.00		197,603	\$88,941.38	\$108,661.62	45%	Ongoing operational costs
274	Parks Expenses	\$531,552.00		531,552	\$404,915.21	\$126,636.79	76%	Ongoing operational costs
275	Lawn Areas	\$27,307.00	\$ 1,582.82	27,307	\$28,621.50	-\$2,897.32	105%	Ongoing operational costs
276	East Street - Street Scaping	\$17,000.00	\$ 121.87	17,000	\$10,262.97	\$6,615.16	60%	Ongoing operational costs
277	Street Trees	\$228,727.00	\$ 9,557.16	228,727	\$249,619.72	-\$30,449.88	109%	Ongoing operational costs
278	Lake Talbot Expenses	\$24,000.00		24,000	\$10,509.08	\$13,490.92	44%	Ongoing operational costs
279	Sports Stadium Expenses	\$100,671.00		100,671	\$55,218.84	\$45,452.16	55%	Ongoing operational costs
280	Bores Expenses	\$57,395.00	\$ 10,457.97	57,395	\$19,902.33	\$27,034.70	35%	Ongoing operational costs
281	Pump Station Expenses	\$86,900.00	\$ 6,047.05	86,900	\$85,177.51	-\$4,324.56	98%	Ongoing operational costs
282	Mains Expenses	\$316,239.00	\$ 16,959.95	316,239	\$225,215.73	\$74,063.32	71%	Ongoing operational costs
283	Recycled Water	\$49,200.00	\$ 70.00	49,200	\$1,198.26	\$47,931.74	2%	Ongoing operational costs
284	Reservoirs Expenses	\$62,990.00	\$ 93.64	62,990	\$12,298.87	\$50,597.49	20%	Ongoing operational costs
285	Water Supply Licence	\$31,263.00		31,263	\$21,098.19	\$10,164.81	67%	Ongoing operational costs
286	Chlorine & Chemicals Expenses	\$30,750.00	\$ 4,909.80	30,750	\$14,531.99	\$11,308.21	47%	Ongoing operational costs
287	Meter Reading Expenses	\$10,250.00	\$ 3,004.97	10,250	\$17,553.60	-\$10,308.57	171%	Ongoing operational costs to be rectified with the introduction of the taggle software.
288	Telemetry System Maintenance	\$11,788.00	\$ 12,830.77	11,788	\$2,125.00	-\$3,167.77	18%	Ongoing operational costs
289	Pump Stations Electricity Expenses	\$256,520.00		256,520	\$168,434.48	\$88,085.52	66%	Ongoing operational costs

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 28/02/2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

66.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
290 Pump Station Expenses	\$69,162.00	\$ 3,568.78	69,162	\$60,248.42	\$5,344.80	87%	Ongoing operational costs
291 Mains Expenses	\$258,906.00	\$ 13,156.92	258,906	\$105,605.72	\$140,143.36	41%	Ongoing operational costs
292 Treatment Works Expenses	\$209,688.00	\$ 34,643.65	209,688	\$198,499.72	-\$23,455.37	95%	Ongoing operational costs
293 Sewer Heating & Electricity	\$139,600.00		139,600	\$58,027.97	\$81,572.03	42%	Ongoing operational costs
294 Telemetry System Maintenance	\$7,000.00	\$ 455.00	7,000	\$600.93	\$5,944.07	9%	Ongoing operational costs

Capital Expenditure as at 28 February 2021

	Sum of Proposed Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
Administration				
Information Technology	\$ 215,000.00	\$ 230,000.00	\$ 101,027.72	\$ 87,069.05
Environment				
Narrandera Landfill	\$ -	\$ 356,276.00	\$ 40,285.63	\$ 305,599.64
Stormwater	\$ -	\$ 117,954.00	\$ 12,291.20	\$ 105,662.80
Housing & Community Amenities				
Barellan Cemetery	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Grong Grong Cemetery	\$ -	\$ 3,834.00	\$ -	\$ 3,834.00
Narrandera Cemetery	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
Local Roads Comm. & Infrastructure R2	\$ -	\$ 185,000.00	\$ 1,800.00	\$ 181,400.00
Recreation & Culture				
Local Roads Comm. & Infrastructure R2	\$ -	\$ 420,000.00	\$ -	\$ 420,000.00
Community Building Partnership	\$ -	\$ -	\$ -	\$ -
Transport & Communication				
Ancillary Roadworks	\$ 282,100.00	\$ 133,108.43	\$ 117,749.08	\$ 15,359.35
Regional Roads	\$ 435,200.00	\$ 936,220.00	\$ 880,576.73	\$ 48,506.91
Roads to Recovery	\$ 1,470,045.00	\$ 1,360,045.00	\$ 988,458.64	\$ 361,662.11
Rural Roads	\$ 840,239.00	\$ 2,257,820.00	\$ 898,334.11	\$ 1,340,289.53
Urban Roads	\$ 465,549.00	\$ 914,691.00	\$ 110,394.41	\$ 795,911.78
Local Roads Comm. & Infrastructure	\$ 497,363.00	\$ 497,363.00	\$ 31,650.66	\$ 435,749.64
Local Roads Comm. & Infrastructure R2	\$ -	\$ 160,000.00	\$ -	\$ 160,000.00
Crown Reserves Improvement Fund Program	\$ -	\$ 96,901.00	\$ -	\$ 96,901.00
Economic Affairs				
Airport	\$ 1,507,550.00	\$ 1,507,550.00	\$ 637,115.59	\$ 804,205.79
Buildings	\$ 240,000.00	\$ 364,755.00	\$ 87,856.22	\$ 257,682.97
Plant	\$ 1,391,096.00	\$ 1,391,096.00	\$ 744,660.18	\$ 576,681.27
Tourist Park	\$ -	\$ 15,524.00	\$ -	\$ 15,524.00
Economic Development	\$ 30,000.00	\$ 33,700.00	\$ 2,292.53	\$ 31,407.47
Local Roads Comm. & Infrastructure R2	\$ -	\$ 54,975.00	\$ -	\$ 54,975.00
Public Order and Safety				
Pound	\$ 6,000.00	\$ 10,000.00	\$ -	\$ 9,577.10

