

# **BUSINESS PAPER**

# Ordinary Council Meeting 18 May 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.

<u>Phone</u>	<u>Email</u>
02-6959 5510	council@narrandera.nsw.gov.au
02-8281 5999	icac@icac.nsw,gov.au
1800 463 909	
02-4428 4100	olg@olg.nsw.gov.au
02-8286 1000	nswombo@ombo.nsw.gov.au
1800 451 524	
	02-6959 5510 02-8281 5999 1800 463 909 02-4428 4100 02-8286 1000

#### **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

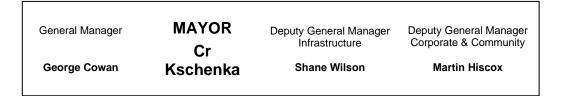
#### Agenda Section 19 ~ Our Infrastructure

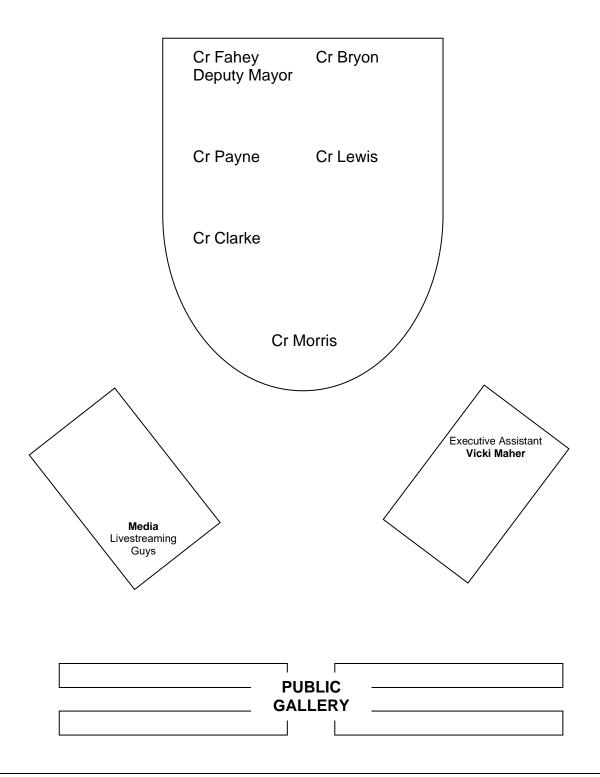
- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

#### 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**





#### Notice is hereby given that the Ordinary Meeting of the Narrandera Shire Council will be held in the Council Chambers on: Tuesday 18 May 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 - 20 April 2021



# MINUTES

# **Ordinary Council Meeting**

20 April 2021

#### MINUTES OF NARRANDERA SHIRE COUNCIL ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS ON TUESDAY, 20 APRIL 2021 AT 2PM

The Mayor declared the meeting opened at **2.07pm** 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 General Manager 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 Tracey Lewis, Cr Barbara Bryon

#### In Attendance

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

#### 5 APOLOGIES

#### **RESOLUTION 21/064**

Moved: Cr David Fahey OAM Seconded: Cr Barbara Bryon

That apologies from Cr Kevin Morris be received and accepted.

CARRIED

#### 6 DECLARATIONS OF INTEREST

Cr Neville Kschenka declared a Non Pecuniary Significant Interest in this Item 14.1 under the Local Government Act as *Vice President of ROE. ROE have applied for assistance* and will leave the meeting during discussion and voting.

Cr Tracey Lewis declared a Non Pecuniary Significant Interest in this Item 14.1 under the Local Government Act as Secretary of organisations who applied – Narrandera Bidgee Boxing and Showground Land Management and will leave the meeting during discussion and voting.

#### 7 CONFIRMATION OF MINUTES

#### **RESOLUTION 21/065**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the minutes of the Ordinary Council Meeting held on 16 March 2021 be confirmed.

**CARRIED** 

#### MOTION

#### **RESOLUTION 21/066**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That That Council:

1. Approve the inclusion to the Agenda, Late Item number 16 - 1.1; Sale of Land Red Hill Industrial Estate as a matter of urgency. Due to timeframes of sale process, resolution required before May Council Meeting.

**CARRIED** 

#### 8 MAYORAL REPORT

#### 8.1 MAYORAL REPORT MARCH / APRIL 2021

#### **RESOLUTION 21/067**

Moved: Cr Neville Kschenka Seconded: Cr Tracey Lewis

That Council:

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

**CARRIED** 

9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

#### 11 NOTICES OF MOTION

#### 11.1 NOTICE OF MOTION - KOALA RESEARCH CENTRE

#### **RESOLUTION 21/068**

Moved: Cr David Fahey OAM Seconded: Cr Tracey Lewis

 That Narrandera Shire Council lobby Member for Cootamundra, Steph Cooke, Federal Member Susan Ley MP and the NSW Parks and Wildlife Service to set up a Koala Research Centre in Narrandera.

#### 12 COUNCILLOR REPORTS

Nil

#### 13 COMMITTEE REPORTS

#### 13.1 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 8 MARCH 2021

#### **RESOLUTION 21/069**

Moved: Cr Barbara Bryon Seconded: Cr Narelle Payne

That Council:

- Receives and notes the Minutes of the Parkside Cottage Museum Committee held on Monday 8 March 2021; and
- 2. Considers the recommendation to extend the trial 'donation for entry' for an additional 12 months with this to be reviewed in preparation for the 2022-2023 budget process. Inconclusive data was unable to be gathered due to the facility being closed because of COVID-19 and renovations since April 2020.

**CARRIED** 

#### 13.2 MINUTES - GRONG GRONG COMMUNITY COMMITTEE - 10 MARCH 2021

#### **RESOLUTION 21/070**

Moved: Cr Narelle Payne Seconded: Cr Barbara Bryon

That Council:

- 1. Receives and note the Minutes of the Grong Grong Community Committee held on Wednesday 10 March 2021; and
- 2. Considers the recommendation from the Committee to include the following usage fees for the Grong Grong Sportsground in the annual schedule of fees and charges:
  - Commercial use \$200 per day
  - Community use \$20 per day
  - Loss or damage to the Grong Grong Sportsground or any property associated with the Sportsground be full cost recovery; and
- 3. Considers the recommendation from the Committee to include a new line item that loss or damage to the Grong Grong Hall or any property associated with the Hall be full cost recovery.

# 13.3 MINUTES - NARRANDERA DOMESTIC VIOLENCE ADVISORY COMMITTEE - 25 MARCH 2021

#### **RESOLUTION 21/071**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the Minutes of the Narrandera Domestic Violence Advisory Committee held on Thursday 25 March 2021.

CARRIED

# 13.4 MINUTES - LAKE TALBOT ENVIRONS ADVISORY COMMITTEE - 11 MARCH 2021

#### **RESOLUTION 21/072**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Minutes of the Lake Talbot Environs Advisory Committee held on Thursday 11 March 2021.

CARRIED

#### 13.5 MINUTES - SPORTS FACILITIES ADVISORY COMMITTEE - 11 MARCH 2021

#### **RESOLUTION 21/073**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Minutes of the Sports Facilities Advisory Committee held on Thursday 11 March 2021.

# 13.6 MINUTES - LOCAL EMERGENCY MANAGEMENT COMMITTEE - 9 FEBRUARY 2021

#### **RESOLUTION 21/074**

Moved: Cr Barbara Bryon Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Minutes of the Local Emergency Management Committee held on Tuesday 9 February 2021.

CARRIED

#### 13.7 MINUTES - TRAFFIC COMMITTEE - 17 MARCH 2021

#### **RESOLUTION 21/075**

Moved: Cr Jenny Clarke OAM Seconded: Cr Narelle Payne

That Council:

- 1. Receives and notes the Minutes of the Traffic Committee held on Wednesday 17 March 2021.
- 2. Endorse recommendations within the Traffic Committee Minutes of 17 March 2021.

**CARRIED** 

At 2:28 pm, Mayor Neville Kschenka and Cr Tracey Lewis, after earlier declaring an Interest in Item 14.1, vacated the Chambers during discussions and voting on the matter. Deputy Mayor Cr David Fahey assumed the Mayoral Chair.

#### 14.1 MOVE INTO COMMITTEE OF THE WHOLE

#### **RESOLUTION 21/076**

Moved: Cr Jenny Clarke OAM Seconded: Cr Narelle Payne

That Council move into Committee of the Whole for discussion regarding Item 14.1 - 2021-2022 Council Financial Assistance Program for Community Organisations.

CARRIFD

#### 14.2 RESUME OPEN COUNCIL

#### **RESOLUTION 21/077**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council resumes Open Council.

**CARRIED** 

#### 14 OUR COMMUNITY

# 14.3 2021-2022 COUNCIL FINANCIAL ASSISTANCE PROGRAM FOR COMMUNITY ORGANISATIONS

#### **RESOLUTION 21/078**

Moved: Cr Narelle Payne Seconded: Cr Barbara Bryon

That Council

1. Endorse the proposed distribution of 2021-2022 financial assistance as follows:

Barellan & District Netball Association	\$ 2,000
Kamarah Hall Committee	\$ 250
Narrandera Shed for Men	\$ 2,000
Barellan Amateur Swimming Club	\$ 2,000
Barellan Show Society	\$ 453
Kids Konnect for the Kommunity	\$ 2,000
Sub-total	\$ 8,703
Groups listed as per policy CS20 such as Schools	\$ 2,960
Mayor & General Manager fund	\$ 8,337
TOTAL	\$ 20,000

**CARRIED** 

At 2:41pm, Mayor Neville Kschenka and Cr Lewis returned to the meeting and Deputy Mayor Cr David Fahey vacated the Mayoral chair.

#### 15 OUR ENVIRONMENT

Nil

#### 16 OUR ECONOMY

#### 1.1 SALE OF LAND - RED HILL INDUSTRIAL ESTATE (LATE REPORT)

#### **RESOLUTION 21/079**

Moved: Cr Neville Kschenka

Seconded: Cr David Fahey OAM

That Council:

1. Accepts the offer to purchase 10,000 square metre of land at Part lot 12 DP 869904

on Driscoll Road in the Red Hill Industrial Estate for \$8 per square metre plus GST.

- 2. At no cost to the purchaser subdivides the existing lot 12 to provide a block of land of approximately 10,000 square metres (frontage 91 sq m and depth 110m) and undertakes the following works at no cost to the purchaser:
  - (i) Extends the sealed road and formed kerb and gutter across 91metres of the road frontage to Driscoll Road and
  - (ii) Removes the mullock heaps and levels the newly created lot suitable for construction of buildings.
- 3. Authorises the placement of the Common Seal to this and any further associated documents.

**CARRIED** 

#### 17 OUR INFRASTRUCTURE

#### 17.1 FIXING COUNTRY BRIDGES PROGRAM

#### **RESOLUTION 21/080**

Moved: Cr Tracey Lewis

Seconded: Cr David Fahey OAM

That Council:

- Accepts the Fixing Country Bridges offer for the replacement of Molly's Bridge and Somerset Park Bridge.
- 2. Endorse the execution of the Deed as undertaken by the General Manager.

CARRIED

#### 17.2 T-20-21-7 SEWER RELINE PROGRAM

#### **RESOLUTION 21/081**

Moved: Cr Narelle Payne Seconded: Cr Tracey Lewis

That Council:

1. Approves Interflow Pty Ltd as the preferred tenderer for the Narrandera sewer main relining program in accordance with Section 55 of the Local Government Act 1993.

#### 18 OUR CIVIC LEADERSHIP

#### 18.1 DRAFT 2021-2022 FINANCIAL YEAR STRATEGIC DOCUMENTS

#### **RESOLUTION 21/082**

Moved: Cr David Fahey OAM Seconded: Cr Tracey Lewis

That Council:

Adopts the following for the purpose of public exhibition for a period of 28 days:

- 1. The unchanged Delivery Program 2018-2022.
- 2. The draft Operational Plan 2021-2022 as presented.
- 3. The maximum 2.0% rate pegging limit increase for permissible yield for the 2021-2022 ordinary rate.
- 4. The maximum interest penalty rate for 2021-2022 when determined, and to be applied to overdue rates & charges.
- 5. The waste management charges for 2021-2022 as presented.
- 6. The water charges for 2021-2022 as presented for both potable and non-potable water service access and consumption.
- 7. The sewer charges for 2021-2022 as presented for sewer service access, sewer usage and liquid trade waste.
- 8. The stormwater management charges for 2021-2022 as presented.
- 9. The schedule of Fees and Charges for 2021-2022 as presented.
- 10. The 2021-2031 Long Term Financial Plan as presented.
- 11. The 2021-2025 schedule of Capital Works as presented.
- 12. The 2021-2022 Fit for The Future benchmarks.
- 13. At the conclusion of the 28-day public exhibition period that Council further considers the strategic documents in conjunction with any community comments or submissions received at an extraordinary meeting on 1 June 2021.

**CARRIED** 

#### 18.2 REMOTE ATTENDANCE BY COUNCILLORS AT COUNCIL MEETINGS

#### **RESOLUTION 21/083**

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Supports the proposed amendments to the Model Code of Meeting Practice as drafted in the consultation paper issued by the Office of Local Government.

#### 18.3 REVIEW OF PRIVACY AND INFORMATION DOCUMENTS

#### **RESOLUTION 21/084**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

- 1. Adopts the Revised Agency Information Guide and the Revised Privacy Management Plan for implementation; and
- 2. Approves the Draft Privacy Policy to be placed on public exhibition for community comments; and
- 3. Should no submissions be received during exhibition, adopts and implements the policy.

**CARRIED** 

# 18.4 REVIEW OF POLICIES - POL003 CUSTOMER SERVICE CHARTER, POL060 COMPLAINTS MANAGEMENT POLICY, POL054 UNREASONABLE COMPLAINANT CONDUCT POLICY

#### **RESOLUTION 21/085**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

- Endorses the proposed Customer Service Charter, the amended Complaints Management Policy and the amended Unreasonable Complainant Conduct Policy as presented and places these documents on public exhibition seeking community comment.
- 2. Resolves that, should no submissions be received during the exhibition period, the policies be considered as adopted and implemented.

# 18.5 CLASSIFICATION OF COUNCIL MANAGED CROWN LAND RESERVE 84170 (PART OF THE NARRANDERA CEMETERY) AS COMMUNITY LAND

#### **RESOLUTION 21/086**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Resolves to seek Ministerial consent to manage Crown Land Reserve 84170 (part of the Narrandera Cemetery) as Community Land – General Community Use.

CARRIED

#### 18.6 2021 COMMUNITY SURVEY

#### **RESOLUTION 21/087**

Moved: Cr Barbara Bryon Seconded: Cr Tracey Lewis

That Council:

1. Endorses the findings of the 2021 Community Survey and presents the report to the community using Council's website and social media.

**CARRIED** 

# 19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

#### 19.1 MARCH 2021 DEVELOPMENT SERVICES ACTIVITIES

#### **RESOLUTION 21/088**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Development Services Activities Report for March 2021.

# 20 STATUTORY AND COMPULSORY REPORTING - FINANCIAL / AUDIT REPORTS

#### 20.1 POLICY REVIEW - POL026 CREDIT CARD

#### **RESOLUTION 21/089**

Moved: Cr David Fahey OAM Seconded: Cr Barbara Bryon

That Council:

- 1. Reviews and endorses the Credit Card Policy for the purpose of public exhibition.
- 2. Following 28 days public exhibition, if no submissions received, deems this policy as adopted.

**CARRIED** 

#### 20.2 MARCH INCOME STATEMENT

#### **RESOLUTION 21/090**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

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

**CARRIED** 

#### 20.3 MARCH STATEMENT OF INVESTMENTS

#### **RESOLUTION 21/091**

Moved: Cr David Fahey OAM Seconded: Cr Narelle Payne

That Council:

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

#### 20.4 MARCH CAPITAL WORKS PROGRAM

#### **RESOLUTION 21/092**

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 March 2021.

**CARRIED** 

#### 20.5 MARCH STATEMENT OF BANK BALANCES

#### **RESOLUTION 21/093**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

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

**CARRIED** 

### 20.6 MARCH STATEMENT OF RATES AND RECEIPTS

#### **RESOLUTION 21/094**

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 31 March 2021.

**CARRIED** 

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

Nil

#### 22 CONFIDENTIAL BUSINESS PAPER REPORTS

#### **RESOLUTION 21/095**

Moved: Cr Narelle Payne Seconded: Cr Barbara Bryon

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 Tender - New Amenity Block/Camp Kitchen - Lake Talbot Tourist Park

This matter is considered to be confidential under Section 10A(2) - dii 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 competitor of the council.

CARRIED

# 22.1 TENDER - NEW AMENITY BLOCK/CAMP KITCHEN - LAKE TALBOT TOURIST PARK

#### **RESOLUTION 21/096**

Moved: Cr Tracey Lewis

Seconded: Cr David Fahey OAM

That Council:

1. Accepts the tender offer by Dezign to construct the new amenity block and camp kitchen at the Lake Talbot Tourist Park, in accordance with Section 55 of the Local Government Act 1993.

**CARRIED** 

#### 23 OPEN COUNCIL

#### **RESOLUTION 21/097**

Moved: Cr David Fahey OAM Seconded: Cr Narelle Payne

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

CARRIED

The Meeting closed at 3.38pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 May 2021.

GENERAL MANAGER CHAIRPERSON

#### 8 MAYORAL REPORT

#### 8.1 MAYORAL REPORT APRIL / MAY 2021

Document ID: 554815 Author: Mayor

Theme: Our Civic Leadership

Attachments: Nil

#### **RECOMMENDATION**

That Council

1. Receives and notes the Mayoral Report for April / May 2021.

#### **BACKGROUND**

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 20 April 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 and Acting General Manager Martin Hiscox to discuss various matters. Deputy Mayor also attends these meetings.

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

#### **Media Interviews**

I have had media interviews with Triple M Wagga and our local Community Radio Station during the monthly segment covering recent topics of interest and/or concern.

#### **APRIL 2021**

#### Wednesday 14

Together with Councillors Bryon, Clarke, Payne and Lewis, General Manager (GM) George Cowan and Council's Economic Development Manager (EDM) Peter Dale, I had the pleasure of again visiting Agri Australis Hazelnut Farm and meeting with General Manager Claudio Cavallini and Senior Agronomist Dallas Hill. Claudio and Dallas lead our tour and offered great insight into the operations of the farm and Ferrero Australia & New Zealand.



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#### Friday 16

Together with GM George Cowan and EDM Peter Dale, I attended a meeting with the Independent Living Group to discuss further updates and progress on the proposal to attract a suitable developer to establish independent living accommodation in Narrandera. Council has land available on land cnr Elwin and Crescent Streets.

#### Saturday 17

After accepting an invitation from NSW Rural Fire Service, I attended their Presentation of Long Service Medals outstanding long service. Local Member for Cootamundra Steph Cooke, Councillors Clarke, Payne and Bryon, together with the General Manager George Cowan were also in attendance.

The event was held at the Narrandera Ex-Servicemen's Club with medals being presented to recipients by Commissioner Rob Rogers AFSM. District Manager Kevin Adams, Acting Area Commander David Jones, brigade officers, service members and medal recipients were also in attendance. I had the pleasure of saying a few words of congratulations to the worthy recipients and to give thanks to all members of the NSW Rural Fire Service for their dedication and commitment.

Council has had a long-standing role in the management of fire service in the rural areas. This is achieved through a strong partnership with the various local brigades, including Paynters Siding, Colinroobie, Gillenbah, Grong Grong, Midgeon, Sandigo, Brobenah, Corobomilla, Birrego-Faithful and Moombooldool, and many of the volunteers from these brigades were present.

Following the introduction of the RFS MIA District, we have maintained this long-term connection to ensure our areas are kept safe, supporting neighbours and the entire Narrandera Shire community. The Rural Fire Service is vital to our district, supporting our community and continually being at the forefront of often quite dangerous situations. These efforts were acknowledged through the honour of Australia Day's Organisation of the Year Award for 2020 to the NSW Rural Fire Service. All members are to be highly commended for their dedication to the service, which we all greatly appreciate.

Recipients received awards for years of service starting from 10 up to 70 years' service. Special congratulations to Mr Tom Manning AFSM for 70 Years' Service after joining in 1950. Tom is a founding member of the Brobenah Rural Fire Brigade.

#### **Tuesday 20**

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

We had a guest presenter at the Public Forum providing the results of the recent community survey.

#### Wednesday 21

A very interesting day today joining a RAMJO Regional Tour with the Hon. Troy Grant (Interim Inspector-General Water Compliance). The visit was very much at the 'grass roots' for Mr Grant to gain an insight into the industry across the Riverina region and how the Murray Darling Basin Plan is impacting various Local Government Areas.

Also in attendance on the tour was Mr Brendan Murphy – Director Stakeholder Engagement, Mr Matthew Wilkes – Director Stakeholder Engagement, Mayor Kevin Mack – Albury City Mayor and Chair of RAMJO, Murry River Council Mayor Chris Bilkey – and Chair RAMJO Water Security Sub-Committee, Deputy Mayor Cr David Fahey OAM, Mr

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Shane Wilson – Deputy GM Narrandera Shire Council and Ms Bridgett Leopold - EO RAMJO.

Mr Grant was keen to meet with farmers, industry and business to discuss and understand topics such as:

- The outlook for businesses and industry.
- What has been the impact?
- Innovation/ideas that have been adopted.
- What are the challenges going forward?

We began our day with a site visit at Agri Australis Hazelnut Farm, meeting with General Manager Claudio Cavallini for a tour of Agri-Australis Operations.

The tour then moved on to Glendale Citrus & Hazelnut Orchard for a tour conducted by owner/operators Graham Eipper and Barb Bartholomew. We enjoyed a very delicious morning tea by the river's edge.

An enjoyable dinner with Mr Grant and all delegates was held at Griffith at the end of a huge day touring other locations around Leeton and Griffith.

#### Thursday 22

After accepting an invitation from our Local Member for Cootamundra Steph Cooke, I welcomed all who attended a special meeting of the Coercive Control Committee (CCC) at the CRC Church Hall. Council was represented by Cr Tracey Lewis. Representatives from the CCC travelled to Narrandera, as a central location, to meet with domestic violence victim-survivors, indigenous organisations, frontline services, and local charities from Regional NSW as part of its ongoing Inquiry.

#### Sunday 26

Along with the local community, I attended the Narrandera ANZAC day Dawn Service and the Main Service at Memorial Gardens. The community turnout was impressive, and it was great to see children and adults participating, and beautiful wreaths were laid.

I laid a wreath at the Dawn Service, and the Acting General Manager Martin Hiscox and I laid a wreath together on behalf of Council at the 11am Service.



Cr Morris also laid a wreath on behalf of Council at the Barellan Service.

Thank you to the Narrandera RSL for providing lunch and an opportunity to share the day with the special guests.



During the luncheon, SQD LDR Mitchell Highed presented me with a RAAF 100th Anniversary medallion and I thanked SQD LDR Highed on behalf of the Shire residents. The medallion will take a special place in the Mayoral Office.

SQD LDR Highed commented on the Order of Service and was particularly pleased to see school children participating. All

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services were very well attended. A total of 22 RAAF personnel were present at the Service and a total of 92 people enjoyed the Luncheon at the Ex-Servicemen's Club.

#### **MAY 2021**

#### Tuesday 4

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

#### Monday 10

Together with fellow committee members, I attended and chaired the Aboriginal Elders Liaison Group meeting. Minutes of the meeting are further presented to Council.

\*\*\*\*\*\*

I 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 April / May 2021.

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#### 9 QUESTION WITH NOTICE

Nil

#### 10 NOTICES OF RESCISSION

Nil

#### 11 NOTICES OF MOTION

Nil

#### 12 COUNCILLOR REPORTS

Nil

#### 13 COMMITTEE REPORTS

#### 13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) MAY 2021

Document ID: 557892

Author: Executive Assistant
Authoriser: General Manager
Theme: Our Economy

Attachments: 1. 2021-05-04 Economic Taskforce MINUTES &

2. Economic Stimulus Projects - May 2021  $\underline{\mathbb{J}}$ 

3. Tourism Stimulus Project - May 2021 😃

4. 2021-05-04 Economic Strategy (Open) May 2021 4.

#### RECOMMENDATION

That Council receives and notes the:

- 1. Minutes of the Economic Taskforce Committee meeting held 4 May 2021
- 2. Economic Stimulus Projects May 2021
- 3. Tourism Stimulus Project May 2021
- 4. Economic Development Strategy (non-confidential) May 2021.

#### RECOMMENDATION

That Council receives and notes the:

- 1. Minutes of the Economic Taskforce Committee meeting held 4 May 2021
- 2. Economic Stimulus Projects May 2021
- 3. Tourism Stimulus Project May 2021
- 4. Economic Development Strategy (non-confidential) May 2021.

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**Economic Taskforce Committee Minutes** 

4 May 2021

#### MINUTES OF NARRANDERA SHIRE COUNCIL ECONOMIC TASKFORCE COMMITTEE HELD AT THE ZOOM ON TUESDAY, 4 MAY 2021 AT 10AM

Meeting commenced at 10.02am

#### 1 PRESENT

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

#### 2 APOLOGIES

Nil

#### 3 DECLARATIONS OF PECUNIARY INTEREST

Nil

#### 4 CONFIRMATION OF PREVIOUS MEETING MINUTES

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM Seconded: Cr Kevin Morris

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

**CARRIED** 

#### 5 BUSINESS ARISING FROM PREVIOUS MINUTES

- EDM Introduced Council's Tourism & Economic Development Coordinator; Toneale O'Connell and welcomed her to the meeting.
- EDM advised that the Narrandera Information booklet will be phased out when remaining stock has run out. Murrumbidgee Trails Visitor Guide is now the official publication. Cr Clarke continues to distribute the old guides to both Caltex and Mobile for passing travellers.
- Chicken Farms at Barellan EDM has made representations to the former Manager
  of Proten David Kluger, who now works for a Queensland chicken farm developer
  group SANTREV and the Breeder Manager of Baiada, Sean Backhaus, regarding
  the potential development of farms at Barellan in the future. Discussion is
  continuing on the expansion to the Barellan area and availability of sufficient water
  supply.
- No further update on the Mobile Muster Collection Centre at this stage.
- Rockin on East (ROE) Meeting with organisers regarding the ROE Committee being unsuccessful in Council's Annual Financial Assistance Program. Committee

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#### **Economic Taskforce Committee Minutes**

4 May 2021

is tiring and seeking further assistance. A meeting has been arranged for GM, DGMCC and EDM to meet with the committee Chair to discuss future options.

#### 6 REPORTS

#### 6.1 ECONOMIC DEVELOPMENT STRATEGY

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM Seconded: Cr Kevin Morris

That the Economic Taskforce Committee:

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

**CARRIED** 

### 6.2 ECONOMIC AND TOURISM STIMULUS PROJECTS - NARRANDERA ENERGISED

#### **COMMITTEE RESOLUTION**

Moved: Cr David Fahey OAM Seconded: Cr Kevin Morris

That the Economic Taskforce Committee receive and note the:

- 1. Tourism and Economic Stimulus reports.
- Endorse items written in Blue within the Tourism and Economic Stimulus reports for submission to the next Council Business Paper Agenda for consideration in Open Council.

**CARRIED** 

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#### 7 GENERAL BUSINESS

#### Cr Clarke

- Commented on how interesting the recent site visit to Agri Australis Hazelnut Farm was.
- Suggested again a Council Information Notice Board, like the one at High School, information on Narrandera Shire projects and points of interest. Could be changed weekly or fortnightly. Suggested within one of Coles windows being a potential central site
- 3) Sought update on progress regarding the re-opening of the All Transit Motel at Gillenbah.
- Advised of the new Psychology business commencing practice in May, located in Larmer Street.

#### Cr Morris

- Received enquiries, initially regarding water volumes and provision of services, for potential intensive livestock developments around the Barellan area. Has advised enquirer of the appropriate Council managers to contact for further discussions.
- 2) Tickets for the Barellan Clydesdales "Good Old Days" Weekend set for the October long weekend, opened for sale on 1 May and are already selling fast. Enquiries regarding the event are coming in from as far as Sydney.

#### Mayor

- 1) Passed on good news that Yarrabee Park Solar Farm are considering a Public Information session.
- Suggestion to hold an information session for investors in conjunction with Business Group.
- 3) Queried how businesses can move into the Mohair industry.
- 4) Queried timeframe for the potential second supermarket commencing operations.
- 5) Letter from Cr Conkey; Mayor of Wagga Wagga City Council, seeking Council's assistance by way of subsidising accommodation costs for medical students while on work placement in Narrandera. The Nurses Residence building located in the Narrandera Hospital grounds has the potential to be utilised for this need, pending renovation timelines. A response will be provided in due course.

#### 8 CORRESPONDENCE

Nil

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**Economic Taskforce Committee Minutes** 

4 May 2021

#### 9 CONFIDENTIAL BUSINESS PAPER REPORTS

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM Seconded: Cr Kevin Morris

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

#### 9.1 Update on AAPA

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

**CARRIED** 

#### 9.1 UPDATE ON AAPA

#### **COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM Seconded: Cr Kevin Morris

That the Economic Taskforce Committee receive and note the update from AAPA.

**CARRIED** 

#### COMMITTEE RESOLUTION

Moved: Cr Jenny Clarke OAM Seconded: Cr Kevin Morris

That Economic Taskforce Committee moves out of Closed Committee into Open

Committee.

CARRIED

#### 10 NEXT MEETING

Tuesday 6 July 2021 - 10am - Via Zoom

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**Economic Taskforce Committee Minutes** 

4 May 2021

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#### 11 MEETING CLOSE

The Meeting closed at 11.19am.

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 6 July 2021.

CHAIRPERSON

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## **Economic Stimulus Projects**

Item	Project	Status
1	Yarrabee Solar farm	Directors of Yarrabee advise that, as at July 2020, they are still confident of financial closure by the end of 2020 and commencement of construction in the first half of 2021.  Directors Tony Concannon and David Webster address Council on 17 <sup>th</sup> November 2020. Yarrabee Solar on track for commencement mid to late 2021.  As at March 2021 Directors considering further public information session(2) to advise of variation to battery storage to 100mw.
2	Avonlie Solar farm	Executive representative of RES confirms in July that Siemen/Gamesa have withdrawn as preferred EPC as the whole company representation has withdrawn from Australia. RES will appoint a replacement EPC and are hopeful of construction commencement in first half of 2021.  RES advises as at November 2020 that they are scheduling construction commencement for March 2021. Been confirmed as the appointed EPC.
3	AAPA at Narrandera/Leeton airport	Briefing facility established in Council owned airport residence on \$0 rental arrangement for 12 months lease, Sign established by AAPA describes the facility as 'Briefing Centre Narrandera Campus. Casa approves use of facility, Narrandera airport and airspace around Narrandera for AAPA training requirements.  Briefing Facility on Narrandera Campus officially opened by Chris Hine CEO of AAPA and Mayor Kschenka of Narrandera and Mayor Maytom from Leeton.  As at 23 April 2021 Chris Hine, CEO of AAPA, advises that AAPA has received preliminary funding approval, subject to submission of more details, from NSW Job Creation Fund for development of a further AAPA Campus.  # Confidential memo attached.
4	Parallel taxiway at the airport	Preferred quotation received for taxiway design and technical services team negotiating variations to the taxiway proposal.  Funding application submitted as at December 2020 to Regional Airports program for funds to build the parallel taxiway.
5	Energy Connect-High voltage interconnect 6between S.A and NSW	As at July 2020 Council advised that the proposed interconnect will not traverse Narrandera Shire. The new route now deviates South of the Colleambally Irrigation area.  NSW Industry capability network inviting EOIs for industry and trades to register interest in providing goods and services to the Energy Connect project. Narrandera Businesses advised of registration details.
6	Development at Red Hill Industrial Estate-	Lots 163 and 164 sold to Project Innovations (Australia) Pty Ltd. Company will develop a manufacturing facility for rubber compound mixing and road stabilization products.  Lot 169 Driscoll Road has been sold to current owner of two adjoining lots. Contracts issued. Owner considering various development options across the 3 sites.  Sale of lot 169 settled.  Consideration being given to developing a pre-subdivision overlay plan of Paterson Place to outline future lot lines for interested purchasers of small to medium lots of land.  10,000 sq m of land sold to trucking company by QPL in Driscoll Rd

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Item	Project	Status
7	Independent Living Village Concept. Cnr Elwin and Crescent Streets Narrandera	Noel Thomson Architect prepares concept report from brief provided and presents options for consideration by ELT. Proposal referred back to Noel for expansion of concept proposal and resubmission to Council in due course. Council approves marketing strategy for this land with preference for an Independent Living Village with community facility. Expressions of Interest to be invited from various providers through direct letters and advertisements in metro, regional and local media as well as online. Commencing Jan 19 2021 and submissions close on 26 Feb 2021. No Expressions of Interest received. Discussions continuing with several potential developers.
8	Playground on the Murrumbidgee	Project management team established under Emily Currie as Project Manager. Initial meeting held and timelines and activities matrix accepted. Various additional meetings held to consider operational and space usage issues.  Review of Pre-design report by project team for Destination and Discovery Hub-report provided by Studio S2 architects of Melbourne.
9	Grant funded projects and projects in budget	Over \$30 million in projects will provide much need work for many locals. Emerging opportunities with road work projects associated with improvements to the Newell Highway.

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# **Tourism Stimulus Projects**

Item	Project	Status	Comments
1	Joint Marketing Initiative - Murrumbidgee Trails	Collaboration of Narrandera, Leeton, Lockhart and Murrumbidgee Councils. Graphic Designer/ Copy writer engaged.  Development of Booking form and advertising prospectus - Advertisers currently being sort.  Developing information for guide.	Draft content now being reviewed and graphic designer laying out pages for adverts and content.  Joint initiative underway with 21 local Narrandera businesses taking up advertising, local council owned operated places ads for as well (including Parkside, Lake Talbot, etc)  Murrumbidgee Trails posters to be placed in high traffic areas in
2	Social Media	Facebook and Instagram Creation of posts using new imagery #visitnarrandera #lovenarrandera and #DreamNowVisitLater Free Webinar Seriers – A Digital Response to Covid 19 – 3 sessions in June and July professionally hosted through Zoom	Narrandera.  Video being edited to be displayed in Visitor Centre and via social media channels  Riverina Outdoor Art trail Instagram /Facebook posts being created regularly.  Visitor Centre staff creating Narrandera Tourism posts with new photo catalogue
3	Water Tower	Postage stamp feature launched by Australia Post. Riverina Outdoor Art Trail component	Water tower postage stamp Approached Narrandera signs to develop tourist photo op spot – a frame to be installed so people can take their photo "in a stamp" this could lead to a tourism initiative around town – for example a postcard frame for Sunrise of Lake Talbot etc.  Third Phase of Water Tower Art Installation underway – currently finalizing artwork.
4	Tourism Website	Developing and posting blog posts to interact with travelers Auditing website pages.  Developing information and product for pages	Blog posts have begun.  Web page information is being audited and updated as needed
5	Tourism Newsletter	Currently monthly, communicate information and resources.  Business NSW, Tourism Australia, Destination	Successfully getting information out to tourism operators and business  Goal to gain more subscribers Tourism newsletter growth and information sharing.

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Item	Project	Status	Comments
		Networks (DRM, DNSW)	
6	Australian Regional Tourism	Current member of ART  Valuable resource for information	Current Financial Member of Australian Regional Tourism. Networking and information on Visitor Centre's, Marketing Opportunities and events.
7	Thrive Riverina	Current board member  Involvement in campaigns - Social Media, Newsletters, website Using #DreamNowVisitLater  Riverina Outdoor Art Trail - social media platforms	Partnership program with Thrive member councils for a big promotional campaign — draft of destination audits was completed by participating Councils and a campaign is being developed for review.  Thrive Visit Riverina Facebook/ Instagram posts — series of posts organized over the coming months.  Thrive updating website with Narrandera information.  Riverina outdoor art trail posts and reach growing.  On a working group for thrive social media comp ideas for encouraging buy local  Narrandera recently hosted the Visit Riverina meeting at the Narrandera Arts & Community Centre to discuss joint marketing initiatives and opportunities.
8	Destination Riverina Murray	Supporting the campaigns developed by DRM #LoveNSW	Scheduled a series of posts that DRM and DNSW, thrive via visit Riverina Social Page  Facebook page analytics below table  Love NSW Campaign is underway. Influencers – The Blonde Nomads visited Narrandera and posted frequently.  Posts and stories included content on Narrandera Koalas, Murrumbidgee River & The Water Tower Art Work  See below posts
9	Country Change	Member of Country Change	Video completed – 3 business

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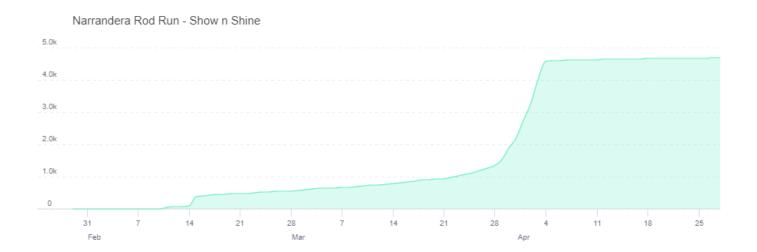
Item	Project	Status	Comments
		Use of Country Change social media and website inclusion Initiative by Regional Development Australia - Riverina	owners.interview about regional living and business opportunities – shared on Country Change social media channels  Included in flyer for graduating nurses as possible relocation area.  Social Media posts created for Narrandera.  Content on Website.
10	Narrandera – Leeton Airport	Tourism initiatives – branding entry point  Airport signage	The application of tourism and marketing collateral within the airport can have the potential to help generate a positive mood and attitude of passengers enhancing their experience from the start.  Quote is being developed for design concepts with a graphic designer, Narrandera Signs have measured and are quoting on installation costs.  Signage complete
11	Narrandera Destination and Discovery Hub	A multi- faceted project that will be the tourism showpiece in the region.  Scheduled to commence construction in November 2021 for completion in October 2022.  Significant employment during construction and continuing employment in the Visitor Information Centre component and in other active workspaces within the Hub.	Project team has been formed  Generation of ideas for planning spaces Out for public viewing and feedback on concept plans.  Review of needs of new Centre including staffing, deliver of services, stock, activities and experiences.  S2 Architects have been engaged, updated plans to be delivered in May.
12	Upcoming Advertisements	List of all advertisements Narrandera Tourism Team under work or in publication	Caravan and camping Magazine – Autumn advert & editorial complete  Out and About – Autumn advert & editorial complete
13	Narrandera Regional Tourism Famil	Narrandera Tourism team has created a famil for regional visitor center's, Narrandera accommodation providers, Regional Development Australia & Destination Riverina Murray to attend to increase promotional opportunities and showcase	Invites sent to attendees  Local Businesses and Tour Operators  Booked

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Item	Project	Status	Comments
		what Narrandera has to offer. This will provide an educational opportunities for Visitor Services Officers in surrounding regions.	

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### **Eventbrite Report – Narrandera Rod Run Total Page Views**



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#### **Narrandera Rod Run Facebook Advertisement Results**



## **Audience**

This ad reached 18,062 people in your audience.



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#### Visit Riverina - Recent Narrandera Post information

The Blonde Nomads



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# 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.

Stra	tegies	Key Actions		Progress
1.1	Be a proactive, supportive and coordinated	1.1.1	Continue to employ an Economic Development Manager and provide funds and resources for economic development.	Achieved
	Council	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 4th May 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.  Pol ES 270 reviewed and now new Pol 048 Red Hill Industrial Estate. Public exhibition period has ended.
		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

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Strategies Key Ac	tions	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.	Effective use of REMPLAN into the future for development applications, grant applications etc.  January 2019: REMPLAN introduces Business Analysis Model (BAM) Current data transferred from ABR and now available in Economy/Business tab in Remplan.  Businesses within selected local geography reported to committee Survey of attendees at 39th National Cavy Show to inform future event arrangements.  ED team through Marketing Tourism and ED Coordinator have produced a Facebook initiative called Narrandera Takeaway and Delivery Service and Business as usual in conjunction with Narrandera Business Group as well as creating a business online directory which is under development. The Facebook initiative is to assist business to keep operating and it has been very well received with 500 followers.  As at June 2020 there are 640 followers As at July there are 700+ followers.  Updated quarterly Small Area labour market data for Narrandera. December qtr 2019 reveals unemployment rate of 5.9% and 180 unemployed out of total workforce of 3075. March qtr 2020 reveals unemployment rate of 6.3% and 194 unemployed out of a total workforce of 3093.  This is consistent with trend across the Riverina and is considered not yet reflecting impact of Covid 19 pandemic.  June qtr 2020 SALM data reveals unemployment rate of 6.7% and 202 unemployed out of labour force of 2937.  Dec. 2020 SALM data reveals unemployment rate of 6.6% 193 unemployed out of labour force of 2930.

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Stra	tegies	Key Actions		Progress
1.2	Continuo to	1.1.7	Include comprehensive information on economic development and business assistance on Council's website.	Council has commissioned an independent survey called a VIBE survey being undertaken by NDP Economic Development Group. The survey is an independent audit to determine Narrandera Shire's economic performance and highlight any areas of concern and potential growth. It is expected to explain the severity of Covid-19 impacts on the Shire's economy, the nature of local business sentiment and guidance on economic development programs and planning. The survey is expected to be completed by early/mid October.  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.  Vibe survey presented to Council's April briefing session and subsequently to Narrandera Business Group.  Economic Development Department has contributed to planning of Council's Website upgrade.  Economic Development Strategy on Website.  REX Community fare on website  Information on BEC workshops for business on website/Facebook
1.2	Continue to build partnerships and strategic alliances	1.2.1	<ul> <li>Strengthen relationships with Government Agencies, regional organisations and service providers though:</li> <li>Active participation in regional programs, forums and workshops.</li> <li>Briefing and updating these organisations on the Shire's needs and priorities.</li> <li>Advocating strongly for improved facilities, infrastructure and services.</li> <li>Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies.</li> </ul>	<ul> <li>ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings.</li> <li>EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking.</li> <li>Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019.</li> <li>Council facilitated Bee Forum to address issues arising from any accidents and emergencies on our region's roads involving the transportation of live bees with the aim of identifying gaps, finding solutions and increasing preparedness.</li> <li>Forum formulates and endorses a 3 point action plan for positive outcome.</li> <li>DPI representative Daryl Cooper working with Apiarists to develop an Action List Protocol that can be used by all emergency services responding to a vehicle accident involving the transportation of live bees</li> </ul>

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Stra	tegies	Key Ac	etions	Progress
		1.2.2	Build and strengthen strategic alliances with Councils within the Riverina Region and along strategic road and rail corridors.	<ul> <li>in hives.</li> <li>Wed 22 April EDM participated in regional zoom forum of Economic Development officers from Western Riverina Councils organised by Nicola James-Ausindustry</li> <li>EDM to participate in Skills Forum as a component o the Riverina Skills Audit conducted by CSU research team (9 October zoom meeting)</li> <li>EDM participated in RDA Skills Forum with report due from CSU in due course.</li> <li>EDM to participate in Regional Australia Institute presentation of Deputy PM pre budget speech on 30 September</li> <li>Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line &amp; Intermodal Support Alliance.'</li> <li>Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility.</li> <li>Working relationships with Western Riverina Councils known as</li> </ul>
				<ul> <li>Functional Economic Regions</li> <li>Council working on Tourism joint initiative for digital visitors guide with Murrumbidgee Leeton and Lockhart Shires. Presentation to Councillors at briefing session 19 Nov 19.</li> <li>Development of marketing prospectus and strong support from advertisers.</li> <li>Murrumbidgee Trails name and logo adopted.</li> <li>Strong response across the targeted region for advertising in the new guide which is scheduled for launch in November 2020.</li> <li>Official launch of guide on 18 November.</li> <li>The Murrumbidgee Trails Council Group has made a submission to the NSW Local Government Excellence Awards for the Murrumbidgee Trails Visitor Guide initiative in the 'Special Projects' category. The results of the submission are expected in the near future.</li> </ul>
1.3	Engage pro- actively with local businesses	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.	Ongoing  17/9 Visit to Glendale completed ED team working closely with Narrandera Business Group to provide

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Strategies	Key Actions		Progress
and business / industry organisations	1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	assistance to business during Covid 19 business closures and limitations.  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.  Council members and staff toured the Agri Australia facility on 14 April.  Manager Claudio Cavalini briefed the tour on the operations at the farm which grows and propagates hazelnuts.  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.
	1.3.3	Establish effective networks and communication channels.	Bi -monthly newsletter for business prepared and circulated by EDM since start of 2019. Most recent circulation in March 2021.
	1.3.4	Support business groups and networks.	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

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Strategies	Key Actions	Progress	
	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.	(2) Acting Secretary for Narrandera Business Group upon resignation of Secretary until new Secretary appointedJosie 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. 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. Present Vibe survey results to April meeting on Narrandera Business Group  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 farm workers from Darlington Point project staying in Narrandera facilities. February survey reveals 30+ Darlington Point Solar farm workers accommodated in Narrandera.	

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Stra	Strategies		ctions	Progress
				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 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 December2018.  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

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Strategies	Key Actions	Progress
		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. Council receives award in Local Government category Return and Earn litter prevention award and is commended for social, economic and environmental outcomes. EDM accepts award on behalf of Council at KAB Awards function in Murrurundi on Saturday 13 March. Tiffany organises several key publication advertisements.
	1.4.5 Encourage the community to be advocat for the Shire, including speaking about the positives.	es Ongoing
	1.4.6 Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	Awaiting response from 'Playground on the Murrumbidgee' NSW State Funding application.  Considering application for current round of funding with BBRF. Funding confirmed from NSW Government of \$8 Million for Playground on Murrumbidgee project including the replacement of the VIC with the Narrandera Destination and Discovery Hub.  VIC closed during Corona Virus Pandemic and staff either working from home or redeployed.  Possible reopening 1 June 2020  VIC reopens on 1 June with strict social distancing requirements in place.  Perspex barriers installed to protect staff and customers.  Enquiry levels reduced compared to normal times but public is travelling again in reduced numbers.  23/7 First meeting of project team to progress the construction of the Destination and Discovery Hub-Emily Curry as Project Manager. Project plan and timelines established.

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Strategies		Key Actions	Progress
			April/May meetings with Amy Smedley from Studio S2 Architects to review
			pre-design report for Narrandera Destination and Discovery Hub.

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.

Stra	tegies	Key Actions		Progress
2.1	Continue to improve presentation – creating positive first impressions	2.1.1	Implement the Narrandera CBD Masterplan – subject to funding and staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	Ongoing
	·	2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.	Refer 1.4.1 for Town entry signage Pole banners installed at Grong Grong highway entry point  Window decals promoting Narrandera are now in place at the airport and new Community Fare Banner on display.
		2.1.3	Improve the presentation of the Shire's industrial areas.	Ongoing. 4 new poles and banners erected at entry to Red Hill Industrial Estate at Cnr Driscoll Rd and Barellan Rd.
2.2	Enhance lifestyle	2.2.1	Continue to improve and expand recreation, sporting and leisure facilities within the Shire.	Ongoing

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Stra	tegies	Key Action	ons	Progress
		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.  Successful Show 'n Shine event in conjunction with Easter Rod Run 2021.  5,000 tickets issued for Shown N Shine on Easter Sunday. 350 vehicles on display at Narrandera Sportsground. Positive feedback on the event from organisers Steve and Ray Alldrick.  Discussions with Rockin on East committee around possible festival on October long weekend 2021
2.3	Advocate for the retention and expansion of facilities and services	2.3.1	Advocate for improved childcare, health care, aged care and social assistance facilities and services within the Shire.	Preparing for Health Alliance meeting to bring together primary health and aged care and associated agencies in Narrandera Shire.  EDM to meet with Dr Romeo who is unavailable until end of July 2019.  Requested meeting with Dr and Mrs Romeo  Meeting with Dr and Mrs Romeo held and support expressed for Alliance meeting.  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.

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Strategies	Key Actions		Progress	
	2.3.2	Ensure that facilities and services have the capacity to support 'aging in place'.	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  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 Cresent 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. 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. 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 the	

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Stra	tegies	Key Action	ons	Progress
				architect. Proposals to be presented to seniors' group and to November Council with emphasis on marketing plan for Independent Living complex.
				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.  No Expressions of interest received but discussions continuing with possible interested parties. Meeting with seniors' group and surveys issued to members to determine preferred model.
		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.	Liaise with RDA skilled migration unit.  EDM attended multicultural meeting in Leeton with all relevant agencies present to evaluate what services might be available to Narrandera residents as an outreach service. Focus on migrants and refugees.  PIC piggeries apply for Labour agreement for skilled piggery workers that could see as many as 40 workers over the 5year period of the agreement with 19 potential permanent residents in years 4 and 5 of the agreement.
		2.4.2	Continue to support activities (eg events, sport, creative arts etc) that encourage engagement and social inclusion and build pride in, and commitment to, the local community.	Easter Rod Run and Shown N Shine a huge success. Council de-brief held with external group debrief to follow.  Corona Virus response advocated by Federal Government and Senior Health Officials includes avoiding gatherings in excess of 500 people. This will impact proposed events such as Folk Festival on 20-22 March and Rod Run Events on11 -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.

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Stra	tegies	Key Actions		Progress
				Successful Show and Shine event.
		2.4.3	Support community initiatives to develop,	ED Dept. continues to contribute to preparation of funding applications such
			grow and enhance the liveability of the	as Stronger Country Communities, Fixing Country Roads Regional Growth
			Shire.	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	2.5.1	Develop and implement a Resident	Winter Edition 2019 of Central West Lifestyle Magazine highlights
	residents		Attraction and Retention Strategy.	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.

Stra	tegies	Key Actions		Progress
3.1	Encourage and nurture business start-ups	3.1.1	Provide access to information and business advisory services.	• 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 etc).	ongoing
3.2	Support and nurture existing businesses	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	Distribute information cards for NSW Business Connect eg through Business Group and at NSC front counter Refer public enquiries to Remplan Community and Economic profile Electronically distribute via group emails to local business, advice on Corona Virus support programs from AusIndustry, Business NSW,RDA, EDA and

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Strategies	Key Acti	ons	Progress
			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) RVM total voucher redemptions for February 2021 are \$18,593 (4 weeks) RVM voucher redemptions for March 2021 are \$14,799 (4 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 program in conjunction with Narrandera Business Group.  Join COSBOA Facebook group to access campaign digital content and supporter material and toolkit for a Government supported "Go Local First"

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Strategies	Key Actions	s	Progress
	3.2.3	Raise awareness of business advisory	campaign-no cost to Council. This complements the Narrandera 'Buy Local' initiative.  Tiffany to attend 9 December Narrandera Business Group meeting to again discuss Why Leave Town Gift Card initiative as a 'buy local' initiative.  ED maintains a business distribution list and uses it to share information re
		and support services and encourage businesses to participate in business and skills development programs.	opportunities for businesses in the Shire. Small Business Month October activities and facilitate BEC Skills for Business Success Workshops. Advise business database of series of short courses available at TAFE at no cost to people who enrol. Circulate business recovery material from various government agencies to local business database
		Facilitate opportunities for professional development, networking and innovation.	<ul> <li>Site at landfill confirmed as suitable for 4- point RVM kiosk. Site plans prepared and execution of licence agreement with Tomra/Cleanaway completed by Council. Site plans and construction plan and power supply design commenced.</li> <li>Partnership with Tomra/Cleanaway and Council to mount a display in the Exhibition Hall at Narrandera Show on 7 September. This display will inform the public of the operational and container deposit requirements for the RVM.</li> <li>CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group.</li> <li>CEO of TOMRA/Cleanaway addresses a business breakfast with 34 in attendance on 6 September.</li> <li>TOMRA/Cleanaway and Council join to manage a stand at Narrandera Show with information on the Return and Earn program and the RVM.</li> <li>Preparation of site progressing at Narrandera Landfill entrance to accommodate the RVM.</li> <li>Actively promote Small Business Month October activities for professional development, networking and business tips.</li> <li>RVM scheduled for installation on 25 Feb 2020.</li> <li>RVM installed and operational with generator power on 28 Feb 2020 with solid use over first weekend.</li> <li>EDM and Marketing Tourism and ED Coordinator attend webinars by</li> </ul>

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Strategies	Key Action	ons	Progress
			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. Recurring opportunity provided through the Easter Rod Run Events. Circulate information from Geoff Reardon Manger ICN Southern Region on opportunities arising from proposed construction works for Energy Connect project.
	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.

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Strategies	Key Action	ons	Progress
			Klaus Baumgartel has retired and his replacement is Geoff Reardon
	3.2.9	Work with major project proponents to identify the goods and services required and provide introductions to local businesses.	Database provided to Siemens/Gamesa the EPC for Avonlie Solar at Sandigo. Siemens Gamesa provide direct email contact address for expressions of interest from businesses wanting to register to provide their services to solar farm construction.  Beon Energy takeover construction of Avonlie from Siemens Gamesa to be finalised before end of 2019.  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.  As at May 2020 RES advises that Siemens/Games is confirmed as their EPC and Accommodation and Employment Strategy finalised for sign-off by the Department.  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.
			Register via ICN for opportunities associated with the Energy Connect project-new transmission line from South Australia to Wagga Wagga.
	3.2.10	Encourage and assist businesses to prepare for the NBN and embrace digital / on-line business and marketing opportunities.	<ul> <li>Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017.</li> <li>GM provide report on meeting with NBN.</li> <li>Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services.</li> <li>Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December.</li> <li>NSC and Narrandera Business Group sponsor the BEC Social Media Masterclass on 28 October with approx. 25 attending at TAFE CLC.</li> <li>Meeting with Mark Wilkie to discuss future meeting of Digital Economy Group.</li> <li>Work with RAMJO to participate in Regional Connectivity program to improve online data capabilities.</li> </ul>

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Stra	itegies	Key Actions		Progress									
		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	3.3.1	Agriculture and Agri Business										
	grow key sectors		Develop a producer data base and establish networks and communication channels.	Sandigo Solar farm.  2018-01-30 – Developers have met with Council on the proposal.  Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has proposed a \$250,000 community fund component as one of its initiatives. This proposal is currently being reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020.  Avonlie awarded Development Consent on 8 August 2019.  Council representatives meet with Jacobs Consulting appointed by Siemens/Gamesa, the EPC for Avonlie Solar, to review the Accommodation and Employment Strategy. Updates strategy presented for review to solar reference group.  Accommodation and Employment Strategy reviewed and completed.  Avonlie development now not expected to commence until H1 2021 as EPC Siemens Games has withdrawn from Australian projects and therefore RES need to appoint a new EPC (solar farm builder).									
			<ul> <li>Continue to advocate for water security.</li> </ul>	Ongoing									
			Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce.	EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May. Piggery Forum held in Narrandera addressed by industry experts on 30 August.45 people present. Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries. Advice received from DPI International Engagement Division that Australia									

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Strategies	Key Actio	ons	Progress
		Explore opportunities for and	does not have a pork export arrangement with China.  PIC Australia apply for Pork Industry labour Agreement for Grong Grong Piggery. Letter of support provided.  EDM to participate in focus group on 9 October for CSU Research project being Riverian Skills Audit.  Ongoing.
		encourage development of new processing and value-adding opportunities and utilisation of waste products.	Confidential Statement Removed.
	3.3.2	Aquaculture	Confidential Statement Removed
		Support the expansion of the aquaculture industry within the Shire.	Assist Dr Yu with information on how to source an apprentice in aquaculture.
			14 Jan 2021 Dr Yu submits Development Application for large shed at Uarah Fisheries.  DA approved and consent issued to applicant. April 26 2021.
		Build skills and knowledge about the industry within Council and the local community.	Ongoing
		Explore the possibility of positioning the Narrandera Fisheries Research Centre as a Centre of Excellence for the Murray Cod industry.	Under consideration Meet with Manager Narrandera Fisheries and establish partnership arrangement for development of large inland fish aquarium at proposed Narrandera Destination and Discovery Hub.  Murray cod to feature on stage 2 mural for Narrandera water tower.  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.
	3.3.3	Retail & Wholesale	
		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.  Reserved 12 pages dedicated to Narrandera in Collector's Edition no. 2 of Regional Lifestyle Magazine. \$4500. Free one page advert and 20

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Strategies	Key Actions	Progress
		complimentary issues for Council. To be circulated October. 6000 copies to be printed. Estimated readership 25,000 to 30,000.
	<ul> <li>Encourage and facilitate training (customer service, merchandise display, e.commerce etc)</li> </ul>	Ongoing
	Encourage development of and participation in cooperative marketing and promotional campaigns.	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.  Country Change program launched by RDA.  Enrolled in Country change for 2020.  Country Change magazine launched by Deputy PM in September 2020  Country Change participant for 2021.Narrandera as feature location January 2021.  Narrandera Koalas and lifestyle issues to feature in Whatsup Downunder documentary filmed in Narrandera on 22 April.
	3.3.4 Tourism / Visitor Economy	
	Continue to develop products, experiences and activities, including events.	Ongoing 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.  Successful movie event as reported.  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.  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.
	Continue to improve infrastructure, facilities and services for visitors	Awaiting outcome of 'Playground on the Murrumbidgee' funding application under NSW funding program. Funding of \$8 million approved by NSW State Government VIC closed during health emergency VIC reopens to public on 1 June 2020

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Strategies	Key Actions		Progress
			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.
		e and improve information and tional collateral.	<ul> <li>Ongoing</li> <li>Purchased promotional backpacks for insertion of information on Narrandera supported by vouchers redeemable at local businesses.         .Backpacks to be distributed F.O.C from time to time by V,I.C. staff to visiting caravanners and campers at Brewery Flats. Survey box to be installed on amenities block at Brewery Flats for survey collection.     </li> <li>Survey Box installed and positive responses being received. Data collected will be advised to the Taskforce in due course</li> </ul>
	Shire, brandi Shire's	vely market and promote the including implementing the ng strategy and expanding the son-line presence and ising on digital and social media unities.	<ul> <li>Ongoing</li> <li>Joint promotion between Narrandera, Murrumbidgee, Lockhart and Leeton to utilise digital capacity to develop a state of the art visitors guide for the sub region</li> <li>Plan new banners/flags at Airport terminal as a branding exercise</li> <li>Distinctive painted images promoting Narrandera on side curtains of Hayllars semi-trailer.</li> </ul>
	Lever location	ort and Logistics age off Narrandera's strategic on to position and develop the as a road transport hub.	Ongoing
	3.3.6 Health C  • Advocin hea	Care & Social Assistance cate for continued improvements alth, aged care and social ance services, programs and	<ul> <li>Communicate with local health sector agencies to seek support for program initiated by the Gwydir Health Alliance. Proposal is to convene a meeting in Narrandera to form a local health alliance. Little indication of support and limited response to petition aimed at bringing shortages of rural doctors to the attention of Government.</li> <li>Plan for Health Alliance meeting after Easter 2019 break. Meet with Dr Romeo, obtain feedback from RAMJO Health Group to prepare for possible meeting in June/July.</li> <li>Meeting with Dr Romeo and Liz completed.</li> <li>Health Alliance meeting planned for 29 November in Narrandera</li> <li>Narrandera Health Advisory Group (NHAG) established on 29 November 2019.</li> </ul>

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trategies Key Actions	Progress
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 offer new businesses and investors.	<ul> <li>NHAG meeting on 5 March to consider pilot Pathway program developed by MLHD and approved by Government.</li> <li>CEO of MLHD outlines program that will provide more trainee Generalist Pathway trainee doctors into local health system as GPs and at the hospital</li> <li>New GP commencing in Narrandera at Dr Romeo's practice on 9 May 2020.Dr Sonia Volante is coming from another NSW rural location and is independent of the MLHD Generalist Pathway program</li> <li>Dr Volante has left Dr Romeo practice as at 26 October 2020.</li> <li>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)</li> </ul>

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Strategies	Key Actions		Progress
	3.4.2 Producolla form  3.4.3 Partimiss bring	duce information and promotional ateral – in both digital and print nats. ticipate in forums, expos, trade sions etc that have the potential to g new businesses / investment into Shire.	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.  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.  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.  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.  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  See above — collateral: Industry Prospectus, Redhill Prospectus, Lifestyle Insert, 4 Redhill Videos, billboard sign, Land For Sale signs.  Ongoing  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.  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.  Facilitated Bee Forum 17/7/19. Ref 1.2.1  Participated in Service NSW Regional Engagement Forum August 2019  Participated in Ernst Young Inland Rail Regional Opportunities Forum 12 August.  Participated in Dept of Infrastructure, Transport, Cities and Regional Development Forum at Wagga Wagga on 9 Oct 2019 on Inland Rail—Inland Rail Inland Rail In

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Strategies	Key Actions	Progress
Strategies	3.4.4 Explore opportunities to leverage of Council's Sister City programs.  3.4.5 Investigate the potential of emerging new activities:  • Government and service sector • Intensive agriculture • Niche / boutique agriculture and a businesses • Manufacturing – value-adding an processing	Attend National Renewables in Agriculture Conference and Expo 14 Nov 19  Current relationship with Urumqi is problematic given ongoing serious ethnic unrest in that city and its region, Xinjiang.  As at November no response to August 2018 Communication to Chinese Ambassador seeking support for relationship with Urumqi.  Feb 2019 still no communications from Chinese Ambassador  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.  Ongoing development with 3 renewable energy companies developing major solar farms in the Shire.  Wrote to Australian Renewable Energy Agency (ARENA) to seek opportunity
	Renewable energy and use of war products	ARENA response from Alison Wiltshire, Director Business Development by phone 12/7/19 advising that this is not an issue for ARENA and we should contact Clean Energy Council and possibly Minister Taylor.  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.

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Strategies		Key Actions		Progress
				Discussions hold with Coeff Boardon on potential business apportunities
				Discussions held with Geoff Reardon on potential business opportunities around solar farm construction in the Shire-eg waste disposal associated with solar components packaging.
		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.

Stra	Strategies		ions	Progress
Lan	d & Premises			
4.1	Ensure sufficient supply of land and premises to facilitate and	4.1.1	Annually review land use plans and strategies to ensure sufficient land is zoned to accommodate growth for industrial and residential activities.	Reviewed 2017 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.  10,000 sq metres of land being part lot 12 Driscoll Road sold by agents QPL for trucing depot. Endorsed by Council with conditions.
	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

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Stra	tegies	Key Act	ions	Progress
		4.2.2	Develop a sales policy for Council-owned	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  Under consideration
		7.2.2	land in the Estate that provides incentives for developers, fosters a quick development timeline, and discourages land banking.	To be addressed in update of Policy ES 270 currently under review.  New Policy POL048 submitted to March 2021 Council meeting. Endorsed for public exhibition which ends on 26 April.
		4.2.3	Formulate and implement a marketing plan for the Estate that includes quality promotional material and supporting information, as well as conceptual subdivision layouts and servicing plans.	Current. See earlier comments. New bright 'for sale' signs and 3mx2m billboard erected on Red Hill Industrial Estate. Gateway entrance poles and banners installed.  Promotional flyer provided to real estate agents who have listed Red Hill Industrial Estate for sale.
		4.2.4	Organise famils of the Estate (and Narrandera) for regional development agency (eg RDA, Industry NSW, BEC) staff and regularly update these agencies regarding the availability of commercial and industrial land and premises within Narrandera.	Under consideration.
		4.2.5	Advocate for Government Funding to assist in providing enabling infrastructure to facilitate subdivision and development.	ED Dept contributed to successful submission re Truckwash under Fixing Country Truckwash Grant.
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

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Stra	tegies	Key Act	ions	Progress
		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 telecommunicati ons	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	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.
	movements and higher productivity	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.
	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.

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Strategies		Key Act	ions	Progress
		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.  Advocate to have the Narrandera- Tocumwal rail corridor recognised as strategic infrastructure and protected and	Discussions with Patersons transport re local/regional freight task.  Consider in context of Lycopodium report. Document remains confidential to Council.  Participate in forums on Inland Rail presented by CSIRO and Ernst Young and Dept of Infrastructure, Transport, Cities and Regional Development  Highlight Narrandera's industries as potential freight sources.  Finalised.  15 September 2020-Mayoral letter of support to Strathbogie Shire in Victoria supporting their proposal with other stakeholders to reopen the Tocumwal to
		4.8.3	Plan for a small intermodal terminal /	Narrandera Rail Line to complement an intermodal facility under consideration at Mangalore VIC. Letter of support addresses Strathbogie's submission of an EOI to the Federal Government's Inland Rail Interface Improvement program in a bid to gain funding for a business case for the conversion to standard gauge of the Goulburn Valley rail line between Mangalore Junction and Tocumwal and the refurbishment of the rail line between Tocumwal and Narrandera. No financial involvement is contemplated for Narrandera Shire Council.  Amazon has been provided with relevant information highlighting Narrandera

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Stra	itegies	Key Act	tions	Progress
4.0	Potain	4.0.1	freight receival site in Narrandera.	as a potential site for an Amazon distribution facility. 22/3/18.  Shooters Fishers and Farmers party negotiating to have the Narrandera Tocumwal rail study declassified as confidential so findings can be publicly released. Ongoing.
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.  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  Funding received to re-seal main runway and improve lighting & fencing. Quotes imminent for design of parallel taxiway to support AAPA training activities.

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Strategies		Key Actions		Progress	
		4.9.2 4.9.3	Implement the Airport Strategic Plan.  Build patronage on the route by diversifying the market base – eg through growing the conference, meetings and events markets.	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.  Ongoing  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.  Full services resume to/from Narrandera as at	
4.1	Diversify and improve accommodation available in the Shire	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for the development of new accommodation within the Shire.	Tourism activities will now be reported to Council via this Strategic Plan Report.  Barellan has gained recognition as an RV Friendly destination.  Early November 30-60 electricians from Darlington Point expected to occupy local motels until February-organised by Rick Shaw.  Survey of Motels in December 2019 reveals approx. 60 workers from Darlington Point project accommodated in Narrandera.  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	EDM attends Workforce Futures Forum in Griffith on 10 May when discussion was held about overall accommodation shortages in the Western Riverina	

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Stra	tegies	Key Act	ions	Progress
		4.10.3	temporary and seasonal workers and position Narrandera as the accommodation hub to service the Narrandera – Leeton area.  Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	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 1st 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.  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
4.1	Grow the local workforce, ensuring that it is aligned with local and	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills gaps.  Work with regional organisations and education and training providers to	implemented.  Refer 4.10.2  Refer 4.10.2  Participate in RDA skills survey
	regional industry needs	4.11.3	address job and skill gaps and formulate and deliver 'job readiness' and skills development opportunities.  Participate in relevant employment and skills development programs and initiatives (eg the 'Grow our Own' program being implemented in the Western Riverina).	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.  Refer 4.10.2 Riverina Skills audit involvement in focus group.

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

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#### 13.2 MINUTES - ABORIGINAL ELDERS LIAISON - 10 MAY 2021

Document ID: 557906

**Author:** Executive Assistant

**Authoriser:** General Manager

Attachments: 1. Aboriginal Elders Liaison Minutes - 10 May 2021

#### **RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 10 May 2021.

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## **MINUTES**

## **Aboriginal Elders Liaison Meeting**

10 May 2021

#### MINUTES OF NARRANDERA SHIRE COUNCIL ABORIGINAL ELDERS LIAISON MEETING HELD AT THE EMERGENCY OPERATIONS CENTRE ON MONDAY, 10 MAY 2021 AT 12.30PM FOR 1PM

Meeting commenced at 1.14pm

#### WELCOME TO COUNTRY

Welcome to Country by Elder Jennifer Johnson.

#### **ACKNOWLEDGEMENT OF COUNTRY BY MAYOR**

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.

#### 1 PRESENT

Chairperson Neville Kschenka, Cr Tracey Lewis, GM George Cowan, Elder Cherry Johnson, Elder Dexter Briggs, Elder Jennifer Johnson, CLO Suz Litchfield and Minute Taker EA Vicki Maher

Observers; Councillor Payne, Item 5.1 Guest Emily Currie.

#### 2 APOLOGIES

#### **COMMITTEE RESOLUTION**

Moved: Elder Cherry Johnson Seconded: Elder Dexter Briggs

That apologies from Elder Beverly Williams, Elder Brenda Poole, Elder Clem Christian, Elder Colleen Ingram, Elder David Ivanoff, Elder Dean Ingram, Elder Hank Lyons, Elder Jean Galluzzo, Elder Joy Ingram, Elder Marion Lyons, Elder Michael Lyons, Elder Natalie Bright, Elder Phillip Higgins, Elder Raylene Williams, Elder Robert Carroll, Elder Ronny Williams, Elder Tommy Lyons, Elder Tracey Prior, Cr Jenny Clarke, CSM Stacie Mohr and Acting Lands Council CEO; Michelle Harrison, be received and accepted.

**CARRIED** 

#### 3 CONFIRMATION OF PREVIOUS MEETING MINUTES

#### COMMITTEE RESOLUTION

Moved: Cr Tracey Lewis

Seconded: Elder Jennifer Johnson

That the minutes of the Aboriginal Elders Liaison Meeting held on 1 February 2021 be

confirmed.

CARRIED

#### 4 BUSINESS ARISING FROM PREVIOUS MINUTES

Discussion on the Aboriginal Wall in Marie Bashir Park. Futher discussed as part of Item 5.2.

#### 5 REPORTS

#### 5.1 UPDATE ON NARRANDERA DESTINATION & DISCOVERY HUB

#### **COMMITTEE RESOLUTION**

Moved: Elder Dexter Briggs

Seconded: Elder Cherry Johnson

That the Aboriginal Elders Liaison Group:

- 1. Receive updated information, and
- 2. Jennifer Johnson, Cherry Johnson and Dexter Briggs nominated as representatives from the Aboriginal Elders Liaison Group to be part of a working group that will advise the Narrandera Destination and Discovery Hub project.
- 3. All Elders will be invited to be part of this working group and assist developing the collateral for the Hub.

CARRIED

Emily showed a visual "walk through" of the draft concept plans for the Narrandera Desination Discovery Hub (NDDH). Hard copy prints were provided to members and discussion with members on future inclusions and suggestions held before Emily left the meeting at 1.56pm.

#### 5.2 UPDATES ON PREVIOUS MATTERS

#### **COMMITTEE RESOLUTION**

Moved: Elder Dexter Briggs

Seconded: Elder Cherry Johnson

That the Aboriginal Elders Liaison Group receive and discuss the Updates on Previous Matters listing.

**CARRIED** 

#### Wiradjuri Honour Wall in Marie Bashir Park

Council received advice from the Federal Government that the grant application for stage 1 of the wall had been approved.

Work will now continue to finalise the design and cost estimates to allow full community consultation to occur.

Cr Lewis showed images designed by Dean Ingram and Shelby Kschenka showing dancing warriors and women. The images form a circle.

GM showed a sample of material that the larger back wall will be built from.

#### **Aboriginal Artefacts**

No further action has been taken on this issue

#### **Aboriginal Ovens**

No further updates at this stage

#### Koori Beach

A number of attempts have been made to contact the Narrandera Aboriginal Land Council to obtain their support for the name of the beach to be registered.

The General Manager has contacted Mr Chris Simpson and will be meeting with him prior to the Elders meeting to discuss a number of issues including the naming of the beach.

During the past month there have been two functions at the beach and on each occasion, Council has responded to requests and carried out minor maintenance work and mowing of the area.

For this type of work to continue into the future it will be necessary for Department of Lands to grant a licence to Council to allow our staff to be on-site.

Council would like the Elders support for the application of a licence.

Two functions have been held at the beach since the last AELG meeting. Council was involved in cleaning up area and assisting where possible. Neville Bamblett and his team had done a lot of cleaning prior to the events.

#### Corroboree

No further update on this issue

#### **Cultural Plan**

The Narrandera Shire Cultural plan was endorsed by Council and is now on public exhibition. The plan can be accessed on the Council web site and is in hard copy at the

main counter and at the Library.

Thank you to the Elders group and members of the Aboriginal community for their input into the draft.

#### Aboriginal Logo (Lizard) for Town Signs within the Shire

No further update on this issue

#### NAIDOC Week July 2021

An application was submitted on behalf of the community to help with funds for NAIDOC Week. The application was made to National Indigenous Australians Agency. A response has not yet been received.

A sub-committee has been formed by the Community who are working together with members of the Elders Committee, working on the Agenda for NAIDOC events for 2021 and will provide an update at the meeting.

Art exhibition scheduled to be held at the Arts Centre during NAIDOC week.

#### Railway Bridge

Following the public consultations and meetings with Elders the Deputy General Manager is continuing to work with the authorities to gain approvals for the project.

#### 6 GENERAL BUSINESS

Gerneral Manager advised:

- Council's 2021/2022 Budget currently on Public Display. Information session 6.30pm Thursday 13 May 2021 at the EOC.
- ALGWA Womens information Forum on Women in Local Government. Information session 2pm 5pm Saturday 15 May 2021 at the Narrandera Golf Club.

#### 7 NEXT MEETING

Monday 2 August 2021 – **12pm** Lunch for **12.30pm** Meeting – EOC Emergency Operations Centre Twynam Street

#### 8 MEETING CLOSE

Meeting Closed at 2.26pm

#### 14 OUR COMMUNITY

#### 14.1 DRAFT NARRANDERA SHIRE CULTURAL PLAN 2021-2031

Document ID: 557237

Author: Community Development and Library Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Community

Attachments: 1. Cultural Plan Executive Summary J.

2. Cultural Plan Supporting Documents J.

3. Submission - Francis Foley U

4. Submission - David Fahey J

5. Submission - Annette Crowe U

6. Submission - Robert Manning U

#### RECOMMENDATION

That Council:

- 1. Considers the submissions received for the draft Narrandera Shire Council Cultural Plan 2021-2031 and endorses the proposed amendments.
- 2. Adopts the Narrandera Shire Council Cultural Plan 2021-2031 with the inclusion of the amendment.

#### **PURPOSE**

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

#### 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 extensive community consultation. The draft Narrandera Shire Cultural Plan 2021-2031 and Executive Summary were placed on exhibition for 28 days. Four submissions were received: three within the 28-day period and one was received after. One submission dealt with budget issues, one requested mention of specific activities and groups, one expressed concern over the plan being a strategic document rather than a delivery program, and one requested more direct reference to Narrandera's National Trust-listed street trees and parks. An amendment has been included under "Celebrating History and Heritage" adding the words "Narrandera's unique tree-scape" to Aim 2 as follows:

"Recognise the role of architecture, historical buildings and culturally significant sites and Narrandera's unique tree-scape in establishing a sense of place for residents and in attracting visitors".

#### **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

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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 several 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.

Following Council's March 2021 meeting, the draft Narrandera Shire Cultural Plan 2021-2031 and Executive Summary were placed on exhibition for 28 days. Four submissions were received: three within the 28-day period and one was received several days late. One submission dealt with budget issues, one requested mention of specific activities and groups, one expressed concern over the plan being a strategic document rather than a delivery program and one, which included documentation requested more direct reference to Narrandera's National Trust-listed street trees and parks. One amendment has been made to the plan based on the following criteria:

- Decisions over allocation of budget to plan objectives are a matter for Council and did not require amendment to the plan itself.
- A delivery program for the plan will be established which will provide more action specific information, such as areas of responsibility and measures of success.
- Based on the submission and the acknowledged importance of Narrandera's treescape, an amendment has been included under "Celebrating History and Heritage" adding the words "Narrandera's unique tree-scape" to Aim 2 as follows:
  - "Recognise the role of architecture, historical buildings and culturally significant sites and Narrandera's unique tree-scape in establishing a sense of place for residents and in attracting visitors".

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.

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

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Economic Development Strategy

## 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 with the 28-day exhibition period will allowing further community input prior to Council considering the Cultural Plan for final 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.

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#### CONCLUSION

The Narrandera Shire Cultural Plan 2021-2031 is the result of extensive community and stakeholder consultation. It has now also completed a 28-day exhibition period with submissions received being considered and referred to Council and a submission-based amendment being made.

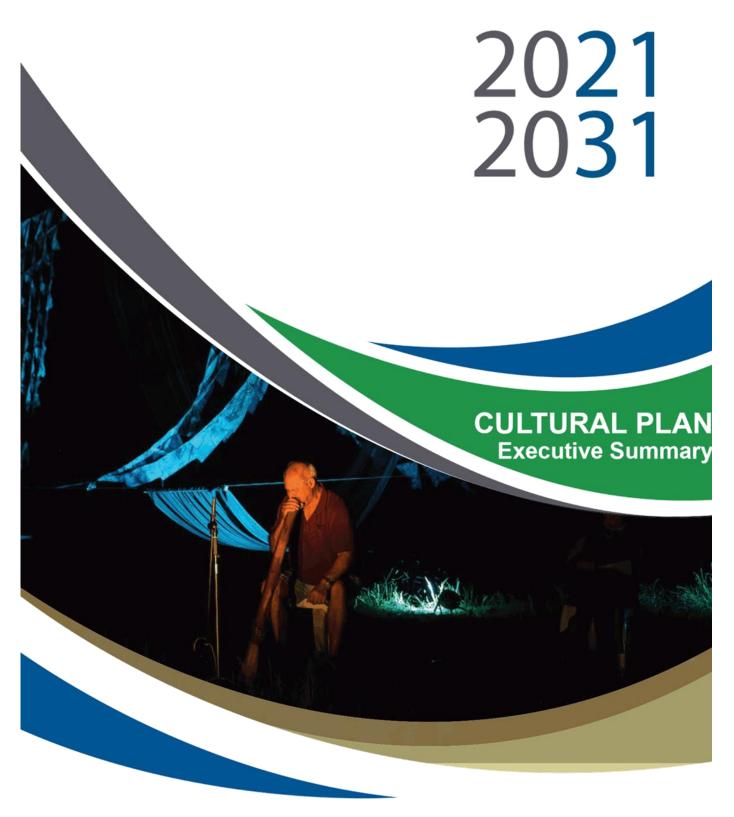
It will be recommended that Council adopts the Draft Cultural Plan 2021-2031 with the noted amendment as presented.

#### RECOMMENDATION

That Council:

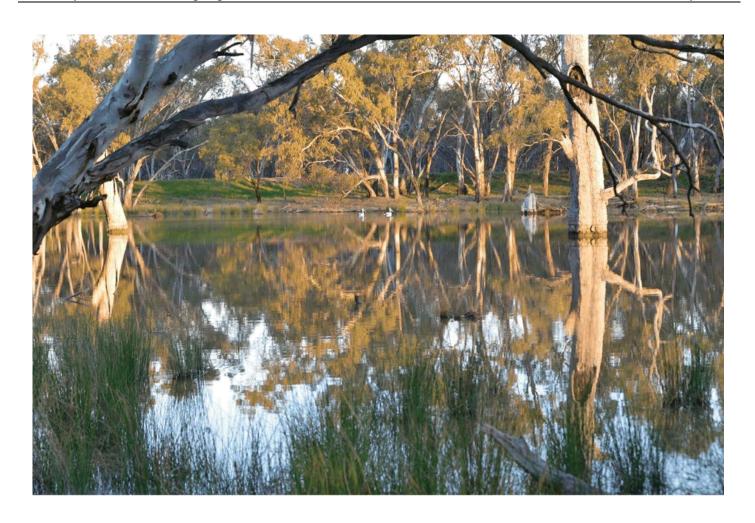
- 1. Considers the submissions received for the draft Narrandera Shire Council Cultural Plan 2021-2031 and endorses the proposed amendments.
- 2. Adopts the Narrandera Shire Council Cultural Plan 2021-2031 with the inclusion of the amendment.

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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

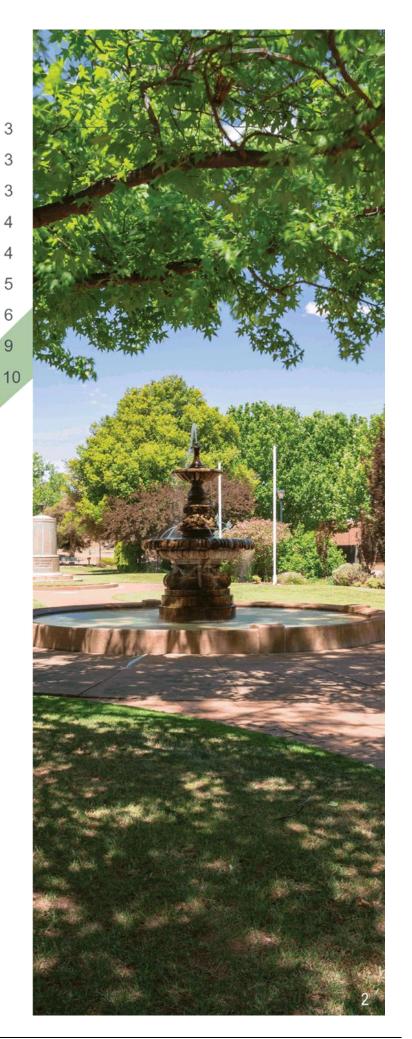
We are a prosperous, diverse and sustainable community, built on a deep sense of trust, care and commitment for each other and our environment.

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### Vísion

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 Strategíc Themes

- Our Civic Leadership
- $\mathbf{2}_{\scriptscriptstyle{\mathsf{Our}\,\mathsf{Community}}}$
- 3 Our Economy
- 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.



Image: Cad Factory - Shadow Places - Narrandera Travelling Stock Route.

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### 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)

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#### 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



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The Cultural Plan

## 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 sites 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.

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#### 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 cultural 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.

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## 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, historic buildings, culturally significant sites and Narrandera's unique tree-scape in establishing a sense of place for residents and in attracting visitors.
- Build Narrandera Shire'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.

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Image Caption: Year 3 Students experiencing the Joyce Spencer Retrospective - A Life in Craft, at the Narrandera Arts Centre (Image courtesy of The CAD Factory).

#### **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.

**Community Consultation Report.** 

#### **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



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## 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-corang amite-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.gld.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.

Page 3. Cad Factory - Shadow Places.® - Narrandera Travelling Stock Route.

Page 5: Wiradjuri" Three Rivers People, Courtesy of the Clontarf Academy, Narrandera High School.

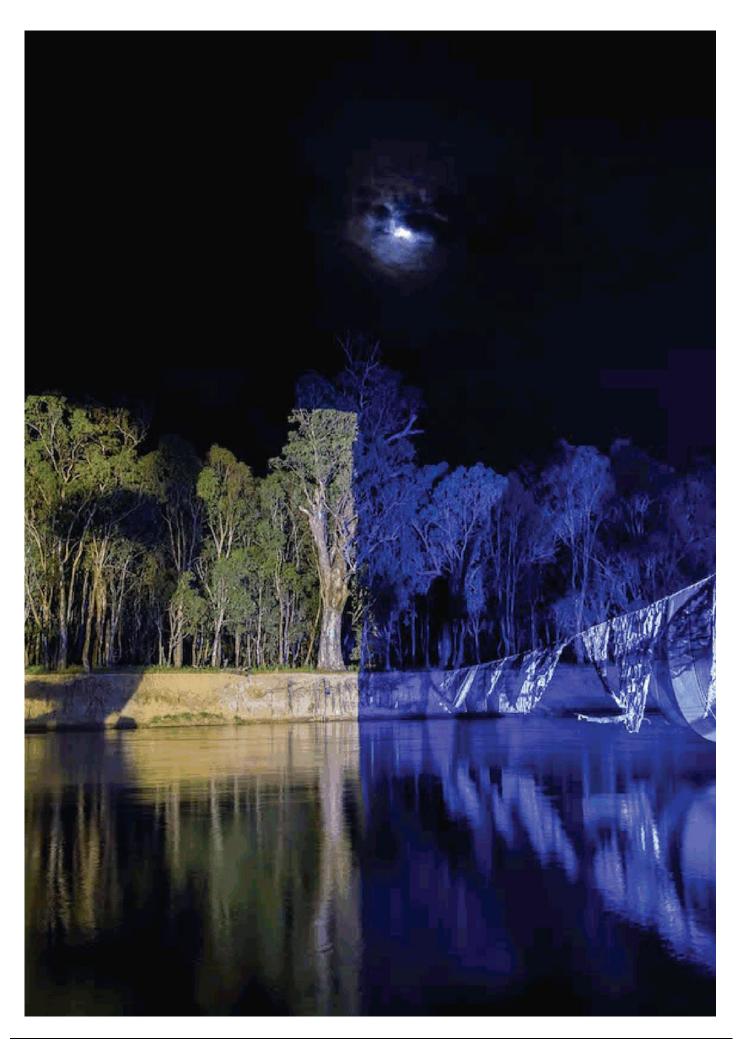
Page 9: Joyce Spencer Retrospective - A Life in Craft, at the Narrandera Arts and Community Centre - Photo courtesy of The Cad Factory.

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

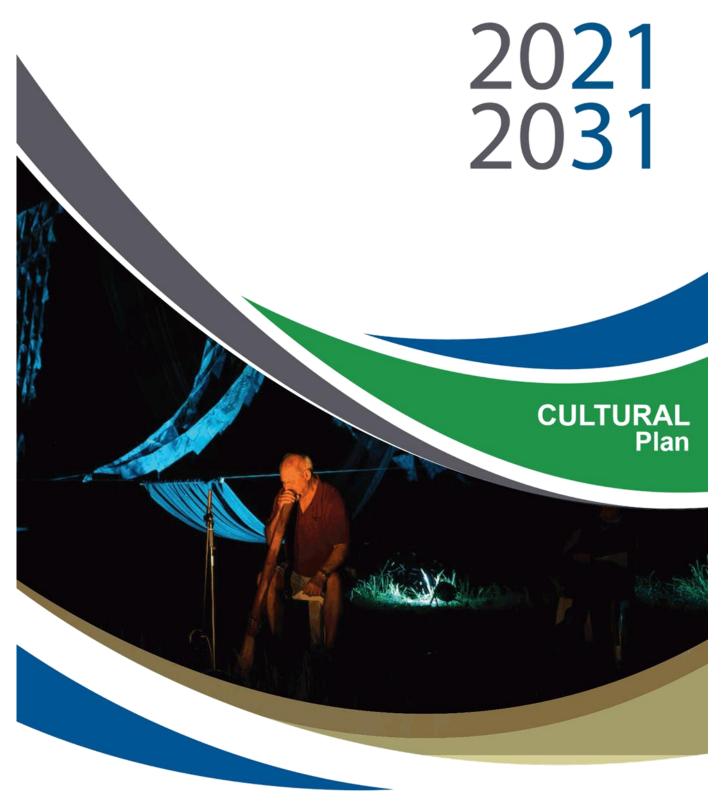
Cover Rear: On Common Ground - River Projection - Photo Courtesy of The CAD Factory.

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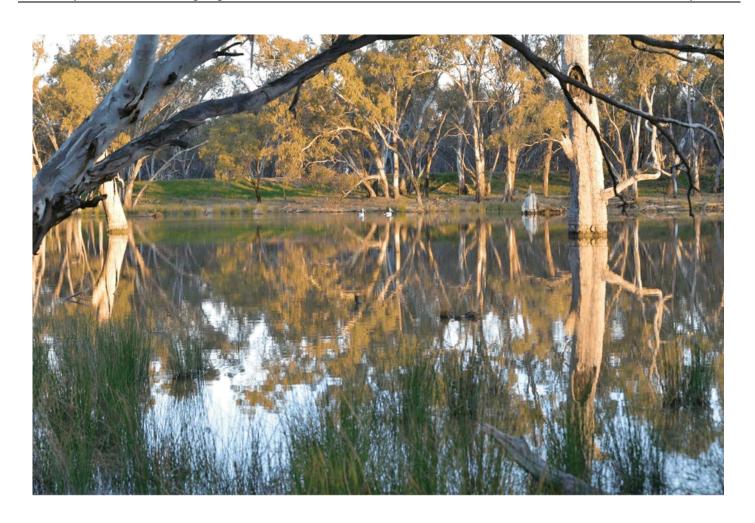
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## Welcome

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.

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

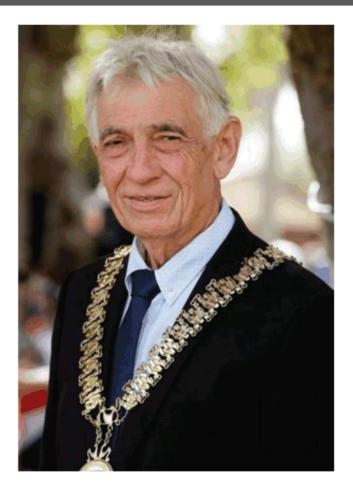
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#### Message from

## 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

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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.

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#### 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)



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## 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 Positive Aging and Youth Strategies. 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)



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### 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.

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# 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

## 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

## 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> <li>Promote recognition and acknowledgement of significant Cultural dates.</li> <li>For Cultural sites new and replacement signage to be dual language.</li> <li>Expand awareness and understanding of Local Aboriginal history.</li> </ul>	Advocate Leader
Identification, recognition and protection of Aboriginal Cultural Heritage sites.	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> <li>With the AELG create a register of Community Elders willing to perform Welcome to Country at Council and community events.</li> <li>Update appropriate Council policies.</li> </ul>	Leader Host Customer
Aboriginal cultural spaces are developed for the community.	<ul> <li>Council staff liaise with Community representatives to identify and prioritise development of Cultural Spaces.</li> <li>Monitor for grants appropriate for the development of Cultural Spaces.</li> </ul>	Advocate Leader
Opportunities for local Aboriginal Artists to showcase art and build business opportunities are promoted.	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.	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

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## **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.	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> <li>Support School arts and cultural initiatives.</li> <li>Ensure Council Arts and Cultural initiatives are open to young people.</li> <li>Promote funded opportunities as they become available for developing practitioners.</li> </ul>	Enabler Advocate Leader
Support existing arts and cultural practitioners and foster new forms of artistic and cultural expression, skill and knowledge.	<ul> <li>Provide information and support for local Artists and organisations through involvement in and support of Western Riverina Arts.</li> <li>Auspice funding opportunities for local artists and organisations.</li> </ul>	Enabler Advocate Leader
Support local celebrations and events that generate community gatherings and pride.	<ul> <li>Support local festivals and events.</li> <li>Assist event co-ordinators with provision of required information.</li> <li>Share information on funding opportunities.</li> </ul>	Enabler Advocate Leader Funder Host
Acknowledge and celebrate the significant contribution of volunteers to the cultural sector.	<ul> <li>Co-ordinate Volunteer Week celebrations for local volunteers.</li> <li>Regularly acknowledge the work of volunteers in Council media.</li> </ul>	Enabler Leader
Develop an environment of accessible and inclusive arts and culture for residents and visitors.	<ul> <li>Facilitate local Arts events.</li> <li>Provide advice and promotion for events.</li> <li>Include arts events in Council programs such as "What's On in Narrandera".</li> </ul>	Enabler Advocate Leader Host

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## **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> <li>Support cultural venues to develop and expand programs.</li> <li>Facilitate public art within Shire communities.</li> <li>Advocate for funding opportunities for cultural space development.</li> </ul>	Leader Funder Advocate Host
Support a valued and well-maintained environment.	<ul> <li>Prioritise and promote the importance of maintenance of and care for our local environment.</li> <li>Encourage community involvement.</li> </ul>	Leader Funder Advocate
Promote arts and culture trails, spaces, and precincts.	<ul> <li>Work with other local Councils and organisations to promote cultural trails.</li> <li>Work with State and National organisations to ensure inclusion of local assets in promotional materials.</li> </ul>	Leader Enabler Funder Advocate
Foster a sense of identity and pride in public spaces within the Narrandera region.	<ul> <li>Support events that foster a sense of ownership and pride in Narrandera Shire.</li> <li>Work with community groups to develop promotional ideas.</li> </ul>	Leader Advocate
Provide / maintain multipurpose facilities that can feature a host of a host of activities.	<ul> <li>Maintain multipurpose cultural facilities such as Arts Centre, Library, Community Halls and Sports Grounds to increase opportunities for local events and activities.</li> <li>Leverage funding opportunities when available to improve facilities.</li> </ul>	Leader Funder Advocate
Explore opportunities for Public Art.	<ul> <li>Apply for funding for appropriate public art opportunities when available.</li> <li>Work with community groups and artists to develop innovative projects.</li> </ul>	Leader Enabler Funder Advocate Host

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## **Theme - Growing the Cultural Economy**

## Goal Four - Support the local economy through arts and cultural 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> <li>Ensure the inclusion of cultural events in publications and promotions.</li> <li>Leverage involvement in wider networks for publicity and promotion.</li> <li>Support local organisations and businesses with information and promotion.</li> </ul>	Leader Advocate Enabler
Foster and support networking and collaboration between artists and local businesses, community organisations, and across functional areas of Council.	<ul> <li>Utilise Council networks to promote cross group communication.</li> <li>Maintain contact data bases of cultural and business groups.</li> <li>Ensure Council consultation with relevant groups and committees.</li> </ul>	Leader Advocate Enabler
Promote the value of a vibrant arts and cultural community as an attraction for new residents and industries.	<ul> <li>Provide information on Cultural groups and opportunities for new residents.</li> <li>Promote opportunities for Cultural volunteers.</li> <li>Ensure local events are promoted through Regional Arts organisations.</li> </ul>	Leader Advocate Enabler
Quantify and promote the value of arts, culture and creative industries to the local economy.	<ul> <li>Where possible assess and record the value of events to the wider local economy.</li> <li>Include estimates for wider economic benefits such as "Room Occupancy" in event assessments.</li> </ul>	Leader Advocate
Promote the practice and acknowledgement of copyright, moral rights and intellectual property.	<ul> <li>Ensure information on copyright is provided at Council cultural venues.</li> <li>Ensure appropriate attribution is in place in all Council publications and promotional material.</li> </ul>	Leader Advocate
Provide support to local artists and cultural industries to encourage economic growth and cultural vitality.	<ul> <li>Link local artists with Regional Arts Organisations.</li> <li>Provide up to date information on Council's website and in Social Media.</li> </ul>	Leader Advocate Enabler

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## **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> <li>Register items of local Heritage on Council LEP.</li> <li>Ensure maintenance of local heritage items.</li> <li>Promote Local Heritage Fund grants.</li> <li>Utilise Heritage Consultant when items of cultural heritage are at issue.</li> </ul>	Leader Advocate Funder
Recognise the role of architecture, historical buildings, culturally significant sites and Narrandera's unique treescape in establishing a sense of place for residents and in attracting visitors.	<ul> <li>Recognise and protect heritage street scape.</li> <li>Consult Heritage Advisor on relevant signage.</li> <li>Ensure significant heritage assets are listed in appropriate registers.</li> </ul>	Leader Advocate Enabler
Build Narrandera's reputation as a place of cultural and heritage significance.	<ul> <li>Take advantage of cultural and heritage promotional opportunities.</li> <li>Ensure listing of attractions online and in appropriate publications.</li> <li>Update and maintain information for walking / driving tours of local cultural / heritage attractions.</li> </ul>	Leader Advocate Enabler
Facilitate professional development and training opportunities for cultural venue volunteers.	<ul> <li>Access all relevant training opportunities for Cultural volunteers.</li> <li>Share training opportunities for staff, volunteers and community groups.</li> </ul>	Leader Advocate Enabler Funder
Support Museums, Historical Societies and other cultural organisations in providing information and education to the local community and visitors.	<ul> <li>Assist local organisations such as museums and historical societies to upskill.</li> <li>Keep volunteers up to date with current trends and technology use for information dissemination.</li> </ul>	Leader Advocate Enabler Funder
Undertake a review of cultural infrastructure maintenance requirements to maximise long term viability.	Council to develop a data base of maintenance and accessibility requirements for Council cultural buildings and infrastructure.	Leader Funder

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## **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> <li>Maintain active involvement with Arts and Cultural practitioners.</li> <li>Encourage and support innovative, ideas, programs and projects.</li> </ul>	Leader Enabler
Encourage partnerships with other local Councils through membership and active participation in Regional Arts organisations.	<ul> <li>Maintain membership of Regional Arts organisations.</li> <li>Work co-operatively with regional partners to improve cultural outcomes.</li> </ul>	Leader Funder
Facilitate and support the maintenance and development of databases and registers of artists, venues, cultural assets, organisations and businesses.	<ul> <li>Establish a data base / register of artists, organisations, art works and venues.</li> <li>Encourage co-operation in keeping data base / registers up to date.</li> </ul>	Leader
Where appropriate, engage local artists represented on the artists database for Council projects/events.	<ul> <li>Where appropriate give preference to Artists / cultural practitioners on the data base.</li> <li>Promote the advantages of registration in data base.</li> </ul>	Leader Funder Customer
Make effective user of social media and emerging technologies to promote arts and cultural activities.	<ul> <li>Utilise social media to promote local arts and cultural events and practitioners.</li> <li>Through Western Riverina Arts assist local artists to gain promotional opportunities and social media skills.</li> </ul>	Leader
Continue to offer and promote a range of school holiday arts and craft activities in Cultural Venues for the local community.	<ul> <li>Facilitate the provision of holiday arts and craft activities at Council venues.</li> <li>Assist in promotion of Community based school holiday activities.</li> </ul>	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:
  - Narrandera Business Group
  - o Community Groups (Rotary, Lions, CWA, Soroptimists, Men's Shed, Bidgee Boxing, Senior Citizens etc.)
  - 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
  - Councillors
  - o All Council Staff
- · Promotional Facebook Video
- · Radio Interview Spirit FM
- · Face to Face Community Consultation
- · Zoom Community Consultation
- Public Submissions
- · Presentations to:
  - NACNET
  - o Arts and Cultural S355 Committee
  - Parkside Cottage Museum S355 Committee
  - Grong Grong Community S355 Committee
  - Narrandera Nattering Knitters
  - 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
  - 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** 

Image Caption: Year 3 Students experiencing the Joyce Spencer Retrospective - A Life in Craft, at the Narrandera Arts Centre (Image courtesy of The CAD Factory).