Capital Expenditure as at 28 February 2021

Security Cameras	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
Rural Fire Service	\$ -	\$ 87,950.00	\$ 39,641.37	-\$ 7,700.46
Recreation and Culture				
Barellan Pool	\$ -	\$ 54,954.00	\$ 44,096.64	\$ 5,221.00
Lake Talbot Pool	\$ 3,950,772.00	\$ 4,807,708.00	\$ 4,589,078.04	\$ 64,940.27
Lake Talbot Recreation Area	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00
Library	\$ 34,290.00	\$ 47,136.00	\$ 13,624.54	\$ 32,941.74
Marie Bashir Park	\$ -	\$ 42,964.00	\$ -	\$ 42,964.00
Narrandera Memorial Park	\$ 60,000.00	\$ 162,663.00	\$ 93,982.14	\$ 68,680.86
Narrandera Sportsground	\$ 27,000.00	\$ 2,038,277.00	\$ 316,132.84	\$ 312,320.41
Henry Mathieson Oval	\$ 25,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Brewery Flats	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Noxious Weeds	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 23,060.00
Barellan Park	\$ -	\$ -	\$ -	\$ -
Drought Community Funding	\$ -	\$ 937,502.00	\$ 711,431.36	\$ 148,396.13
Stronger Country Community Funding	\$ -	\$ 306,128.00	\$ 292,542.39	-\$ 10,364.99
Playground on the Murrumbidgee	\$ 4,830,652.00	\$ 4,830,652.00	\$ 328,549.97	\$ 4,376,645.67
Barellan Playground	\$ 5,000.00	\$ 6,222.00	\$ 6,272.73	-\$ 50.73
Local Roads Comm. & Infrastructure	\$ 500,000.00	\$ 500,000.00	\$ 35,861.09	\$ 458,828.08
Narrandera Parks	\$ 83,500.00	\$ 83,500.00	\$ 6,000.00	\$ 35,424.25

Key Operational as at 28 February 2021

Row Labels	Sum of Proposed Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
Economic Affairs				
Economic Development	\$ -	\$ 42,368.00	\$ 22,088.01	\$ 20,279.99
Housing & Community Amenities				
Noxious Weeds	\$ 158,711.00	\$ 158,711.00	\$ 111,479.91	\$ 47,231.09
Public Toilets	\$ 75,333.00	\$ 75,333.00	\$ 88,536.13	-\$ 13,203.13
Cemetery Expenses	\$ 129,123.00	\$ 129,123.00	\$ 74,381.82	\$ 54,741.18
Public Order & Safety				
Security Cameras	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Recreation & Culture				
Sports Ground Expenses	\$ 197,603.00	\$ 197,603.00	\$ 86,993.42	\$ 110,609.58
Parks Expenses	\$ 531,552.00	\$ 548,663.00	\$ 376,545.63	\$ 166,446.46
Lawn Areas	\$ 27,307.00	\$ 27,307.00	\$ 25,485.51	\$ 238.67
Lake Talbot Expenses	\$ 24,000.00	\$ 24,000.00	\$ 10,509.08	\$ 13,490.92
Sports Stadium Expenses	\$ 100,671.00	\$ 100,671.00	\$ 49,972.10	\$ 50,698.90
Street Scaping	\$ 17,000.00	\$ 17,000.00	\$ 10,141.13	\$ 6,737.00
Street Trees	\$ 228,727.00	\$ 228,727.00	\$ 242,995.61	-\$ 23,825.77
Transport & Communication				
Ordered Works	\$ 164,000.00	\$ 164,000.00	\$ 1,011.47	\$ 162,988.53
Regional Roads	\$ 207,600.00	\$ 207,600.00	\$ 161,793.26	\$ 45,806.74
State Roads	\$ 170,500.00	\$ 170,500.00	\$ 122,156.87	\$ 45,221.09
Urban Roads	\$ 641,600.00	\$ 742,650.00	\$ 329,095.23	\$ 396,538.08
Sealed Rural Roads	\$ 188,700.00	\$ 188,700.00	\$ 167,937.70	\$ 16,141.41
Unsealed Rural Roads	\$ 817,800.00	\$ 817,800.00	\$ 504,644.43	\$ 293,033.14
Water Supplies				
Water	\$ 913,295.00	\$ 913,295.00	\$ 548,339.03	\$ 310,581.82
Sewer Supplies				
Sewer	\$ 537,756.00	\$ 537,756.00	\$ 351,191.28	\$ 135,195.37
Grand Total	\$ 5,131,278.00	\$ 5,296,807.00	\$ 3,285,297.62	\$ 1,843,951.07

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 3 March 2021

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.

RETURN TO PUBLIC MEETING

At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.