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.

## **Community Consultation Report.**

## **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



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## 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



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## 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-corang amite-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.

Page 7: Life on the Sandhills: Kerry Weymouth, Andrea and Dexter Briggs, Owen Lyons, Michael Lyons.

Page 8: Shadow Places - Narrandera Travelling Stock Route - The CAD Factory.

Page 20: On Common Ground - River Projection - Photo Courtesy of The CAD Factory.

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## Narrandera Shire Cultural Plan: Submission #5

The View page displays a submission's general information and data.

#### SUBMISSION INFORMATION

Submission Number: 5 Submission ID: 574

Submission UUID: 76e44f03-638a-49d6-8aa6-39192869e5d0

Submission URI: /narrandera-shire-cultural-plan-0

Created: Thu, 04/29/2021 - 10:23 Completed: Thu, 04/29/2021 - 10:23 Changed: Thu, 04/29/2021 - 10:23

Remote IP address: 127.0.0.1 Submitted by: <u>Anonymous</u>

Language: English

Is draft: No

Webform: Public Exhibition

Submitted to: Narrandera Shire Cultural Plan

Delete submission

#### Your Name

Frances Foley

Your Email

### Subject

Cultural Plan comment

#### Message

After reading the attached documents my impression is it is great having high level goals which make up the cultural plan but in my opinion the community needs firm plans to comment on. Strategic goals are merely an aim and unless there is specific information including what exactly will be done, how will it be done, who will benefit, by when it will be completed, for me as a resident it has wasted my time. This is an internal organisational document. My assumption is that each strategic goal will translate into an outcome which will be of interest, however this is the next stage of the project. Otherwise this document is just another example of a waste of my time, community resources and rate payers money, as there are no specific outcomes in the document. There was a Fbook question for members of the community which did not even outline for those who participated, explaining what community culture is and the expected outcomes of a plan. The quality of information and questions is a critical element of research. I feel Council needs to focus on community feedback NOT a paper agenda. The community should also be entitled to the \$ cost of getting this project to this stage.

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20/04/2021

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Attachments

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20/04/2021

George Cowan

General Manager

Narrandera Shire Council

5<sup>th</sup> April 2021

## NARRANDERA CULTURAL PLAN 2021-2031 DRAFT EXECUTIVE SUMMARY &

### NARRANDERA CULTURAL PLAN 2021-2031 SUPPORTING DOCUMENTS

Dear George,

I offer the following comments on the item listed above.

Firstly, I would like to acknowledge the staff responsible for the Draft Cultural Plan and am pleased to see that Narrandera Shire Council (NSC) is taking a proactive approach to arts and culture within the Narrandera Local Government Area (LGA).

My only comments would be that although the plan mentions that it is linked with other NSC documents-

"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" (NSC Cultural Plan, 2021, P.3)

I still consider that a direct link to the budget or at least some financial and ongoing commitment is necessary. As the draft reads now, I do not see any firm influence on the Long Term Financial Plan (LTFP) as there is no specific budgetary link.

For example, the water tower murals are a fantastic asset to NSC but currently there is no budget consideration for their replacement, in my opinion, this needs to be in the LTFP and the cultural plan should be the segue for this process to happen.

The supporting documents also mentions one of the roles of NSC as the "Enabler". Maybe this is an area where a firm financial commitment should be

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made by council as, without funding allocation, the NSC will be unable to "Enable "anything. There is no point in having a cultural plan if NSC fails to fund it.

**Yours Sincerely** 

Cr David Fahey, OAM

**Deputy Mayor** 

Narrandera Shire Council

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 From:
 Annette Crowe

 To:
 Killham, Sue

 Subject:
 Doc 554764 Re: Draft Cultural Plan

 Date:
 Wednesday, 21 April 2021 5:01:59 PM

 Attachments:
 Narrandera UCA NationalTrust.pdf

Hi Sue.

Thanks so much for all your hard work on this. What a massive job!

While I understand the need to represent a range of views and suggestions, I was disappointed not to see any reference to Narrandera's National Trust-listed street trees and parks, beyond a couple of brief comments buried at the bottom of the comments doc.

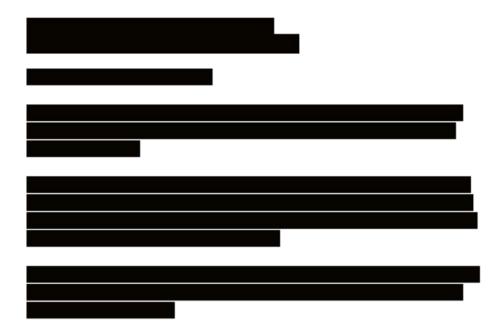
At the very least they should be mentioned in the history and heritage section of the supporting document, under goal 5 'aims and outcomes' on page 14. Currently this section doesn't mention Narrandera's most significant feature as identified by The National Trust (please see attached). They should also rate a specific mention in the Summary doc, such is their contribution to the town's distinctiveness.

I pointed out this Trust-identified significance at the community forum I attended, and went to quite a bit of effort to submit thoughtful and targeted ideas/feedback for the draft plan. No sign of any of this in the final docs. Seems that anything to do with the town's street trees and parks gets ignored or buried in Council docs to appease those on Council who don't value them or want to be held accountable for them ...

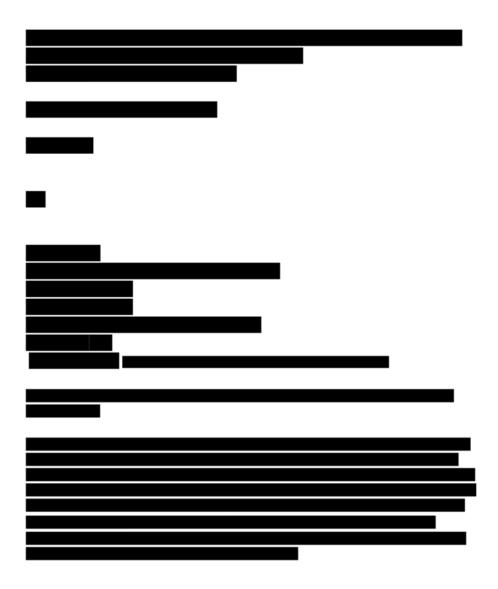
Please buck the trend!

Best regards and many thanks again,

Annette



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See over for photos and map showing boundaries

Bibliography

3 %	NARRANDERA	NARRANDERA	The western, northern and eastern boundaries of the
		URBAN CONSERVATION AREA	"village" zoning of the town to the intersection of Frederica
	Town, District or Location	Name or Identification of Proposed Listing	Street and Lake Drive, projection west across the river flats,
	Author of Froposal A. Strachan	Population	centreline Gundagai Street (crossing railway line) to River Street, centreline River
	Date of Proposal 24/2/1977	Area: (in hectares)	Street (crossing Murrumbidgee Northern Canal) to commencement
	Revised Nov. 1980		of western section of "village"
}	Suggested Listing CLASSIFIED Category	Narrandera Shire Council Council Chambers	boundary (point of commencement).
1	Committee (Trust Use) U.C.C.	NARRANDERA NSW 2700 Advised: 24/3/1982	
,	Council APPROVED	Postcode	
	-2/14/31	office cover the points on the following to the second	Boundaries (or street & street numbers)
9	History Setting		extremely agreeable character. ed from its foliage - principally rks and squares. The handsomeness
		years.	
	Buildings	The town lies on the gentle slope	of a hill which falls away to the
	Townscape	Murrumbidgee River - punctuated how	wever by two distinct dips. These
		dips are of very considerable impor character of the main street (East	
		successfully tease the eye - concer	
	Vistas	Much of the western and of East Ch	
7.	Street furniture Unsympathetic Development	Much of the western end of East Str by unsympathetic new buildings and centre to the eastern end are two l Tying these groups together are the corner hotels. There are numerous scattered throughout the town. Sma	alteration. However from the handsome and coherent urban groups. three large double verandah older buildings of importance
NTN 07		the three church groups and the Coo of all the buildings in these group	urt House group. A striking feature ps is the handsome red bricks.
g Prop		An agreeable distant view over the The importance of the foliage may	town may be obtained from the hill. then be seen (cont'd)
National Trust of Australia (N.S.W.) Listing Prop.		coan Conservation Area covers the envithin this Area which is considered enhancement is the foliage. This is country town in New South Wales and example to other towns.  Douglas Street, bordering Narrander townscape (church, houses & tree	is altogether remarkable in a is should serve as an excellent are Park contains a fine piece
National Trus		and foliage is picked up by the hos Larmer Street, the Church of Englan Police Station and Court House form	spital and the school. In and the 'Federation Style'
		The Colon State State Company and the Colon State Colo	

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NARRANDERA - NARRANDERA URBAN CONSERVATION AREA

## Description (Cont'd.)

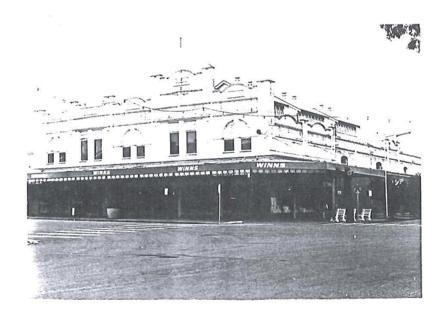
as a whole - with the skyline punctuated by the town clock, the church spires and the handsome old brewery tower in the distance. The foreground of this view is spoilt somewhat by ugly silos and some poor buildings and general junk around the railway line.

#### Unsympathetic Development -

Unsympathetic development in Narrandera is of a minor kind. It has mostly taken the form in recent years of mutilation of old buildings with unsympathetic alterations. Certain new building, although in scale with the old has been of a design which is frequently at variance with the character of the old townscape. This criticism is applicable to the centre of town and not the residential areas.

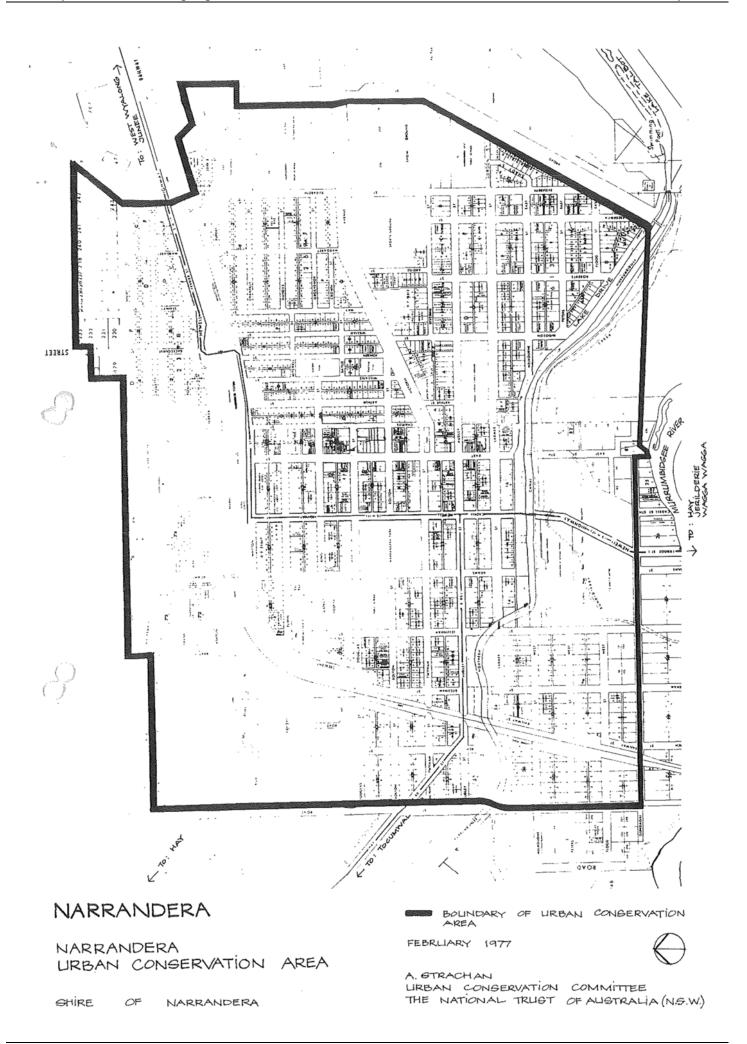
## Reasons for Listing (Cont'd.)

This Classification includes East Street from Larmer Street to Twynam Street. This is the oldest part of Narrandera and includes the most striking piece of townscape. Although there has been some relatively unsympathetic modern development within this area, (a motel) the total effect is still of a very pleasing streetscape of the late 19th Century punctuated by extremely impressive two storey corner buildings with the traditional cast iron. Certain buildings which have been altered could be easily restored.

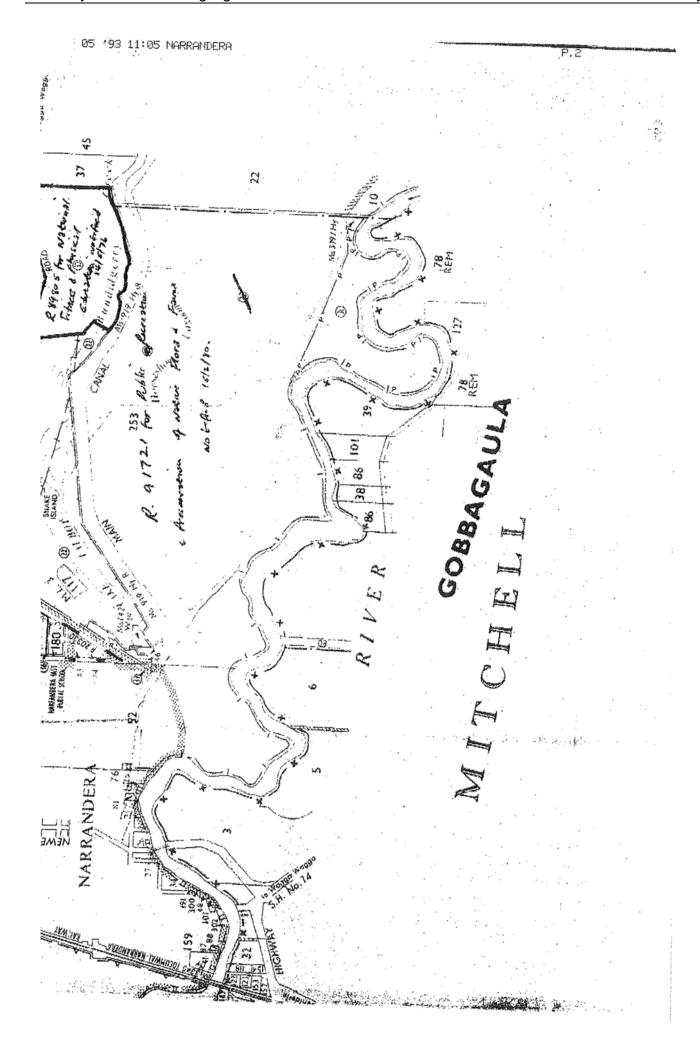




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From: Robert Manning
To: Council Emails.
Subject: Narrandera Cultural Plan
Date: Thursday, 8 April 2021 6:23:24 AM

General Manager

George Cowan

Hi George

Have just tried to digest the Cultural plan noted in the March meeting. The report is a good basis for further work.

What I read appears to make no mention of Chinese historical multi immigrant connection. The Railway's important past or future is related to the community along with the agriculture where Rail will become dominant again as in Europe because of various factors.

Our Industries and Commerce are also a reflection of what is and can be achieved by good employees.

The listings of Barellan & Grong Grong halls together and omitting Grong Grong Rodeo is not fair. The role of organizations in the community be it the Hospital Auxiliary, masons or social groups playing a vital role I felt also needs to be written up as not all life is about Council committees or its achievements.

Incorporated in the notes could also be a list of all gifts and art items held by Council. This would enrich the report. We also need to consider our Shire/Community potential in a wrap up summary.

Social cohesion is the essence of communities.

Faithfully

**Bob Manning** 

Community Citizen

8/4/21

Sent from Mail for Windows 10

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### 15 OUR ENVIRONMENT

### 15.1 EPLANNING - NSW PLANNING PORTAL

Document ID: 557734

Author: Deputy General Manager Infrastructure

Authoriser: Deputy General Manager Infrastructure

Theme: Our Environment

Attachments: 1. Your guide to the Development Application process - Small

housing development J

#### RECOMMENDATION

That Council:

1. Notes the report and changes to the lodgement method for all Development Applications (DAs), Construction Certificates (CCs) and Complying Development Applications (CDCs) as of 1 July 2021.

## MANDATED ONLINE LODGEMENT OF DEVELOPMENT APPLICATIONS VIA PLANNING PORTAL

In mid-2018, NSW Planning, Industry & Environment legislated the implementation of a digital service, known as ePlanning. The intent of the NSW Planning Portal is as a "one stop shop" for all planning processes and transactions. It is intended to be easy to use, more transparent and speed up everyone's experience with the planning system including councils, NSW Government agencies, developers and the community.

From Thursday 1 July 2021 it will be mandatory for all developers to lodge Development Applications (DAs), Construction Certificates (CCs) and Complying Development Applications (CDCs) via the online planning portal. This includes all applications within the Narrandera Shire.

Attached is a document "Your guide to the Development Application process – Small housing development" which explains the DA process for most of the applications received by Council, including what applicants will need to provide and can expect to experience.

Council has been successful in applying for funding under the Regional NSW Planning Portal Grant Scheme. The \$50,000 will be used to purchase resources to assist staff and customers to make the transition to electronic lodgement easier for all concerned. Information from the Planning Portal will not automatically download to Council's system as Narrandera Shire does not have an API (Application Programming Interface) available for the current system, thus some additional manual processes will be required back-of-house to allow for the assessment and associated works.

Council staff will be available to assist developers through the application process. It is strongly recommended that all applicants continue to have face-to-face pre-lodgement meetings prior to starting the online process.

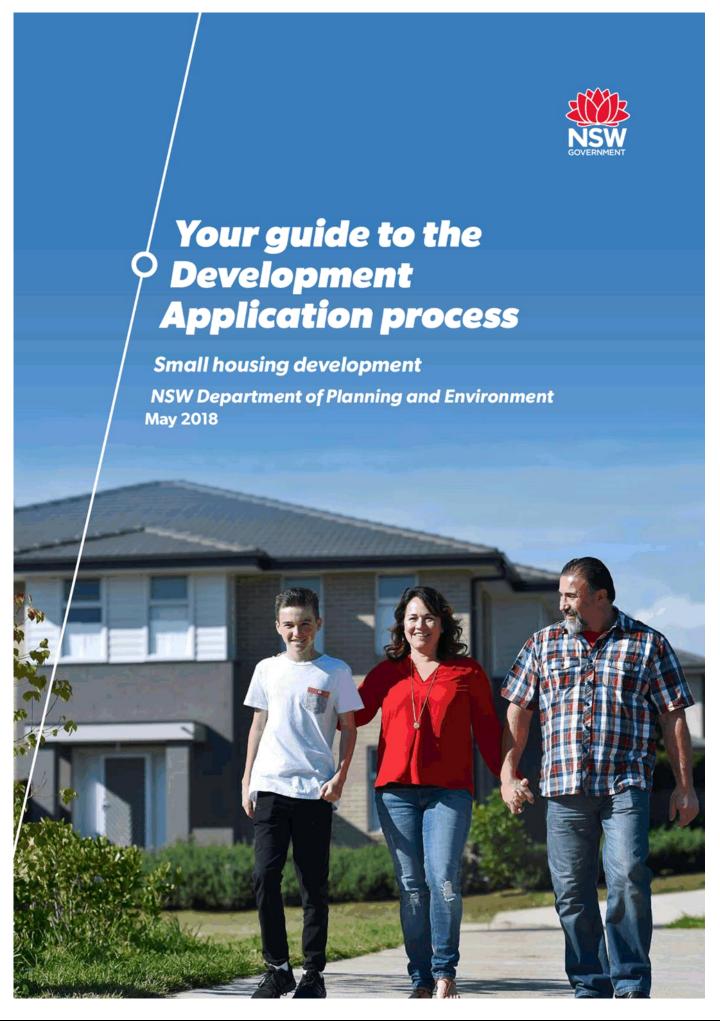
#### RECOMMENDATION

That Council:

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Notes the report and changes to the lodgement method for all Development Applications (DAs), Construction Certificates (CCs) and Complying Development Applications (CDCs) as of 1 July 2021.

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## Foreword

I am pleased to present Your guide to the Development
Application process, for small housing development, which has been designed to get you building and renovating sooner.

In March 2017, councils across NSW received the Department of Planning and Environment's *Development Assessment Best Practice Guide* to help them deliver faster housing approvals.

While collaborating with councils to implement the guide, we identified the need to demystify some of the planning processes for inexperienced and first-time renovators, or one-off applicants of small scale housing developments.

Working with four councils from across the State to gain insights from their communities' expectations and experiences with the process, we produced this guide to help you work through a development application for a new home, extension or renovation.

The contributions from Dubbo Regional Council, Port Stephens Council, Georges River Council and the Inner West Council were invaluable.

The guide explains in simple terms, the planning system and gives you step-by-step instructions on how to go about lodging a DA, thereby saving you time and no doubt a few headaches.

It has been designed in two parts – an overview of the NSW planning system, and an explanation of the development assessment process. You'll find resources here, including where to find information that you require to submit your development application.

Happy building and renovating!

#### The Hon. Anthony Roberts

NSW Minister for Planning and Housing

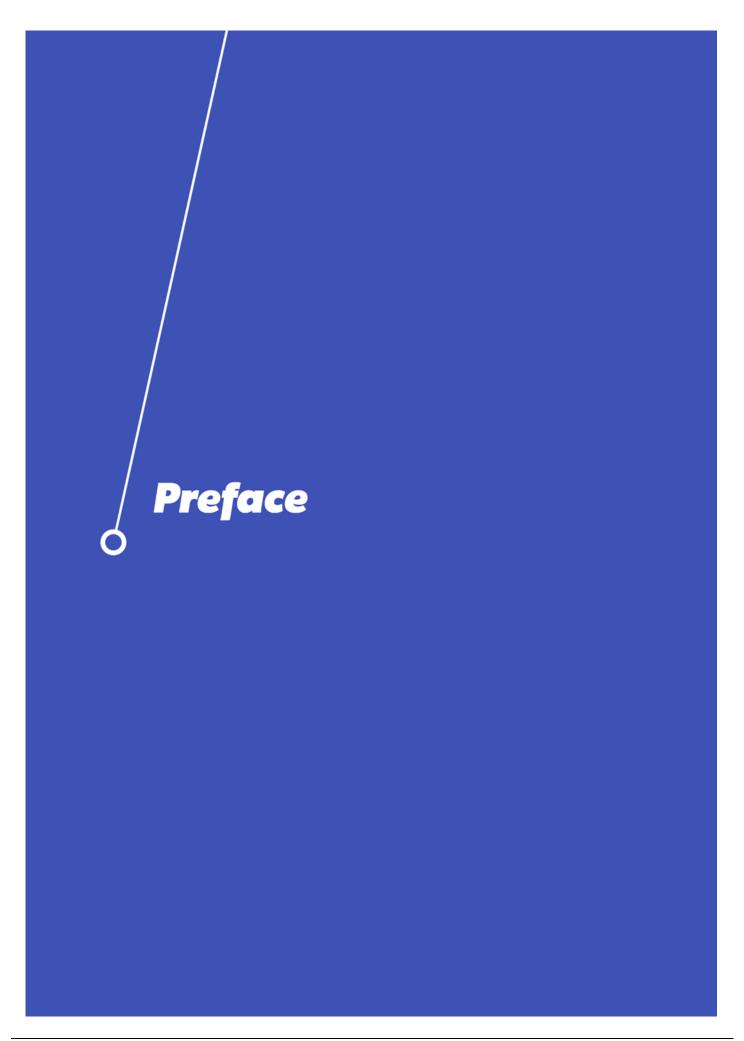
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## Purpose of this guide

The New South Wales planning system enables and guides development to ensure we have housing, jobs and a healthy environment.

Many forms of development require approval from your council, technically known as development consent. You apply for development consent by lodging a development application (DA).

The DA process can be confusing for first time applicants. This guide explains the process and assists you in preparing and lodging a DA, as well as explaining the next steps to get you building.

## Who is this guide for?

The guide is helpful for:

- People building a new home or planning a renovation.
- Small-scale developers.
- People preparing submissions on developments proposed in their area.
- Real estate sales people (giving pre-purchase advice).
- Project specialists (such as granny flat developers).
- Those wishing to learn more about the development application (DA) and assessment process.

## Types of development covered

This guide is most relevant to small residential development including:

- · Alterations and additions to houses.
- · New houses.
- Secondary dwellings i.e. granny flats.
- Dual occupancies.

This guide deals with DAs that require development consent from council. It does not deal with State significant development determined by or on behalf of the Minister. It briefly describes exempt and complying development to make you aware of those approval pathways.

## How to use this guide

Part 1 provides an overview of the NSW planning system to inform you and allow you to better participate in the development assessment process.

Part 2 describes the process to obtain development consent from council in detail. The process is described in stages.

You can work through the guide from start to finish or go straight to the step that is relevant to you.

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## Part 1 - Getting started

## Do I need development consent from my council?

There are some forms of development that do not require development consent (exempt development) and others that may be approved via a fast track approval pathway (complying development). This section helps you understand whether you require development consent and what the best pathway is for you.

## Why are DAs required?

You may be questioning why you need to get development consent. This section describes why the development consent process is important.

## The planning system

The planning system is a framework of legislation, policy and practice. This section will help you to understand those elements, and their importance.



 $\textbf{Your guide to the Development Application process} \; \mid \; \mathsf{Department} \; \mathsf{of} \, \mathsf{Planning} \; \mathsf{and} \; \mathsf{Environment}$ 

Item 15.1- Attachment 1

#### Part 2 - Development assessment and construction approval processes

## Stage 1: Pre-lodgement (Getting it right at the start)

This section describes actions you can take when you are preparing your DA that will make the development assessment process easier including understanding your land, putting together your expert team, talking to council and talking to your neighbours.

## Stage 2: Lodgement and initial administration by council, of your application

This section describes the information that must be included in your DA, and the initial steps council takes in its processing (notification, referral and allocation to an assessment officer).

### Stage 3: Assessment (What happens to my DA now?)

This section describes the process council will follow when undertaking its assessment. It is important to understand these processes so you can understand what is happening, when you can expect to hear from council and how you can participate in the process.

### Stage 4: Determination (The Decision)

This section explains the possible decisions council can make about your DA and the importance of conditions that council might place on your development consent, if approved. This section also describes mechanisms that allow you to seek to:

- · Modify your development consent.
- · Have council reconsider its decision; or
- · Appeal the council's decision to the Land and Environment Court.

## Stage 5: After decision – get your Construction Certificate (approval to build) and start

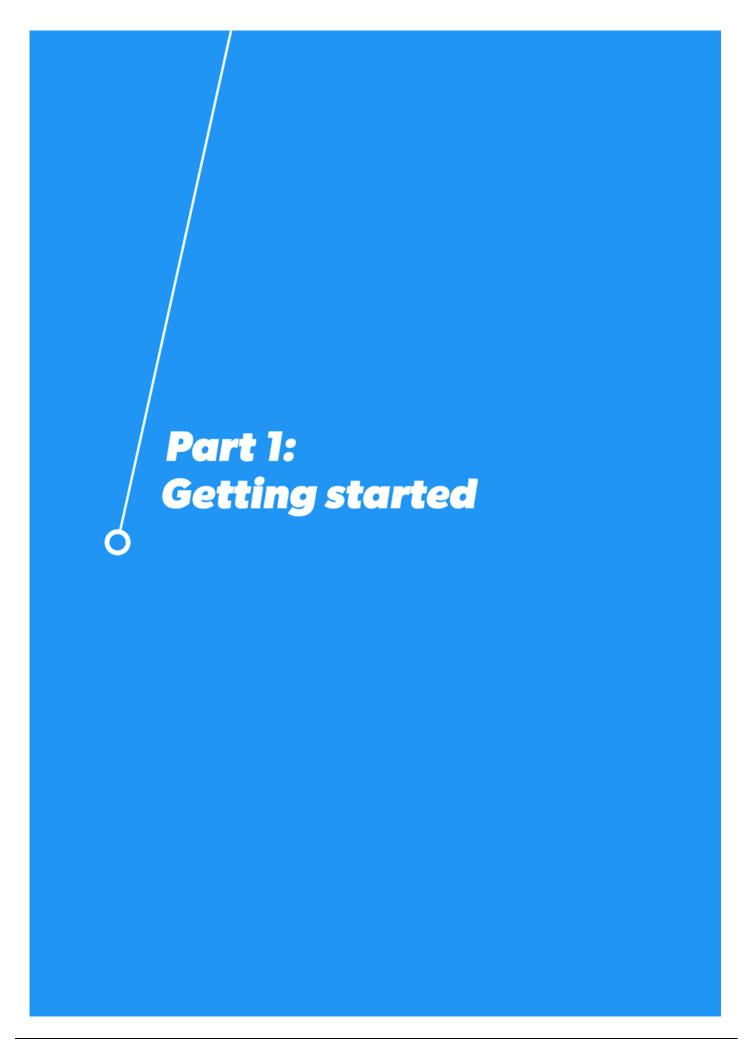
Your development consent is an approval for the carrying out of development as proposed in your DA. You also need to get a construction certificate for any building work, which considers how your building will be built to ensure it is safe, healthy and in accordance with the development consent. You can obtain your construction certificate from council or an accredited certifier.

## Stage 6: Get your Occupation Certificate and celebrate

You must obtain an Occupation Certificate to certify that you have met the requirements of your development consent and construction certificate, and that the building is now ready to occupy and enjoy.

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### Do I need development consent from my council?

The NSW planning system has a risk based approach to development. The type of consent or approval you require, if any, depends upon the scale and potential impacts of your development (such as on traffic, noise, privacy and solar access) on adjoining properties. There are three

assessment pathways that may apply to small residential development: exempt development; complying development; and development that requires consent from a consent authority (typically a council).

#### **Assessment Pathway**

#### Pathway

	Exempt Development	Complying Development	Development Consent
Level of approval	No approval	Approval by issue of complying development certificate by certifier	Council consent
Potential impact	Minimal environmental/ amenity impact	Predictable environmental/amenity impacts	Could be major environmental/ amenity impact
Level of assessment	Must comply with pre-set standards	Must comply with pre-set standards and conditions	Merit assessment

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#### **Exempt Development**

Exempt Development is minor development that will have minimal impact on the site and surrounding neighbours or locality. It does not require any consent or approval, if it meets standards set in either State Environmental Planning Policy (Exempt and Complying

Development Codes) 2008 (Codes SEPP) or your council's local environmental plan (LEP). Examples of exempt development are:

- Barbecues.
- · Satellite dishes.
- · Small fences.
- · Small decks.

#### **Complying Development**

Complying development is a fast track and cost-effective approval process for routine development, including one and two storey homes, alterations and additions and outbuildings. It can be used for development that meets specified predetermined development standards listed in the Codes SEPP or your council's LEP. Obtaining a complying development certificate is a potential alternative to obtaining development consent.

Complying development certificates can be granted by council or an accredited certifier and they can advise further what standards would apply to your development. Further information can also be found on the NSW planning portal www.planningportal.nsw.gov.au

#### **Development that requires consent**

A DA is a formal application for development that requires consent under the NSW Environmental Planning and Assessment Act 1979 (EP&A Act). It is usually made to your local council and consists of standard application forms, supporting technical reports and plans.

The focus of this guide is the DA process.

Your guide to the Development Application process | Department of Planning and Environment

#### Why are DAs required?

A development consent permits a new building that will change our environment, and may affect our amenity or the amenity of those around us.

#### A DA is required to:

- Manage change to ensure that the cumulative impacts of developments do not negatively affect the environment.
- Balance public and private interests by ensuring new development fits the character of the area and sits comfortably within the 'public domain' (e.g. streets, laneways or public reserves).
- Provide an impartial process which allows interested members of the community to raise issues, to ensure a balanced and considered outcome for all.
- Ensure that the hard infrastructure

   (e.g. stormwater drainage, car parking and power supply) and soft infrastructure
   (e.g. trees and landscaping) needed for your development is provided.
- Ensure that your building is structurally safe, protected from fire and has appropriate access to sunlight and ventilation.

#### The planning system

State and local planning legislation and policies set the rules that control what development can occur on your land. The planning system has a hierarchical structure with the EP&A Act sitting at the top of the hierarchy, as shown below.

- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- 3 Environmental Planning Instruments (EPIs):
  - State Environmental Planning Policies (SEPPs)
  - Local Environmental Plans (LEPs)
- 4 Development Control Plans

#### 1. Environmental Planning and Assessment Act 1979

The EP&A Act sets up the framework for the planning system as follows:

- How rules affecting development are made; and
- How development is assessed against those rules.

#### 2. Environmental Planning and Assessment Regulation 2000 (EP&A Regulation)

The EP&A Regulation details certain processes that must be followed by councils when assessing a DA. It specifies more detailed matters such as the fees that can be charged by a council to receive and assess a DA.

#### 3. Environmental Planning Instruments (EPIs)

EPIs introduce controls and requirements for specific issues and places in your local government area. There are two types of EPIs:

- State Environmental Planning Policies (SEPPs)
  deal with issues that are of importance to the
  whole State. It is important to note that this
  does not necessarily mean that each SEPP will
  be of relevance to your DA. An example that
  may apply to you is:
  - SEPP (Building Sustainability Index: BASIX) 2004: sets standards for sustainable development (e.g. energy efficiency, water tanks).

- Local Environmental Plans (LEPs) Each council has their own LEP which does four main things:
  - Zones land to specify what development is permissible without consent, permissible only with consent or prohibited in the zone.

Your site is most likely zoned as 'residential' or 'rural' which means that new houses, alterations and additions, and possibly dual occupancies and secondary dwellings, are allowed to be built.

 Identifies whether your house or the area it is situated in has heritage significance.

If you live in a historic home (heritage item) or area (a conservation area), you are looking after a piece of Australia's history. This means you may have to take extra design care in planning your changes.

 Identifies special matters for consideration.

There may be specific environmental issues e.g. flooding, bushfire, acid sulfate soils and environmentally sensitive land that may affect your site. Such issues should be addressed in any DA and may limit the extent or location of the development on the site.

 Identifies the principal development standards.

The principal development standards control the size and form of development. While they vary by council area, some common and relevant standards for you are:

- Maximum building height.
- > Maximum Floor Space Ratio (FSR).

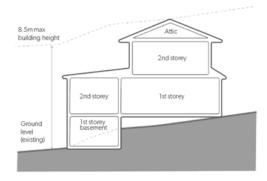
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#### **Height of buildings**

Example: Maximum height of building 8.5m



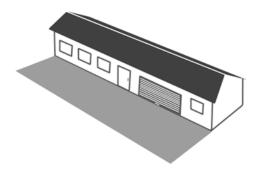
#### Floor Space Ratio

Floor Space Ratio can be a difficult concept to visualize. The following simple examples show how an FSR of 0.5:1 can be achieved on a single lot.

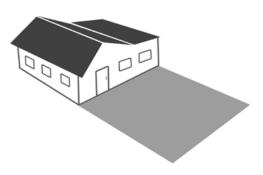
Maximum FSR is the floor area you may build compared to the total area of the block.

For an FSR of 0.5:1 If site area = 1000m<sup>2</sup> Floor area allowed = 500m<sup>2</sup>

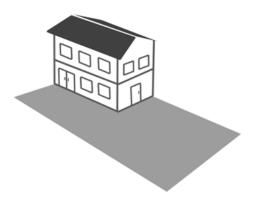
Example 1 – One storey building 50% of site, floor area 500m<sup>2</sup>



### Example 2 – One storey building 50% of site, floor area 500m<sup>2</sup>



Example 3 – Two storey building 25% of site, floor area  $500m^2$ 



The combination of standards like height, FSR and setbacks, combined with your site's physical features will determine how big your house can be and where it will be located on your block.

#### Variations to the Development Standards

Development standards may be varied by your council. You can request a variation under clause 4.6 of the LEP, however, councils will not do this lightly and you must clearly justify why any change should occur.

If the development standards prevent appropriate development of your site and you believe the impact of your development is reasonable then you should contact your council to find out if a variation is likely to be approved.

For further information see the Department's document Varying development standards: A Guide\_by visiting www.planning.nsw.gov.au/vdsguide

#### 4. Development Control Plans (DCPs)

While the rules set out in LEPs and SEPPs are most important, more detailed design and planning requirements are provided in your council's DCP. Here you will find information in simple language, with diagrams and pictures on issues including:

- · Building design, siting and size.
- Access to sunlight.
- View sharing.
- Landscaping.
- Car parking.
- Heritage.
- Stormwater treatment.
- Waste management.
- Fences and walls.

The DCP provides guidance only, which means there can be flexibility to make variations when supported by a good argument in your DA.



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Part 2: Development assessment and construction approval processes

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#### The process and participants' roles

The DA and construction approval process has six stages and there are a number of participants who have involvement across those stages. The stages, participants, roles and responsibilities are summarised in Figure 1 below:

Figure 1. Participants and roles by stage in the process

Stage	Participants	Responsibilities		
DA process				
1. Pre-lodgement	You	Get dreaming		
Fa		Get informed		
LT#		Get online		
		Get team together		
		Chat to neighbours in advance		
	Your Team	Prepare reports/plans		
		Compile application		
	Neighbours	Raise issues, concerns and support		
	Council officers	Provide accurate advice and identify reports required		
2. Lodgement	You	All information/fees provided		
→ ENT	Your Team	Lodge 'assessment-ready' DA		
	Council administration staff	Completeness check		
		Register		
		Referrals – to internal experts and State agencies		
		Formal notification to neighbours and community		

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Stage	Participants	Responsibilities
3. Assessment	Council Assessment Officer	Set call-back date
		Assess
		Review submissions/referrals
		Request additional information
	Council specialist officers	Timely advice, consistent with pre- lodgement advice
	Your Team	Let council assess
		Provide additional information
	You	Remain patient
	Neighbours	Make informed comments
	Community	Make informed comments
	Other agencies	Timely comment/agreement
4. Determination	Council delegate, Councillors or Local Planning Panel	Timely decision
	Local Halling Faller	Achievable conditions
	Council Assessment Officer	Advise you of decision
	You	Read conditions
		Seek Construction Certificate (CC)



Stage	Participants	Responsibilities	
Construction process			
5. After decision, Construction Certificate	You	Get CC	
		Get Owner/Builder Permit if required	
		Get Home Owners Warranty	
Certifiers (council or private)  Builder and sub-contractors		Appoint Principal Certifying Authority (PCA)	
		Remain informed	
	Issue CC		
		Make inspections	
	Builder and sub-contractors	Build as per plans	
		Arrange inspections	
6. Occupation Certificate	PCA	Issue Occupation Certificate (OC)	
	Council	Take action if problems arise	
	You	Celebrate	

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### Stage 1: Pre-lodgement (Getting it right at the start)

The pre-lodgement stage is the front end of the development assessment process. If you get the front end right you are likely to have a simple DA process. Giving council an assessment-ready application, with all required information will not 'guarantee' approval – however, it will promote an efficient process, saving time and money, for both you and council.

#### **Get informed**

The development potential of your site is determined by its characteristics and the planning controls that apply to it.

#### Planning controls

There are several ways you can determine the controls that apply to your site.

- A planning certificate lists the planning instruments that apply to your land. If you have recently purchased your site, you may have a planning certificate, as they form part of the sale contract. Otherwise you can purchase one from council directly.
- Download a property report from the NSW planning portal. The report is free and provides a simple overview of the key planning controls that apply to your site.
- Visit your council or their website. Council's website is a great source of planning information and specifically deals with the controls that apply to your local area.

### Site Analysis – Understanding your site and how it fits into the neighbourhood

When you are planning and designing your project, you should analyse your site and how it relates to development on adjoining lands and the streetscape. This will help you understand its development capacity.

A Site Analysis plan shows the key characteristics of your site and its relationship to adjoining land. The plan will show information such as: the path of the sun; the location of buildings, trees and other key features on both your site and adjoining sites (including the street); and considers the relationship to your neighbours (such as privacy and overshadowing). The slope of the land, creeks and drainage are key issues which can impact how and where you can build on your land.

Your street will have its own character, which is created by the lot size and shape, the form of buildings (e.g. setbacks, height) and the landscape character. There may also be heritage values due to the age and style of buildings. A Site Analyses will help ensure that any development you undertake fits within that character.

A Site Analysis can be carried out by an architect, draftsperson or designer. An example of a Site Analysis is shown on the next page.

) 1

23m

22m

21m

20m

20m

Park

public school

Park

Site

Number of storys

Carport

Number of storys

Contours

Overlooking

Private open space

Existing trees

Figure 2. Site analysis is the key to good design

 $\label{loss_problem} \mbox{Does my development sit comfortably in the neighbourhood?}$ 



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#### **Project homes**

Project homes can be a cost effective and simple way to get a new home. When choosing a project home make sure you consider:

- The frontage and depth of your lot and the setbacks that apply.
- It is right for your site.
- It makes best use of your site's attributes like solar access, street access, slope etc.

You should also be aware of the cost implications if you need to change the plans to suit your site or if you have to do extensive site works.

#### **Putting your team together**

In preparing your DA you may need an architect or building designer to prepare (and cost) your plans, plus a number of specialists, depending on your site and your proposal e.g. land surveyor, engineer, town planner.

You can find experienced people by:

- Talking to friends and neighbours who have done similar work.
- Looking at similar designs locally and asking the owners.
- Searching at professional organisation registration websites.
- Looking at consultants used by others on council's DA tracking system.

As you move to construction you will need a principal certifying authority (council or private), a principal contractor (builder) and any relevant sub-contractors.

### Pre-lodgement meetings with council

Most councils provide a range of pre-lodgement services many of which are free. Depending upon the complexity of your proposal, once you have gathered information you can:

- Obtain over the counter advice from a council duty officer. This type of meeting is good for simple general inquiries or inquiries about minor development.
- Make an appointment with a staff member.
   This type of meeting is good for projects where you require some general direction.
- A formal pre-lodgement meeting is encouraged where:
  - The planning rules are not clear.
  - You wish to vary development standards.
  - There is a specific contentious issue (e.g. heritage, flooding, stormwater constraints).

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#### Costs

Building a home can be expensive. In your budget you should consider all potential additional costs which may apply to your development. These could include:

- The DA fee, including the cost of referral to State Government agencies.
- The construction certificate fee and fees incurred in the building process including for inspections, engineer's certificates etc.
- Development contributions payable for State and local services.
- Conditions that may be imposed by council such as bonds to cover damage to roads, environmental clean ups, or dilapidation surveys of attached properties.
- Water and other service connections.

Ask council at an early opportunity about other costs.

#### Get talking to your neighbours

When you are preparing your plans think about how it will look from and impact on 'next door' and across the street. Once you have a clear idea of your proposal, you should discuss it with your neighbours. Ideally, you should contact them

early in the process. Consider issues such as privacy, solar-access, views and visual impacts – especially if you are proposing to vary the LEP standards.

Most councils have a notification policy and will notify your direct neighbours once the DA is lodged.

#### **Prepare your DA**

The type of information that accompanies a DA will vary depending on your proposal and site – when you speak to your council in the pre-lodgement stage you will be advised of information they require. This may include:

- The owner's consent (if you are not the owner).
- A Statement of Environmental Effects (SEE).
- Site survey.
- Site analysis (see Figure 2, on page 20).
- A BASIX Certificate A basix certificate is an energy efficiency report for a new home or alterations and additions greater than \$50,000 that demonstrates its sustainability.
- Other plans such as landscape or drainage plans.
- Specific technical reports required by State agencies.

#### Key point - Address all relevant matters in your application

Your DA should address all relevant matters, up-front, in your **Statement of Environmental Effects**. This will help to avoid additional information requests, and will help to ensure an efficient and smooth process.

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## Stage 2: Lodgement and initial administration by council, of your application

### Lodge your DA with council ensuring it is assessment ready.

When you have filled out all the required forms you can lodge your application with council. A completed DA will generally include:

- Any necessary specialist reports.
- · Council's DA form and checklist.
- All matters required for a DA as listed in the EP&A Regulation (Schedule 1, Part 1); and
- · The required DA fee.

#### Lodgement can be:

- Over the counter at council (the form from your council will advise) as either paper copies or on a USB.
- · Online with some councils.

Lodgement is the formal start of the DA process.

Council will check that all the information has been provided. The EP&A Regulation sets out timeframes and procedures that must be followed by a consent authority in assessing a DA. If the information you provide is adequate the 'clock', that measures the time council has to assess your application, will start. If the information is inadequate the clock stops until the required information is provided. This is important as you may have the right to go to court to seek a determination of your DA if council does not determine your DA within the specified time frames.

It is **your responsibility** to provide all the required information and to make sure your DA provides enough detail to enable council to make a decision. Getting this right will save you and your council time and money.

Fees are set out in the EP&A Regulation and must accompany an application. They are based on the estimated cost of the development that you must

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provide. Your team needs to ensure the estimates are accurate. Speak to council about additional fees and charges.

### Neighbour notification and advertising

Once your DA is lodged and checked, formal neighbour notification may occur. Notification can take a number of forms:

- Individual letters to local residents.
- On-site notice.
- · An ad in the local newspaper.

Neighbour notification is a key element in the DA process. Raising issues can be a positive, value adding exercise as all stakeholders work together for a mutually beneficial outcome.

The on-site notice and newspaper ad mean that your DA is on public exhibition and any person can make a submission.

In each case, the plans and application are made available at the council offices, perhaps at other locations (such as the local library) for public inspection and generally on council's website.

#### Referrals (internal and external)

Your council has internal experts who will comment on different environmental issues. Many councils have a meeting of experts to check DAs after they are lodged to ensure the information is adequate to make a decision.

Some government agencies have special roles to provide comment or agreement/approval within their areas of expertise. This is a consultation or concurrence. Some examples include a consultation with the NSW Rural Fire Service if your property adjoins bushfire prone land, or the Office of Environment & Heritage if your proposal is near or affects a State heritage item.

#### Allocation to your assessment officer

An assessment officer will be allocated to you and they will be your key point of contact. It is good practice for council to set a future 'call back' date when the assessment officer will ring you to introduce themselves, discuss progress and address any issues arising (if necessary).

Council's resources and the assessment officer's time is best spent assessing your application.

Assessment officers usually have a lot of applications to assess and frequent calls will slow this process. It's recommended that you wait for your assessment officer to contact you. If there is a significant issue or need for clarification, your assessment officer will contact you prior to your call back date. Most councils determine straightforward and complete applications in 40 days or less.

Key points of contact will be:

- · Initial setting of future 'call back' date.
- Site inspection you can attend.
- 'Call back' date.
- Council seeking additional information.
- Council advising you of its decision.

Remember if you have engaged someone else to be the applicant on your behalf then council will contact them, not you (e.g. consultant, project home group).

In some instances council may request to speak to a member of your specialist team e.g. engineer.

**0** 2

### Stage 3: Assessment (What happens to my DA now?)

Under the EP&A Act, all DAs must be formally assessed by the council. This means that the site must be inspected, applicants and neighbours engaged, reports drafted and recommendations made.

The six matters that your council must consider (under section 4.15 of the EP&A Act) are:

- All plans and policies that apply SEPPs, LEPs, DCPs (as outlined in Part 1 of this guide).
- Impacts of your proposal on the natural and built environment and the social and economic impacts in the locality.
- The suitability of your site for your proposal (e.g. physical characteristics, availability of access and services).
- Any submissions (such as from neighbours or other groups).
- Any comments or agreements/approvals from any NSW Government agency.
- · The broader public interest.

### Key point – The significance of DA assessment

Your council will refer to section 4.15 of the EP&A Act when assessing your DA, so ensure your team addresses these matters when completing your **Statement of Environmental Effects.** 

#### Council's DA tracking system

You can consult your council's online DA tracking system, if available, to monitor the progress of your DA. The system may give you access to the assessment officer's report and its recommendation.

### Liaison with council – additional information requests

If you get the 'front end' right then the assessment officer will most likely have all the information required to make a decision. However, it may be necessary for the assessment officer to contact you or your consultant and request clarification or additional information. It's helpful if you can respond quickly and it's best to get your experts to talk directly with council if further clarification is needed.

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### Stage 4: Determination (The Decision)

#### **DA outcomes**

There are three possible outcomes for a DA:

- Development Consent:
  Granted, with conditions.
- 2 DA Refusal: With reasons.
- Deferred Commencement
  Consent: That is, a consent
  not operating until one or more
  important matters are resolved.
  This is not a common outcome.

#### Who makes the decision on your DA?

For small housing development most decisions will be made at staff-level e.g. the assessment officer, senior officer, the Manager/Director of Development Assessment, or the General Manager.

### The significance of the conditions of your consent

Conditions of consent can modify your plans (e.g. reducing height, deleting elements, adding a privacy screen, requiring a retaining wall). These changes may increase the cost of your construction. Getting it right at the start will help minimise unexpected and unplanned costs because of conditions imposed.

#### Why conditions are important

Your **development consent** is a legal document and is extremely important – you must build according to the conditions to avoid possible penalties or having to take costly rectification measures. As owner, you should carefully read and discuss these conditions with your certification and building team members, as the conditions may modify the proposal you submitted.

Some conditions are mandatory and must be applied on all development consents e.g. your house must meet the Building Code of Australia (BCA).

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Conditions also require you and your team to take steps prior to or at key stages e.g. prior to the issue of a Construction Certificate, prior to/during construction and prior to the issue of an Occupation Certificate. Some standard conditions to bring to your attention include:

- Erection of signs on-site with details about your Principal Certifying Authority (PCA) and principal contractor (see Stage 5).
- Ensure that operations on the site do not adversely affect the neighbourhood e.g. hours of work, waste management and controlling water run-off and erosion.
- Organise any bonds to be paid e.g. to protect the footpath.
- In some cases you will need to pay development contributions – which goes towards local infrastructure.

### How long does my development consent last?

The consent lasts for five years unless another period is specified by council or physical commencement has occurred in which case it does not lapse.

### What can I do if I don't like council's decision?

#### DA refusal

If your DA is refused or granted with unacceptable conditions you have three options all of which will require some time and cost:

 Request a Review of Determination by your council (with amended plans, if you wish). A fee applies and you have six months from the date

- of the decision for this request to be lodged and also determined. You need to allow sufficient time for this.
- Commence an appeal to the Land and Environment Court. You have six months to lodge an appeal. The court hears from you or your representative, council, relevant experts and potentially the community and determines whether the DA should be approved and what conditions should apply to it. The appeal process can be time consuming and costly, particularly if a matter is not resolved through mediation before going to a hearing.
- · Modify and relodge your DA.

#### Modifications and reviews

If you wish to make changes to your approved plans (or the conditions), you can submit an application for a **Modification of Consent** (under section 4.55 of the EP&A Act). This may be needed if you change your mind on particular aspects of the development.

The development you seek to modify must remain substantially the same as the development the original consent was granted for. If the application varies too much from the original consent a new DA must be lodged.

Modifications can be time consuming and cost additional fees. Getting the intended outcome right in the initial DA is much easier.

## Stage 5: After decision – get your Construction Certificate (approval to build) and start

#### Before you can start work

While receiving your development consent is worth celebrating, it does not mean that you can start building work. Before you can start building you must do four things:

- Get a Construction Certificate building approval from your council or a private certifier.
- Appoint a Principal Certifying Authority (PCA) to monitor construction – this can be your council or an accredited certifier.
- 3. Give the council and the PCA two days' notice before you start work.
- Complete any works listed in the 'Prior to commencing work' part of the consent.

#### **Construction Certificate (CC)**

The CC must be obtained from your council or an accredited certifier and includes your detailed building plans/engineering details and specifications. The plans will most likely contain a lot more information than your approved DA plans, to allow your builder to work directly from them.

The building must be consistent with them and the development consent.

Any plan changes that are inconsistent with the DA plans would need to be assessed as to whether an application to modify the development consent is required (see page 29).

In order to obtain the CC you may be required to first provide additional reports and pay refundable bonds or development contributions to the council. These details are covered in the conditions of your development consent.

#### Which certifier?

You have the choice as to whom issues your Construction Certificate – the certifying authority can either be your council or an accredited certifier. The NSW Building Professionals Board (BPB) accredits all certifiers that are not employed by your council, and provides the information you need on their website <a href="https://www.bpb.nsw.gov.au/">www.bpb.nsw.gov.au/</a>.

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## Preface

### The role of the Principal Certifying Authority (PCA)

The PCA must be appointed by the 'person having the benefit of the development consent' – this means you as the owner and not your builder. It would probably be the same person or firm that issued your CC, but does not have to be – as with your CC, it can be an accredited certifier or your council as PCA.

The PCA's job is to work with you through the construction process and issue you with an Occupation Certificate (OC) when the work is completed. To make this decision, the PCA inspects the development at various points in the build and ultimately ensures that the building is safe and fit to occupy and in accordance with the development consent and CC.

#### **During construction**

As owner your role is to work with the PCA and the builder, keeping an eye on the work (and the terms of your development consent), managing the site and organising inspections. The PCA will brief the builder and you about the process. You have a role in ensuring that your team follows the procedures required for organising inspections – missing an inspection can lead to delays. Inspections required generally include:

- Piers.
- · Stormwater.
- Slab.
- Wet area.
- Frame.
- Final.

You should also keep your neighbours informed and report any complaints to the builder and the PCA.

Keeping a close eye on the work and being sure it is consistent with the development consent and any conditions attached is very important. Orders can be issued by council to stop work and fix any errors. This can cost time and money or even lead to penalties. The EP&A Act specifies enforcement measures that can be applied if a development is not built in accordance with its consent.

### Stage 6: Get your Occupation Certificate (OC) and celebrate

The OC authorises the occupation and use of a new building or building section. For staged works, an Interim OC may be issued which allows you to occupy the completed part of the building.

Depending on the particular OC sought, the PCA must be satisfied the development meets various regulatory standards. These generally include that:

- A development consent is in force.
- The design and construction of the building is not inconsistent with the development consent.
- Any pre-conditions set out in the consent or requirements of planning agreements have been satisfied.
- A CC has been issued.
- That the building is suitable for occupation (in accordance with its BCA classification).

The issue of the final OC is the last step in the formal DA and construction process (though there could be ongoing 'operational' conditions such as maintaining appropriate noise levels or landscape maintenance).



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List of abbreviations used		
BCA	Building Code of Australia	
BPB	NSW Building Professionals Board	
CC	Construction Certificate	
DA	Development application	
EP&A Act	Environmental Planning and Assessment Act 1979	
EP&A Regulation	The Environmental Planning and Assessment Regulation 2000	
EPI	Environmental Planning Instrument (a SEPP or an LEP)	
LEP	Local Environmental Plan	
OC	Occupation Certificate	
PCA	Principal Certifying Authority	
SEE	Statement of Environmental Effects	
SEPP	State Environmental Planning Policy	



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Accredited Certifier means the holder of a certificate of accreditation as an accredited certifier under the Building Professionals Act 2005. Also referred to as a 'Certifying Authority'.

**Appeal** is the right of a person to challenge a decision in court, for example, a decision by a council to refuse a DA, or impose a particular condition of consent.

Building Code of Australia (BCA) means the document of that name published on behalf of the Australian Building Codes Board in October 1996, together with:

- Such amendments made by the Board, and
- Such variations approved by the Board in relation to NSW, as are prescribed by the regulations.

**Building work** means any physical activity involved in the erection of a building.

Complying Development is routine development that an EPI provides can be approved by meeting specified predetermined development standards.

Consent Authority, in relation to a DA (or an application for a Complying Development Certificate), means:

- The council having the function to determine the application, or
- b. If a provision of the EP&A Act, the regulations or an EPI specifies a Minister, the Greater Sydney Commission, the Planning Assessment Commission, a joint regional planning panel, local planning panel, or public authority (other than a council) as having the function to determine the application that Minister or the Greater Sydney Commission, Planning Assessment Commission, panel or authority, as the case requires.

Construction Certificate is a certificate to the effect that work completed in accordance with specified plans and specifications will comply with the requirements of the Act and Regulations.

Development application (DA) means an application for consent under Part 4 of the EP&A Act to carry out development. It is usually made to the local council. It consists of standard forms, detailed plan drawings and a number of detailed documents (called 'submission requirements').

**Development consent** means consent under Part 4 of the EP&A Act to carry out development and includes, unless expressly excluded, a Complying Development Certificate.

**Development Control Plan (DCP)** is a detailed guideline that illustrates the controls that apply to a particular type of development or in a particular area and is made under the EP&A Act.

**Dwelling** means a room or suite of rooms occupied or used, or constructed or adapted so as to be capable of being occupied or used as a separate domicile.

#### **Environmental Planning Instruments (EPIs)**

means an LEP or SEPP made under Part 3 of the EP&A Act. They contain the controls that apply in relation to the development of an area/site.

**Exempt Development** is classified in an EPI as development that may be carried out without the need for development consent because it will have minimal environmental impact, so long as any requirements of the EPI are satisfied.

Local Environmental Plan (LEP) is a form of EPI made under the EP&A Act. It is the principal legal document for controlling development at the council level. LEPs contain zoning provisions that establish permissibility of uses and specify standards that regulate development. They

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are prepared by councils and approved by the Minister or, in the Greater Sydney Region, the Greater Sydney Commission or their delegates.

Occupation Certificate, issued by the Principal Certifying Authority, is a certificate that authorises the occupation and use of a new building, or a change of building use for an existing building. It is a post-construction check on whether necessary approvals and certificates are in place for the development and the building is suitable for occupation or use in accordance with its BCA classification.

**Principal development standards** are those standards that are so important that they are included in the LEP e.g. building height, floor space ratio.

**Public Domain** refers to public land adjoining or in the vicinity of a site. For instance, streets, footpaths and public reserves.

**Secondary dwelling** means a self-contained dwelling that:

- i. Is established in conjunction with another dwelling (the principal dwelling), and
- ii. Is on the same lot of land as the principal dwelling, and
- Is located within, or is attached to, or is separate from, the principal dwelling.

**Site Analysis** is a bird's eye view plan showing where the sun is, and identifying trees and other key features on-site and adjoining sites (including the street).

**Solar access** means the availability of sunshine to a property.

#### State Environmental Planning Policies

(SEPPs) are a form of EPI made under the EP&A Act by the Governor to make provision with respect to any matter that, in the opinion of the Minister, is of State or regional environmental planning significance, or is of environmental planning significance to a district in the Greater Sydney Region.

Statement of Environmental Effects (SEE) is a formal report prepared for the applicant in support of their DA, addressing the council controls and the merits of the proposal.

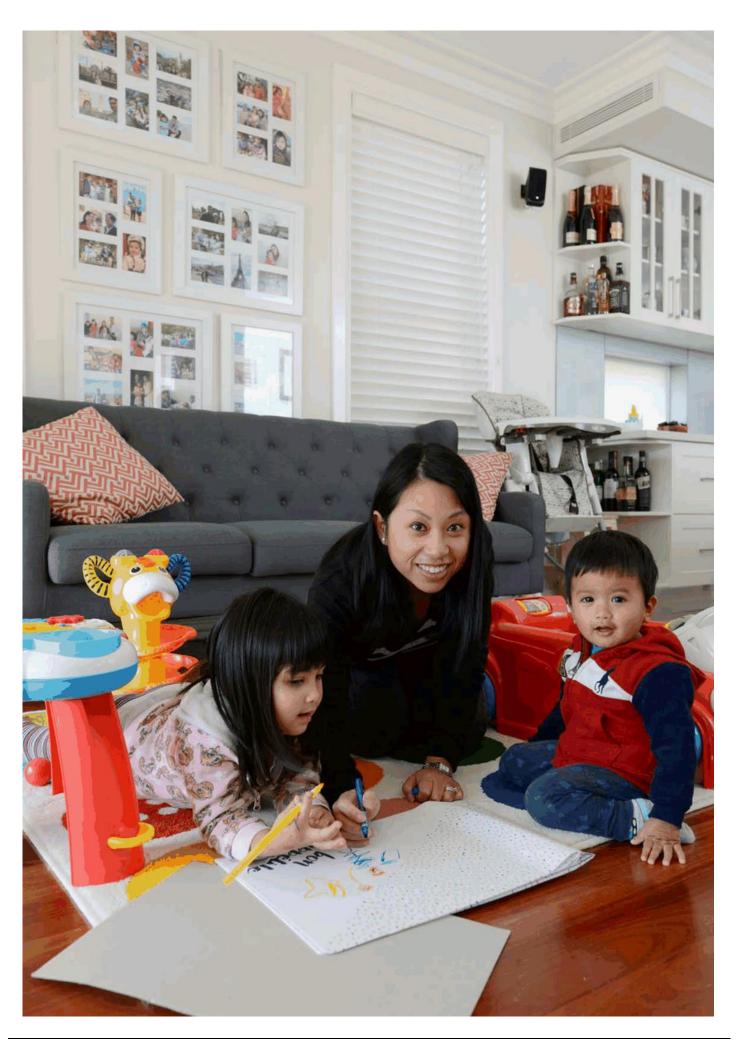
**Streetscape** refers to the view from the public domain, usually the street (and possibly a laneway or public reserve).

**Zoning** is the system of categorising land uses as prohibited, requiring consent or not requiring consent within particular areas. Zones (such as Residential or Commercial) are generally shown in map form and their objects and permissible uses are set out in EPIs.

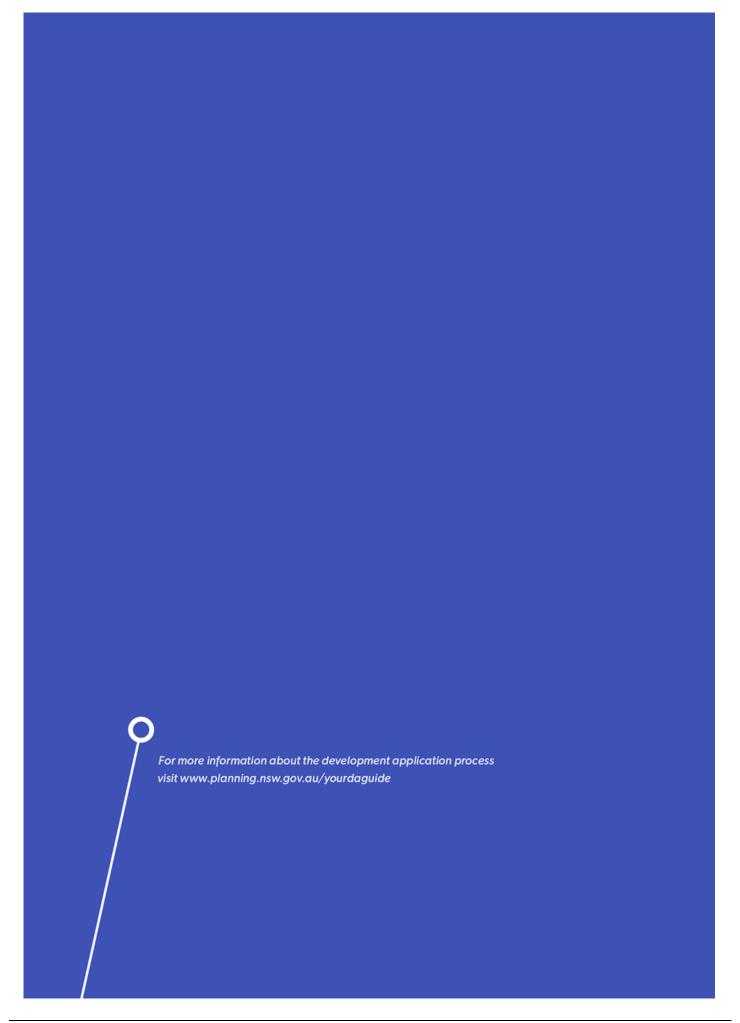
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#### 16 OUR ECONOMY

#### 16.1 MOUNTAIN BIKE PARK AT ROCKY WATERHOLES

Document ID: 556732

Author: Economic Development Manager

Authoriser: General Manager
Theme: Our Economy

Attachments: 1. Rocky Waterholes MTB Park.pdf J.

#### **RECOMMENDATION**

That Council:

1. Supports the reallocation of \$5,000 from savings in the Economic Development Wages budget and applies this amount to seed-funding the Narrandera Mountain Bike Trail project as outlined in this report.

#### **PURPOSE**

The purpose of this report is to request support from Council for the reallocation of funds from underspent budget item Economic Development Wages GL 1013-2000-000 to seed-fund the Mountain Bike Trail project in the sum of \$5,000.

#### **SUMMARY**

Martin Asmus, on behalf of the Mountain Bike Trail Narrandera Group (the Group), made a presentation to Council's April briefing session in which he outlined the proposal to eventually develop Crown Lands at Rocky Waterholes for Mountain Bike Trails. To achieve this in a professional and acceptable way, the Group requires up to \$5,000 to engage a specialist trail consultant to assess and report on the draft proposal and to establish appropriate signage to promote the area. The proposal fits well with Council's Economic Development Strategy at Initiative 2: Enhancing Liveability, 2.2.1 *Continue to improve and expand recreation, sporting and leisure facilities within the Shire.* 

#### **BACKGROUND**

A group of mountain bike enthusiasts has been meeting with Council officers to explore the possibility of developing informal trails in the Rocky Waterholes hilly areas into formal mountain bike trails. The Group is mindful of the needs to fully and professionally assess the Crown Land in question, and this is why the retention of an expert in mountain bike trails development is essential. Utilisation of the land for this proposal will need to be incorporated into the new Plan of Management currently proposed.

The Group has sourced plans that show existing rough trails in the subject area and has researched many aspects of the proposal at their own expense. Their findings are backed by their own personal familiarity with the existing trail network in the area.

The benefits of developing such trails are environmental, social, physical and economic and these are exampled in various studies (including the following) which demonstrate the significant spending by thousands of actual visitors per year as participants and accompanying persons.

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A March 2021 authoritative analysis of mountain biking in Australia was completed by a leading engineering consulting firm for Auscycling. It includes a table which estimates social values of mountain biking both annually and per ride based on referenced benefits of sport and recreation generally, and the average number of mountain bike rides per participant per year.

Social values of mountain biking, annually and per ride			
Social benefit	Estimated annual benefit	Estimated benefit per ride	
Health benefit	-	\$1.58 per km ridden	
Productivity benefit	\$767	\$7.59 per ride	
Human capital uplift	\$252	\$2.50 per ride	
Consumer surplus	\$2,624	\$25.98 per ride	
Criminal and Social justice benefit	\$79	\$0.78 per ride	
Civic/volunteering benefit per volunteer	\$3,214	-	

The analysis also includes a number of examples of economic benefits generated due to spending by riders in proximity to mountain bike trails and other spending in the broader region. As an example, more than 31,000 riders visited La Larr Ba Gauwa Park in Victoria in its first 18 months of opening. Visitor spending was estimated at \$1.6 million in the first 12 months (Victorian Government media release).

Similarly, there were 129,000 visitors to the ACT for all forms of cycling in 2019 and at least 50% of these cycle tourism visitors are mountain bike riders resulting in an estimated expenditure of \$30 million annually (Canberra Mountain Bike Report).

Mr Asmus advised in his presentation that riders spend on average \$2,289 or \$27.10/ride.

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

#### Theme

Our Economy

#### Strategy

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

#### Action

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

#### **ISSUES AND IMPLICATIONS**

#### **Policy**

N/A

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#### **Financial**

The Group is seeking seed-funding from Council to engage a specialist mountain bike trail consultant to assess the development potential and address all known factors that will enable progress to be made in attracting grant funding assessed to be around \$600,000.

The proposal envisages reallocation of savings from the Economic Development Wages Budget in the sum of \$5,000 for allocation to seed-funding to enable engagement of a Mountain Bike Trails specialist to conduct an assessment of Crown Land at Rocky Waterholes (as shown in the attachment).

#### **Legal / Statutory**

Compliance with all Crown Land requirements.

#### **Community Engagement / Communication**

Currently engagement with the Group, comprising local businesspeople and business executives.

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

N/A

#### RISKS

There is a risk that the investment of \$5,000 on seed funding will not see any community advantages returned if the proposal for development of a Mountain Bike Park does not proceed beyond engagement of a specialist, as outlined.

#### **OPTIONS**

 Council declines to provide seed-funding of \$5000 to enable the Mountain Bike Group to engage a Mountain Bike Trail specialist to conduct an assessment of the proposed Rocky Waterhole Trail(s)

Benefit: Nil.

Risk: If \$5,000 is not reallocated as proposed and the project proceeds no further, the opportunity for a major recreation/tourism initiative for locals and visitors is potentially lost.

2. Council agrees to part seed-fund the initiative with less than \$5,000.

Benefit: The Group will be able to obtain a very basic report on the potential for a stand-out trail.

Risk: The opportunity to develop a stand-out network of Mountain Bike Trails for Narrandera is potentially lost

Council agrees to a reallocation of funds in the sum of \$5,000 to enable a specialist
to be engaged to complete a complete professional assessment of the location to
enable development of a stand-out mountain bike park and related signage for
Narrandera.

Benefit: based on the evidence of professional reports Narrandera will benefit environmentally, socially and economically from the development of the Rocky Waterholes Mountain Bike Park.

Risk: If Council does allocate \$5,000 and the project does not proceed beyond initial assessment provided by a Mountain Bike Trail specialist, then the investment is lost.

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#### **CONCLUSION**

The development of Rocky Waterholes Mountain Bike Park will provide another complementary dimension to the Playground on the Murrumbidgee and will create a valuable attraction for Narrandera generating multiple benefits. Seed-funding the proposal to enable a specialist assessment of the proposed Mountain Bike Trail is seen as a positive and necessary first step in progressing to grant application to enable the project to be developed.

#### RECOMMENDATION

#### That Council:

1. Supports the reallocation of \$5,000 from savings in the Economic Development Wages budget and applies this amount to seed-funding the Narrandera Mountain Bike Trail project as outlined in this report.

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# Rocky Waterholes MTB Park



Martin Asmus
Bill Hutchins
Simon Absolom
Dwayne Mathews

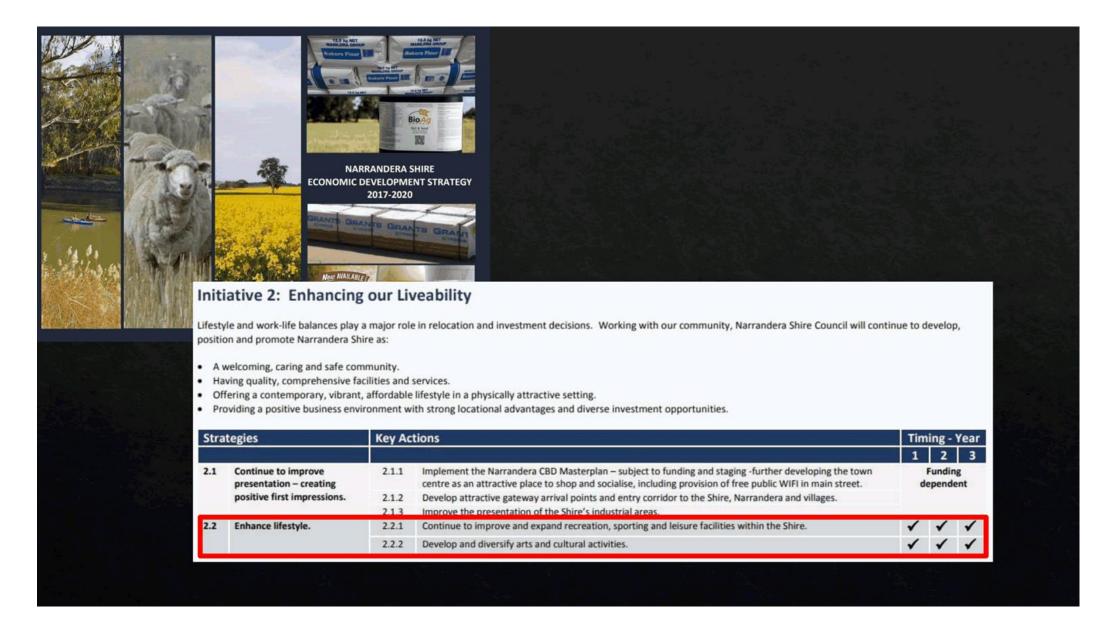
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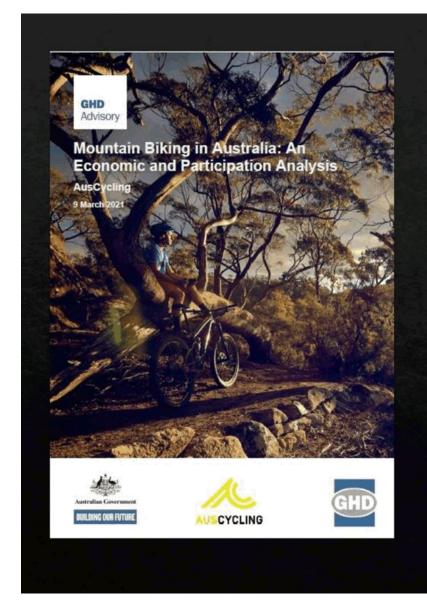
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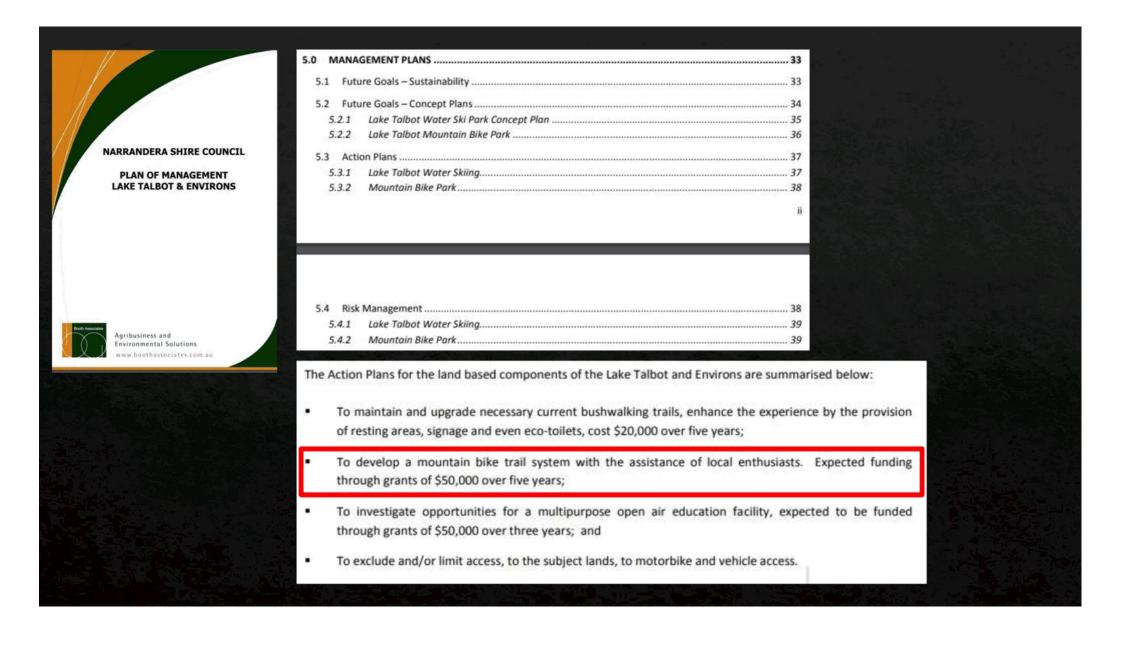
## **Economic**

- Participation rate 341,000 (74k-837k)
- Generates \$630M annually
- Return On Investment between 1:1 and 1:5
- Riders spend on average \$2,289 or \$27.10 ride (some of us much more!)

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### 5.3.2 Mountain Bike Park

The Lake Talbot Mountain Bike Park development will need to be driven by a local mountain bike group to ensure the trails best meet user's requirements. Successful examples of locally built and operated mountain bike trails include Geurie Bald Hill Reserve and The Beechworth Mountain Bike Park. Such a group in Narrandera would work in conjunction with the Lake Talbot and Environs Advisory Committee, to ensure all works do not conflict with other users of the area.

Council could support development of the Mountain Bike Park with equipment, materials and staff for trail construction. In addition, Council could assist in accessing grants to construct and operate the trails. Council also needs to address the trails that need to be remediated or closed as identified in Figure 14, the Concept Plan.

Maintenance of the trails, if well designed and constructed, will be minimal and is generally carried out by trail users. Council could provide support periodically.

The Action Plan for the development of the Lake Talbot Mountain Bike Park is summarised below:

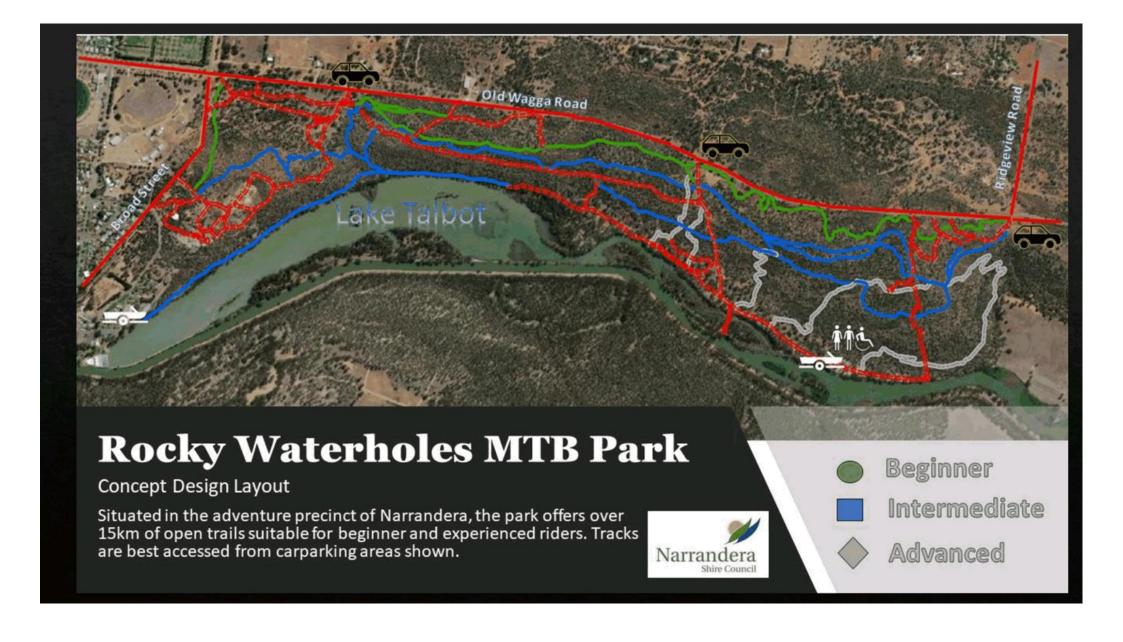
- Council to identify and address trails in need of remediation or closure;
- Formation of a local mountain bike group;
- Design of trails with input from Council and Lake Talbot and Environs Advisory Committee;
- Development of a staging plan for trail construction;
- Source grants to assist with trail construction; and
- Construct trails as per staging plan as funds and resources allow.

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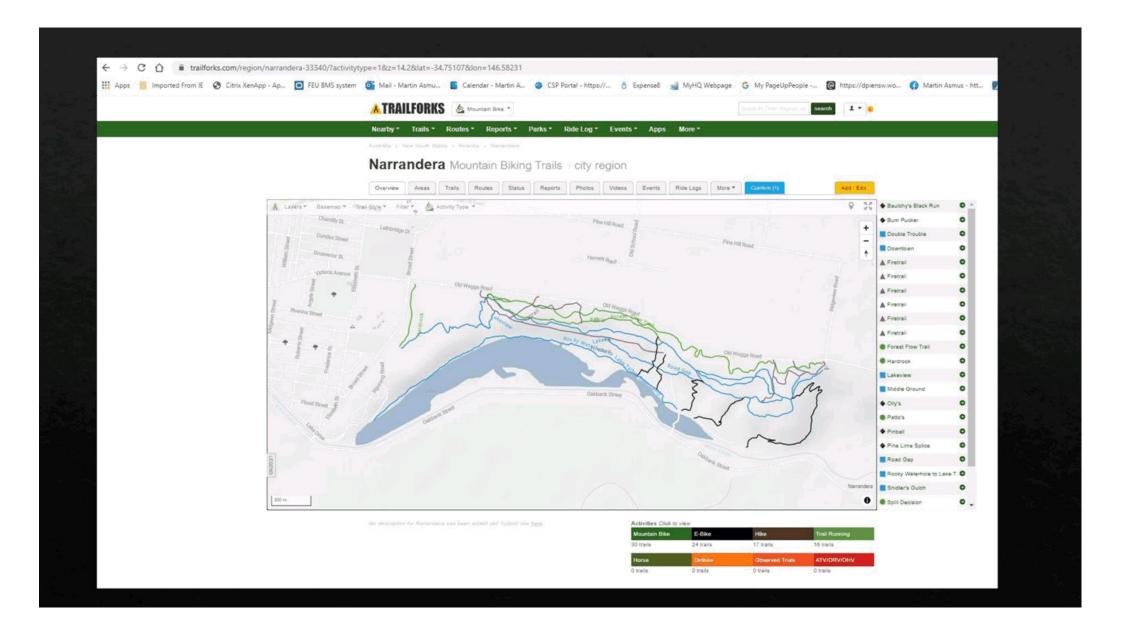
# Progress to date

- Local mountain bike group formed (not a formal entity as yet) but a strong and enthusiastic volunteer base
- Discussions initiated with Council (project scope, governance)
- Specialist trail design / construction consultancy groups contacted
- Trail network mapped and assessed
  - +20 kms of unsanctioned mtb/walking/firetrail
  - Beginner / Intermediate / Advanced skill level trails
  - Trail network uploaded to Trailforks<sup>®</sup> App

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# TRAILSCAPES



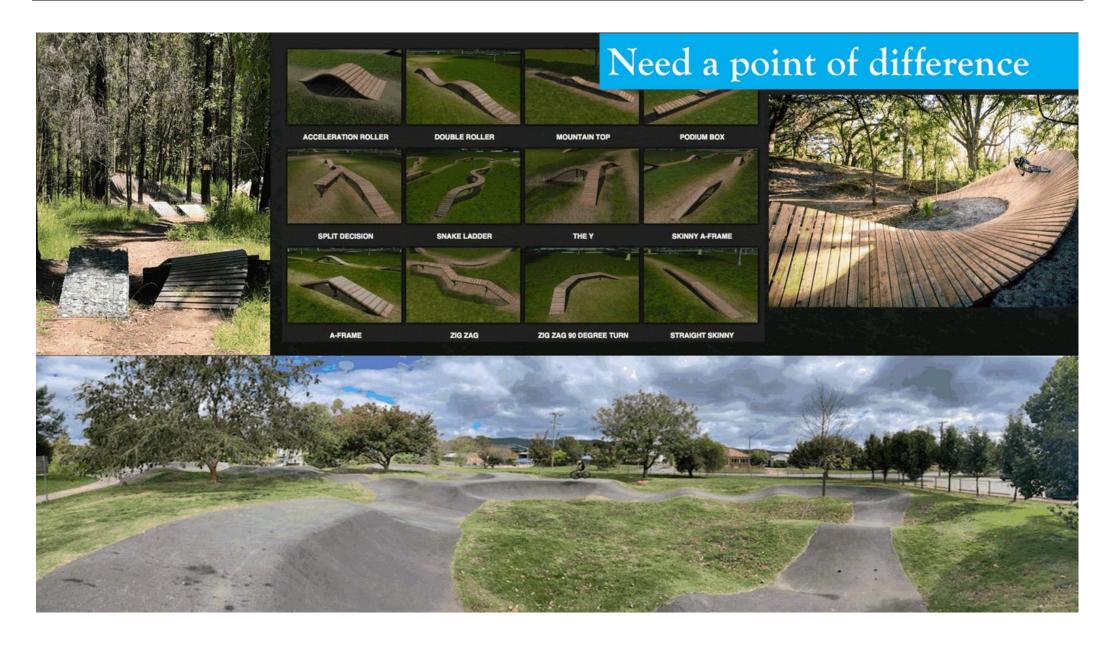
# DIRTART

WORLDTRAIL

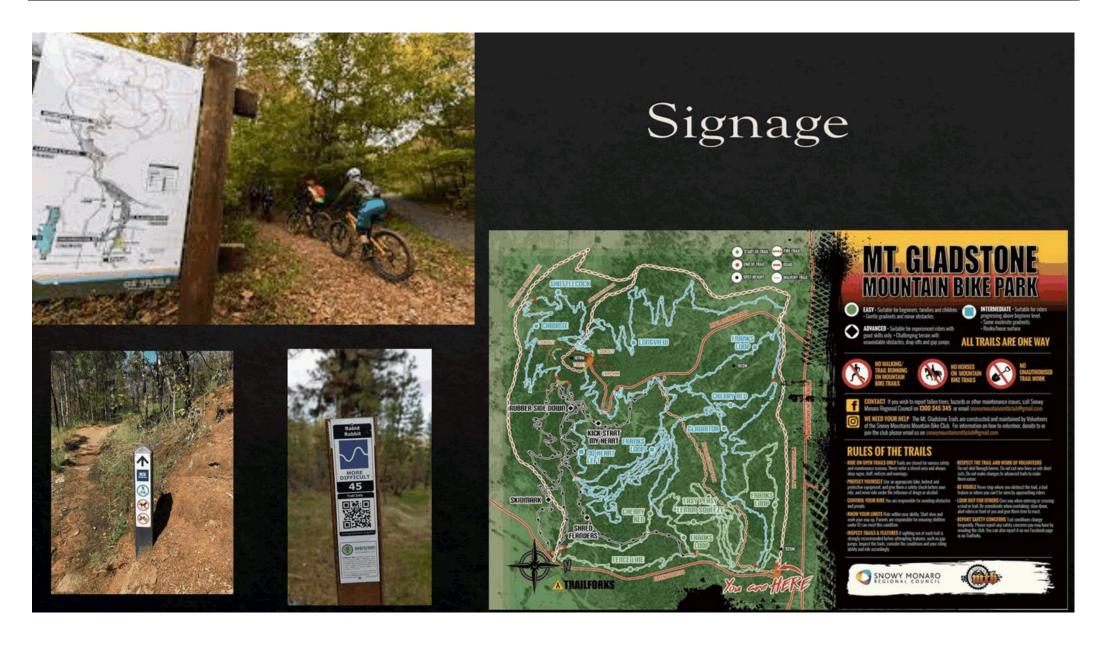
WORLD LEADERS IN TRAILS

Trail concept planning / design
Trail construction
Maintenance and governance planning
Signage systems and design
Marketing and stakeholder consultation

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## Now the pitch ..... How can Council help?

- Continue to support and engage with the local mtb club members
- Provide seed funding for initial engagement of specialist trail consultant (\$2 \$5K) and potential signage to promote the area
- Integrate current trail network and proposed project scope into updated *Plan of Management Like Talbot and Environs*
- Advise and assist in grant proposal application/s
- Project administration of successful \$600K grant!

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### 16.2 SALE OF LAND - RED HILL INDUSTRIAL ESTATE

Document ID: 557912

Author: Economic Development Manager

Authoriser: General Manager

Theme: Our Economy

Attachments: 1. Locality map of proposed subdivision of 7 DP 1208980.pdf 4.

### **RECOMMENDATION**

### That Council:

1. Accepts the offer to purchase 6,000 square metres of land at part Lot 7 DP 1208980 on corner of Driscoll Road and Paterson Place for \$10 per square metre plus GST;

- 2. Endorses the following conditions of sale for the purchase of the new allotment to be created:
  - Vendor at its own expense will subdivide the subject lot to provide a parcel of land as described being 6,000 sq metres on Corner Driscoll Road and Paterson Place (see sketch attached)
  - Vendor at its own expense will engage a surveyor to survey the land and prepare a plan of subdivision and lodge such subdivision with NSW Land Registry Services
  - c. Vendor at its own expense will extend and seal Driscoll Road across the frontage of such subdivided land and complete with concrete kerb and gutter.
  - d. Purchaser to lodge development application with Council
  - e. Purchase is subject to purchaser obtaining development consent from Council for the construction of large vehicle storage facility on the site.
- 3. Authorise the Mayor and the General Manager to sign any documents on behalf of Council in relation to this matter;
- 4. Authorise the placement of the Seal of Council on any documents relating to this matter.

### **PURPOSE**

The purpose of this report is to obtain Council's approval for the sale of 6,000 square metres of land in the Red Hill Industrial Estate at part Lot 7 DP 1208980 for the establishment of a large vehicle (eq: caravans and motor homes) storage facility.

### **Summary**

Council has been made an offer to purchase a parcel of land at corner Driscoll Road and Paterson Place for \$10 per square metre plus GST which is the scheduled asking price. There are no agents involved in the sale.

The purchaser has requested that 6,000 square metres of land be subdivided from the existing Lot 7 DP 1208980 at Council's cost. It is considered that such subdivision will not inhibit future opportunity to sell the remainder of the site so subdivided either en-globo or in further subdivision.

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Additionally, the purchaser has requested that Council extends the sealed road, kerb and gutter to the Driscoll Road frontage at no cost to the purchaser. Fortunately, this is a common road frontage to land opposite, previously approved by Council for sale at its April meeting, and including a provision for the road across that frontage be sealed and kerb and gutter constructed. This work will therefore not need to be duplicated for this proposed subdivision and sale.

### **BACKGROUND**

Lot 7 DP 1208980 comprises a large area and forms part of the subdivision extending northwards up Paterson Place and beyond. The General Industrial zoning is considered appropriate to the construction of a storage facility as proposed. Council is not aware of any other such large storage facilities in the Shire.

### 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**

**Economic Development Strategy** 

### **Financial**

- The subdivision and works can be funded from the land development fund.
- The sale of the land will yield \$60,000 plus GST and with potential for a 10% rebate to purchaser in accordance with Council's Policy POL048.

### Legal / Statutory

Subject to satisfaction of conditions to be included in contract for sale of land.

### **Community Engagement / Communication**

N/A

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

N/A

### **RISKS**

That the enterprise fails and a vacant block of land results in unsightly presentation thereby portraying a negative image of the industrial estate.

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### **OPTIONS**

1. Not accept the request to undertake various works as outlined in the report.

Risk: Purchaser will not proceed with the sale.

Benefit: Council saves some money by not doing works at no cost to the purchaser.

2. Accept the offer to purchase at the asking price and agree to undertake the various works as requested by purchaser at no cost to the purchaser. # Note the sealing of Driscoll Road across the frontage of the newly created lot and construction of kerb and gutter has been agreed in Council resolution 21/079 in relation to sale of part Lot 12 immediately opposite the subject lot to be created in this exercise.

Risks: Nil

Benefit: Council sells a large block of industrial land to an investor seeking to develop and provide a service not offered elsewhere in the Shire.

### CONCLUSION

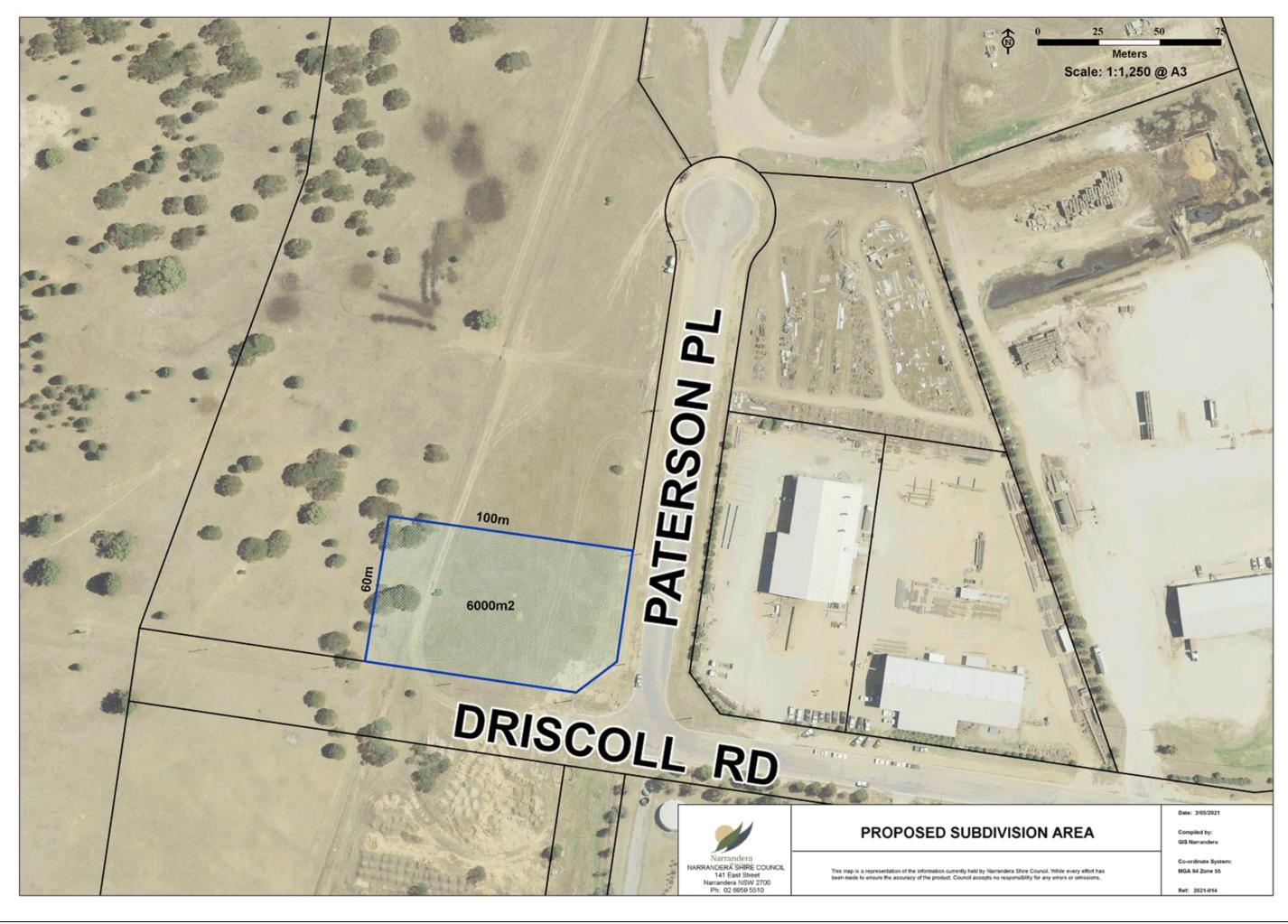
The subdivision and sale of the subject land to a local investor/developer will enhance activity in the industrial estate and provide a new service for the Shire.

### RECOMMENDATION

That Council:

- 1. Accepts the offer to purchase 6,000 square metres of land at part Lot 7 DP 1208980 on corner of Driscoll Road and Paterson Place for \$10 per square metre plus GST;
- 2. Endorses the following conditions of sale for the purchase of the new allotment to be created:
  - a. Vendor at its own expense will subdivide the subject lot to provide a parcel of land as described being 6,000 sq metres on Corner Driscoll Road and Paterson Place (see sketch attached)
  - b. Vendor at its own expense will engage a surveyor to survey the land and prepare a plan of subdivision and lodge such subdivision with NSW Land Registry Services
  - c. Vendor at its own expense will extend and seal Driscoll Road across the frontage of such subdivided land and complete with concrete kerb and gutter.
  - d. Purchaser to lodge development application with Council
  - e. Purchase is subject to purchaser obtaining development consent from Council for the construction of large vehicle storage facility on the site.
- 3. Authorise the Mayor and the General Manager to sign any documents on behalf of Council in relation to this matter;
- 4. Authorise the placement of the Seal of Council on any documents relating to this matter.

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### 17 OUR INFRASTRUCTURE

### 17.1 STRONGER COUNTRY COMMUNITIES FUND - ROUND FOUR

Document ID: 557772

Author: Deputy General Manager Infrastructure

Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. SCCF Round 4 Guidelines J.

### RECOMMENDATION

That Council:

 Approves the projects listed in Table 1 of the report, to form the basis of the application to be submitted under Round Four of the Stronger Country Communities Fund.

### **PURPOSE**

The purpose of this report is to advise Council of the funding available under Round Four of the Stronger Country Communities Fund (SCCF) and to select the projects to be included within the application.

### SUMMARY

Council has received advice that the funding allocation for projects in the Narrandera Shire Local Government Area (LGA) is \$786,546 under Round Four of the SCCF. Fifty percent of the funding is to be used for projects that increase female participation in sport and enhance female sporting facilities.

### **BACKGROUND**

The Fund was introduced by the NSW Liberal and Nationals Government in 2017. To date, the Fund has invested \$400 million into over 1,500 projects across every corner of regional NSW. These projects have boosted the liveability of the towns we call home.

Round Four will provide an additional \$100 million for community projects in regional NSW, including up to \$50 million for projects that increase female participation in sport and enhance female sporting facilities. This brings the total funding for the SCCF to \$500 million.

The funding available for projects in the Narrandera Shire Local Government Area (LGA) is \$786,546.

Funding will be allocated to projects that meet the program assessment criteria which includes Community Support, Viability and Alignment to the Program Objectives. It is strongly encouraged that applications totalling up to fifty percent of the Round Four funding allocation for each LGA are for projects that increase female participation in sport and enhance female sporting facilities. A copy of the SCCF Round 4 guidelines are attached.

Round Four of the SCCF opened to all eligible applicants on 1 May 2021 will close at 12pm on 25 June 2021, with successful projects to be announced from September 2021.

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Having reviewed the guidelines and future project nominations previously approved by Council at the March 2021 Ordinary meeting, the following projects are recommended to be include in the SCCF Round 4 applications.

Table 1 – suggested project nominations

Project title	Description	Estimated Cost	Funding Stream
Narrandera Sportsground - Changeroom Facilities	Upgrade the existing changeroom amenities to meet women in sport requirements, including separate cubicles and clean modern amenities.	\$ 160,000	Female participation in sport
Barellan Netball Courts	Additional funding required for the Barellan netball courts project for replacement of the existing courts and improved drainage.	\$ 170,000	Female participation in sport
Narrandera Sports Stadium	Line the internal walls of the stadium with insulated lining panels for improved acoustics and thermal comfort.	\$ 65,000	Female participation in sport
Narrandera North - Footpaths	Construct footpath network north of the railway, 1930m to create a loop Racecourse Rd, Watermain St and Adams St.	\$ 290,000	Community amenity
Lake Talbot Water Park	Entrance upgrade (remove turnstile).	\$ 60,000	Community amenity
Water refill stations	Installation of water refill stations along walk/cycle paths (5 locations).	\$ 42,000	Community amenity

The projects nominated above are considered to provide a balance of projects which meet the guidelines, whilst not providing long-term operational or economic burden to Council.

### 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**

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

### **ISSUES AND IMPLICATIONS**

### **Policy**

• Nil.

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### **Financial**

• The projects nominated within the report will be fully grants funded if successful, thus no financial impacts will be borne by Council.

### Legal / Statutory

Nil

### **Community Engagement / Communication**

 The projects nominated have been developed through projects previously nominated by the community and endorsed by Council. Further engagement would be undertaken should the projects be successful.

### **RISKS**

The risks associated with this report are limited to the project selection and potential expectations should the projects not be successful.

### **OPTIONS**

- 1. Resolve to approve the projects detailed within the report.
- 2. Resolve to approve other projects either listed in the approved future projects report as resolved in the March 2021 Ordinary meeting, or other projects Council determine suitable.
- 3. Resolve not to nominate projects for Round 4 of the SCCF.

### CONCLUSION

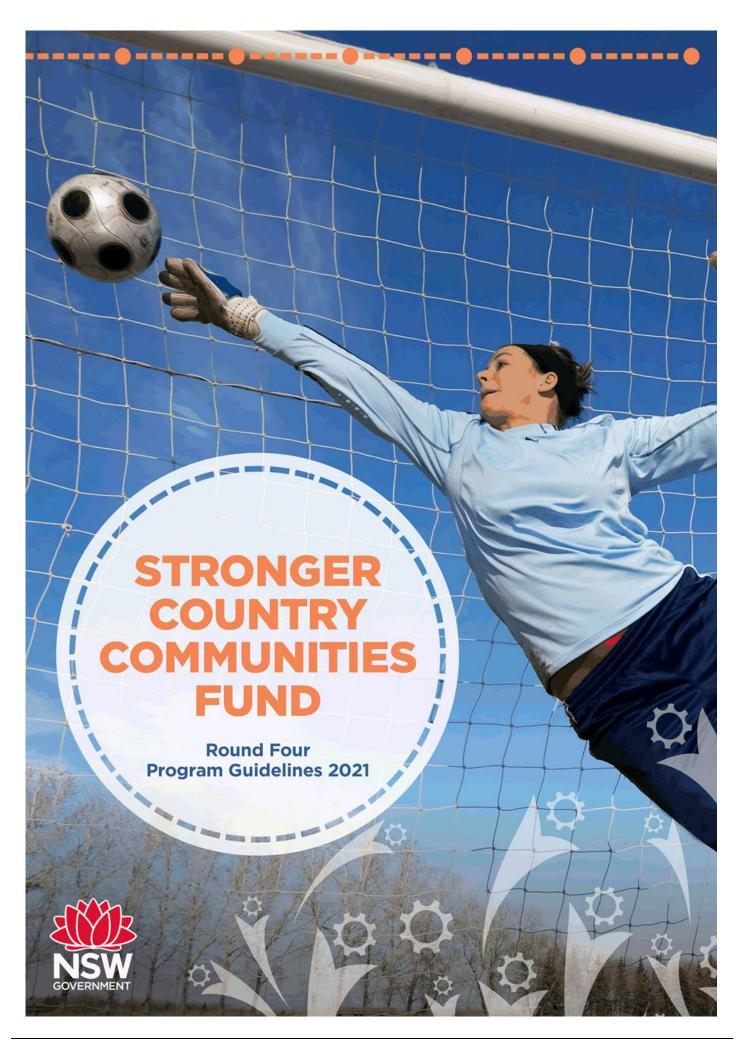
The projects nominated within Table 1 of the report provide a variety of community projects which are consistent with the eligibility criteria for this program and take into consideration the potential ongoing liability on Council in the future.

### RECOMMENDATION

That Council:

Approves the projects listed in Table 1 of the report, to form the basis of the application to be submitted under Round Four of the Stronger Country Communities Fund.

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Ordinary Council Meeting Agenda



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## MESSAGE FROM THE DEPUTY PREMIER

Since we launched the Regional Growth Fund in 2017, the NSW Government has been hard at work delivering on its commitment to build more vibrant, liveable regional towns and cities.

The Stronger Country Communities Fund, now in Round Four, delivers on this commitment by funding local infrastructure and programs that provide everyday benefits to people living and working in regional communities in every corner of NSW.

Through the previous three rounds, we have invested \$400 million for 1,500 projects across every single regional Local Government Area across the state. Round Four will increase that total by a further \$100 million.

Each round of the Stronger Country Communities Fund has delivered vital community infrastructure to regional NSW. The fund helps local communities deliver facilities that are a part of our everyday lives, projects such as bike paths, sports fields, main streets, playgrounds and community centres. Previous rounds have focused on sports infrastructure and regional youth, while Round Four is aimed at supporting projects and programs to increase female participation in sport.

Women and girls participating in sport in rural and regional areas deserve access to high quality sporting facilities and programs. That is why we are committed to delivering projects that boost female participation in sport and support our future Australian athletes.

Australian women are renowned for their achievements on the international stage, and are incredible ambassadors for Australian sport. Many of these athletes come from regional communities, and their achievements are a source of strong community pride and inspiration. With NSW hosting the FIFA Women's Football World Cup in 2023, we hope the sporting infrastructure and programs delivered in Round Four will help to inspire the next generation of female athletes across regional NSW.

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The Hon John Barilaro, MP
Deputy Premier
Minister for Regional NSW, Industry and Trade



## MESSAGE FROM THE MINISTER FOR WOMEN

The Stronger Country Communities Fund is helping to build a safer, stronger and healthier regional NSW by supporting the delivery of a range of projects and programs identified by regional communities, for regional communities.

As the NSW Minister for Mental Health, Regional Youth and Women, I am particularly proud of the projects and programs made possible by the Stronger Country Communities Fund. In every town I travel to, locals have an immense sense of pride in the projects that have been funded. Together with regional communities, the NSW Government is providing opportunities, enhancing access, and delivering healthy outcomes to enrich regional lives and boost community wellbeing every day.

The focus on young people for Round Three addressed a wide range of issues impacting regional young people by delivering almost 300 projects that reflected the needs and wants of youth in the regions. These projects – splash parks, indoor sports programs, creative arts and culture projects, and mentoring and skills training services – go to the heart of the Regional Youth Framework by improving outcomes and guiding meaningful and relevant change for regional youth. These are not just one-time projects or programs – they have real influence on people's lives.

I am delighted that Round Four will focus on empowering and encouraging girls and women to participate in sports. Up to \$50 million of funding will be made available for a broad range of grassroots, community-led initiatives that actively address fundamental barriers and promote female participation by delivering and enhancing female sporting facilities, including change rooms.

Round Four of the fund will also help drive outcomes for the NSW Women's Strategy Three Year Action Plan. By delivering against the key priority areas of health and wellbeing, and participation and empowerment, we are working hard to improve the lives of women and girls who live in regional areas.

Regional girls and women deserve to enjoy the immeasurable social and health benefits of an active lifestyle, and through the Stronger Country Communities Fund the NSW Government is working to boost local opportunities and safeguard equitable access.

BTalon

The Hon Bronnie Taylor, MLC
Minister for Mental Health, Regional Youth and Women



GET IN TOUCH WITH THE REGIONAL NSW TEAM

sccf.enquiries@regional.nsw.gov.au 1300 679 673

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### GUIDELINES -----

### **Fund overview**

The Stronger Country Communities Fund was established in 2017 by the NSW Government to deliver local projects that enhance the lives and wellbeing of regional communities.

Round Four of the Stronger Country Communities Fund will see a further \$100 million made available for community projects that increase the liveability of regional NSW communities, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport.

The Stronger Country Communities Fund is administered by the Department of Regional NSW (DRNSW).



### **Fund objectives**

The objectives of the fund are:

- 1. to boost the liveability of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support
- 2. to deliver enhanced infrastructure and programs that remove barriers to female participation in sport across regional NSW.

### Key dates

Applications open	1 May 2021	
Applications close	12pm on Friday, 25 June 2021	
Assessment and approval process	28 June 2021 - 20 August 2021	
Announcement of successful projects	From September 2021	
Funding deed contracted	From mid-September 2021	
Program evaluation	To commence in January 2022	

In extenuating circumstances, late applications may be accepted at the sole discretion of DRNSW.

### **Program funding**

There is a total of \$100 million available in Round Four, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport in regional NSW. The remaining funding is available for other local community and sporting infrastructure, street beautification, and community programs and local events.

Each eligible council will be notified in writing of the funding available for their Local Government Area.

If a council submits applications seeking funding above the nominated funding allocation for their Local Government Area, council is asked to rank projects, including joint projects (if applicable), in their order of local priority.

Where a Local Government Area's funding allocation is not fully exhausted, the option to utilise these funds in future will be assessed on a case by case basis.

### **Grant amounts**

Project type	Minimum grant funding	Maximum funding
Infrastructure	\$50,000	Local Government Area allocation. For requests over \$1
Program	\$50,000	million, a financial co-contribution of 25 percent is required.

Applicants requesting over \$1 million in grant funding for a sports project must obtain a letter of support from the relevant NSW sporting organisation.

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their funding allocation to projects relating to female sport either through enhanced infrastructure or relevant programs. The focus on female sports applies to both adult and youth sporting activities.

### Co-contributions

Applicants requesting \$1 million or more in grant funding for an individual project are required to make at least a 25 percent financial co-contribution to their project. This is a mandatory eligibility requirement. Co-contributions can include leveraging applicant funds as well as funding from other sources including other NSW or Commonwealth Government programs.

The financial co-contribution source may be from the applicant or other funding sources but must be confirmed as part of the application process through the provision of supporting evidence.

Project delivery or viability should not be dependent on co-contributions that have not been secured.

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### ELIGIBILITY CRITERIA -----

All applications submitted under Round Four of the Stronger Country Communities Fund will need to meet the program eligibility criteria and will be assessed against the assessment criteria.

### **Eligible applicants**

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act. Unincorporated organisations are ineligible to apply.

Eligible applicants include:

- regional councils and Joint Organisations
- non-government organisations
- community organisations registered as incorporated associations
- Local Aboriginal Land Councils.

Councils are encouraged to work with community groups to identify priority projects and should consider project partnerships where council is the landowner. The public entity will be solely responsible for the project's delivery and reporting through a funding deed. Applicants are encouraged to work with their local Members of Parliament to identify priority projects in their electorate to ensure projects with high community support are submitted.

### **Project location**

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Projects located across Local Government Areas are not eligible. If an applicant wishes to apply for a project across more than one Local Government Area, the project should be split into multiple projects. These applications will be assessed independent from applications in other Local Government Areas.

## What types of projects are eligible?

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their allocated funding to projects relating to female sport either through enhanced infrastructure or relevant programs. The focus on female sports applies to both adult and youth sporting activities.

### Female participation in sport

Projects under this stream must directly improve and support participation and performance opportunities in female sports at all levels through enhanced infrastructure and programs.

Female sporting related projects must meet one of the areas below:

- encouraging engagement: The removal of barriers to female participation in sport through the delivery of new or enhanced sporting infrastructure and programs
- fostering a sense of safety: Improving safety at sporting facilities by ensuring that female change rooms, amenities and recreational programs are appropriately designed
- improving accessibility: Upgrading sporting facilities to ensure accessibility and inclusion as well as equitable access for female participants
- boosting capability: Development of programs and facilities which encourage regular female participation in sport and fosters inclusive environments.

### Community amenity

General community amenity projects must be for either:

- construction of new, or upgrades to existing, local community infrastructure
- capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community
- delivering programs that benefit the local community and provide public benefit
- infrastructure to assist the delivery of general community programs
- infrastructure or community projects or programs which improve and promote accessibility and inclusion.

Projects must deliver benefits and outcomes that contribute to the program objectives. Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Projects can demonstrate public benefit by showing how the project will benefit the public generally, or a sufficient section of the public. Similarly, while projects can be located on private land they must not be solely for private benefit. The applicant will need to show how the facility will be open to the community.

### Inclusion and accessibility

The NSW Government is seeking to help regional communities future-proof infrastructure and programs by funding universally designed amenities that move beyond compliance and provide dignified inclusion in social and community programs.

Applicants must demonstrate consideration of inclusion and accessibility measures in their application. Projects which demonstrate the provision of fit-for-purpose, accessible and safe facilities, and participation opportunities with the aim of increasing access and inclusion are encouraged.

This applies to both infrastructure projects and community or social programs aiming to improve existing accessibility and inclusion to encourage greater participation.



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### ELIGIBILITY CRITERIA -----

### What are eligible project costs?

Project costs may include those associated with:

- building new or upgrading existing local infrastructure
- delivering programs.

Applicants may include up to 20 percent of the total project cost for combined contingency, project management and administration costs.

### **TABLE ONE:**

Examples of eligible female sporting infrastructure projects and programs

Area of focus	Programs/Events	Infrastructure
ENCOURAGING ENGAGEMENT	<ul> <li>New or redesigned programs aimed at increasing female participation and engagement with sport, recreational or adventure activities</li> <li>Sporting club "come &amp; try" days and demonstrations to encourage new membership</li> </ul>	<ul> <li>Development of facilities, such as change rooms and bathrooms which can accommodate female athletes, athletes and participants of all abilities</li> <li>Development of childcare facilities to support female inclusion</li> </ul>
FOSTERING A SENSE OF SAFETY	<ul> <li>Improving safety by scheduling programs at appropriate times at sporting and recreation facilities to encourage female participation</li> </ul>	<ul> <li>Improved lighting at sporting facilities and static infrastructure such as playing fields, walking/ cycling paths and change rooms</li> <li>Improved "line of sight" inside change rooms and toilet facilities</li> </ul>
IMPROVING ACCESSIBILITY	<ul> <li>Accommodating female participants of all abilities and ages through new or redesigned programs incorporating Accessibility and Inclusion principles</li> </ul>	<ul> <li>Construction of new or refurbishment of existing sporting facilities which are fully accessible and inclusive</li> </ul>
BOOSTING CAPABILITY	<ul> <li>Sporting and recreational clubs/ organisations providing training and mentoring for female coaches, umpires and leaders</li> </ul>	<ul> <li>Upgrades to meeting rooms to accommodate multiple uses, such as AGMs, training and education programs</li> </ul>



### **TABLE TWO:**

Examples of eligible community amenity projects and programs

Community Programs and Events	Community Amenity and Community Service Infrastructure
Community events	Community centres and halls
Aboriginal and Torres Strait Islander community cultural education programs for Indigenous and	Libraries     Community amenities and barbecue/picnic areas
non-Indigenous participants	Recreation facilities
Multicultural festivals	Club houses, change rooms, canteens
Intergenerational activities - sharing knowledge through activity-based experience	Murals or community art instalments     Memorials or statues
Environmental education and working bees	<ul> <li>Emergency services infrastructure (e.g. aerodrome water refilling)</li> </ul>
Short-term disability and/or carer	Surf Life Saving Club infrastructure
support programs	Aquatic facilities and pools
Workshops to identify accessibility and inclusion needs in the community	Amenities for participants and spectators
	<ul> <li>Playgrounds, parks, shared paths and fixed fitness stations</li> </ul>
Cultural and/or disability awareness training sessions	<ul> <li>Seating, planting boxes, landscaping and paving</li> </ul>
Community programs which seek	Street lighting to improve safety
to remove barriers to participation	Street/footpath reconfigurations
through promoting accessibility and inclusion	Shade cloth, awnings and pergolas
Community wellbeing programs	Public toilets
Community wendering programs	<ul> <li>Infrastructure for health and community services facilities (e.g. domestic violence centres for women)</li> </ul>
	Homeless shelters
	• Men's sheds
	<ul> <li>Children's special needs premises</li> </ul>
	Community aged care facilities
	<ul> <li>Infrastructure upgrade to local community radio station facilities</li> </ul>
	<ul> <li>Infrastructure to support and improve accessibility to community facilities</li> </ul>
	Town and tourism signage
	Main street beautification projects

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### ELIGIBILITY CRITERIA -----

### **Ineligible projects**

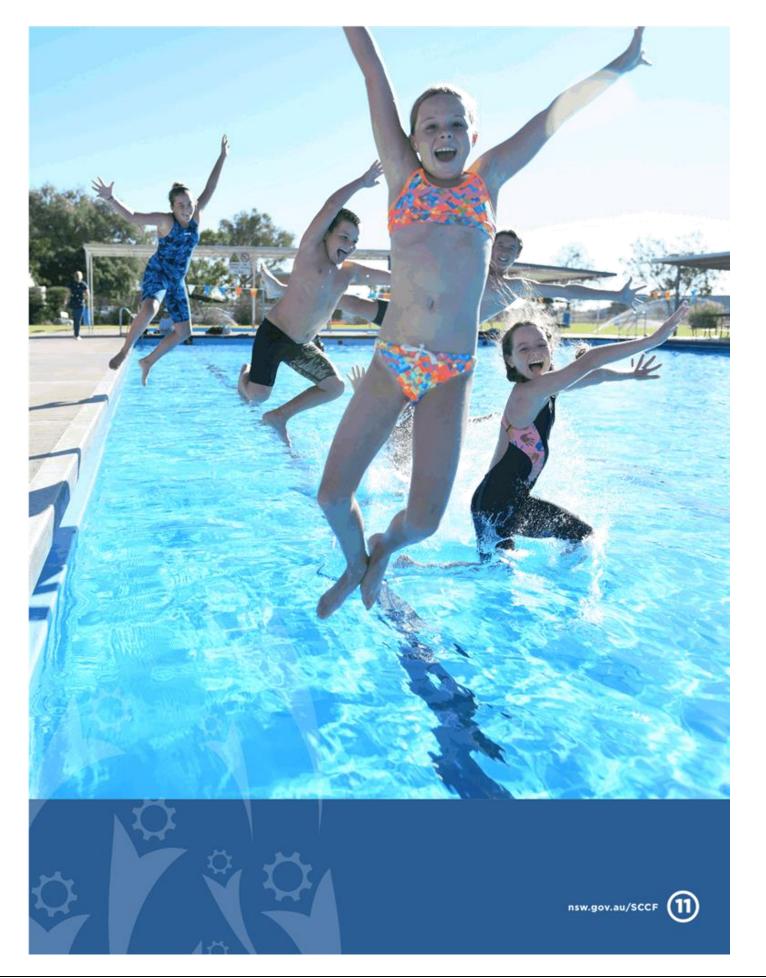
### Projects are not eligible for funding if they are:

- located outside an eligible regional Local Government Area
- · not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Commonwealth Government
- seeking retrospective funding to cover any project component that is already complete before applicants are informed of the outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond two years from execution of funding deed for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion, including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objectives of the Stronger Country Communities Fund.

### What are ineligible project costs?

### Ineligible project costs may include:

- costs related to buying or upgrading non-fixed equipment or supplies, unless considered essential to program delivery and are incidental costs to the overall project budget
- · financing, including debt financing or rental costs
- costs relating to depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- ongoing/recurrent funding that is required beyond the stated timeframe of the project
- for infrastructure projects, funding for any ongoing staff or operational costs
- for community programs, funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- projects that seek to solely subsidise memberships for existing services.





### ASSESSMENT CRITERIA -----

All applications that meet the eligibility criteria must also meet the relevant assessment criteria to receive funding. Eligible applications will be assessed against:

- 1. viability
- 2. community support
- alignment with the Stronger Country Communities Fund objectives.

### Viability

#### A project will be considered viable if it:

- has a realistic budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- · is cost-effective and represents value for money
- can be delivered within two years from the execution of the funding deed
- has estimated costs for combined project management, administration and contingencies that do not exceed a maximum of 20 percent of the total project cost
- demonstrates access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/or maintained when the project is completed (where applicable).

DRNSW may seek information from relevant NSW Government departments to verify the viability of a project. DRNSW retains the discretion to disclose information to these agencies where relevant.

### **Community support**

The project must have demonstrated community support.

Consultation is an important part of the process to ensure that projects are supported by the community and help to make regional communities even better places to live. Consultation will be different depending on whether the application is for general community or female participation in sport.

Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:

- community infrastructure and programs engagement through council's Community
   Strategic Plan, online surveys, letters of support, or other documents demonstrating community support for the projects
- enhancement of female sporting facilities or programs – engagement with local, regional, state or national sporting organisations, local female sports teams or evidence of consultation in a council's Community Strategic Plan or relevant strategy.

### Alignment with the Stronger Country Communities Fund objectives

- The project clearly demonstrates that anticipated community benefits will directly contribute to the objectives of the fund.
- For female sporting facilities and programs, the project clearly aligns with at least one of the areas of focus for female sports: Encouraging engagement, Fostering a sense of safety, Improving accessibility, and Boosting capability.

DRNSW may request additional information or clarification from applicants to assist in the assessment.

### What is the assessment process?

Following receipt of applications, DRNSW staff will review projects against the program eligibility requirements and then facilitate the assessment of projects against the assessment criteria.

Through the assessment process, DRNSW may request additional information from the applicant/s. DRNSW may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the assessment of projects. The Stronger Country Communities Fund Assessment Panel will review project eligibility and assessment outcomes and form a list of projects that are deemed suitable/not suitable for government consideration.

The Assessment Panel may recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding.

Broader factors that may be considered when assessing the overall package of projects suitable for funding include:

- amount of funding available
- suitability of projects for other government funding opportunities
- other factors deemed relevant and important in a local or whole of NSW context.

A package of suitable projects for each Local Government Area will be submitted to the Deputy Premier for consideration with an overall target of up to 50 percent of all funding to be for female sporting projects or programs. The Deputy Premier will consider the package of suitable projects in consultation with the Minister for Women. Project funding recommendations will then be submitted to the NSW Cabinet Committee on Expenditure Review for a final funding decision.





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### THE APPLICATION PROCESS -----

Round Four of the Stronger Country Communities Fund will be a single stage application process. To facilitate assessment of applications, applicants are required to submit the application documents via the program's online portal.

### How to apply

Visit regional development.smartygrants.com.au/SCCF4 to submit an application to the Stronger Country Communities Fund Round Four.

## What needs to be included in an application?

All applications need to include:

- · a clear project scope
- a project plan using the departmental template
- a project budget using the departmental template
- quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- landowner consent (if applicable)
- evidence of \$20 million Public Liability
   Insurance
- evidence of project co-contribution for projects requesting \$1 million or more in funding
- a letter of support from the relevant NSW sporting organisation if a sports-related project is seeking over \$1 million in grant funding
- evidence of community consultation and strong community support for the project.

Templates can be found at nsw.gov.au/SCCF

## Can ineligible projects be referred to a more appropriate funding program?

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full assessment criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.



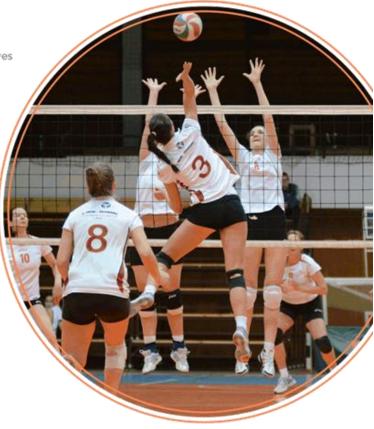
### What happens if the project is successful?

- All projects must demonstrate they can commence within six months of the announcement of funding and be completed within two years as outlined in the project plan.
- Successful applicants must not make financial commitments for funded activities until funding deeds have been executed.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- Grants will be paid via milestone payments set out in the funding deed. A sample funding deed is available at nsw.gov.au/SCCF.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful applicants will be required to submit project progress reports to the NSW Government as outlined in the funding deed.
- Successful applicants will be required to participate
  in a program evaluation to determine the extent to
  which their projects have contributed to the objectives
  of the fund. The evaluation will require applicants to
  provide evidence of how projects have resulted in
  a measurable change to the lives of local residents/
  female sporting facilities that is consistent with the
  objectives of the fund.

- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance or other insurance depending on the project.
- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at www.nsw.gov.au/ nsw-government-communications/branding.

### **Unsuccessful projects**

Applicants will be notified in writing of the outcome of each application and unsuccessful applicants will be provided with the opportunity to arrange a feedback information session.



nsw.gov.au/SCCF

nsw.gov.au/SCCF





### **Important Terms and Conditions**

#### Applicants should note:

- the NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies
- all awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances
- DRNSW reserves the right to undertake an audit of grant funding within seven years.

### Complaints

Any concerns about the program or individual applications should be submitted in writing to sccf.enquiries@regional.nsw.gov.au

If applicants do not agree with the way the DRNSW handled the issue, they may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

## Government Information (Public Access) Act

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents, may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

nsw.gov.au/SCCF



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## 18 OUR CIVIC LEADERSHIP

## 18.1 AMENDMENT TO MAYOR DELEGATION

Document ID: 557749

Author: General Manager
Authoriser: General Manager

Theme: Our Civic Leadership

Attachments: 1. TEMPLATE - Delegation - Mayor Only.docx 4

## **RECOMMENDATION**

That Council:

Adopts the amended Mayoral Delegation.

## **PURPOSE**

The purpose of this report is to seek Council's endorsement of amendments to the Mayoral Delegations to include financial limits.

## SUMMARY

The amended Delegation will authorise the Mayor to approve expenditure between Council meetings if the need arises, including the use of a corporate credit card.

## **BACKGROUND**

In the past, the Mayor was not provided with a credit card. Unexpected occasions have arisen that needed the Mayor to finalise payment of goods or services from own funds and be reimbursed later. A Council credit card, with minimal limit, eliminates any need to use own funds and ensures Mayor's safety in case of unforeseen problems occurring.

## 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

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## **ISSUES AND IMPLICATIONS**

## **Policy**

CS50 Credit Card Policy.

## **Financial**

New credit card to the value or \$2,000.

## Legal / Statutory

Section 377 of the Local Government Act, 1993.

## **Community Engagement / Communication**

N/A.

## Human Resources / Industrial Relations (if applicable)

- Credit cards are managed through Council's Finance section.
- Credit card to be balanced by the Executive Assistant.

## **RISKS**

Mayor of the day facing a situation, through unforeseen circumstances, of needing to cover costs while acting in the role of Council Delegate.

#### **OPTIONS**

- 1. Council endorses the amendment to the Mayoral Delegations.
- 2. Council does not approve the amendment to the Mayoral Delegations.

## CONCLUSION

Adopt the amended Mayoral Delegation.

## RECOMMENDATION

That Council:

1. Adopts the amended Mayoral Delegation.

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Narrandera Shire Council, in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities pursuant to your election as Mayor on 15 September 2020, hereby delegates under Section 377 of the Local Government Act, 1993, to the person holding the office of **MAYOR** and to the person holding the aforementioned position in an acting capacity, the exercise of Council's powers, functions, duties and authorities contained in legislation and matters specified in Schedule 1 subject to the limitations specified in Schedule 2.

This delegation shall commerce on 15 September 2020 and will remain in force until specifically altered or revoked in writing.

## **SCHEDULE 1**

- 1. To carry out any function conferred on and duty imposed on the Mayor under any Act or regulation; If, under any other Act other than the Local Government Act 1993, a function is conferred or imposed on the Mayor of Council, the function is taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.
- 2. To give effect to the Law, Council's adopted policies, resolutions, and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.
- 3. To sign correspondence and other documents. This function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the Local Government (General) Regulation 2005.
- 4. To respond to media publicity on Council matters and to issue media releases and make statement to the media on behalf of Council in accordance with Council's media and public relations policy.
- 5. To refer to the General Manager any matter which you consider needs investigation and reporting.
- 6. To approve leave arrangements of the General Manager.
- 7. To appoint a suitable person to the position of Acting General Manager in the event that the General Manager is absent or on leave.
- 8. To represent the Council, in conjunction with the General Manager, in deputations to government, inquires and other forums where it is appropriate that the Mayor should present the Council's position.
- 9. To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Mayor otherwise appoints another Councillor or person to perform this function.
- 10. To authorise payments for goods, services and contracts within approved budget limits and in accordance with Council's policies including authorising payments under the Mayor and General Manager donations fund and including the use of a Council credit card. (\$2,000 limit)

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## **SCHEDULE 2**

- 1. The **Mayor** shall exercise the functions herein delegated in accordance with and subject to:
  - Subject to the provisions and limitations expressly set out in Section 377(1) the Local Government Act 1993, as amended and any other legislation relevant to the delegations;
  - The Mayor shall exercise the functions herein delegated in accordance with and subject to all and every policy and code of the Council adopted by resolution and current at the time of the exercise of the functions herein delegated;
  - c. Subject to the oversight and ultimate authority of Council.

## **END OF DELEGATION**

Adopted DD Month 20YY Ordinary Meeting of Council (Minute #XXX)
nayor
Date

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## 18.2 POLICY REVIEW - POL018 WEBSITES POLICY

Document ID: 555555

Author: Communications Officer

Authoriser: General Manager

Theme: Our Civic Leadership

Attachments: 1. Revised - POL018 Websites Policy 4

## **RECOMMENDATION**

## That ELT:

1. Receive and note amendments to Policy POL018 (previously CS30) Websites Policy.

Policy POL018 (previously CS30) Websites has been reviewed and is now attached with recommended exclusions marked with a strikethrough and inclusions marked in red.

## RECOMMENDATION

## That ELT:

1. Receive and note amendments to Policy POL018 (previously CS30) Websites Policy.

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# Websites Policy 2021 POL018



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Policy No: POL018

Policy Title: Websites Policy

Section Responsible: Communications

Minute No:

Doc ID: 8339

## 1. INTENT

NSC has developed and established the following websites:

- The purpose of the Council website is communication, advertising, promotion and education on Council news, business, services and events within the Narrandera Shire. The Council website will also be used as a gateway for any ecommerce platforms provided by NSC.
- The purpose of the **Tourism** website is communication, advertising, promotion and education on tourist events, activities, services and accommodation.

## 2. SCOPE

This is an internal policy that applies to all websites controlled or operated by any department of Narrandera Shire Council.

## 3. OBJECTIVE

The Narrandera Shire Council recognises that the internet is a worldwide medium that provides Council with the opportunity to establish Websites for the use of Council communication. The Websites are important to the public profile of the Council and as a means of community engagement for residents, potential residents, visitors and investors.

## 4. POLICY STATEMENT

To establish the principles for the development and maintenance of the following websites:

- Narrandera Shire Council (Council website)
- Narrandera Tourism (Tourism website)
- Any other web sites, as approved by the General Manager, for particular projects.

## 5. PROVISIONS

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## 5.1 DEVELOPMENT AND USE

- NSC recognises the need for the development and use of future websites for the purpose of communicating, advertising, promoting and educating on certain Council projects.
- The intention of all Council websites is for the presentation of Council content only.
- All communication mediums, including social media platforms, will only be utilised to promote information on the Council websites.
- The website and social media platforms will have corresponding links to each other to promote the use of each technology and all websites will have a link for the council website.
- New websites will only be approved where it is not suitable to use part of an existing website. It is anticipated that these websites would be removed at the end of the project and any remaining relevant information transferred to the Council or Tourism websites.

#### 6. **DEFINITIONS**

- **CMS**: Content Management System. A computer application that allows publishing, editing and modifying content from a central interface.
- **Domain name**: A unique name, corresponding to one or more numeric IP address, used to identify a particular website on the internet.
- **Ecommerce**: Trading in products or services using computer networks like the Internet.
- ELT: Executive Leadership Team
- Gateway: Facilitates the transfer of information between a website and the acquiring bank.
- **Internet**: The global communication network that allows almost all computers worldwide to connect and exchange information.
- **IT**: Information Technology is the technology involved with the use of computer systems.
- NSC: Narrandera Shire Council
- **Social media**: interactive, internet-based applications and websites that allow users to create and share content and/or participate in social networking. Well know examples include Facebook, Instagram, Snapchat, Twitter, YouTube, LinkedIn.
- **Website**: A group of connected pages containing information on a particular subject, which is accessed using the Internet.

## 7. ROLES AND RESPONSIBILITIES

**General Manager / Deputy General Managers** 

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- The General Manager and Deputy General Managers will be responsible for nominating staff to maintain the information on each website and nominating separate staff to review all changes.
- The General Manager must approve the use of any social media platforms.

## **ELT**

 ELT will be responsible for approval of new websites and for the addition of new pages or other major changes to the existing websites.

#### IT Section

- IT team members will be responsible for organising all domain names with Council's preferred supplier, in consultation with the department/section requesting the website.
- IT team members will be consulted about any new websites by the department/section requesting the website.
- IT team members will handle technical support of the website and CMS with the website suppliers.

#### Staff

- Nominated NSC staff will be responsible for maintaining the content on each of the NSC websites. This will include uploading new content, removal of old content, modification of existing content and checking that content is current and relevant at least once every 12 months.
- All new content and changes to existing content will be reviewed by a supervisor or work colleague before addition to the relevant live website.

#### 8. RELATED LEGISLATION

- Disability Discrimination Act 1992 (Cth) and World Wide Web Access: Disability Discrimination Act Advisory Notes 2010
- Government Information (Public Access) Act 2009 (NSW)
- Local Government Act 1993 (NSW)

## 9. RELATED POLICIES AND DOCUMENTS

- ES250 Media and Public Relations Policy
- ES340 Social Media 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.

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## 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:

CS30 Websites Policy.

## **POLICY HISTORY**

Responsible Officer	Communications Officer					
Approved by	General Manager	General Manager				
Approval Date	XX Month 202X					
GM Signature (Authorised staff to insert signature)						
Next Review	lext Review 1 March 2024					
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM			
1 Adopted	-	-	21/02/2006			
2 Reviewed	24/11/2014	10/12/2014	10/12/2014			
3 Reviewed	15/01/2018	-	15/01/2018			
4 Reviewed	DD/MM/YYYY	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				

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#### 18.3 POLICY REVIEW - POL147 COUNCILLOR RECORDS MANAGEMENT

Document ID: 556759

Author: GIS Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Our Civic Leadership

Attachments: 1. POL147 Councillor Records Management Policy U

#### RECOMMENDATION

That Council:

- Reviews and endorses policy POL147 Councillor Records Management Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
- 2. Deems this policy 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 the revised POL147 Councillor Records Management Policy.

## **SUMMARY**

The policy sets out the requirements 'to ensure that full and accurate records of the activities and decisions of Councillors in the course of their duties for Council, are created, managed and disposed of appropriately to meet organisational needs and legislative and accountability requirements'. It also acts as a guide as to how this should happen.

- CS220 Councillor Records Management Policy was adopted by Council in December 2015 and last reviewed by Council in May 2018.
- The policy has been updated to the current policy format and rebadged POL147 in Council's simplified identification structure.
- The policy has been reviewed to reference updated legislation.
- The recommended revisions are marked with a strikethrough and inclusions marked in red.

## **BACKGROUND**

The Councillor Records Management Policy is due for review every two years. The policy was last adopted by Council in May 2018.

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

## **Theme**

Our Civic Leadership

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## 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**

Review of Councillor Records Management Policy

#### **Financial**

- Council is at risk if involved in legal proceedings when records are not available to support its case.
- If external training is required, an annual budget is provided to support the training and development activities of Councillors. There is a \$2,000 per Councillor per year budget allocation for training and induction. The total fund is \$25,000 per year.

## Legal / Statutory

- Compliance with Local Government Act and Regulation.
- Compliance with State Records Act.

## **Community Engagement / Communication**

- The revised policy can be placed on public exhibition prior to adoption by Council.
- The adopted policy will be displayed on Council's website.

#### **Human Resources / Industrial Relation**

• Councillor training can be provided where required. This may be applicable for new Councillors following Council elections.

## **RISKS**

Failure to keep complete and accurate records puts Council at risk if subpoenaed or when processing GIPA requests.

## **OPTIONS**

- 1. Endorse the revised policy POL147 to be placed on exhibition.
- 2. Endorse the revised policy POL147 with amendments to be placed on exhibition.
- 3. Refer the revised policy POL147 back to staff for further review and subsequent return to Council.

## CONCLUSION

That Council endorses POL147 Councillor Records Management Policy as presented for the purpose of public exhibition for a period of 28 days seeking community comment and,

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should no submissions be received from the community at the conclusion of the exhibition period, POL147 Councillor Records Management Policy be deemed adopted.

## **RECOMMENDATION**

## That Council:

- 1. Reviews and endorses policy POL147 Councillor Records Management Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
- 2. Deems this policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

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# Councillor Records Management Policy 202X POL147



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Policy No: POL147

Policy Title: Councillor Records Management Policy

Section Responsible: Records

Minute No:

Doc ID: 8358

## 1. INTENT

The intent of this policy is to outline the principles, approach and rules associated with records management at Narrandera Shire Council; ensure that Councillors and staff understand their recordkeeping roles and responsibilities; and outline the Council's commitment to effective, efficient and compliance recordkeeping practices.

## 2. SCOPE

This document has been specifically developed to assist Councillors to meet their recordkeeping responsibilities.

Council staff members should refer to Council's Records Management Policy and subsequent work instructions.

#### 3. OBJECTIVE

To ensure that full and accurate records of the activities and decisions of Councillors in the course of their duties for Council are created, managed and retained or disposed of appropriately to meet organisational needs and legislative accountability requirements. See Appendix A for list of legislative requirements.

## 4. POLICY STATEMENT

Efficient and effective administrative procedures are implemented to meet regulatory requirements.

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## 5. PROVISIONS

#### 5.1 STATE RECORDS

## 5.1.1 Some Councillor Records are State Records

Public offices are bound by the State Records Act 1998 which establishes rules for best practice for recordkeeping in NSW Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (section 3(1)). When discharging functions of Council, Councillors are subject to the State Records Act when they create or receive 'State records'.

## 5.1.2 Examples of State Records

Correspondence, including emails, regarding building and development matters:

- A petition received from a community group
- Declaration concerning a Councillor's pecuniary interests
- Speech notes made for addresses given at official Council events, and
- Complaints, suggestions or enquiries by rate payers about Council services

## 5.1.3 Examples that are not State Records

Conversely, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be State records for the purposes of the State Records Act 1998.

Examples of records that are not State records include (but are not limited to):

- Records relating to political or electoral issues, eg: Lobbying for votes, supportive emails from members of the community regarding elections or political stances.
- Communications regarding matters of personal / general interest rather than Council
  interest, eg: Information from environmental or other interest groups not specific to
  issues being considered by Councillors or Council.
- Records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council.
- Personal records such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

## 5.2 RECORDS AS A RESOURCE

Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- Support the work of Councillors and Council's program delivery, management and administration.
- Provide evidence of Councillors' actions, and
- Protect the rights and interests of the Council, Councillors and its clients and rate payers.

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A small percentage of records created and received by Councillors will become archives, part of the cultural resources of the State.

## 5.3 CREATION AND CAPTURE OF RECORDS

## 5.3.1 What Records to Create and Capture

Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- Providing information
- Drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- Correspondence received and sent relating to their work undertaken for Council but not originating from Council

Council is responsible for:

- Creating and capturing records of Council or committee meetings where Council is the secretary
- Capturing any State Records it sends to Councillors regarding Council business.

## 5.3.2 Creation of Records of a Confidential Nature

On some occasions, Councillors are approached and asked to keep matters discussed relating to Council business confidential.

- Confidential conversations / correspondence must still be recorded and registered into Council recordkeeping systems if they refer to Council business.
- There are policies and security controls in place to ensure these records have limited
  access (see Section 5 Security and confidentiality of records), but these records may
  still need to be produced under relevant legislation, eg: subpoena or the Government
  Information (Public Access) Act 2009. With security controls in place records are
  likely to be less at risk than if they were not in recordkeeping systems.

## 5.3.3 How to Create Records

- Letters, faxes, emails, file notes and memos can be created and forwarded to Council electronically or in hard copy format.
- Details of significant advice, commitments etc made during telephone or verbal conversations or via SMS should be recorded using a file note (eg: time, date, parties involved, summary of discussion, commitments, advice given etc and reasons for them).
- Notes in Councillors' diaries are generally not adequate where there are recordkeeping requirements: they should be converted into a formal file note. These records should be made as soon as possible after the event to ensure the information is accurate.

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## 5.3.4 How to Capture Records

Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into official Council recordkeeping systems as soon as is practicable so that Council can assist with their long-term management.

## 5.3.5 Paper Records

- Records created or received in paper format which relate to Customer Requests should be forwarded to Council via Council's Customer Service Group or the Personal Assistant to the GM and Mayor Executive Assistant.
- All other records are to be referred to the Personal Assistant to the GM and Mayor Executive Assistant. If the records are of a sensitive or confidential nature, the Councillor should alert the Officer so that appropriate security controls can be applied.

## 5.3.6 Email and Electronic Records

- Email and other electronic records should be forwarded to Council promptly for registration via <u>council@narrandera.nsw.gov.au</u>
- If records are of a sensitive or confidential nature, the Councillor may forward it to the Personal Assistant to the GM and Mayor Executive Assistant, noting this fact on it so that the appropriate security controls are placed on it.

## 5.3.7 Councillor Copies

- If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business.
- The routine destruction of copies of records is permitted under the State Records Act (section 21(2)). It is important to recognise that these copies should be treated like the originals with regard to security controls applied.

## 5.4 REGISTRATION OF RECORDS BY COUNCIL

## **5.4.1 Registration Procedures**

Records received from Councillors for registration will be handled in accordance with Council's records management procedures.

## 5.4.2 Councillor Mail (including email)

- Incoming mail for Councillors received at Council's offices will be opened by Customer Service Officers, unless it is clearly marked private and confidential.
- Mail considered to be a State Record will be registered into Council's recordkeeping system before being forwarded to the Councillor.
- Mail marked private and confidential will be forwarded to the Councillor unopened. It
  is then the Councillors' responsibility to return any mail that is a State Record and
  requires registration in Council's main recordkeeping system.

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- Faxes to Councillors are registered in the recordkeeping system before being electronically forwarded to Councillors.
- Electronic mail received through the Council's generic email address and addressed to Councillors is forwarded to the Councillor after being registered, if that email is considered to be a State Record.

## 5.5 SECURITY AND CONFIDENTIALITY OF RECORDS

## 5.5.1 Building Controls

Council's paper records are kept securely in Council's archives. Legal documents are securely stored in the strong room.

## 5.5.2 System Controls

The Council's records management software which controls records, restricts access according to security levels.

## 5.5.3 Rules for Council Staff and Councillors

Council staff and Councillors are bound by Council's Code of Conduct, preventing unauthorised access or disclosure of Council records.

#### 5.6 ACCESS TO RECORDS OF COUNCIL

Councillors need to have access to information held by Council to help them make informed decisions on matters under their consideration. This information should be relevant and appropriate to the discharge of their obligations, eg: records relating to matter before Council or due to be listed for which there is notification.

Please refer to the POL051 Councillor Access to Information and Interactions with Staff and Access to Council Premises Policy.

## 5.7 BORROWING RECORDS OF COUNCIL

Under Section 11(1) of the State Records Act, Councils are required to ensure the safe custody and proper preservation of records they are responsible for. Council therefore prohibits the borrowing of paper-based or other physical records by any person. Should a Councillor require access to such records, they may be viewed on Council premises. Photocopies of relevant pages may be made available to Councillors if required.

## 5.8 UNAUTHORISED ACCESS OR DISCLOSURE OF COUNCIL RECORDS

The Local Government Act 1993 section 664(1) prohibits the disclosure of information obtained in connection with the administration or execution of the Act, except in certain specific circumstances. Councillors are also bound by the Council's Code of Conduct **not** to:

- Attempt to access records they are not authorised to see
- Provide unauthorised access to other parties while Council records are in their care
- Disclose confidential information about Council business, or

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Disclose personal information of employees, clients, etc without subject's consent

These rules help to ensure that Council and its staff and clients are protected and that the requirements of relevant legislation, such as privacy legislation, are met (see Appendix A – Legislative requirements for recordkeeping).

## 5.9 HANDLING AND STORAGE OF RECORDS

## 5.9.1 Damage or Neglect of Records is an Offence

Damage or neglect of a State record is an offence under section 21 of the State Records Act. Councillors should apply the storage and handling rules below to ensure records are protected.

## 5.9.2 Handling of Records

When handling Council records the following rules apply:

- Registered documents are not to be rearranged or removed from Council files (the order provides context for the records) and information on files should never be altered.
- All due care must be exercised when handling Council records and any damage identified should be reported to the Records Officer.
- If records are damaged during handling, the Records Manager should be informed.
   No attempts should be made to repair the record (as some repairs can cause long term damage).

Information on handling specific formats is available in State Records' *Recordkeeping in Brief 14: Handle with Care* or can be provided by Council's records staff.

## 5.9.3 Storage of Records

Council does not allow Councillors to store any Council files in their homes. Files must be accessed at Council in normal working hours.

Business Papers and other documents which are provided to Councillors as part of their Civic duties (in both hard copy and electronic form) should be managed carefully by all Councillors, with specific care taken in relation to confidential business papers and documents as these are not generally accessible by the public.

Therefore, Councillors are requested to retain Council papers only as long as the matter contained within those documents is currently under consideration. Confidential Business Papers and other materials should be deleted from electronic files and hard copies returned to the Office of the General Manager as soon as practicable after the matter in question has been heard. Ideally, confidential business papers should be returned at the completion of the Council meeting to which they relate.

When storing Council records temporarily, the following rules apply:

 Records are to be kept away from known risks such as water, fire, mould, vermin, vandalism, chemicals, direct sunlight, extreme temperatures etc.

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- Electronic records should be protected against additional hazards such as viruses or electronic fields.
- Records should be secured appropriate to their level of sensitivity. No Council records should be left in plain view in vehicles or lying around the house.

Councillors who are storing records of a sensitive or confidential nature should ensure they are appropriately protected. Paper records should be secured in a locked cupboard and electronic files should be password protected.

## 5.10 DISPOSAL OF RECORDS

State records held by Councillors must be disposed of in accordance with the State Records Act 1998.

State Records NSW has issued General Retention and Disposal Authority - Local Government Records (GDA10 GA39), which outlines classes of records and how long they should be kept before being legally destroyed or transferred to archives. Periods specified are based on relevant legislation, guidelines and standards. Failure to keep records for the length of time specified in the GDA GA may put Councillors and Councils at risk.

Councillors should liaise with Council regarding the disposal of any records of Council business as Council is responsible for:

- Ensuring legislative requirements are met
- Ensuring destruction is undertaken appropriately (eg: that no sensitive information is released due to inappropriate destruction methods), and
- Documenting disposal decisions for accountability purposes.

Council's records management staff should be primarily responsible for the disposal of State records, unless other arrangements are approved.

## 6. **DEFINITIONS**

- Access: Right, opportunity, means of finding, using or retrieving information. (AS ISO 15489 Part 1 Clause 4.3)
  - Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. (State Records Act 1998)
- Appraisal: The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations. (AS 4390 Part 1 Clause 4.3)
- Archives: Those records that are appraised as having continuing value. (AS 4390 Part 1 Clause 4.5)
- **Disposal**: A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from

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- recordkeeping systems, and the transfer of custody or ownership of records. (AS 4390 Part 1 Clause 4.9)
- MagiQ: Narrandera Shire Council's current Electronic Document Records Management System.
- NSC: Narrandera Shire Council.
- Recordkeeping System: Information system which captures, stores and provides access to records over time. (AS 4390-1996, Part 1 Clause 4.20)
- **Recordkeeping**: Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. (AS4390-1996, Part 1.4.19)
- **Records**: Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489 Part 1 Clause 3.15)
- State Archive: A State record that the State Records Authority of New South Wales has control of under the State Records Act, 1998 (NSW).
- **State Record**: A State record that the State Records Authority of New South Wales has control of under the State Records Act, 1998 (NSW).

#### 7. ROLES AND RESPONSIBILITIES

#### Councillors

 Provide records to Council staff for recordkeeping as per legislative and policy requirements.

#### Staff

Manage Councillor records in accordance with legislative and policy requirements.

## 8. RELATED LEGISLATION

- NSW State Records Act
- Local Government Act 1993

## 9. RELATED POLICIES AND DOCUMENTS

- General Disposal Authority GA39
- Council's Code of Conduct
- POL051 Councillors Access to Information and Interactions with Staff and Access to Council Premises
- Recordkeeping in Brief 14: Handle with Care
- Records Management Australian Standard (AS) ISO 15489-2002

## 10. VARIATION

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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:

CS220 Councillor Records Management

#### **POLICY HISTORY**

Responsible Officer	Records Officer		
Approved by	General Manager		
Approval Date	XX Month 202X		
GM Signature (Authorised staff to insert signature)			
Next Review	01 January 2023		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	12/10/2015	9/12/2015	10/12/2015
2 Reviewed	7/05/2018	15/05/2018	15/05/2018
3 Reviewed	19/01/2021	DD/MM/YYYY	DD/MM/YYYY
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NOTE: This is a controlled document. If you are reading a printed copy, please check that you have the latest version via Council's website (external) or MagiQ (internal). Printed or downloaded versions of this document are uncontrolled.

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## 12. Acknowledgement of Training Received

I hereby acknowledge that I have received, read and understood a copy of Council's Councillor Records Management Policy.				
Councillor Name				
Signature				
Date				

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## 13. Appendix A – Legislative Requirements for Recordkeeping

- Environmental Planning and Assessment Act 1979 available at: <a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1979-203">https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1979-203</a>
- Evidence Act 1995 available at:
   <a href="https://www.legislation.gov.au/Details/C2016C00605">https://www.legislation.gov.au/Details/C2016C00605</a>
- Government Information (Public Access) Act 2009 available at: <a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2009-052">https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2009-052</a>
- Health Records and Information Privacy Act 2002 available at: <a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2002-071">https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2002-071</a>
- Local Government Act 1993 available at: https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1993-030
- Privacy and Personal Information Protection Act 1998 available at: <a href="https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/act-1998-133">https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/act-1998-133</a>
- State Records Act 1998 including standards and retention and disposal authorities issued under the Act available at:
   <a href="https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1998-017">https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1998-017</a>
- State Records Regulation 2010 available at: <a href="https://legislation.nsw.gov.au/view/pdf/asmade/sl-2010-450">https://legislation.nsw.gov.au/view/pdf/asmade/sl-2010-450</a>

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## 19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

## 19.1 APRIL 2021 DEVELOPMENT SERVICES ACTIVITIES

Document ID: 554720

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 April 2021.

1.

## **PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during April 2021 as of 30 April 2021.

## **BACKGROUND**

## **Development & Complying Development Applications**

A summary of Development & Complying Development Applications processed during April 2021 detailed in the following table:

Stage Reached	Number
Lodged	5
Stop-the-Clock / Under Referral / Awaiting Information	-
Under Assessment	6
Determined	3

The value of Development & Complying Development Applications approved by Council during April 2021 is detailed in the following table:

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	2020/2021					
Development Type	April			Year to Date		
.,,,,	Number	'	Value \$	Number		Value \$
Residential	1	\$	19,500	35	\$	3,633,238
Industrial				1	\$	6,500
Commercial	1	\$	300,000	8	\$	3,318,000
Rural Residential				0	\$	-
Subdivisions				3	\$	_
Other	1	\$	-	1	\$	-
TOTAL	3	\$	319,500	48	\$	6,957,738

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 April 2021.

No	Lot	Sec	DP/SP	Address	Development Type	Туре	STC / RFI Days	ACTIVE Business Days
040- 20-21	2	-	787707	2738 Old Wagga Road GRONG GRONG	Additions to Existing Fish Hatchery Shed	L	20	29
048- 20-21	7	-	12500	86 Audley Street NARRANDERA	Demolition of existing dwelling	L		2
054- 20-21	78	-	750865	584 Willows Road ARDLETHAN	Interment	L		0

## Type explanation

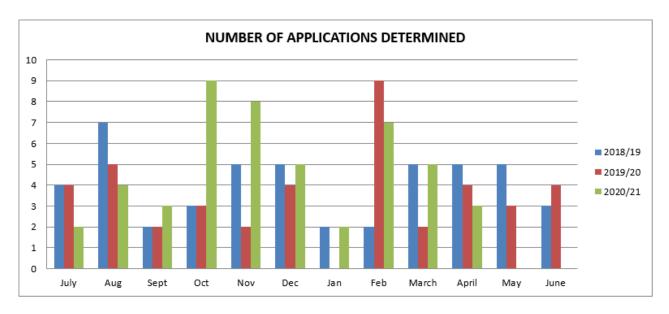
Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Complying (C)	Fast track approval process without the need for a full development application if specific criteria are met. Target 10 to 20 business days.

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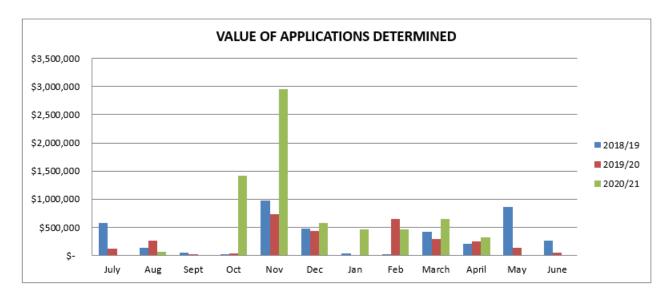
## Comparison determination times

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	31 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.



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## **Certificates Issued**

A summary of other development services activities undertaken during March 2021 is detailed in the following table:

Certificate Type	Number Issued		
Construction Certificates 2			
Building Certificates	-		
Subdivision Certificates	-		
Occupation Certificates	-		
Compliance Certificates	-		
Section 10.7 (previously 149) Certificates	55		
Swimming Pool Compliance Certificates 2			
On-Site Septic Management System Certificates	-		

## **RECOMMENDATION**

That Council:

1. Receives and notes the Development Services Activities Report for April 2021.

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## 20 STATUTORY AND COMPULSORY REPORTING - FINANCIAL / AUDIT REPORTS

## 20.1 MARCH 2021 QUARTERLY BUDGET REVIEW

Document ID: 555949

Author: Senior Finance Officer

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. March 2021 Quarterly Budget Review Statement 4

## RECOMMENDATION

That Council:

1. Receives, notes and adopts the information and variations contained in the March Quarterly Review.

## **PURPOSE**

The purpose of this report is to present Council's March Quarterly Budget Review Statement.

## SUMMARY

The General Fund forecast net operating result from continuing operations after the quarter is a surplus \$11,420,920 compared to the original budget forecast result of a surplus of \$9,623,704.

The General Fund forecast net operating result before grants and contributions provided for capital after the quarter is a deficit of (\$2,132,666) compared to original budget forecast of a surplus of \$355,838. This is a result of transferring out \$2,557,207 for the Financial Assistance Grant (FAG) that was received in advance last financial year. With the Federal Budget being released prior to the Council meeting, it is anticipated that advice regarding the prepayment of the FAG grant will be known and the effect on the operating deficit result.

Council also obtained additional Capital Funding of \$1,220,000 for Fixing Country Roads.

Below is a table that outlines each of Council Fund's operating positions before capital grants.

Operating Position before Capital Grants						
Fund	Original	Sept	Dec	Mar		
	(000's)	(000's)	(000's)	(000's)		
General	357	-2,383	-2,364	-2,132		
Water	356	366	366	324		
Sewer	179	191	191	187		
Consolidated	892	-1,826	-1,807	-1,621		

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#### **BACKGROUND**

Council, in accordance with the Local Government Financial Regulations, is required to prepare a Quarterly Budget Review Statement (QBRS).

The Financial Regulations mandate a minimum of six statements that must be produced. These are a Statement by the Responsible Accounting Officer, Income & Expenses Statement, Capital Budget Statement, Cash & Investments Position Statement, Key Performance Indicators and a Statement of Contracts and Other Expenses.

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

Nil

#### ISSUES AND IMPLICATIONS

## **Policy**

Nil

## **Financial**

 Council's short-term financial position (the level of working capital) is satisfactory as at 31 March 2021.

## **Legal / Statutory**

To comply with Local Government Regulations 2005 Part 9 Division 3 Clause 203.

## **Community Engagement / Communication**

N/A

## Human Resources / Industrial Relations (if applicable)

N/A

## **RISKS**

N/A

#### **VARIATIONS**

Significant variations during the March quarter are detailed below by Activity.

## **INCOME**

## **User Charges & Fees**

• Income for Section 603 Certificates \$3,000 and Vehicle Lease revenues \$10,000 have been increased to reflect higher than anticipated income.

## **Other Revenues**

- The Training Revenue budget has been increased \$15,000 resulting from the COVID-19 training stimulus package; this was not known at the time of budgeting.
- Community Transport Vehicle sales have been decreased (\$73,000) due a change in the funding contract and the requirement to lease the fleet.

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- Legal costs rates revenues decreased \$35,000 and is offset by a reduction in expenses.
- The budget increased \$105,000 for the temporary transfer of water allocations; proceeds have been transferred to reserve.
- The original budget forecasted a dividend paid from the Water fund to the General fund of (\$60,000); this has been decreased pending further investigation.

## **Grants & Contributions**

- The budget has been increased to reflect the approved funding for Flood Study grant revenues \$248,000, Empowering our Community Youth grant \$9,852, Regional NSW Planning Portal Grant \$50,000 and Creating Future Farmers SCCFR3A \$19,950.
- Income for the Federal Assistance Grant is \$58,232 higher than forecast; the budget has been increased to reflect this.

## **Grants & Contributions – Capital**

- Income of \$40,000 for the Playground on the Murrumbidgee was brought forward from the 2021-2022 budget to match expenses in the current year.
- Council was also successful in obtaining a grant of \$28,620 under the Community Building Partnership grant for Stage 2 - Art on the Water Tower.
- Crown Reserves improvement fund decreased \$8,809 to bring the budget to the GST exclusive amount.
- Grant funding for the Lake Talbot Deepening works project has not been successful in the current year, decreasing the budget (\$400,000).
- Transport for NSW co-contribution of \$217,000 for HVSPP Kamarah Rd has been included in the budget.

## **Interest & Investment Revenues**

• The return received for Interest on Investments is lower than originally forecast, decreasing the budget (\$36,000).

## **Net Gain from Disposal of Assets**

 Council has received higher than anticipated revenues from the profit on the sale of assets; the budget has been increased \$65,000.

## **Rental Income**

• Rental income for council properties has been increased \$6,000 to reflect agistment and Ngurang tower revenues.

The total increase in income for the March budget review is \$261,000.

#### **EXPENDITURE**

## **Employee Costs**

• The Employee Costs budget overall has been decreased \$99,000 and comprises; Finance Salaries \$15,000, Travel Expenses \$6,800, Corporate & Community Conferences \$6,000, IT salaries \$5,000, Social Support Salaries \$5,000, Library Employee expenses \$18,000, Marketing & Tourism salaries \$8,000, Workshop Wages & Salaries \$30,000 and Private Works Wages & Salaries \$20,000. Street Trees wages and salary budget increased (\$15,000).

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## **Materials & Contracts**

- The \$10,000 budget for the Local Environment Plan has been decreased and placed into reserve for the 2021-2022 budget.
- Drought Community funding \$71,014 has been transferred from operational to capital.
- The budget has been increased for Council housing expenses (\$10,000) and Street trees (\$15,000) due to higher than forecast expenses.
- Grant funding expenses increased for Youth (\$9,852), Regional NSW Planning Portal (\$50,000), Stronger Country Community - Creating Future Farmers (\$19,950) and Stormwater Flood Study (\$308,000) with \$60,000 transferred from the Stormwater reserve for Council's contribution.
- The following budgets were increased due to savings in employee costs: Private Works materials and contracts (\$20,000), Library Office expenses (\$6,620), Workshop materials and contracts (\$20,000) and Finance contractor (\$25,590).
- Decreases to the budget occurred for CT Vehicle purchases \$85,000 and Economic Business Development expenses \$20,993.

## **Depreciation**

• There is an overall budget decrease of \$4,000 for depreciation expenses.

## **Legal Costs**

- The Rates & Debtors legal costs budget has decreased \$35,000 and is offset by a decrease in income.
- HR legal costs has been increased (\$26,000) for investigation expenses incurred.
- The General legal expenses budget has been reduced \$3,000 for lower than anticipated expenditure.

## **Other Expenses**

- The budget for Councillor Fees \$11,100, Shire Valuation Fees \$5,590, Economic Development Strategy expenses \$4,000 and Telephone expenses have been decreased due to less than anticipated expenditure.
- Overall, the budget for rates & water expenses have been increased (\$6,000).

The total increase in operating expenditure for the general fund is (\$152,000).

## **Capital Expenditure**

- Unexpended funds for the Replace Virtualising Hardware & Software of \$13,195 have been transferred to the Business Continuity Site project (\$7,195) and reserves (\$6,000).
- The following capital projects have been deferred, with the funds transferred to reserves for use in future capital works: Narrandera Sportsground Drainages & Soak (\$95,000), Marie Bashir Up Lighting Adventure Playground (\$15,000), Narrandera Business Centre Masterplan (\$166,451), Lake Talbot Tourist Park Fire Upgrades

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- (\$15,524), Solar Panels (\$290,000), CCTV review (\$5,000) and North Zone Pressure Pump (\$40,000).
- The following projects have been cancelled with funds transferred to reserves for future capital works: CCTV combined (\$15,000), Brewery Flats Landscaping and Furniture (\$5,000), Off-street carparking investigation (\$20,000), Council Chambers Building Upgrades (\$20,120), 4 Victoria Square (\$3,096), Economic Development (\$9,112) and decommission low level reservoir (\$200,000).
- Henry Mathieson Oval Level and Resurface (\$25,000) and Perimeter fencing (\$25,000) projects were cancelled due to being grant funded, funds have been transferred to reserves.
- Funds for the Completion of the Wiradjuri Wall have been transferred to the Local Roads and Community Infrastructure Wiradjuri Wall Stage 1 project (\$19,964).
- The remaining budget for the Lake Talbot Pool Masterplan (\$160,000) has been transferred to the overspend on the Lake Talbot Water Park Road Beautification project (\$24,000) and reserves for the final stage of remediation works to be completed in 2021-2022 (\$136,000).
- Funds of \$10,190 have been transferred from the Stormwater reserve for Larmer Street Flood Mitigation works Stage 2 with unexpended funds of \$88,000 for Narrandera West Drainage Improvements (\$28,000) and Drainage Improvements Driscoll Road (\$60,000) transferred to the reserve.
- Narrandera Waste Facility External fence and the Landfill operational control room have been transferred to the Landfill Masterplan project increasing the budget \$12,148.
- Overall the Drought Community budget increased (\$83,790) as a result of funds being transferred from operational (\$71,104), Local Roads & Community Infrastructure – Narrandera Stadium (\$115,000), Building renewals (\$24,790) and the Lake Talbot Masterplan (\$24,000). The approved project funding for Victoria Ave Stage 2 has been transferred out \$93,982.
- Funds of \$40,000 have been brought forward from the 2021-2022 budget for the Playground on the Murrumbidgee Railway Heritage (\$20,000) and Northbank Bridge (\$20,000).
- The budget has been increased \$28,620 for Stage 2 Art on the Water Tower approved funding under the Community Building Partnership.
- Lake Talbot Deepening works budget has been decreased \$400,000; awaiting grant funding.
- Crown Reserves improvement fund decreased (\$8,809) to bring the budget to the GST exclusive amount.
- Funds of \$2,053 were transferred from the Arts Centre Building works project to the Local Roads & Community Infrastructure Arts Centre Storage.
- The budget for HVSPP Kamarah Rd increased \$334,000 with approved grant funding (\$217,000) and funds transferred from Intersections Upgrade (\$74,282) and Urban Reseals (\$42,718).
- Light vehicles budget increased (\$20,000) for vehicle purchases.
- Budget variations included in the Water fund capital program include: decrease to Flow meters on all Reservoirs (\$31,477) and Aerator Gas Scrubbing (\$15,483) and

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an increase to Water Main Replacements (\$65,483), Hydrant and Valve Replacements (\$53,477) and Bore 5 replacement (\$22,000).

- Barellan Sewer budget decreased \$5,335,000 to reflect actual expenditure; the budget has been included in 2021-2022.
- Sewer Pump Station 3 project expenses were lower than anticipated, \$148,000 has been transferred to reserves.

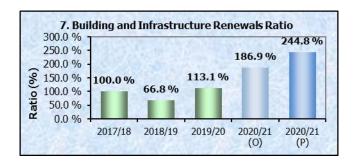
The Water fund interest on investments decreased \$42,000 due to lower than anticipated returns on investments. The budget decreased for Employee costs (\$15,000) and Other expenses (\$10,000) and has been reallocated to Materials and Contract expenses \$25.000.

The Sewer fund interest on investments decreased (\$4,000) due to lower than anticipated returns on investments. The Barellan Sewer grant funding (\$3,932,500) and loan liability (\$1,370,000) have been decreased and included in the 2021-2022 budget. The budget decreased for Employee costs (\$35,000) and Other expenses (\$25,000) and has been reallocated to Materials and Contract expenses \$60,000.

## **Key Performance Indictors**



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#### CONCLUSION

That Council receives, notes and adopts the December Quarterly review in accordance with the Local Government Financial Regulations.

#### **RECOMMENDATION**

That Council:

1. Receives, notes and adopts the information and variations contained in the March Quarterly Review.

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# **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

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# **Quarterly Budget Review Statement**

date: 4-5-2021

for the period 01/01/21 to 31/03/21

#### Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

#### 31 March 2021

It is my opinion that the Quarterly Budget Review Statement for Narrandera Shire Council for the quarter ended 31/03/21 indicates that Council's projected financial position at 30/6/21 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:

Martin Hiscox

Martin Hiscox

Responsible Accounting Officer

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#### **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2021

#### Income & Expenses - Council Consolidated

	Original [	Original Approved Changes				Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Year End	YTD
	2020/21	Forwards	by QBRS	QBRS	QBRS	2020/21	Mar Qtr	Result	figures
Income									
Rates and Annual Charges	8,040	-	-	26	-	8,066	(1)	8,065	8,260
User Charges and Fees	3,295	-	-	1	63	3,359	13	3,372	1,870
Other Revenues	550	-	-	3	66	619	(49)	570	346
Grants & Contributions - Operating	7,475	(2,424)	-	3	-	5,054	386	5,440	4,017
Grants & Contributions - Capital	13,416	2,872	-	1,220	446	17,954	(4,056)	13,898	4,772
Interest and Investment Revenues	361	-	-	-	-	361	(82)	279	125
Net gain from disposal of assets	92	-	-	-	-	92	65	157	143
Fair value increment on investment properties	-	-	-	-	-	-	-	-	-
Reversal of revaluation decrements on IPPE									
previously expensed	-	-	-	-	-	-	-	-	-
Reversal of impairment losses on receivables	-	-	-	-	-	-	-	-	-
Rental Income	248	-	-	(17)	23	254	6	260	176
Share of Interests in Joint Ventures	-	-	-	-	-	-	-	-	
Total Income from Continuing Operations	33,477	448	-	1,236	598	35,759	(3,718)	32,041	19,709
Function									
Expenses Employee Costs	8,307	81		109	2	8,499	(149)	8,350	5,512
Borrowing Costs	6,307	-		8	(4)	10	(149)	10	13
Materials & Contracts	3,837	451		(386)	129	4.031	370	4,401	3,216
Depreciation	5,087	401		(300)	123	5.087	(4)	5,083	3,816
Impairment of receivables		_				0,007	(4)	0,000	0,010
Legal Costs	55	_	_	_	1	56	(12)	44	5
Consultants	-	_	_	_		-	(.2)		-
Other Expenses	1,878	_	_	46	5	1,929	(53)	1,876	1,475
Interest & Investment Losses	-	_	_	_	-	-	-	-	-
Net Loss from disposal of assets	-	-	-	_	_	-	-	-	-
Revaluation decrement/impairment of IPPE	-	-	-	-	-	-	-	-	-
Fair value decrement on investment properties	-	-	-	-	-	-	-	-	-
Share of interests in Joint Ventures	-	-	-	-	-	-	-	-	-
Total Expenses from Continuing Operations	19,170	532	-	(223)	133	19,612	152	19,764	14,037
Net Operating Result from Continuing Operation	14,307	(84)		1,459	465	16,147	(3,870)	12,277	5,672
Net Operating Result from Continuing Operation	14,307	(04)	-	1,459	403	10,147	(3,670)	12,277	3,672
Discontinued Operations - Surplus/(Deficit)						-		-	
Net Operating Result from All Operations	14,307	(84)		1,459	465	16,147	(3,870)	12,277	5,672
Net Operating Result before Capital Items	891	(2,956)		239	19	(1,807)	186	(1,621)	900

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/2021 and should be read in conjuction with the total QBRS report

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# Consolidated Income Statement

for the period ending 31 March 2021

	Original	December	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	8,040	8,066	8,260
User charges and fees	3,309	3,359	1,870
Other revenues	550	619	346
Grants and contributions provided for operating purposes	7,475	5,054	4,017
Grants and contributions provided for capital purposes	13,416	17,954	4,772
Interest and investment revenue	361	361	125
Other income	235	254	176
Net gain from the disposal of assets	92	92	143
Total income from continuing operations	33,478	35,759	19,709
Expenses from continuing operations			
Employee benefits and on-costs	8,307	8,499	5,512
Materials and services	3,892	4,087	3,221
Borrowing costs	6	10	13
Depreciation and amortisation	5,087	5,087	3,815
Other expenses	1,878	1,929	1,475
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	19,170	19,612	14,036
Operating result from continuing operations	14,308	16,147	5,673
Operating recult from discontinued energtions			
Operating result from discontinued operations		-	-
Net operating result for the year attributable to Council	14,308	16,147	5,673
-			
Net operating result for the year before grants and contributions provided for capital purposes	892	(1,807)	901

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#### **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2021

#### Income & Expenses - General Fund

Original [	inal Approved Changes				Revised	Variations	Projected	Actual
Budget	Carry		Sep	Dec	Budget	for this	Year End	YTD
2020/21	Forwards	by QBRS	QBRS	QBRS	2020/21	Mar Qtr	Result	figures
			4			(1)		6,063
1,674			1	63		13		1,014
550			3	66	619	(49)	570	346
7,432	(2,424)		3		5,011	386	5,397	3,976
9,268	2,743		1,220	446	13,677	(123)	13,554	4,822
218					218	(36)	182	92
92					92	65	157	143
					-		-	
					-		-	
					-		-	
248			(17)	23	254	6	260	176
					-		-	
25,410	319	-	1,214	598	27,541	261	27,802	16,632
						(2.2)		
,	81				. ,	(99)	-,	4,384
			_			005		13
,	451		(386)	129	,		,	2,723
					,			3,199
55				1	56	(12)	44	5
				_		(40)		
1,459			46	5	1,510	(18)	1,492	1,205
					-		-	
					-		-	
					-		-	
					-		-	
			(2.2.2)		-		-	
15,786	532		(223)	133	16,228	152	16,380	11,529
9,624	(213)	-	1,437	465	11,313	109	11,422	5,103
,	, ,		,				,	
					-		-	
9,624	(213)		1,437	465	11,313	109	11,422	5,103
356	(2,956)	-	217	19	(2,364)	232	(2,132)	281
	Budget 2020/21  5,928 1,674 550 7,432 9,268 218 92  248  25,410  6,653 6 3,348 4,265 55 1,459  15,786  9,624	Budget 2020/21 Carry Forwards  5,928 1,674 550 7,432 (2,424) 9,268 2,743 218 92  248  25,410 319  6,653 81 6 3,348 451 4,265 55 1,459  15,786 532 9,624 (213)	Budget 2020/21         Carry Forwards         Other than by QBRS           5,928 1,674 550 7,432 9,268 2,743 218 92         (2,424) 9,268 2,743 218 4.265 55         1,459           248         25,410 319 -         -           6,653 81 4,265 55 1,459         451 4,265 55 1           1,459         532 -         -           9,624 (213) -         -           9,624 (213) -         -	Budget 2020/21         Carry Other than by QBRS         Sep QBRS           5,928 1,674 550 37,432 (2,424) 39,268 2,743 1,220         3 1,220           218 92         1,674 1 1 2,20           248 (17)         3 19 - 1,214           6,653 81 109 6 8 3,348 451 4,265 55         8 1 (386)           1,459 46         46           15,786 532 - (223)         - 1,437           9,624 (213) - 1,437	Budget 2020/21         Carry Other than by QBRS         Sep QBRS         Dec QBRS           5,928 1,674 1,674 550 3 66         1 63         3 66           7,432 (2,424) 3 9,268 2,743 1,220 446         3 1,220 446           218 92         1,214 598           6,653 81 109 2 8 (4)         8 (4)           3,348 451 (386) 129         4,265 55           55 1 1         1,459 46 5           15,786 532 - (223) 133           9,624 (213) - 1,437 465           9,624 (213) - 1,437 465	Budget 2020/21         Carry Other than Forwards         Sep UDERS         Dec QBRS         Budget 2020/21           5,928         4         5,932         4         5,932         1,674         1         63         1,738         550         3         66         619         7,432         (2,424)         3         5,011         9,268         2,743         1,220         446         13,677         218         92         92         -	Budget 2020/21         Carry Other than Forwards         Sep by QBRS         Dec QBRS         Budget 2020/21         for this Mar Qtr           5,928 1,674 550 3 66 619         4 5,932 (1)         (1)	Budget 2020/21         Carry Other than Forwards by QBRS         Sep QBRS         Dec QBRS         Budget 2020/21         for this Mar Qtr         Year End Result           5,928 1,674 2,674 3         4 1 63 1,738 13 1,751 1550 3 66 619 (49) 570 7,432 (2,424) 3 66 619 (49) 570 7,432 (2,424) 3 5,011 386 5,397 9,268 2,743 1,220 446 13,677 (123) 13,554 218 218 (36) 182 92 65 157

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/21 and should be read in conjuction with the total QBRS report

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# General Fund Income Statement

for the period ending 31 March 2021

Original	December	Actual
Budget	Budget	YTD
5,928	5,932	6,063
1,688	1,738	1,014
550	619	346
7,432	5,011	3,976
9,268	13,677	4,822
218	218	92
235	254	176
92	92	143
25,411	27,541	16,632
6.653	6.845	4,384
,	*	2,728
6	10	13
4.265	4.265	3,199
1,459	1,510	1,205
-	-	-
15,786	16,228	11,529
9,625	11,313	5,103
-	-	-
9,625	11,313	5,103
357	(2.364)	281
	5,928 1,688 550 7,432 9,268 218 235 92 25,411  6,653 3,403 6 4,265 1,459 - 15,786	Budget         Budget           5,928         5,932           1,688         1,738           550         619           7,432         5,011           9,268         13,677           218         218           235         254           92         92           25,411         27,541           6,653         6,845           3,403         3,598           6         10           4,265         4,265           1,459         1,510           -         -           15,786         16,228           9,625         11,313

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#### **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2021

#### Income & Expenses - Water Fund

income & Expenses - Water Fund	Original		Approved (	Changes		Revised	Variations	Projected	Actual
(\$000's)	Budget	Carry	Other than	Sep	Dec	Budget	for this	Year End	YTD
	2020/21	Forwards	by QBRS	QBRS	QBRS	2020/21	Mar Qtr	Result	figures
Income	750			40		700		700	700
Rates and Annual Charges	756			10		766		766	792
User Charges and Fees Other Revenues	1,459					1,459		1,459	751
Grants & Contributions - Operating	23					23		23	22
Grants & Contributions - Operating  Grants & Contributions - Capital	20	104				124		124	4
Interest and Investment Revenues	125	104				125	(42)	83	28
Net gain from disposal of assets	120					120	(42)	-	20
Fair value increment on investment properties								-	
Reversal of revaluation decrements on IPPE									
previously expensed						-		-	
Reversal of impairment losses on receivables						-		-	
Rental Income						-		-	
Share of Interests in Joint Ventures						-		-	
Total Income from Continuing Operations	2,383	104	-	10	-	2,497	(42)	2,455	1,597
Expenses									
Employee Costs	952					952	(15)	937	666
Borrowing Costs						-	` '	-	
Materials & Contracts	284					284	25	309	276
Depreciation	510					510		510	383
Impairment of receivables						-		-	
Legal Costs						-		-	
Consultants	201					-	(40)	-	400
Other Expenses	261					261	(10)	251	193
Interest & Investment Losses						-		-	
Net Loss from disposal of assets Revaluation decrement/impairment of IPPE						-		-	
Fair value decrement on investment properties						-		-	
Share of interests in Joint Ventures						_		_	
Total Expenses from Continuing Operations	2,007	-			-	2,007		2,007	1,518
N. C.	270	404		- 40		400	(40)	440	79
Net Operating Result from Continuing Operation	376	104	-	10	-	490	(42)	448	79
Discontinued Operations - Surplus/(Deficit)						-		-	
Net Operating Result from All Operations	376	104	-	10	-	490	(42)	448	79
-									
Net Operating Result before Capital Items	356			10		366	(42)	324	75
				-			,,	,= -	

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/21 and should be read in conjuction with the total QBRS report

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# Water Fund Income Statement

for the period ending 31 March 2021

Budget		
	Budget	YTD
756	766	792
1,459	1,459	751
-	-	_
23	23	22
20	124	4
125	125	28
-	-	-
-	-	-
2,383	2,497	1,597
952	952	666
284	284	276
-	_	-
510	510	383
261	261	193
-	-	-
2,007	2,007	1,518
376	490	80
-	•	-
376	490	80
356	366	76
	1,459 - 23 20 125 - 2,383  952 284 - 510 261 - 2,007	1,459

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#### **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2021

Income & Expenses - Sewer Fund

income & Expenses - Sewer Fund				<u> </u>					
(\$000I-)	Original		Approved			Revised	Variations	Projected	Actual
(\$000\$)	Budget	Carry		Sep	Dec	Budget	for this	Year End	YTD
I	2020/21	Forwards	by QBRS	QBRS	QBRS	2020/21	Mar Qtr	Result	figures
Income	1 250			10		4 200		4 200	4.405
Rates and Annual Charges	1,356			12		1,368		1,368	1,405
User Charges and Fees	162					162		162	105
Other Revenues						-		-	40
Grants & Contributions - Operating	20					20	(0.000)	20	19
Grants & Contributions - Capital	4,128	25				4,153	(3,933)	220	(54)
Interest and Investment Revenues	18					18	(4)	14	5
Net gain from disposal of assets						-		-	
Fair value increment on investment properties						-		-	
Reversal of revaluation decrements on IPPE									
previously expensed						-		-	
Reversal of impairment losses on receivables						-		-	
Rental Income						-		-	
Share of Interests in Joint Ventures						-		-	
Total Income from Continuing Operations	5,684	25	-	12	-	5,721	(3,937)	1,784	1,480
-									
Expenses	700					700	(0.5)		400
Employee Costs	702					702	(35)	667	462
Borrowing Costs						-		-	
Materials & Contracts	205					205	60	265	217
Depreciation	312					312		312	234
Impairment of receivables						-		-	
Legal Costs						-		-	
Consultants						-		-	
Other Expenses	158					158	(25)	133	77
Interest & Investment Losses						-		-	
Net Loss from disposal of assets						-		-	
Revaluation decrement/impairment of IPPE						-		-	
Fair value decrement on investment properties						-		-	
Share of interests in Joint Ventures						-		-	
Total Expenses from Continuing Operations	1,377		-	•	•	1,377	-	1,377	990
Net Operating Result from Continuing Operation	4,307	25		12		4,344	(3,937)	407	490
Net Operating Result from Continuing Operation	4,507	25	-	12	-	4,544	(3,337)	407	450
Discontinued Operations - Surplus/(Deficit)						-		-	
Net Operating Result from All Operations	4,307	25	-	12	-	4,344	(3,937)	407	490
Not Consider Described and Control forms	470			40		40.4		407	
Net Operating Result before Capital Items	179			12	•	191	(4)	187	544

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/21 and should be read in conjuction with the total QBRS report

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# Sewer Fund Income Statement

for the period ending 31 March 2021

	Original	December	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	1,356	1,368	1,405
User charges and fees	162	162	105
Other revenues	-	-	-
Grants and contributions provided for operating purposes	20	20	19
Grants and contributions provided for capital purposes	4,128	4,153	(54)
Interest and investment revenue	18	18	5
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	5,684	5,721	1,480
Expenses from continuing operations			
Employee benefits and on-costs	702	702	462
Materials and services	205	205	217
Borrowing costs	-	-	
Depreciation and amortisation	312	312	234
Other expenses	158	158	77
Net loss from the disposal of assets	_	-	
Total expenses from continuing operations	1,377	1,377	990
Operating result from continuing operations	4,307	4,344	490
	1,001	.,	
Operating result from discontinued operations	-	-	-
Net operating result for the year attributable to Council	4,307	4,344	490
=	.,	-,	
Net operating result for the year before grants and			
contributions provided for capital purposes	179	191	544

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#### **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### **Capital Budget Review Statement**

Budget review for the quarter ended 31 March 2021

**Capital Budget - Council Consolidated** 

Capital Budget - Council Consolidated	Original Approved Changes			Revised	Variations	Projected	Actual		
(\$000's)	Budget		Other than	Sep	Dec	Budget	for this	Year End	YTD
	2020/21	Forwards	by QBRS	QBRS	QBRS	2020/21	Mar Qtr	Result	figures
Capital Expenditure									
New Assets									
- Plant & Equipment	764	745			(4)	1 505	(4.44)	1 264	302
- Land & Buildings	761 20	745 15			(1)	1,505 35	(141)	1,364	10
Office Equipment     Other Structures	6	23				29	(45)	35   14	10
- Roads Bridges & Footpaths	304	23 55			(200)	159	(15) 68	227	156
- Recreational	400	55			(200)	400	(400)		156
- Drainage	400	88				88	(50)	38	17
- Water	140	308	100			548	(142)	406	88
- Sewer	5,590	187	100			5,777	(5,430)	347	37
- Pool	3,390	107				3,777	(3,430)	347	37
- Other						-		[]	
Renewal Assets (Replacement)								-	
- Plant & Equipment	1,391					1,391	20	1,411	857
- Land & Buildings	207	3,117			1	3,325	(14)	3,311	1,425
- Roads, Bridges, Footpaths	4,168	1,134			2,040	7,342	(31)	7,311	3,188
- Office Equipment	195	20			2,010	215	(6)	209	128
- Other Structures	1,095	8				1,103	(0)	1,103	616
- Recreational	.,000	10				10		10	0.0
- Drainage		30				30	(28)	2	1
- Water	865	165				1,030	101	1,131	644
- Sewer	375	257				632	(148)	484	118
- Pool	3,951	1,292			(380)	4,863	(160)	4,703	4,693
- Other	4,865	13			, ,	4,878	` 40´	4,918	431
Loan Repayments (Principal)	144				1	145	(43)	102	34
Total Capital Expenditure	24,477	7,467	100	-	1,461	33,505	(6,379)	27,126	12,746
0									
Capital Funding	2.04.4				4	2.045	(465)	2.650	4.040
Rates & Other Untied Funding	3,814				1	3,815	(165)	3,650	1,242
Capital Grants & Contributions	13,235				1,770	15,005	(4,100)	10,905	7,087
Reserves: - External Restrictions/Reserves	1,507	1,570	100			3,177	(204)	2,796	869
- Internal Restrictions/Reserves	2,551	5,897	100		(240)	8,138	(381) (363)	7,775	1,548
- Internal Restrictions/Reserves New Loans	3,370	5,897			(310)				
	3,370					3,370	(1,370)	2,000	2,000
Receipts from Sale of Assets - Plant & Equipment									
- Plant & Equipment - Land & Buildings						-		-	
Total Capital Funding	24,477	7,467	100		1,461	33,505	(6,379)	27,126	12,746
Total Capital Fullding	24,411	7,407	100	-	1,401	33,305	(0,379)	21,126	12,740
Net Capital Funding - Surplus/(Deficit)		-			-		-	-	

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/21 and should be read in conjuction with the total QBRS report

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# **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### **Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 March 2021

#### Cash & Investments - Council Consolidated

	Closing	Budgeted _		Approved Cl	nanges		Revised	Variations	Projected	Actual
(\$000's)	Balance	Transfer	Carry	Other than	Sep	Dec	Budget	for this	Year End	YTD
	2019/20	2020/21	Forwards	by QBRS	QBRS	QBRS	2020/21	Mar Qtr	Result	figures
Externally Restricted (1)										
Developer Contributions	172		(5)				167	5	172	172
Specific Purpose Unexpended Grants	2,572	(8)	(1,824)			41	781	12	793	793
Water Suplies	7,922	(84)	(279)	(295)	11	(100)	7,175	(1)	7,174	7,174
Sewerage Service	895	24	(419)		12		512	272	784	784
Domestic Waste Management	2,584	(1,183)	(191)		3	(6)	1,207	(90)	1,117	1,117
Stormwater Management	541	72	(118)			(1)	494	17	511	511
Crown Lands	274	(156)	(16)		(10)	10	102	16	118	118
Unspen Internal Loans							-		-	-
Total Externally Restricted	14,960	(1,335)	(2,852)	(295)	16	(56)	10,438	231	10,669	10,669
(1) Funds that must be spent for a specific purpose										
Internally Restricted (2)										
Employee Leave Entitlements	1,230						1,230		1,230	1,230
Construction of Buildings	862	(244)					618	45	663	663
Replacement - Plant & Vehicles	1,766	(303)			5		1,468	15	1,483	1,483
Information Technology	531	(215)					316	14	330	330
Carried Over Works	1,176		(1,159)				17		17	17
Other	5,313	(460)	(948)	(50)			3,855	730	4,585	4,585
Building Maintenance & Repair	96						96		96	96
Community Activities	382	(25)					357		357	357
Property Development	175						175		175	175
Financial Assistance Grant	2,557					(2,557)	-		-	
Total Internally Restricted	14,088	(1,247)	(2,107)	(50)	5	(2,557)	8,132	804	8,936	8,936
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (ie. available after the above Restriction	116	-	-	-	-	-	116		116	5,470
Total Cash & Investments	29,164	(2,582)	(4,959)	(345)	21	(2,613)	18,686	1,035	19,721	25,075

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/21 and should be read in conjuction with the total QBRS report

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# **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

#### **Contracts Budget Review Statement**

Budget review for the quarter ended 31 March 2021

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
PCR Building Pty Ltd	Narrandera Stadium Upgrade	189,763	30/03/21	3 months	Υ	
Dezign Pty Ltd	LTTP Amenity Block & Camp Kitchen	764,860	23/04/21	6 months	Υ	
Interflow Pty Ltd	Sewer Reline Program	650,000	01/07/21		Υ	
Studio S2 Architects	Narrandera Destination & Discovery Hub	169,070	17/03/21		Υ	

#### Notes:

- 1. Minimum reporting level is 1% of estimated iincome from continuing operations of Council or \$50,000 whatever is the lesser.
- 2. Contracts listed are thoseentered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
- 3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/21 and should be read in conjuction with the total QBRS report

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# **Quarterly Budget Review Statement**

for the period 01/01/21 to 31/03/21

# Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Bugeted (Y/N)
Consultancies	84,592	Υ
Legal Fees	4,506	Υ

#### **Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a concultant from other contractors.

#### **Comments**

#### **Details**

Legal Fe	ees			
	Debt Recovery Legal Fees			
	General Legal Expenses		4,271	
	Lease & Licence Agreements Legal Exp		178	
	Other Legal Expenses		57	
Consult	ants Fees			
	Kim Biggs Consulting	Museum Advisor	6,131	
	John Stuart Associates	Financial Consulting	29,754	
	Maskell & Associates	Plant Inspections	1,170	
	Robert Bailey	Landfill Operations Plan	7,700	
	National Audits Group	Internal Auditor	26,637	
	Riverina Agriconsultants Pty Ltd	Crown Land Plan Management	13,200	

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# **CASH - RESERVE BALANCES 30-JUNE-2021**

CLASS OF PESSENIE		Balance		Budget	0.1						Manual		Net	Balance	2	21/22 Budget	Forecast Balance	22/23 Budget	Fore	cast Balance
CLASS OF RESERVE		30 Jun 2020	Mo	vement 20/21	Other		Carry over	Sept	Dec		March	Tran	nsfer 20/21	30 Jun 2021		Movement	30 Jun 2022	Movement	30	Jun 2023
ENERAL FUND - DETAILS																				
Employee's Leave Entitlement															_					
Employee's Leave Entitlement	\$	1,229,888.00										\$	-	\$ 1,229,888.	00		\$ 1,229,888.00		\$ 1	1,229,888.00
Construction of Buildings																				
Shire Property	\$	618,153.00	1							\$	45,370.00		45,370.00		00 -\$	60,000.00	\$ 603,523.00	-\$ 96,412.00	\$	507,111.00
Visitor Centre Services	\$	243,704.00	-\$	243,704.00								-\$	243,704.00	\$ -			\$ -		\$	-
Plant Replacement																				
Plant Replacement	\$	1,766,131.40	-\$	303,492.00				\$ 4,976.00	)	\$	15,000.00	-\$	283,516.00	\$ 1,482,615.	40 -\$	364,875.00	\$ 1,117,740.40	\$ 53,732.00	\$ 1	1,171,472.40
Information Technology																				
Office Furniture & Equipment	\$	56,746.00										\$	-	\$ 56,746.	00 -\$	56,746.00	\$ -		\$	-
Computer Replacement	\$	474,299.40	-\$	215,000.00						\$	14,000.00	-\$	201,000.00	\$ 273,299.	40 \$	56,746.00	\$ 330,045.40	-\$ 250,000.00	\$	80,045.40
Carry Over Works																				
Track Maintenance - Bike and Hike	\$	17,500.00										\$	-	\$ 17,500.	00		\$ 17,500.00		\$	17,500.00
Carry Over Operating Program	\$	60,599.50	l			-\$	60,599.50					-\$	60,599.50	\$ 0.	00		-\$ 0.00		-\$	0.00
Carry Over Capital Program	\$	1,098,254.25				-\$	1,098,254.25					-\$ 1	,098,254.25	\$ 0.	00		-\$ 0.00		-\$	0.00
Other Internal Reserves																				
Closure of Teloca Fund	\$	263,000.00				-\$	263,000.00					-\$	263,000.00	\$ -			\$ -		\$	-
Street Camera Replacement	\$	1,000.00	l									\$	-	\$ 1,000.	00 -\$	1,000.00	\$ -		\$	-
Election & Integrated Planning Exp	\$	26,000.00	\$	96,500.00								\$	96,500.00	\$ 122,500.	00 -\$	122,500.00	\$ -		\$	-
Public Art & Festive Tree Maintenance	\$	-	\$	20,000.00								\$	20,000.00	\$ 20,000.	00 \$	20,000.00		\$ 20,000.00	\$	60,000.00
Future Capital Works	\$	-								\$	199,112.00	\$	199,112.00	\$ 199,112.	00 -\$	125,000.00	\$ 74,112.00	-\$ 15,000.00		59,112.00
Major Sporting & Other Events	\$	26,000.00	l									\$		\$ 26,000.			\$ 26,000.00		\$	26,000.00
Narrandera CBD Beautification	\$	35,000.00	l									\$	- 1	\$ 35,000.			\$ 35,000.00		\$	35,000.00
Sale of Water Allocations	s	1,190,507.22	-\$	200,000.00 -\$	50,000	.00				\$	202,959.00	-\$	47,041.00	\$ 1,143,466.		450,000.00	\$ 693,466.22	-\$ 125,000.00	\$	568,466.22
Sale of Southern Phone Shares	\$	785,714.00	-\$	376,888.00							-	-\$	376,888.00	\$ 408,826.		-	\$ 408,826.00		\$	408,826.00
Narrandera Business Centre Master Plan	s	1,970,287.03	Ι΄.	,		-\$	166,451.00			\$	166,451.00	\$	-	\$ 1,970,287.			\$ 1,970,287.03		\$ 1	1,970,287.03
Lake Talbot Pool Master Plan	s	-	l							\$	136,000.00		136,000.00	\$ 136,000.		136,000.00	\$ -		\$	-
Delivery of Aged strategies	Ś	666,436.88	l			-\$	518,392.00						518,392.00	\$ 148,044.		,	\$ 148,044.88		Ś	148,044.88
Promotion & Marketing	Ś	12,278.00	l				,			Ś	11,100.00		11,100.00	\$ 23,378.			\$ 23,378.00		Ś	23,378.00
Marie Bashir Master Plan Update	Š	10,000.00	l							*	,	Ś		\$ 10,000.			\$ 10,000.00		Ś	10,000.00
MR80/Karawatha Drive Upgrade	Š	15,000.00	l									Ś		\$ 15,000.			\$ 15,000.00		Ś	15,000.00
Financial Assistance Grant	Ś	2,557,207.00	l						-\$ 2,557,207.00			-5 2	2,557,207.00	\$ -			\$ -		Ś	-
355 Committee - Barellan Museum	Š	3,453.24	l						<i>ϕ</i> 2,557,207.00			S	-	\$ 3,453.	24		\$ 3,453.24		Ś	3,453.24
355 Committee - Koala Committee	Š	17,298.06	l									Š		\$ 17,298.			\$ 17,298.06		Ś	17,298.06
355 Committee - Railway Station Commitment	Ś	7,892.56	l									3		\$ 7,892.			\$ 7,892.56		Š	7,892.56
355 Committee - Parkside Museum	١٤	3,133.00	l									4		\$ 3,133.			\$ 3,133.00		ć	3,133.00
355 Committee - Parkside Museum 355 Committee - Barellan Hall	١	20,934.51	l									4		\$ 20,934.			\$ 20,934.51		ć	20,934.51
355 Committee - Grong Grong Community Hall	\$	950.92	l									ځ					\$ 950.92		\$	950.92
Domestic Violence Committee	\$	186.90	l									ć		\$ 950. \$ 186.			\$ 186.90		ć	186.90
Building Maintenance & Repair	A.	180.90	_									Ą	-	\$ 100.	90		\$ 180.90		Ą	100.50
Narrandera Park Landscape	Ś	21,804.00										\$		\$ 21,804.	nn I-¢	21,804.00	ė .		ė	
Building Renewal Works 18/19 Budget	Ś	74,187.00	l									4		\$ 74,187.		74,187.00			Ś	
Community Activities	2	74,187.00	_									Ą		3 /4,107.	00  -Ş	74,187.00	7		Ÿ.	
N'dra Cemetery - Perpetual mtnce all	\$	347,587.82										ć	- 1	\$ 347,587.	82 -¢	20,000.00	\$ 327,587.82		ć	327,587.82
N'dra Cemetery - Perpetual Michee all N'dra Cemetery - Capital Works	\$	24,776.00	.¢	24,776.00								-\$	24,776.00		J -3	20,000.00	\$ 321,361.62		Š	327,307.02
	\$	9,724.00	1-3	24,770.00								5			00		\$ 0.724.00		è	9 724 00
New Street Lights Property Development	Þ	9,724.00	_									Ş	-	\$ 9,724.	00		\$ 9,724.00		Þ	9,724.00
	\$	175 160 00	_									ė		\$ 175,169.	00		\$ 175,169.00		\$	175 160 00
Property Development (Red Hill)  Quarry Rehabilitation	>	175,169.00	_									\$	-	\$ 175,169.	00		\$ 1/5,169.00		Þ	175,169.00
	ć	22.625.00	_									ć		ć 22.62F	00 6	15 000 00	¢ 40.035.00	¢ 15.000.00	ė	62 625 00
Quarry Rehabilitation	\$	33,635.00										\$	-	\$ 33,635.	00   \$	15,000.00	\$ 48,635.00	\$ 15,000.00	>	63,635.00
Domestic Waste Management	ć	1 770 250 02	Lć	1 102 670 00			101 276 00	ć 2427 <i>0</i> 0	¢ 6070.00	·	00.050.44	ć s	466 D45 44	ć 244.442	ca l ć	100 (50 00	ć 403.074.63	ć 103 F00 00	ć	675 660 63
Narrandera Waste Depot	\$	1,778,359.03	1-2	1,182,678.00		-\$	191,276.00	\$ 3,137.00	-\$ 6,070.00	->	90,058.41	-5 1	,466,945.41	\$ 311,413.		180,658.00			\$	675,660.62
Narrandera Waste Depot - Excavation	\$	104,704.00	1									\$	-	\$ 104,704.			\$ 104,704.00	I	\$	104,704.00
Narrandera Waste Depot - Rehabilitation	\$	368,644.00	1									\$	-	\$ 368,644.			\$ 368,644.00		\$	368,644.00
Barellan Waste Depot	\$	120,278.00	1									\$	-	\$ 120,278.	00 -\$	87,000.00	\$ 33,278.00		\$	33,278.00

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# CASH - RESERVE BALANCES 30-JUNE-2021

		Balance	Budget							Net	Balance	21/22 Budget	Forecast Balance	22/23 Budget	Forecast Balance
CLASS OF RESERVE	3	30 Jun 2020	Movement 20	/21	Other	Carry over	Sept	Dec	March	Transfer 20/21	30 Jun 2021	Movement	30 Jun 2022	Movement Movement	30 Jun 2023
Barellan Waste Depot - Excavation	\$	36,592.00								\$ -	\$ 36,592.00		\$ 36,592.00		\$ 36,592.00
Barellan Waste Depot - Rehabilitation	\$	53,429.00								\$ -	\$ 53,429.00		\$ 53,429.00		\$ 53,429.00
Narrandera Depot Compactor Expenses	\$	48,379.00								\$ -	\$ 48,379.00		\$ 48,379.00		\$ 48,379.00
Grong Grong Waste Depot Rehabilitation	\$	73,876.00								\$ -	\$ 73,876.00		\$ 73,876.00		\$ 73,876.00
Crown Reserves	-	,									,		,		
Lake Talbot Tourist Park	Ś	274,139.61	-\$ 156,06	7.00	-	\$ 15,524.00 -	9,580.20 \$	10,000.00 \$	15,524.00	-\$ 155,647.20	\$ 118,492.41	\$ 61,760.00	\$ 180,252.41	\$ 81,515.00	\$ 261,767.41
Stormwater	*	2. ,,200.02				20,0200	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	20,000.00	20,02	4 200/01/120	<b>4</b> 220/102112	<b>+</b>	7 200,2022	<b>+</b> 02/020100	202,101112
Narrandera Stormwater Reserve	Ś	540,884.35	\$ 63,15	0.00	-	\$ 117,955.00	\$ 350.00 -\$	1,212.00 \$	17,233.00	-\$ 38,434.00	\$ 502,450.35	-\$ 24,475.00	\$ 477,975.35	\$ 63,525.00	\$ 541,500.35
Barellan Stormwater Reserve	ŝ	540,004.55	\$ 8,85			, 117,555.00	, 550.00 4	7,212.00	17,233.00	\$ 8,850.00		\$ 8,850.00			
Unspent Internal Loans	7		7 0,00	7.00						\$ 0,050.00	\$ 0,050.00	\$ 0,050.00	7 17,700.00	\$ 0,050.00	20,330.00
Developer Contributions															
	Ś	172 250 00				¢ 5,000,00		Ś	E 000 00	ė	¢ 172.250.00	¢ 201 000 00	¢ 562.250.00	¢ 215 000 00	¢ 070 250 00
Section 94A	>	172,359.08				\$ 5,000.00		>	5,000.00	> -	\$ 172,359.08	\$ 391,000.00	\$ 563,359.08	\$ 315,000.00	\$ 878,359.08
Bonds, Retentions & Trusts										4					
Kaniva Quarry	\$	30,000.00								\$ -	\$ 30,000.00		\$ 30,000.00		\$ 30,000.00
Tourist Trust	\$	32,050.56								\$ -	\$ 32,050.56		\$ 32,050.56		\$ 32,050.56
Arts Centre Trust	\$	67,491.06						-\$	14,337.48	-\$ 14,337.48	\$ 53,153.58		\$ 53,153.58		\$ 53,153.58
Sale of Land	\$	4,778.15								\$ -	\$ 4,778.15		\$ 4,778.15		\$ 4,778.15
Slide Replacement Retention	\$	85,000.35						\$	29,619.06	\$ 29,619.06	\$ 114,619.41		\$ 114,619.41		\$ 114,619.41
Brln Pool Retention	\$	4,888.10						-\$	1,396.00	-\$ 1,396.00	\$ 3,492.10		\$ 3,492.10		\$ 3,492.10
External Restrictions (Note 6 order)														_	
Water Fund															
Asset Replacement	Ś	7,327,622.31	-\$ 103.55	3.00 -9	\$ 294,661.75 -	\$ 3,950.00	\$ 10,479.00 -\$	100,000.00 -\$	1,000.00	-\$ 492,690.75	\$ 6,834,931.56	-\$ 379,699.00	\$ 6,455,232,56	-\$ 2,360,812.00	\$ 4,094,420.56
Carry Over Works	Ś	274,812.00		- 5		\$ 274,812.00	5 - 5	- \$	-	-\$ 274,812.00	\$ -	\$ -	\$ -	, -,,	\$ -
Section 64	Ś	319,908.83	-	0.00		\$ -		- \$	-	\$ 20,000.00	\$ 339,908.83	\$ 10,000.00	\$ 349,908.83	\$ 10,000.00	\$ 359,908.83
Sewer Fund	1 7	313,300.03	20,00	7.00 ç		·	· · ·	, ,		20,000.00	\$ 555,500.05	7 10,000.00	ψ 545,500.05	\$ 10,000.00	9 333,300.03
Asset Replacement	ć	398,596.78	\$ 16,05	200	ė _	\$ - :	\$ 11,873.00 \$		271,500.00	\$ 299,425.00	\$ 698,021.78	\$ 57,241.00	\$ 755,262.78	\$ 188,750.00	\$ 944,012.78
	٥	419,484.00	\$ 10,03	2.00				, - ,		-\$ 419,484.00		\$ 57,241.00	\$ 755,202.76	3 100,730.00	3 344,012.70
Carry Over Works	2		¢ 0.00			\$ 419,484.00 S	, ,		-			\$ 0,000,00	¢ 03.304.00	¢ 000000	
Section 64	\$	77,384.98	\$ 8,00	J.00 Ş	-	> - ;		- >		\$ 8,000.00	\$ 85,384.98	\$ 8,000.00	\$ 93,384.98	\$ 8,000.00	\$ 101,384.98
General Fund - External Restrictions	1.4									4					
Specific Purpose Unexpended Grants (from separate sho	4 \$	948,703.41		3.00 \$				41,000.00 \$	12,000.00		\$ 791,900.81	\$ 84,398.00	\$ 876,298.81	\$ 49,843.00	\$ 926,141.00
RMS Contributions	\$	116,851.68	\$	- 5		\$ 116,851.68	5 - \$	- \$	-	-\$ 116,851.68	1	\$ -	\$ -	\$ -   <del> </del>	\$ -
Unspent grant & contributions Liability	\$	1,506,046.00	\$	- \$	5	\$ 1,506,046.00	5 - \$	- \$	-	-\$ 1,506,046.00	\$ -	\$ -	\$ -	\$ -	\$ -
Other Contributions	\$	-	\$	- \$	\$ - :	\$ - :	\$ - \$	- \$	-	\$ -	\$ -	\$ -	\$ -	\$ - :	\$ -
Developer Contributions	\$	172,359.08	\$	- \$	\$	\$ 5,000.00	\$ - \$	- \$	5,000.00	\$ -	\$ 172,359.08	\$ 391,000.00	\$ 563,359.08	\$ 315,000.00	\$ 878,359.08
Domestic Waste Management	\$	2,584,261.03	-\$ 1,182,67	3.00 \$	\$	\$ 191,276.00	3,137.00 -\$	6,070.00 -\$	90,058.41	-\$ 1,466,945.41	\$ 1,117,315.62	\$ 93,658.00	\$ 1,210,973.62	\$ 183,589.00	\$ 1,394,562.62
Stormwater	\$	540,884.35	\$ 72,00	0.00 \$	\$	\$ 117,955.00	\$ 350.00 -\$	1,212.00 \$	17,233.00	-\$ 29,584.00	\$ 511,300.35	-\$ 15,625.00	\$ 495,675.35	\$ 72,375.00	\$ 568,050.35
Crown Reserves	\$	274,139.61	-\$ 156,06	7.00 \$	\$	\$ 15,524.00 -	9,580.20 \$	10,000.00 \$	15,524.00	-\$ 155,647.20	\$ 118,492.41	\$ 61,760.00	\$ 180,252.41	\$ 81,515.00	\$ 261,767.41
Total External Restrictions	\$	14,961,054.06	-\$ 1,334,82	.00 -\$	\$ 294,661.75 -	\$ 2,852,123.28	\$ 16,258.80 -\$	56,282.00 \$	230,198.59	-\$ 4,291,438.64	\$ 10,669,615.42	\$ 310,733.00	\$ 10,980,348.42	-\$ 1,451,740.00	\$ 9,528,607.61
Internal Restrictions (Note 6 order)															
Plant and vehicle replacement	Ś	1,766,131.40	-\$ 303,49	2.00 5	\$ -	\$ - :	\$ 4,976.00 \$	- \$	15,000.00	-\$ 283,516.00	\$ 1,482,615.40	-\$ 364,875.00	\$ 1,117,740.40	\$ 53,732.00	\$ 1,171,472.40
Employee Leave Entitlements	Ś	1,229,888.00		- 5		\$ -			-	\$ -	\$ 1,229,888.00		\$ 1,229,888.00	\$ -	\$ 1,229,888.00
Carry over works	ś	1,176,353.75	-	- 5		\$ 1,158,853.75			-	-\$ 1,158,853.75			\$ 17,500.00	š .	\$ 17,500.00
Building Maintenance & Repair	Ś	95,991.00	\$			\$ 1,130,033.73 .		, ,		\$ 1,130,033.73					\$ 17,500.00
			\$ 24.77		-				-	\$ 24.776.00		-\$ 95,991.00		, -	,
Community Activities	\$	382,087.82	-\$ 24,77		-	- :	- >	- >	-	-\$ 24,776.00	\$ 357,311.82			\$ -	\$ 337,311.82
Construction of Buildings	\$	861,857.00				\$ - :	- \$	- \$	45,370.00		\$ 663,523.00			-\$ 96,412.00	
Information Technology	\$	531,045.40				5 - 5	5 - \$	- \$	14,000.00	-\$ 201,000.00	\$ 330,045.40		\$ 330,045.40	-\$ 250,000.00	
Property Development	\$		\$	- \$		\$ - :	\$ - \$	- \$	-	\$ -	\$ 175,169.00		\$ 175,169.00	\$ - !	\$ 175,169.00
Other	\$	5,030,072.32	-\$ 460,38	3.00 -\$	50,000.00 -	\$ 947,843.00	\$ - \$	- \$	715,622.00	-\$ 742,609.00	\$ 4,287,463.32	-\$ 814,500.00		-\$ 120,000.00	\$ 3,352,963.32
Quarry	\$	33,635.00	\$	- \$	\$ -	\$ - :	\$ - \$	- \$	-	\$ -	\$ 33,635.00	\$ 15,000.00	\$ 48,635.00	\$ 15,000.00	\$ 63,635.00
Recreational Facilities	\$	10,000.00	\$	- \$	\$ - :	\$ - :	\$ - \$	- \$	-	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ - !	\$ 10,000.00
Roads Refurbishment	\$	15,000.00	\$	- 5	\$ -	\$ - :	\$ - \$	- \$	-	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
Financial Assistance Grant	\$	2,557,207.00	\$	- 5	\$ -	\$ - !	\$\$	2,557,207.00 \$	-	-\$ 2,557,207.00		\$ -	\$ -	\$ -	\$ -
Bonds, Retentions & Trusts	Ś	224,208.22	\$	- 5	ŝ -	\$ -	\$ - \$	- \$	13,885.58		1	\$ -	\$ 238,093.80	\$ -	\$ 238,093.80
Total Internal Restrictions	1.7	14,088,645.91	-\$ 1,247,36	0.00 -5	\$ 50,000.00 -	\$ 2,106,696.75	\$ 4,976.00 -\$	2,557,207.00 \$		-\$ 5,152,410.17		-\$ 1,340,366.00		-\$ 397,680.00	
Total Restrictions	\$	29,049,699.97	-\$ 2,582,18	9.00 -\$	344,661.75 -	\$ 4,958,820.03	\$ 21,234.80 -\$	2,613,489.00 \$	1,034,076.17	-\$ 9,443,848.81	\$ 19,605,851.16	-\$ 1,029,633.00	\$ 18,576,218.16	-\$ 743,737.00	\$ 16,726,797.35

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#### 20.2 APRIL INCOME STATEMENT

Document ID: 555865

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. April 2021 Income Statement J.

#### RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 April 2021.

#### **PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 30 April 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 March.

#### **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 30 April 2021.

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#### Consolidated Income Statement

for the period ending 30 April 2021

	Original	Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	8,040	8,066	8,255
User charges and fees	3,309	3,372	2,597
Other revenues	550	619	455
Grants and contributions provided for operating purposes	7,475	5,104	4,196
Grants and contributions provided for capital purposes	13,416	17,954	5,807
Interest and investment revenue	361	361	144
Other income	235	242	197
Net gain from the disposal of assets	92	92	142
Total income from continuing operations	33,478	35,810	21,793
Expenses from continuing operations			
Employee benefits and on-costs	8,307	8,192	6,016
Materials and services	3,892	4,395	3,408
Borrowing costs	6	10	13
Depreciation and amortisation	5,087	5,087	3,815
Other expenses	1,878	1,929	1,565
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	19,170	19,613	14,817
Operating result from continuing operations	14,308	16,197	6,976
Operating result from discontinued operations			
Operating result from discontinued operations	-	-	
Net operating result for the year attributable to Council	14,308	16,197	6,976
<u>-</u>			
Net operating result for the year before grants and contributions provided for capital purposes	892	(1,757)	1,169

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#### General Fund Income Statement

for the period ending 30 April 2021

	Original	Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	5,928	5,932	6,057
User charges and fees	1,688	1,751	1,182
Other revenues	550	619	455
Grants and contributions provided for operating purposes	7,432	5,061	4,156
Grants and contributions provided for capital purposes	9,268	13,677	5,857
Interest and investment revenue	218	218	101
Other income	235	242	197
Net gain from the disposal of assets	92	92	142
Total income from continuing operations	25,411	27,592	18,147
Expenses from continuing operations			
Employee benefits and on-costs	6,653	6,538	4,845
Materials and services	3,403	3,906	2,901
Borrowing costs	6	10	13
Depreciation and amortisation	4,265	4,265	3,199
Other expenses	1,459	1,510	1,267
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	15,786	16,229	12,225
Operating result from continuing operations	9,625	11,363	5,922
Operating result from discontinued operations	-	-	
Net operating result for the year attributable to Council	9,625	11,363	5,922
=	0,020	11,000	0,022
Net operating result for the year before grants and contributions provided for capital purposes	357	(2,314)	65

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# Water Fund Income Statement

for the period ending 30 April 2021

	Original	Dec Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	756	766	793
User charges and fees	1,459	1,459	1,262
Other revenues	-	-	
Grants and contributions provided for operating purposes	23	23	21
Grants and contributions provided for capital purposes	20	124	4
Interest and investment revenue	125	125	36
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	2,383	2,497	2,116
Expenses from continuing operations			
Employee benefits and on-costs	952	952	688
Materials and services	284	284	280
Borrowing costs	-	-	-
Depreciation and amortisation	510	510	383
Other expenses	261	261	218
Net loss from the disposal of assets	-	-	-
Total expenses from continuing operations	2,007	2,007	1,569
Operating result from continuing operations	376	490	548
Operating result from discontinued exerctions			
Operating result from discontinued operations		•	-
Net operating result for the year attributable to Council	376	490	548
_			
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	356	366	544

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# Sewer Fund Income Statement

for the period ending 30 April 2021

	Original	Dec Revised	Actual
	Budget	Budget	YTD
Income from continuing operations			
Rates and annual charges	1,356	1,368	1,405
User charges and fees	162	162	153
Other revenues	-	-	-
Grants and contributions provided for operating purposes	20	20	19
Grants and contributions provided for capital purposes	4,128	4,153	(54)
Interest and investment revenue	18	18	7
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
Total income from continuing operations	5,684	5,721	1,530
Expenses from continuing operations			
Employee benefits and on-costs	702	702	483
Materials and services	205	205	227
Borrowing costs	-	-	-
Depreciation and amortisation	312	312	234
Other expenses	158	158	80
Net loss from the disposal of assets	-	-	
Total expenses from continuing operations	1,377	1,377	1,024
Operating result from continuing operations	4,307	4,344	506
Operating result from discontinued operations			
Operating result from discontinued operations		-	-
Net operating result for the year attributable to Council	4,307	4,344	506
Net operating result for the year before grants and			
contributions provided for capital purposes	179	191	560

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# 20.3 APRIL STATEMENT OF INVESTMENTS

Document ID: 555797

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 30 April 2021.

#### **PURPOSE**

The purpose of this report is to enable Council to track the progress of its investments.

#### **SUMMARY**

Fund B	alance (GL)
General	16,040,028.86
Water	7,463,091.35
Sewerage	1,156,599.98
Trust	85,204.14
	24,744,924.33

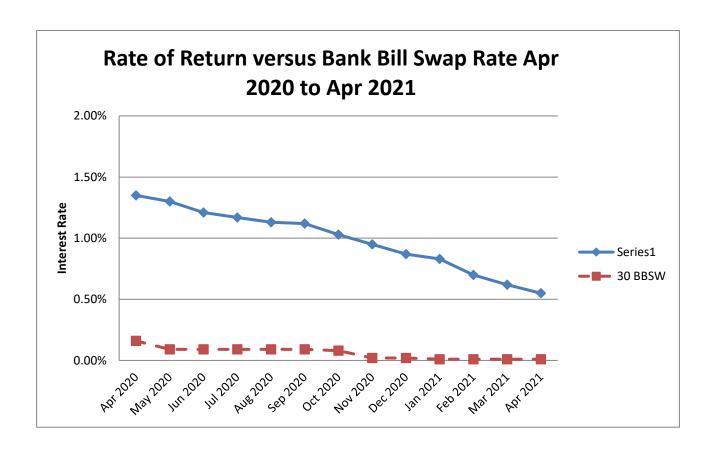
## **BACKGROUND**

Council Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments A to BBB-				
Elders Rural Bank	1,000,000.00	4.22%	0.30%	3 May 2021
Elders Rural Bank	1,000,000.00	4.22%	1.40%	26 May 2021
Elders Rural Bank	1,000,000.00	4.22%	1.51%	18 Oct 2021
Elders Rural Bank	1,000,000.00	4.22%	0.70%	18 Nov 2021
Bendigo Bank	1,000,000.00	4.22%	0.80%	24 Jul 2021
Bendigo Bank	750,000.00	3.17%	0.78%	11 Aug 2021
Bendigo Bank	1,000,000.00	4.22%	0.50%	19 Aug 2021
Bendigo Bank	1,000,000.00	4.22%	0.50%	3 Dec 2021
Direct Investments AA- to A	7,750,000.00	32.71%		

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Direct Investments AAA to AA-				
NAB Cashmaximiser	1,168,951.65	4.94%	0.10%	30 Apr 2021
NAB	1,000,000.00	4.22%	1.00%	8 Jun 2021
NAB	1,000,000.00	4.22%	0.85%	9 Aug 2021
NAB	1,000,000.00	4.22%	0.50%	30 Sep 2021
NAB	1,000,000.00	4.22%	0.50%	1 Oct 2021
NAB	1,000,000.00	4.22%	0.32%	24 Jan 2022
NAB	1,000,000.00	4.22%	0.35%	19 Apr 2022
St George	750,000.00	3.17%	1.12%	4 Jun 2021
St George	1,000,000.00	4.22%	0.92%	10 Jul 2021
St George	1,000,000.00	4.22%	0.75%	10 Sep 2021
St George	1,000,000.00	4.22%	0.60%	23 Nov 2021
CBA	1,000,000.00	4.22%	0.42%	24 Feb 2022
CBA	1,000,000.00	4.22%	0.42%	24 Feb 2022
CBA	1,000,000.00	4.22%	0.42%	16 Mar 2022
Westpac	1,000,000.00	4.22%	0.95%	26 May 2021
Westpac	1,000,000.00	4.22%	0.77%	1 Sep 2021
	15,918,951.65	67.19%		
Council Funds	23,668,951.65	100%		
Monthly Investment Performance				
-		Weighted	RRSW 30 day rato	Varianco
Monthly Investment Performance Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
-		_	BBSW 30 day rate 0.160%	Variance
Period Ending	Investments	Average		
Period Ending Apr 2020	Investments 25,204,242.60	Average 1.35%	0.160%	1.19%
Period Ending Apr 2020 May 2020	Investments 25,204,242.60 27,549,312.61	Average 1.35% 1.30%	0.160% 0.090%	1.19% 1.21%
Period Ending  Apr 2020  May 2020  Jun 2020	25,204,242.60 27,549,312.61 28,469,399.48	Average 1.35% 1.30% 1.21%	0.160% 0.090% 0.090%	1.19% 1.21% 1.12%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020	25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15	Average 1.35% 1.30% 1.21% 1.17%	0.160% 0.090% 0.090% 0.090%	1.19% 1.21% 1.12% 1.08%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020	25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55	Average 1.35% 1.30% 1.21% 1.17% 1.13%	0.160% 0.090% 0.090% 0.090% 0.090%	1.19% 1.21% 1.12% 1.08% 1.04%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020	Investments 25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12%	0.160% 0.090% 0.090% 0.090% 0.090%	1.19% 1.21% 1.12% 1.08% 1.04% 1.03%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03%	0.160% 0.090% 0.090% 0.090% 0.090% 0.090% 0.080%	1.19% 1.21% 1.12% 1.08% 1.04% 1.03% 0.95%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95%	0.160% 0.090% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020%	1.19% 1.21% 1.12% 1.08% 1.04% 1.03% 0.95% 0.93%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020%	1.19% 1.21% 1.12% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.020%	1.19% 1.21% 1.12% 1.08% 1.04% 1.03% 0.95% 0.95% 0.85% 0.85%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.020% 0.010%	1.19% 1.21% 1.12% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021  Mar 2021	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71 23,659,720.19	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70% 0.62%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.020% 0.010% 0.010%	1.19% 1.21% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69% 0.61%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021  Mar 2021	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71 23,659,720.19	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70% 0.62% 0.55%	0.160% 0.090% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.010% 0.010% 0.010%	1.19% 1.21% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69% 0.61%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021  Mar 2021  Apr 2021  Trust Funds  Banking Authority	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71 23,659,720.19	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70% 0.62%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.020% 0.010% 0.010%	1.19% 1.21% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69% 0.61%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021  Mar 2021  Apr 2021  Trust Funds  Banking Authority  Direct Investments AAA to AA-	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71 23,659,720.19 23,668,951.65	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70% 0.62% 0.55%	0.160% 0.090% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.010% 0.010% 0.010%	1.19% 1.21% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69% 0.61%
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021  Mar 2021  Apr 2021  Trust Funds  Banking Authority  Direct Investments AAA to AA-  National Australia Bank (Art Trust)	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71 23,659,720.19 23,668,951.65	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70% 0.62% 0.55%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.010% 0.010% 0.010%  7ield	1.19% 1.21% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69% 0.61% 0.54%  Due Date  2/08/2021
Period Ending  Apr 2020  May 2020  Jun 2020  Jul 2020  Aug 2020  Sep 2020  Oct 2020  Nov 2020  Dec 2020  Jan 2021  Feb 2021  Mar 2021  Apr 2021  Trust Funds  Banking Authority  Direct Investments AAA to AA-	Investments  25,204,242.60 27,549,312.61 28,469,399.48 27,469,472.15 27,469,534.55 26,909,579.32 26,959,617.52 27,209,684.39 26,009,696.10 24,259,702.13 24,659,709.71 23,659,720.19 23,668,951.65   Amount	Average 1.35% 1.30% 1.21% 1.17% 1.13% 1.12% 1.03% 0.95% 0.87% 0.83% 0.70% 0.62% 0.55%	0.160% 0.090% 0.090% 0.090% 0.090% 0.080% 0.020% 0.010% 0.010% 0.010%	1.19% 1.21% 1.08% 1.04% 1.03% 0.95% 0.93% 0.85% 0.82% 0.69% 0.61% 0.54%

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Individual Limits										
Institution	Rating		Am	ount Invested	Council %					
Bendigo Bank	BBB+	A2	\$	3,782,050.56	15.9%	Max 20%				
Elders Rural Bank	BBB+	A2	\$	4,000,000.00	16.8%	Max 20%				
IMB	BBB	A2	\$	-	0.0%	Max 20%				
NAB	AA-	A1+	\$	7,222,105.23	30.4%	Max 35%				
Suncorp	A+	A1	\$	-	0.0%	Max 25%				
StGeorge	AA	A1+	\$	3,750,000.00	15.8%	Max 35%				
Macquarie Bank	A-	A1	\$	-	0.0%	Max 25%				
Commonwealth Bank	AA-	A1+	\$	3,000,000.00	12.6%	Max 35%				
Westpac	AA	A1+	\$	2,000,000.00	8.4%	Max 35%				

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

The investments listed above have been made in accordance with the Local Government Act, the Regulations and Council's Investment Policy.

# **ISSUES AND IMPLICATIONS**

# **Policy**

N/A

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#### **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 30 April 2021.

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#### 20.4 APRIL STATEMENT OF BANK BALANCES

Document ID: 556686

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 30 April 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	318,241.34
Plus Receipt	2,012,124.21
Less Payments	1,161,114.28
Current Cashbook Balance	1,169,251.27
Statement Summary	
Opening Statement Balance	295,847.36
Plus Receipts	2,007,748.79
Less Payments	1,151,676.28
Current Statement Balance	1,151,919.87
Plus Unpresented Receipts	28,034.75
Less Unpresented Payments	10,703.35
Reconciliation Balance	1,169,251.27
GL BALANCE	1,169,251.27
Unpaid Creditors	646,234.76
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

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# **RECOMMENDATION**

# That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 April 2021.

Item 20.4 Page 282 of 311

#### 20.5 APRIL STATEMENT OF RATES AND RECEIPTS

Document ID: 556729

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 03 May 2021.

# **RATES & CHARGES**

Arrears as at 01.07.2020		746,364.96
20/21 Rate levies & supplementary levies (excl. postponed amoun	ts)	8,267,523.26
		9,013,888.22
Less Pensioner rebates		210,717.21
NET BALANCE		8,803,171.01
Less receipts to 03.05.2021		6,570,314.57
		2,232,856.44
Actual % Rate Collection to Net Balance as at 03.05.2021	=	<u>74.64%</u>
Comparative % Collection to Net Balance as at 01.05.2020	=	<u>75.04%</u>
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	est	1,366,761.45
NET BALANCE		1,590,277.04
Less receipts to 03.05.2021		913,431.52
		676,845.52

## **PURPOSE**

The purpose of this report is to present the Statement of Rates and Receipts as at 03 May 2021.

# **SUMMARY**

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

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# **RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 03 May 2021.

Item 20.5 Page 284 of 311

#### 20.6 APRIL CAPITAL WORKS PROGRAM

Document ID: 555866

Author: Costing Officer

Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. April 2021 Capital Works Program J

2. April 2021 Capital Expenditure J.

3. April 2021 Operational Expenditure J.

#### **RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 April 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 30 April 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:

- Replace Desktops/Laptops (May 2021).
- IT Review funds are being used to implement MS Teams.
- SQL Server Software Licenses have been purchased, IT Staff organising consulting for vendors to migrate applications.
- NBN Router with 4G backup is being reviewed.
- Quotes are being reviewed for the Azure Premium P1 Implementation.
- Quotes are being organised for the GDA and SSA.
- Software Licenses will be reviewed throughout the year and purchased if required.
- The Network Penetration Testing, Replace Virtualising Hardware & Software and the Business Continuity Site projects are complete.

#### Public Order & Safety

Project is being scoped for the Pound Cattery Holding system.

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#### **Environment**

- The Penstock Gate actuator has been installed for the Larmer Street Flood Mitigation Works - Stage 2. An electrician has been scheduled to finalise the installation; handrail procurement to commence mid-May.
- Narrandera West Drainage Improvements have been deferred until 2021-2022. Adjustment in March QBR to transfer the funds to Stormwater reserves.
- The survey is complete for Drainage Improvements Driscoll Road with the design to be finalised mid-June. Adjustment in March QBR.
- The Narrandera Waste Facility Masterplan, external fence improvements and operational control room long-term management masterplan were presented to the December Council with the final report tabled at the March Council meeting. Adjustment made in March QBR.

# **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 June 2021.
- Narrandera Cemetery fence quotes were sourced in May 2021.

#### **Recreation & Culture**

- Lake Talbot Pool Masterplan works are nearing completion with the pool opened to the public. Disabled Gate has been completed, with remaining signage pending completion. Remaining balance transferred to reserve in March QBR for the Lake Talbot Water park Remediation works 2021-22 project.
- 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.
- Scoping is underway for the Narrandera Sportsground Grandstand improvements.
- Concept designs were requested from the stadium committee and netball clubs for the Outdoor Court Furniture and shelters.
- Contractors have been engaged for the Henry Mathieson Oval perimeter fencing.
   Works to commence in June 2021.
- Barellan Netball Courts design is under review by the football/netball club, with additional funds required to complete the entire project.
- Marie Bashir Park Drinking fountains/bottle fillers are being re-quoted.
- Other Town Park upgrades landscaping is scheduled for May 2021.
- Brewery Flats landscaping project has been cancelled; funds transferred to reserve for future capital works.
- Consultant has commenced visual inspections for the Tree Audit.

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- Specifications for the Biosecurity Mapping System are being developed; specialised companies are being engaged.
- Narrandera Victoria Avenue Stage 3 quotation specifications are complete.
   Quotations have been received and the contractor engaged. Works to commence June 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 being finalised.
- 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, Barellan Christmas Tree, Pocket Park Upgrades, Victoria Avenue Stage 2, Barellan Pool Installation of Marine Carpet and The Barellan Pool Upgrade Filtration system.

# **Drought Community Funding (Round 2)**

- Henry Mathieson Oval Facilities improvement project: changerooms completed; kiosk upgrade has commenced and is on track to be completed in May.
- Narrandera Stadium Upgrade roof sheeting works completed.
- Council is working with RAMJO to deliver a joint Adverse Event Management Plan which has been adopted by Council.
- The Lake Talbot Pool Road beautification retaining wall installation and landscaping are complete, disabled carparking bays have commenced.
- Streetscape plan has been completed for the Grong Grong Improvement Projects; procurement for the trees have commenced.
- 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 well underway; project is due for completion in May.
- Graphic designer has been engaged to complete exterior artwork for the Youth Food Van; interior requirements are being finalised.
- Grant approval has been received for the Creating Future Farmers project.
- Completed projects include Barellan Hall, Sandigo Hall, Binya Hall, Kamarah Hall, Grong Grong Hall and Parkside Cottage Museum.

# Playground on the Murrumbidgee

- Studio S2 Architects have been appointed to provide the Destination and Discovery Hub concept design; presented to the committee early May.
- Project planning has commenced for the Northbank Walking Track Bike and Hike trails project.

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- Northbank Walking Track detailed survey is underway, consultants have been engaged for the concept design with community consultation upon completion.
- Community engagement is complete for the Northbank Bridge; expressions of interest are being prepared to design and construct.
- Contractor has been appointed for the Lake Talbot tourist park playground, works to commence in October-November 2021 as part of the LTTP upgrade to amenity block.
- Negotiations with John Holland Rail for the Railway Heritage Bridge are progressing well; stakeholder engagement has commenced.
- Contractor has been appointed for the Lake Talbot Tourist Park Amenity Block and Camp Kitchen; works to commence in May.
- Completed works are Lake Talbot Tourist Park level sites project, Sewer connection and Lake Talbot Tourist Park family unit conversion project.

# **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 works have commenced.
- Construction works have commenced for the Arts Centre Deck and Storage, expected completion May.
- The Parks and Gardens Committee to determine the scope for the Kiesling Lane Beautification; costings being prepared.
- Water Tower Surrounds design has been completed; procurement has commenced.
- Secondary plantings are currently being sourced for the Tree Planting All Towns project.
- The design for the Brewery Flat Improvements (fire pits, seating, shelters) has been completed; procurement has commenced.
- Buckingbong Road safety upgrade works have commenced.
- Weir Park Road gravel, re-sheet and seal works have commenced, awaiting final seal.
- Melbourne Street kerb and gutter works survey has commenced, consultants engaged to complete the detailed design of walkway, kerb and gutter with community consultation upon completion.
- Laneway Upgrades include Kings, Larmer and Hay Lanes, works have commenced.
- Urban Roads Construction Laneways works to be scheduled include Audley, Arthur and Peters Lanes.
- Designs are being undertaken for the Drainage Works (various). King Street culvert has commenced with Brobenah Hall Road and Ridgeview Road to be undertaken by contractors.
- Glenmoor Road gravel sheeting works are complete.

#### **Local Roads and Community Infrastructure Round 2**

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- Wiradjuri Memorial Wall stage 1 grant has been confirmed construction and installation of a Wiradjuri Aboriginal Memorial wall, including stonework, paving, fire pit and signage.
- Barellan Pump Track has been confirmed the creation of a bike pump track or alike for the youth of Barellan.
- Grong Grong Village a storage facility, toilet and associated equipment has been confirmed – for Grong Grong residents to maintain trees and public areas.
- Narrandera Sportsground has been confirmed disabled spectator access areas; installation of a digital scoreboard with video capability.
- Barellan Cemetery has been confirmed installation of an accessible unisex toilet at the cemetery, including onsite sewerage management system.
- Narrandera Flora and Fauna reserve has been confirmed upgrade of the carpark and entrance to the reserve.

### **Community Building Partnership**

• Quotes are being finalised with the funding body for the Art on the Water Tower Stage 2.

#### **Crown Lands Infrastructure**

• Works to be scheduled in 2021-2022 to construct drainage and seal the remaining access road at Rocky Water Hole.

### **Transport & Communication**

- Works are being scheduled for: Urban Reseals (council funded), 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 May/June for Arthur, Baylis and Box Streets.
- Urban Roads Construction Laneways project is being undertaken in conjunction with LRCI – Laneway upgrade.
- Intersections Upgrade Local & Regional Roads; works commenced in River street and Sawmill Road intersection.
- Urban Laneways Upgrade additional works are scheduled for April to June.
- Works scheduled to commence include: Stephensons, Ellis, Merribee, Beaumont, Bandys, and Williams Road. Rosedale Road works are on hold pending Fixing Local Roads Round 2 Funding.
- HVSPP Kamarah Road works have commenced.
- Design is underway for Buckingbong Road, 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 50% RMS Funding and Active Transport Cycling. Council's matching funds will be utilised to complete the Barellan footpath, commencing in May.

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- Carry over PAMP at 100% RMS Funding project complete. Funds for additional costs to be found from underspent transport projects and be report in March QBR.
- Narrandera Business Centre Master Plan has been deferred to complete time sensitive grant projects.
- 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, Brobenah Hall, Buckingbong, Erigolia, Federal Park, Landervale, Pamandi, Settlers, Birrego, Pattens, Davies, Axehandle, Telephone, Centenary, Audley, McLays, Jacksons Road and Barellan Golf Course Roads; Audley Street Footpath replacement; Fixing Local Roads Old Wagga and Paintings Bridge Road; Fixing Country Roads Colinroobie Roads, Irrigation Way, Canola Way culvert project and Barellan Stormwater Design.

#### **Economic Affairs**

- Lake Talbot Tourist Park Fire Service design costings are being prepared; project has been deferred to 2021-2022.
- Economic Development project has been cancelled and funds transferred to reserves for future capital works in the March QBR.
- 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.
- 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. Procurement is underway to replace internal Library Automatic door.
- Solar Panel Climate Strategy is on exhibition; grant funding to be sought.
- Works are 80% complete for the Runway, Taxiway and Apron resealing and remarking, with an anticipated completion date May 2021.
- Light Towers installed for the Installation (3) Apron Flood Lights. Concrete works scheduled for May which will complete the project.
- Security and Wildlife Perimeter fencing field survey is complete; tender to be finalised. Works to commence this quarter.

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- Design and costings are complete for the Airport Taxiway, grant submission lodged.
- Banner Poles for Irrigation Way have been constructed with installation scheduled for June 2021.
- Replacement program for Light Vehicles is nearing completion with two on order, seven already arrived 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. Quotes are being sought for small tipper.
- 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.
- Completed projects include: Council Chambers Building Upgrades, 4 Victoria Square, Arts Centre Building Works.

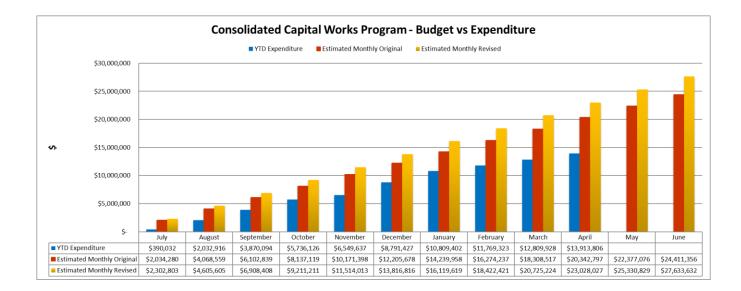
### **Water Supplies**

- Planning is underway for the Reservoir Cleaning and Structural Assessment. Procurement for a diving contractor has commenced.
- Aerator Gas Scrubbing works have been investigated. No further action at this stage.
   Remaining funds to be reallocated.
- 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 replacements to complete the project.
- Tender has been accepted for the Pine Hill Reservoir Upgrade and construction is being programmed.
- 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 underway with Public Works. Completion is expected September 2021
- Decommission Low Level reservoir is to be re-programmed following the outcome of the IWCM study.
- Taggle Software and Implementation is underway. Taggle is reviewing Council meter data. To be completed in September 2021.
- Installation of filters is scheduled for March-June 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.

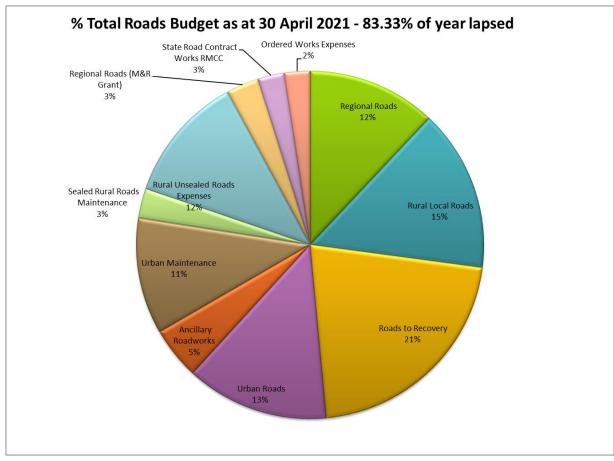
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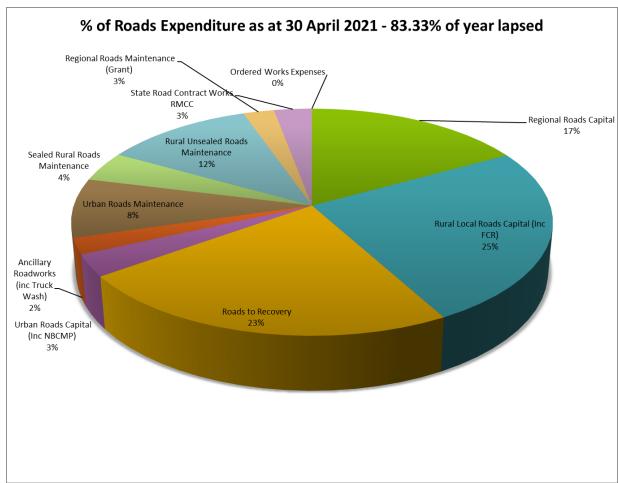
### **Sewerage Supplies**

- The Manhole Replacement program is 80% complete.
- The Barellan Sewer design tender has been awarded and is underway with anticipated completion July 2021.
- Tenders have been accepted and works underway for the Sewer Main Relines program. To be complete by September 2021.
- 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.
- Public consultation is underway for the Narrandera West sewer extension.
- The SPS3 Replacement is complete.

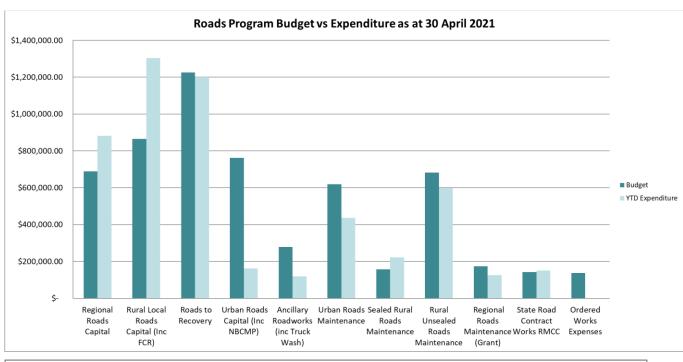


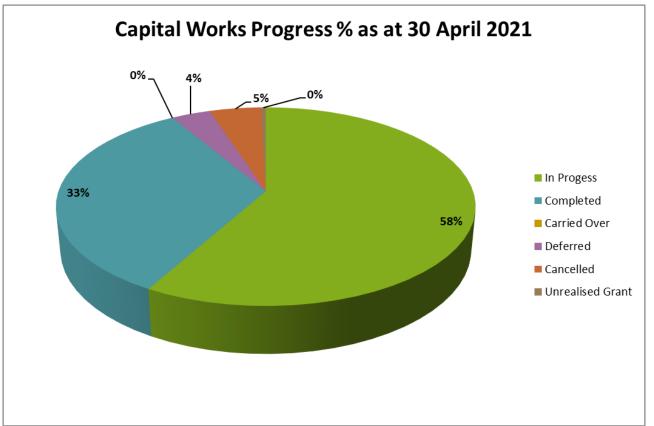
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### **TERMINOLOGY**

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:

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- **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

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### **RISKS**

N/A

### **RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 April 2021.

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Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project	Proposed Budget		Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1	Network Penetration Testing		-		\$10,000	\$10,000.00	\$0.00		Completed
2	IT Review		-	\$ 4,122.00	\$5,000	\$210.00	\$668.00	4%	Used for MS Teams implementation.
3	Replace Desktops/Laptops	20,00	00	\$ 125.00	\$20,000	\$7,264.00	\$12,611.00	36%	Will commence in May 2021
-	SQL Server Software Licenses	30,00	_		\$30,000	\$12,470.00	\$17,530.00		Licenses purcahsed. IT staff organising consulting for vendors to migrate applications.
-	Software Licencing	10,00	_	\$ 1,468.98	\$10,000	\$3,329.52	\$5,201.50		Will be reviewed throughout the year.
_	NBN Router with 4G backup	\$10,0	_		\$10,000	\$0.00	\$10,000.00		Reviewing if still required
_	Replace Virtualising Hardware & Software	\$95,0	_		\$95,000	\$81,768.73	\$13,231.27		Completed. Adjustment in March QBR.
_	Business Continuity Site	\$30,0	_		\$30,000	\$37,195.00	-\$7,195.00		Completed. Adjustment in March QBR.
-	Azure Premium P1 Implementation	\$15,0	_		\$15,000	\$0.00	\$15,000.00		Reviewing Quotes
-	GDA and SSA Implementation	\$5,0	_		\$5,000	\$256.36	\$4,743.64		Organising Quotes for SSA.
-	Repairs to Electricity Pole Depot		\$0		\$0	\$4,990.09	-\$4,990.09	#DIV/0!	
-	Pound: Cattery Holding System	\$6,0	00	\$ 422.90	\$10,000	\$226.88	\$9,350.22		Project being scoped.
$\overline{}$	CCTV Combined		-		\$15,000	\$0.00	\$15,000.00		Project being scoped. Adjustment in March QBR.
-	Colinroobie Amenities Block		-		\$0	\$490.00	-\$490.00	#DIV/0!	
15	Barellan RFS Station Amenities		-		\$87,950	\$39,151.37	\$48,798.63	45%	Works underway.
16	Narrandera Waste Facility -External fence & improved public ac	CE			\$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. Adjustment in March QBR.
$\overline{}$	New Cell Narrandera Depot			\$ 427.09	\$0		-\$17,149.08		Adjustment in March QBR.
	Ndra Landfill Masterplan improvement works - possibility of gra	nt	-	\$ 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. Adjustment in March QBR.
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. Adjustment in March QBR.
20	Larmer St Flood Mitigation Works - Stage 2			\$ 10,105.45	\$21,810	\$17,270.44	-\$5,565.89	79%	Penstock Gate actuator installed, electrician scheduled for mid May to finalise installation. Handrail procurement to commence mid May. Adjustment in March QBR.
21	Narrandera West Drainage Improvements				\$29,967	\$1,061.52	\$28,905.48		Investigation and Design works deferred until 2021-22. Funds to be transferred back into Stormwater reserves. Adjustment in March QBR.
-	Drainage Improvement Driscoll Rd		-		\$66,177	\$172.68	\$66,004.32		Survey completed. Design to be finalised Mid June. Adjustment in March QBR.
-	Barellan Cemetery Entrance gate		-		\$8,000	\$0.00	\$8,000.00		Quotes and design in progress
-	GG Cemetery Furniture		-		\$3,834	\$0.00	\$3,834.00		Furniture delivered, awaiting install June 2021
-	Ndra Cemetery Fencing (rear boundary)	\$25,0	_		\$25,000	\$0.00	\$25,000.00		Quotes received to be installed May 2021
26	Book & Resources annual replacement	\$34,2	90	\$ 8,945.52	\$47,136	\$17,713.64	\$20,476.84	38%	Purchasing on target. Credit card purchases not yet registered.
27	LTP Masterplan - Water Play Park	\$3,950,7			\$4,807,708	\$4,644,811.43	\$162,896.57		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. Adjustment in March QBR.
-	LTWP Remediation Works		\$0		\$0	\$0.00	\$0.00		Works Deferred - To be included in 2021-22 Capital Works Program
29	Brln Pool Upgrade Filtration system / Waste water irrigation		-		\$49,254	\$42,503.91	\$6,750.09		Works completed. Pool open to patrons
30	Brln Pool Installation of Marine Carpet		-		\$5,700	\$5,477.09	\$222.91	96%	Works Completed - Invoice Pending

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2

# KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/4/21

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

Project	Proposed Budget	. Co	ommitment	Revised Budget	YTD Expenditure	Balance	%	Comments
31 Ndra Sportsground drainages and soak	-			\$100,000	\$0.00	\$100,000.00		Design reviewed. Adjustment in March QBR.
32 HM Oval Level and Resurface	-			\$25,000	\$0.00	\$25,000.00		Scheduled to commence in Feb to April. Adjustment in March QBR.
33 Ndra Sportsground Clubrooms	-	\$	1,235,973.75	\$1,911,277	\$738,306.59	-\$63,003.34		Contracts are now signed, with works underway.
34 Ndra Sportsground Grandstand improvements	\$12,000			\$12,000	\$0.00	\$12,000.00	0%	Works being scoped.
35 Outdoor Courts Furniture/Shelters	\$15,000			\$15,000	\$0.00	\$15,000.00		Raised at the stadium committee netball clubs to bring back concept designs.
36 HM Oval - Perimeter Fencing	\$25,000			\$25,000	\$0.00	\$25,000.00		Procurement underway. Adjustment in March QBR.
37 Barellan Netball Courts	-	\$	3,645.45	\$103,500	\$0.00	\$99,854.55		meeting with football/netball club to review designs.
38 Flag Poles for Festive Flags	-			\$0	\$0.00	\$0.00	#DIV/0!	Reallocate funds to Brln playground upgrades
39 Completion of Wiradjuri wall 40 MBP Up Lighting adventure playground				\$19,964 \$15,000	\$0.00 \$0.00	\$19,964.00 \$15,000.00		Detailed designs complete, additional funding being sort. Adjustment in March QBR.  Deferred until 2021-2022. Adjustment in March QBR.
41 MBP Drinking fountains/ bottle fillers	-			\$8,000	\$0.00	\$8,000.00		Bottle re-filler to be re-quoted.
42 MBP Pocket park upgrades				\$0,000	\$0.00	\$0.00		Complete. Funds to be re-allocated
43 Brewery Flats landscaping, furniture replacement, painting etc.	-			\$5,000	\$0.00	\$5,000.00	0%	Funds transferred to reserve for future capital works. Adjustment in March QBR.
44 Other Town Park upgrades	\$20,000			\$20,000	\$0.00	\$20,000.00		Landscaping works scheduled for May 2021
45 2020-25 Tree Audit	\$50,000	\$	42,075.75	\$50,000	\$0.00	\$7,924.25		Tree audit reviewed by the consultant. Visual inspections commenced.
46 Biosecurity Mapping System	\$30,000			\$30,000	\$6,940.00	\$23,060.00		Developing specification and engaging specialised companies.
47 Remote Signage	\$7,500			\$7,500	\$0.00	\$7,500.00		Scheduled for June 2021
48 Brln 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	\$	34,750.00	\$60,000	\$4,161.99	\$21,088.01	7%	Quotation Spec complete. Quotations received contractor engaged. Works to commence June 2021.
50 Festive Mega Tree (additional sequencing)	\$6,000			\$6,000	\$6,000.00	\$0.00	100%	Completed
51 DCF - Victoria Ave stage 2 - level, irrigate, formalise driveways, co	- 11			\$93,982	\$93,982.14	-\$0.14	100%	Complete - dcf
52 DCF - Adverse Event Plan	_			\$25,000	\$25,000.00	\$0.00	100%	Council working with RAMJO to deliver plan. Draft plan has been adopted by Council. Adjustment in March QBR.
53 DCF - Rural Assistance Program - Grong Grong Community Project	t -			\$39,087	\$39,087.05	-\$0.05	100%	Project completed
54 DCF - Rural Assistance Program - Sandigo Community Project	-			\$31,421	\$31,420.74	\$0.26	100%	Project completed
55 DCF - Rural Assistance Program - Barellan Community Project	-			\$42,542	\$42,542.29	-\$0.29	100%	Project completed
56 DCF - Road beautification Project - Lake Talbot Water Park.	_	\$	36,280.85	\$172,735	\$136,669.42	-\$215.77	79%	Disabled carparking bays works have commence following closure of water Park additional funds for the works to be reallocated at March QBR. Retaining walls and Landscaping complete. Adjustment in March QBR.
57 DCF - Sunsafe playgrounds		\$	2,400.00	\$90,600	\$88,200.00	\$0.00		Project complete -overspend to be covered from savings in other grant funded projects. Committed order? Check with Paul for DCF
58 DCF - Barellan Improvements Project	-			\$68,242	\$68,241.71	\$0.29		Complete
59 DCF - Grong Grong Improvement Project	-			\$590	\$590.00	\$0.00	100%	Street scape plan completed. Procurement of trees to commence.
60 DCF - Village Halls Improvement Project - Grong Grong Town Hal	-			\$350	\$350.26	-\$0.26	100%	Project completed.
61 DCF - Village Halls Improvement Project - Sandigo Hall	-			\$4,173	\$4,173.42	-\$0.42	100%	Project completed
62 DCF - Village Halls Improvement Project - Barellan Hall	-			\$25,747	\$25,746.67	\$0.33	100%	Project completed
				\$10,247	\$10,246.97	\$0.03	100%	Project completed
63 DCF - Village Halls Improvement Project - Binya Hall				+/				
63 DCF - Village Halls Improvement Project - Binya Hall 64 DCF - Village Halls Improvement Project - Kamarah Hall	-			\$12,832	\$12,831.59	\$0.41	100%	Project completed
	-	\$	20,225.98		\$12,831.59 \$17,426.43	\$0.41 \$169,754.59		Project completed  Contractor Appointed . Adjustment in March QBR. Works commenced.

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# KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/4/21

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project		Proposed Budget		Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
67	SCCF - Barellan Footpath Project		-			\$120,000	\$126,184.61	-\$6,184.61	105%	Construction works are well advanced and project is due to be completed end of March
				Г						Graphic designer engage to complete exterior artwork, finalising many and interior
68	SCCF - Youth Food Van Project		-	\$	6,707.68	\$50,000	\$35,392.72	\$7,899.60		requirements
-	SCCF - Parkside Cottage Museum		-	┖		\$48,182	\$48,181.82	\$0.18		Completed - Overspend to be journaled to JC 9300-1013-0000
-	SCCF - Grong Grong Hall		-	┺		\$19,283	\$35,114.71	-\$15,831.71		Project completed. Adjustment in project costs to be included in March QBR
$\overline{}$	SCCF - Barellan Hall		-	┺		\$19,361	\$12,337.39	\$7,023.61		Project completed
-	SCCF - Sandigo Hall		-	╄		\$19,203	\$14,692.75	\$4,510.25		Project completed
-	SCCF - Binya Hall	_		╄		\$19,070	\$17,058.41	\$2,011.59		Project completed
-	SCCF - Kamarah Hall		\$0			\$11,029	\$9,312.91	\$1,716.09		Project completed
75	SCCF - Creating Future Farmers		-	₽		\$0	\$0.00	\$0.00	#DIV/0!	Grant approval received
				١.						Architect firm appointed to complete a detailed design. Concept Design to be presented
-	POM - Destination & Discovery Hub		\$3,025,000	\$	157,126.00	\$3,025,000	\$30,343.90	\$2,837,530.10		to committee early May
77	POM - Northbank Walkway - Bike & Hike Trails	_	\$0	₽		\$0	\$38.18	-\$38.18	#DIV/0!	Project planned for 2021-2022
				ı						Nonetheles with John Helland Bell for the Bellum Herberg helder an open selection
			40	L		40	440.454.04	44.5.55.40		Negotiations with John Holland Rail for the Railway Heritage bridge are progressing
-	POM - Railway Heritage Bridge		\$0	\$	6,100.64	\$0	\$10,454.84	-\$16,555.48		well; stakeholder engagement has commenced. Adjustment in March QBR.
-	POM - LTTP Upgrades to Family Unit		\$319,496	_	10,000,00	\$319,496	\$232,939.87	\$86,556.13		Completed
80	POM - LTTP Upgrades to Amenity block & Camp Kitchen		\$939,052	\$	10,909.09	\$939,052	\$16,747.11	\$911,395.80	2%	Contractor appointed - Works expected to commence in May
81	POM - LTTP Level Sites		\$156,711			\$156,711	\$128,459.22	\$28,251.78	82%	Contractors finished, sewer connection completed. Additional works being planned.
$\Box$				Г						Procurement completed and contractor appointed. Works to commence in Oct Nov
82	POM - LTTP - Playground		\$0	\$	51,960.00	\$0	\$377.64	-\$52,337.64	#DIV/0!	2021 as part of the LTTP Upgrades to amenity block project
			<b>4200 202</b>		0.515.00	<b>6300 303</b>	<b>63.014.03</b>	4277 052 07	40/	Detailed survey underway. Engineering firm engaged to complete detailed design of
83	POM - Northbank Walking Track	_	\$390,393	\$	9,515.00	\$390,393	\$3,814.03	\$377,063.97	1%	walkway and kerb & gutter. Residents to be consulted with concept design.
٠.			4.0	L		40	44	4		Community engagement completed. EOI for design and construction of bridge being
-	POM - Northbank Bridge	_	\$0	₩		\$0	\$1,381.55	-\$1,381.55		prepared. Adjustment in March QBR.
85	LRCI - Narrandera Stadium Heating	_	\$35,000	⊢		\$35,000	\$180.00	\$34,820.00	1%	Seeking quotations. Adjustment in March QBR.
96	LRCI - Narrandera Stadium Upgrade Toilet Amenities		\$80,000	Ļ	149,975.14	\$80,000	\$180.00	-\$70,155.14	0%	Reviewing design, quotations come in over budget. Adjustment in March QBR.
	LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.		\$60,000	1	21,135.00	\$60,000	\$267.06	\$38,597.94		Design completed procurement commenced.
- 07	their blewery riat improvements - rife rits, seating, sherters.		300,000	ľ	21,133.00	\$00,000	\$207.00	\$30,397.94	076	Construction works well underway, expected to be completed by end of May .
88	LRCI - Art Centre Storage - Deck and Storage at the rear of the A	rt	\$50,000	١	8,173.80	\$50,000	\$15,151.49	\$26,674.71	30%	Adjustment in March QBR.
- 00	Enci - Art centre storage - Deck and storage at the real of the A		\$30,000	Ť	8,173.00	\$50,000	\$13,131.43	\$20,074.71	30%	Adjustment in March Quit.
89	LRCI - Kiesling Lane Beautification		\$25,000	L		\$25,000	\$180.00	\$24,820.00	1%	Parks and Gardens committee have determined scope. Costings being prepared.
	LRCI - Water Tower Surrounds - Tidy up and make usable (Garde	en	\$50,000	Ś	2,363.64	\$50,000	\$1,289.00	\$46,347.36		Design completed procurement commenced.
$\overline{}$	LRCI - Tree planting - All towns (Subject to consultation)		\$120,000	Ť	2,000.01	\$120,000	\$44,148.34	\$75,851.66		Secondary plantings currently being sourced
	LRCI - Henry Mathieson Oval - Levelling Slope and fencing		\$80,000	Ś	77,825.00	\$80,000	\$180.00	\$1,995.00		Contractors engaged, Works to commence in June 2021.
$\overline{}$	LRCI - Buckingbong Road - Safety upgrade (Guard Railing and ass	so	\$60,000	Ś		\$60,000	\$180.00	\$5,274.55		Works Commenced
	LRCI - Glenmoor Road Gravel Sheeting of 2.6km		\$87,000	Ť		\$87,000	\$62,443.78	\$24,556.22		Work complete
	LRCI - Melbourne Street - Kerb & Gutter works, 390m to co-									Detailed survey underway. Engineering firm engaged to complete the detailed design
95	inside with the new footpath works on the southern side.		\$99,000	\$	9,515.00	\$99,000	\$10,028.24	\$79,456.76	10%	of the walkway and kerb & gutter. Residents to be consulted with concept design.
-	LRCI - Laneway Upgrade - Drain and seal a selected laneway.		\$41,363		-	\$41,363	\$23,015.04	\$18,347.96		Works Commenced

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Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project	Proposed Budget	. Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
97	LRCI - Hay Lane	\$0		\$0				Works commenced, awaiting final seal
98	LRCI Arthur Lane	\$0		\$0				Works not yet scheduled
99	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	\$26,122.45	\$72,522.82	26%	See individual comments below
	LRCI - Brobenah Hall Road	\$0		\$0				Works to be undertaken by contractors
-	LRCI - Ridgeview Road	\$0		\$0				Works to be undertaken by contractors
-	LRCI - King Street Culverts	\$0		\$0				Works Commenced
-	LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	\$110,000	\$ 4,190.91	\$110,000	\$9,209.91	\$96,599.18		Works commenced, awaiting final seal
-	Art on the Water Tower Stage 2	-		\$0	\$190.97	-\$190.97	#DIV/0!	Finalising quotes with funding body
105	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
106	LCRI R2 - Grong Grong Village - Storage facility, toilet, and associated equipment for Grong Grong residents to maintain trees and public areas.			\$110,000	\$1,800.00	\$108,200.00	2%	Awaiting confirmation of grant
107	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%	Grant confirmed. Adjustment in March QBR.
108	LCRI R2 - Narrandera Sportsground - Disabled spectator access areas.			\$40,000	\$0.00	\$40,000.00	0%	Awaiting confirmation of grant
	LCRI R2 - Narrandera Sportsground - Installation of a digital scoreboard, with video capability.			\$120,000	\$0.00	\$120,000.00	0%	Awaiting confirmation of grant
110	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
111	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
	CRIF - Construct drainage and seal the remaining access road							
-	at Rocky Water Hole	-		\$96,901	\$1,656.10	\$95,244.90		Works to be scheduled in new financial year
113	LT Rec Seating and Shelter Revamp	-		\$10,000	\$0.00	\$10,000.00		Scope being prepared.
114	LT Deepening Works	\$400,000		\$400,000	\$0.00	\$400,000.00	0%	Grant dependant. Adjustment in March QBR.
								Project deferred - Priority is the completed time sensitive grant projects first.
$\overline{}$	NBCMP	-		\$166,451	\$0.00	\$166,451.00		Adjustment in March QBR.
116	Barellan Stormwater Design	-		\$3,388	\$0.00	\$3,388.00		Project Complete
117	Urban Roads Construction	\$200,000		\$200,000		\$186,894.71	7%	
118	Arthur St (Victoria to Audley) Extend to kerb	-		\$0	\$0.00			Works scheduled for May/June
119	Baylis St (Jonsen St to May St) Extend to kerb	-		\$0	\$0.00			Works scheduled for May/June
120	Box Street (Barellan)	-		\$0	\$0.00			Works scheduled for May/June
121	Brookong St Grong Grong (Lachlan St to Willandra St	-		\$0	\$13,105.29			Complete
122	Urban Roads Construction - Laneways	-		\$34,105	\$0.00	\$34,105.00	0%	Project combined with LRCI - Laneway upgrade
123	Intersections Upgrade Local & Reg. Rds	-	\$ 3,345.45	\$90,000	\$3,335.64	\$83,318.91	4%	Works commenced in River St/ Sawmill Road intersection
124	Culvert/bridge assessment works	-		\$35,050	\$19,367.00	\$15,683.00	55%	Council co-contribution to FLR - Brewarrana Bridge repairs
125	Urban Roads Construction - Laneways	\$39,924		\$39,924		-\$95,443.45	50%	
126	Prince Lane	-	\$ 73,272.27	\$0	\$18,460.56			Works commenced, awaiting final seal. Project actually King Lane

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# KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/4/21

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project		Proposed Budget		Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
127	Audley Lane		-	\$	676.18	\$0	\$611.85			Works yet to be scheduled
128	Peters Lane		-	\$	676.18	\$0	\$546.70			Works yet to be scheduled
129	Jonsen Lane		-	\$	676.18	\$0	\$472.19			Works Commenced
130	Larmer Lane		-	\$	8,954.55	\$0	\$31,020.79			Works commenced, awaiting final seal
131	Urban Reseals		\$100,000	Т		\$100,000		\$42,718.06	42%	
132	Urban Road Reseal Council fund		-	Т		\$0	\$0.00			Works yet to be scheduled
133	Broad St		-	Т		\$0	\$157.59			Work complete
134	Douglas St		-	Т		\$0	\$30,301.52			Work complete
135	Larmer Street		-	Т		\$0	\$11,079.58			Work complete
136	Bolton St		-	Т		\$0	\$15,743.25			Work complete
137	Urban Pavement Rehabilitation		\$100,000	Т		\$100,000	\$0.00	\$100,000.00	0%	Works yet to be scheduled
138	Urban Laneways Upgrade-additional					\$46,953	\$18,472.10	\$28,480.90	39%	Works scheduled April to June
139	Improvement of water haulage					\$15,000	\$0.00	\$15,000.00	0%	Works yet to be scheduled
140	Innovation for Rural infrastructure Mgmnt					\$11,995	\$0.00	\$11,995.00	0%	Funds to be reallocated
141	Urban K&G Replacement		\$15,375			\$58,884	\$0.00	\$58,884.00	0%	Works yet to be scheduled
142	Urban Footpath Replacement		\$10,250	\$	25.27	\$12,941	\$0.00	\$12,915.73	0%	Works yet to be scheduled
143	Roads to Recovery (25 % of R2R proposed to expend in Urban	Ar	\$368,171			\$368,171		\$113,235.55	43%	
144	Roads to Recovery ( 75 $\%$ of R2R proposed to expend on Rural	l Ar	\$1,101,874			\$991,874				
145	Urban Road reseal from R2R		-			\$0	\$0.00			Works complete, invoices pending.
146	Paynters Siding Road 6.7-8 km		-			\$0	\$4,940.22			Works complete
147	Hulmes Road 4.9km-8.0km		-			\$0	\$29,106.64			Completed
148	Males Rd Resheet 2.0-3.0km		-			\$0	\$44,540.10			Completed
149	Buckingbong Road		-			\$0	\$0.00			Design being undertaken currently
150	Reseals		-			\$0				Works complete, invoices pending.
151	Holloway Rd		-			\$0				Completed
152	Euratha Rd		-			\$0				Works to commence 2021
153	Buckingbong Road Guard railing		-	\$	23,479.11	\$0				Works Commenced
154	Paynters Siding Road	Ш	-	┸		\$0				Completed
155	Brobenah Hall Rd	Щ	-	┺		\$0				Work complete
156	Buckingbong Rd	Щ	-	\$	1,271.25	\$0				Work complete
157	Erigolia Rd	Щ	-	┸		\$0	\$40,497.25			Work complete
158	Federal Park Rd	Щ	-	╄		\$0	\$36,810.42			Work complete
159	Landervale Rd	Щ	-	╄		\$0				Work complete
-	Pamandi Rd 1.7 - 5.4km		-	┸		\$0				Work complete
-	Stephensons Rd		-			\$0				Works to commence
-	Merribee Rd		-	\$		\$0				Works to commence
163	Jacksons Rd		-	\$	641.25	\$0				Work complete
164	Ellis Rd		-	1		\$0				Works to commence
165	Williams Rd		-	1		\$0	\$283.78			Works to commence
166	Rosedale Rd		-			\$0	\$0.00			Works to commence
167	Telephone Rd	Ш	-	1		\$0				Work complete
168	Settlers Rd		-	\$	6,991.25	\$0				Work complete
169	Birrego Rd		-	1		\$0				Work complete
170	Bandys Rd		-			\$0				Works to commence
171	Pattens Rd		-			\$0	\$15,451.17			Work complete

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Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project .	Proposed Budget		Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
172	Davies Rd	-			\$0	\$42,751.73			Work complete
173	Axehandle Rd	-			\$0	\$12,056.97			Work complete
174	Audley St	-			\$0	\$105,077.66			Work complete
175	Bells Rd	-			\$0	\$50,832.34			Work complete
176	Cowabbie Rd	-			\$0	\$60,489.39			Work complete
177	Kamarah Rd	-			\$0	\$66,706.97			Work complete
178	Kolkilbertoo Rd	-			\$0	\$46,592.74			Work complete
179	Beaumont Rd	-			\$0	\$0.00			Works to commence
180	Rural Sealed Roads Construction	\$350,000			\$240,000		\$50,643.93	61%	
181	Centenary Road 4.16 km- 9.11 km	-	\$	4,165.00	\$0	\$28,624.89			Work complete
182	Back Dicksonville Rd	-			\$0	\$37,343.05			Completed
183	Booka Rd	-			\$0	\$31,999.36			Completed
184	Cliffords Rd	-			\$0	\$36,765.35			Completed
185	Pamandi Rd - Cowabbie causeway	-			\$0	\$36,057.24			Completed
186	Rosedale Rd	-			\$0	\$4,032.45			Works on hold pending FLR Round 2 funding
187	McLays Road	-			\$0	\$10,368.73			Work complete
188	Culvert Manderlay Road 9.27 km	-			\$5,676	\$0.00	\$5,676.00	0%	Works yet to be scheduled
189	Culvert Manderlay Road 7.78 km	-			\$2,764	\$0.00	\$2,764.00		Works yet to be scheduled
190	Culvert Brookong St 0.0 km				\$6,255	\$0.00	\$6,255.00		Works yet to be scheduled
191	Culvert Yalgogorin Road 0.262				\$10,241	\$0.00	\$10,241.00		Works yet to be scheduled
192	FLR - Old Wagga Rd		Ś	3,394.10	\$380,000	\$394,924.31	-\$18,318.41		Completed
193	FLR - Paintings Bridge Rd		Ś	243,035.00	\$540,000	\$474,209.63	-\$177,244.63		Works commenced, awaiting final seal
$\rightarrow$	Roads Resheeting - (Unsealed)	\$340,000	+		\$206,934	\$0.00	\$206,934.47	230%	
195	FCR - Colinroobie Leeton Road	-			\$21,981	\$36,904.48	-\$14,923.11		Completed
196	FLR - Brewarrana Bridge Retrofitting		Ś	54,842.85	\$600,000	\$39,955.43	\$505,201.72		Consultant engaged to undertake design and costings
197	HVSPP Kamarah Road		Ś	141,606.73	\$88,194	\$15,996.71	-\$69,409.44		Works Commenced
198	Rural Roads Reseals	\$150,239			\$155,774	,,	\$0.00	100%	
199	Cowabbie Rd	-	$\top$		\$0	\$25,541.14	7000		Completed
200	Kamarah Rd	-	$\top$		\$0	\$26,621.27			Completed
201	Sandy Creek Rd	-	$\top$		\$0	\$26,723.15			Completed
202	Strontian Rd	-	+		\$0	\$53,949.60			Completed
203	Barellan Golf course Rd	-	$\top$		\$0	\$22,939.00			Completed
	Regional Roads Capital Works (Capital Component of Block Gra	s \$265,200	Ś	26,736.36	\$281,002	\$51,062.01	\$203,203.63	18%	
$\rightarrow$	Repair Grant (with 50 % contribution from Block Grant	\$170,000	_	1,818.18	\$170,000	\$154,578.47	\$13,603.35	91%	
$\overline{}$	FCR -Canola Way Culvert	,2,3,536	Ś	7,136.36	\$485,218		-\$197,981.90		Works Complete.
$\overline{}$	Active Transport - Cycling	\$198,100		.,223.30	\$24,849	\$550.00	\$24,299.43		Council Funds reallocated in March QBR
1	, 9	, 22 3, 230			Ţ.,J.,J.	7222.00	7 - 1,200 - 110		Council Funds to complete one of the identified footpaths in Barellan. Adjustment in
208	Active Transport - Walking	\$66,000			\$34,000	\$0.00	\$34,000.00		March QBR. Works to commence in May.
-	Shared Cycleway (Active Transport - 50/50 Funding) Marie Bashi				\$5,000	\$5,000.00	\$0.00		Budget for carry over funds to be allocated in QBR
	- , so i analy, mane busin				\$5,000	\$5,500.00	\$0.00		Carry over PAMP project completed - Funds for additional costs to be found from
210	PAMP (At 100% RMS Funding)				\$34,780	\$108,980.57	-\$74,200.57		underspent transport projects and be report in March QBR .
$\rightarrow$	Banner Poles Leeton Road				\$8,580	\$303.96	\$8,276.04		Banners poles constructed installation June 2021
	Drone Purchase for Survey / Inspection				\$7,899	\$2,914.55	\$4,984.45		Procurement of air band radio and protective case pending. Drone and Upgrade of 12d Software completed. Training to be undertaken. Adjustment in March QBR.

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Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project	Proposed Budget	. Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
213	GPS Trip Meter Purchase	-		\$0	\$1,626.42	-\$1,626.42	#DIV/0!	Adjustment in March QBR. Procurement underway.
214	Arts Centre Building Works	-		\$4,614	\$5,049.75	-\$435.75		Chimney capping complete. Adjustment in March QBR.
215	Red Hill Signage	-		\$3,700	\$0.00	\$3,700.00	0%	New subdivision proposal
216	Lake Talbot Tourist Park fire service upgrades	-		\$15,524	\$0.00	\$15,524.00	0%	Project to deferred. Adjustment in March QBR.
217	Economic Development	10,000		\$10,000	\$888.41	\$9,111.59	9%	AAPA at airport
218	Gateway/Entrance signs	\$20,000		\$20,000	\$2,796.48	\$17,203.52	14%	Additions to 6 entrance signs/landscape
219	16 Kiesling Drive Building Works	-		\$5,250	\$0.00	\$5,250.00	0%	Patio Quote accepted - Installation complete. Adjustment in project costs to be included in March QBR. Adjustment in March QBR.
220	Council Chambers Cleanout of Storage Facility	-	\$ 72.73	\$8,169	-\$1,108.83	\$9,205.10	-14%	Works are to be scheduled Journals to correct costings required
221	Investigation and Design of off street staff/fleet parking for Chai	ml -		\$20,000	\$920.46	\$19,079.54	5%	Project deferred - Priority is the completed time sensitive grant projects first.  Adjustment in March QBR.
=	Museum - Ext. paint, disabled ramp, public toilets	_	\$ 8,373.24	\$50,404	\$20,832.40	\$21,198.36		New flooring and external concrete paths and other internal works being undertaken.
$\rightarrow$	Council Chambers Building Upgrades	-		\$20,120	\$0.00	\$20,120.00		Completed - Adjustment in March QBR.
224	4 Victoria Square	-		\$3,096	\$0.00	\$3,096.00	0%	Completed - Adjustment in March QBR
225	Building renewal and upgrades in portfolio of Asset Manager	\$140,000	\$ 55,756.92	\$153,102	\$74,521.86	\$22,823.22	49%	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. Procurement underway to replace internal Library automatic door.Adjustment in March QBR.
$\overline{}$	Solar Panels	\$ 100,000.00		\$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. Adjustment in March QBR.
227	Purchase of Airport Hanger	\$0		\$0	\$50,000.00	-\$50,000.00	#DIV/0!	
228	Runway, Taxiway & Apron resealing & re-mark	\$950,000	\$ 29,465.08	\$950,000	\$596,654.05	\$323,880.87	63%	Works occurred week 16 - 20 November second visit for line marking anticipated Feb 2021 on target to complete by April 2021.
229	Installation (3) Apron Flood Lights	\$120,000	\$ 6,896.04	\$120,000	\$88,294.21	\$24,809.75	74%	Light towers to be installed 2 February project on target for close out by end March.
230	Security & Wildlife Perimeter fencing	\$437,550		\$437,550	\$12,158.51	\$425,391.49	3%	Field survey now completed, tender/quote to be finalised. Works to commence this quarter.
-	Airport Taxiway		\$ 40,160.00	\$0		-\$40,160.00		Design and costings complete for grant submission
-	Light Vehicles	\$277,296	\$ 98,815.71	\$277,296		-\$52,921.49		12 Light vehicles to replace, 2 on order, 7 arrived and 3 to order
	Trucks & Trailers	\$564,500		\$564,500		-\$186,009.82		Tipper arrived and another on order (old unit to be transferred to waste), quotes being sought for small tipper, jet patcher to be purchased
234	Heavy Plant Purchases	\$529,300	\$ 97,272.73	\$529,300	\$151,102.40	\$280,924.87	29%	Purchases planned for tractor x 2, reel mower, slasher, grader purchase deferred
235	Other Plant Capital	\$20,000		\$20,000	\$5,789.95	\$14,210.05	29%	Replacements undertaken as required.
$\rightarrow$	Flow meters on all inlet and outlets Reservoirs			\$9,613		\$0.52		Meters installed, possible reallocation of unspent funds. Adjustment in March QBR.
237	Reservoir cleaning and structural assessment	-		\$16,128	\$0.00	\$16,128.00	0%	Procurement for a diving contractor began in May.
238	Aerator gas scrubbing	_		\$3,479	\$3,478.82	\$0.18	100%	Investigations completed. No further action at this stage. Remaining funds to be reallocated. Adjustment in March QBR.
ΙT								No progress - IWCM additional works still underway with Public Works expected
=	WTP filter/Upgrade design Non Return Valve Bore 4	-	\$ 7,706.00 \$ 540.00	\$49,618 \$0		\$41,912.00 -\$6,934.99		completion September 2021. Journals to be processed, costing error.

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Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

	Project	Proposed . Budget .		Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
241	North Zone Pressure Pump - low pressure issues	-			\$ 2,659.00	\$1,804.74	\$854.26	68%	Scope under development. Pump capacity upgrade for future development being investigated. Adjustment in March QBR.
	Water Main Replacements	250,000	\$	41,793.95	\$356,647	\$323,955.61	-\$9,102.56		Dalgetty Street Complete. King and Adams Street replacements underway to complete the program. Adjustment in March QBR.
$\overline{}$	Hydrant and Valve replacements	50,000	\$	6,172.64	\$103,477	\$100,118.90	-\$2,814.54		Adjustment in March QBR.
-	WTP Filter/Upgrade		\$	2,272.73	\$0	\$0.00	-\$2,272.73	#DIV/0!	
-	Pine Hill Reservoir Upgrade	315,000	\$	828,075.45	\$580,191	\$183,027.38	-\$430,911.83		Tender accepted and construction being programmed.
-	Bore 5 Replacement	-			\$22,000	\$21,616.00	\$384.00		Adjustment in March QBR.
247	Services Replacements	\$50,000	\$	161.93	\$50,000	\$51,353.12	-\$1,515.05		Ongoing commitment - as needed
248	Fencing Bore 1	\$20,000			\$20,000	\$453.92	\$19,546.08	2%	Design underway. To be undertaken in May.
249	Fencing Bore 2	\$20,000			\$20,000	\$0.00	\$20,000.00	0%	Design underway. To be undertaken in May.
250	Decommission Low Level reservoir	\$200,000			\$ -	\$0.00	\$0.00	#DIV/0!	To be re-programmed pending outcome of IWCM. Adjustment in March QBR.
-	Solar	\$100,000			\$ 5,000.00	\$670.04	\$4,329.96		Funds to be held as co-contribution to Better regions grant. Adjustment in March QBR.
252	IWCM Additional Works	-	\$	126,067.27	\$138,674	\$0.00	\$12,606.73	0%	Underway with Public Works. September completion expected.
253	Taggle Software & Implementation		\$	36,381.82	\$60,000	\$782.09	\$22,836.09	1%	Project underway. Taggle reviewing Council meter data. To be completed in September.
254	Household Filter Project		\$	2,636.36	\$100,000	\$24,519.58	\$72,844.06	25%	Filters to be installed throughout March - June. Additional invitations to be sent out.
255	Primary filter - EPA	-	\$	1,096.09	\$118,240	\$780.88	\$116,363.03		Additional testing of UVT and particle size underway.
256	Manhole Replacements	-	\$	4,075.61	\$57,290	\$48,661.99	\$4,552.40	85%	Program 80% complete.
257	Flow meters for Sewer Pump Stations 2, 3, 4	-			\$35,653	\$197.22	\$35,455.78	1%	Scoping being undertaken.
258	Sewer Service Replacements		\$	4,285.46	\$0	\$18,881.00	-\$23,166.46	#DIV/0!	
259	Sewer Main Replacements	-			\$0	\$463.34	-\$463.34	#DIV/0!	Journal costs to Sewer Main Relines
260	SPS3 Replacement	-	\$	95.89	\$52,000	\$51,131.88	\$772.23	98%	Complete. Adjustment in March QBR.
			١.						
-	Barellan Sewer	\$5,490,000	\$	269,209.09	\$155,000	\$20,267.45	-\$134,476.54		Design tender awarded and design underway. Design to be complete by July 2021.
262	Narrandera West Sewer Extension	-			\$33,205	\$16,693.26	\$16,511.74	50%	Report complete, Public consultation underway.
263	Sewer Main Relines	\$375,000	\$	22,510.27	\$375,000	\$22,397.03	\$330,092.70	6%	Tenders accepted and works underway. To be completed by September 2021.
264	Solar	\$100,000			\$ 5,000.00	\$1,681.13	\$3,318.87	34%	Funds to be held as co-contribution to Better regions grant. Adjustment in March QBR.
265	Branding Strategy	-			2,350	\$1,069.09	\$1,280.91	45%	signage for Narrandera/decals
-	Independent Living Village	-			\$30,060	\$21,011.41	\$9,048.59		Final payment due end of October. Adjustment in March QBR.
-	Aust Airline Airport Academy	-			9,958	\$10.91	\$9,947.09		Project opportunity. Adjustment in March QBR.
-	CCTV Review	-			\$5,000	\$0.00	\$5,000.00		Organising Quotes
-	Grong Grong Earth Park - RMS	-	\$	6,554.55	17,111	\$2,025.00	\$8,531.45		Community Project.
-	Newell Hwy Contribution Grong Grong Reseal	-			93,050	\$0.00	\$93,050.00		Inspection required
-	Newell Hwy Contribution Grong Grong town entrance signs	-			8,000	\$0.00	\$8,000.00		Signs being confirmed.
-	Urban Roads Maintenance	\$641,600.00	\$	7,560.44	641,600	\$436,910.54	\$197,129.02		Ongoing operational costs
-	Sealed Rural Roads Maintenance	\$188,700.00	_	2,090.00	188,700	\$222,136.50	-\$35,526.50		Ongoing operational costs
-	Rural Unsealed Roads Expenses	\$817,800.00	_	18,991.55	817,800	\$598,113.34	\$200,695.11		Ongoing operational costs
-	Regional Roads (M&R Grant)	\$207,600.00			207,600	\$124,876.09	\$82,723.91		Ongoing operational costs
_	State Road Contract Works RMCC	\$170,500.00	-	11,323.86	170,500	\$151,213.45	\$7,962.69		Ongoing operational costs

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Ordinary Council Meeting Agenda

9

# KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/4/21

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

83.33%

Project		Proposed Budget		Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
277 Ordered Works Expenses - MR 80		\$82,000.00			82,000	\$0.00	\$82,000.00	0%	Ongoing operational costs
278 Ordered Works Expenses - MR 84	Ш	\$82,000.00			82,000	\$1,011.47	\$80,988.53	1%	Ongoing operational costs
279 Noxious Weeds Expenses		\$158,711.00	9	\$ 8,152.82	158,711	\$146,481.79	\$4,076.39	92%	Ongoing operational costs
280 Public Toilets Expenses		\$75,333.00	_		75,333	\$109,499.14	-\$36,420.74	145%	Ongoing operational costs
281 Cemetery Expenses		\$129,123.00		\$ 5,852.77	129,123	\$94,194.65	\$29,075.58	73%	Ongoing operational costs
282 Sports Ground Expenses		\$197,603.00		\$ 808.44	197,603	\$128,321.66	\$68,472.90	65%	Ongoing operational costs
283 Parks Expenses		\$531,552.00		\$ 4,322.66	531,552	\$495,609.92	\$31,619.42	93%	Ongoing operational costs
284 Lawn Areas		\$27,307.00			27,307	\$33,841.87	-\$6,534.87	124%	Ongoing operational costs
285 East Street - Street Scaping		\$17,000.00		\$ 181.82	17,000	\$10,862.45	\$5,955.73	64%	Ongoing operational costs
286 Street Trees		\$228,727.00	1	\$ 5,062.45	228,727	\$286,052.46	-\$62,387.91	125%	Ongoing operational costs
287 Lake Talbot Expenses		\$24,000.00		\$ 564.55	24,000	\$13,112.48	\$10,322.97	55%	Ongoing operational costs
288 Sports Stadium Expenses		\$100,671.00	1	\$ 454.55	100,671	\$72,542.60	\$27,673.85	72%	Ongoing operational costs
289 Bores Expenses		\$57,395.00	1	\$ 10,000.00	29,895	\$23,524.90	-\$3,629.90	79%	Ongoing operational costs
290 Pump Station Expenses		\$86,900.00		\$ 5,247.45	119,400	\$104,999.42	\$9,153.13	88%	Ongoing operational costs
291 Mains Expenses		\$316,239.00			351,239	\$273,395.52	\$77,843.48	78%	Ongoing operational costs
292 Recycled Water		\$49,200.00			49,200	\$1,332.55	\$47,867.45	3%	Ongoing operational costs
293 Reservoirs Expenses		\$62,990.00			27,990	\$16,586.41	\$11,403.59	59%	Ongoing operational costs
294 Water Supply Licence		\$31,263.00			31,263	\$24,258.19	\$7,004.81	78%	Ongoing operational costs
295 Chlorine & Chemicals Expenses		\$30,750.00	1	\$ 8,317.37	30,750	\$20,185.76	\$2,246.87	66%	Ongoing operational costs
296 Meter Reading Expenses		\$10,250.00	_	, ,	20,250	\$28,892.10	-\$11,593.92	143%	Ongoing operational costs to be rectified with the introduction of the taggle software.
297 Telemetry System Maintenance		\$11,788.00	1 5	\$ 12,375.77	6,788	\$2,427.57	-\$8,015.34	36%	Ongoing operational costs
298 Pump Stations Electricity Expenses		\$256,520.00			246,520	\$213,046.58	\$33,473.42	86%	Ongoing operational costs
299 Pump Station Expenses		\$69,162.00	9	\$ 3,120.04	99,162	\$80,449.66	\$15,592.30	81%	Ongoing operational costs
300 Mains Expenses		\$258,906.00		\$ 6,003.10	178,906	\$128,113.43	\$44,789.47	72%	Ongoing operational costs
301 Treatment Works Expenses		\$209,688.00	,	\$ 49,902.65	289,688	\$223,934.02	\$15,851.33	77%	Ongoing operational costs
302 Sewer Heating & Electricity		\$139,600.00			114,600	\$67,497.94	\$47,102.06	59%	Ongoing operational costs
303 Telemetry System Maintenance		\$7,000.00			7,000	\$600.93	\$6,399.07	9%	Ongoing operational costs

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### Capital Expenditure as at 30 April 2021

	Su	m of Proposed Budget	S	Sum of Revised Budget		Sum of YTD Expenditure	Su	ım of Balance	
Administration									
Information Technology	\$	215,000.00	\$	230,000.00	\$	152,493.61	\$	71,790.41	
Environment									
Narrandera Landfill	\$	-	\$	356,276.00	\$	40,285.63	\$	305,599.64	
Stormwater	\$	-	\$	117,954.00	\$	18,504.64	\$	89,343.91	
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	\$	183,200.00	
Recreation & Culture									
Local Roads Comm. & Infrastructure R2	\$	-	\$	420,000.00	\$	-	\$	420,000.00	
Community Building Partnership	\$	-	\$	-	\$	190.97	-\$	190.97	
Transport & Communication									
Ancillary Roadworks	\$	264,100.00	\$	115,108.43	\$	119,375.50	-\$	4,267.07	
Regional Roads	\$	435,200.00	\$	936,220.00	\$	881,704.02	\$	18,825.08	
Roads to Recovery	\$	1,470,045.00	\$	1,360,045.00	\$	1,200,753.86	\$	113,235.55	
Rural Roads	\$	840,239.00	\$	2,257,820.00	\$	1,302,955.79	\$	507,820.53	
Urban Roads	\$	465,549.00	\$	914,691.00	\$	162,674.06	\$	664,390.86	
Local Roads Comm. & Infrastructure	\$	497,363.00	\$	497,363.00	\$	130,999.42	\$	296,757.49	
Local Roads Comm. & Infrastructure R2	\$	-	\$	160,000.00	\$	-	\$	160,000.00	
<b>Crown Reserves Improvement Fund Program</b>	\$	-	\$	96,901.00	\$	1,656.10	\$	95,244.90	
Economic Affairs									
Airport	\$	1,507,550.00	\$	1,507,550.00	\$	697,106.77	\$	733,922.11	
Buildings	\$	240,000.00	\$	364,755.00	\$	150,215.64	\$	150,336.47	
Plant	\$	1,391,096.00	\$	1,391,096.00	\$	1,010,023.47	\$	56,203.61	
Tourist Park	\$	-	\$	15,524.00	\$	-	\$	15,524.00	
Economic Development	\$	30,000.00	\$	33,700.00	\$	3,684.89	\$	30,015.11	
Local Roads Comm. & Infrastructure R2	\$	-	\$	54,975.00	\$	-	\$	54,975.00	
Public Order and Safety									
Pound	\$	6,000.00	\$	10,000.00	\$	226.88	\$	9,350.22	

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### Capital Expenditure as at 30 April 2021

Security Cameras	\$ -	\$ 15,000.00	\$ -	\$	15,000.00
Rural Fire Service	\$ -	\$ 87,950.00	\$ 39,641.37	\$	48,308.63
Recreation and Culture					
Barellan Pool	\$ -	\$ 54,954.00	\$ 47,981.00	\$	6,973.00
Lake Talbot Pool	\$ 3,950,772.00	\$ 4,807,708.00	\$ 4,644,811.43	\$	162,896.57
Lake Talbot Recreation Area	\$ -	\$ 10,000.00	\$ -	\$	10,000.00
Library	\$ 34,290.00	\$ 47,136.00	\$ 17,713.64	\$	20,476.84
Marie Bashir Park	\$ -	\$ 42,964.00	\$ -	\$	42,964.00
Narrandera Memorial Park	\$ 60,000.00	\$ 153,982.00	\$ 98,144.13	\$	21,087.87
Narrandera Sportsground	\$ 27,000.00	\$ 2,038,277.00	\$ 738,306.59	\$	63,996.66
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	\$ 6,940.00	\$	23,060.00
Barellan Park	\$ -	\$ -	\$ -	\$	-
<b>Drought Community Funding</b>	\$ -	\$ 1,029,972.50	\$ 735,003.20	\$	179,820.69
Stronger Country Community Funding	\$ -	\$ 306,128.00	\$ 298,275.32	\$	1,145.00
Playground on the Murrumbidgee	\$ 4,830,652.00	\$ 4,830,652.00	\$ 424,556.34	\$	4,170,484.93
Barellan Playground	\$ 5,000.00	\$ 6,222.00	\$ 6,272.73	-\$	50.73
Local Roads Comm. & Infrastructure	\$ 500,000.00	\$ 500,000.00	\$ 61,575.89	\$	178,951.53
Narrandera Parks	\$ 83,500.00	\$ 83,500.00	\$ 6,000.00	\$	35,424.25
Outdoor Courts	\$ -	\$ 103,500.00	\$ -	\$	99,854.55
Water Supply Network					
Water	\$ 1,005,000.00	\$ 1,537,486.00	\$ 727,787.67	-\$	242,109.82
Sewerage Network					
Sewer	\$ 5,965,000.00	\$ 831,388.00	\$ 181,155.18	\$	348,960.41
Infrastructure					
Engineering	\$ -	\$ -	\$ 4,990.09	-\$	4,990.09
Grand Total	\$ 23,903,356.00	\$ 27,633,631.93	\$ 13,913,805.83	\$	9,246,165.14

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Key Operational as at 30 April 2021

Row Labels		Sum of Proposed Budget	Sun	Sum of YTD Sum of Revised Budget Expenditure			Sı	Sum of Balance		
Economic Affairs										
<b>Economic Development</b>	\$	-	\$	12,308.00	\$	1,080.00	\$	11,228.00		
Housing & Community Amenities										
Noxious Weeds	\$	158,711.00	\$	158,711.00	\$	146,481.79	\$	4,076.39		
Public Toilets	\$	75,333.00	\$	75,333.00	\$	109,499.14	-\$	36,420.74		
Cemetery Expenses	\$	129,123.00	\$	129,123.00	\$	94,194.65	\$	29,075.58		
Recreation & Culture										
Sports Ground Expenses	\$	197,603.00	\$	197,603.00	\$	128,321.66	\$	68,472.90		
Parks Expenses	\$	531,552.00	\$	548,663.00	\$	497,634.92	\$	40,150.87		
Lawn Areas	\$	27,307.00	\$	27,307.00	\$	33,841.87	-\$	6,534.87		
Lake Talbot Expenses	\$	24,000.00	\$	24,000.00	\$	13,112.48	\$	10,322.97		
Sports Stadium Expenses	\$	100,671.00	\$	100,671.00	\$	72,542.60	\$	27,673.85		
Street Scaping	\$	17,000.00	\$	17,000.00	\$	10,862.45	\$	5,955.73		
Street Trees	\$	228,727.00	\$	228,727.00	\$	286,052.46	-\$	62,387.91		
Transport & Communication										
Ordered Works	\$	164,000.00	\$	164,000.00	\$	1,011.47	\$	162,988.53		
Regional Roads	\$	207,600.00	\$	207,600.00	\$	124,876.09	\$	82,723.91		
State Roads	\$	170,500.00	\$	170,500.00	\$	151,213.45	\$	7,962.69		
Urban Roads	\$	641,600.00	\$	742,650.00	\$	436,910.54	\$	298,179.02		
Sealed Rural Roads	\$	188,700.00	\$	188,700.00	\$	222,136.50	-\$	35,526.50		
Unsealed Rural Roads	\$	817,800.00	\$	817,800.00	\$	598,113.34	\$	200,695.11		
Water Supplies										
Water	\$	913,295.00	\$	913,295.00	\$	708,649.00	\$	165,753.59		
Sewer Supplies										
Sewer	\$	537,756.00	\$	537,756.00	\$	432,497.11	\$	46,233.10		
Grand Total	\$ !	5,131,278.00	\$	5,261,747.00	\$	4,069,031.52	\$	1,020,622.22		

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# 21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

#### **PUBLIC MEETING CLOSES**

At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.

#### 22 CONFIDENTIAL BUSINESS PAPER REPORTS

#### **RECOMMENDATION**

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

### 22.1 Economic Development Strategy - May 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.