



# **ATTACHMENTS**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**

**20 July 2021**





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**NSW Police Force**

The General Manager  
Narrandera Shire Council  
141 East St, Narrandera

**RE: Assistance to waive ground hire fees for the 2021 Golden Boot Touch Football Carnival**

The Golden Boot Touch Football Carnival will once again be held in Narrandera, this year on Wednesday 10 November, 2021. The event has been run on and off since the late 1980's but in recent times, has been conducted as a fundraising event for the previous eleven years.

The carnival is run by local Police officers for emergency service workers not only in the region, but from the Central West, Central Coast, South Coast as well as Victoria and Sydney.

Over the years, in excess of \$90,000 has been raised with many local organisations and individuals benefitting. In 2019, \$15,000 was presented to NSW Police Legacy, National Institute of Integrative Medicine and Ellen Leadbitter, a local Police officer currently battling breast cancer.

The majority of money raised this year will be provided to the RFS brigades within the Narrandera LGA as well as the SES / VRA

The day grows bigger each year with close to 350 participants attending the last event providing a great economic boost to the town. Unfortunately, COVID prevent the 2020 event from occurring which would have seen approximately 450 participants attend. The day also gives our city colleagues the chance to enjoy a bit of time in regional NSW. Many of these spent time in the Riverina on border operations during COVID.

I am seeking assistance and support from council to once again waive the ground hire fees for the Narrandera Sportsground to maximise the financial benefit we can provide the charities and your community.

Regards,

**Marc LAWRENCE**  
**Detective Senior Constable**  
Wagga Wagga Criminal Investigation  
Ph: 02 6922 2587  
Fax: 02 6922 2575  
Email: [lawr2mar@police.nsw.gov.au](mailto:lawr2mar@police.nsw.gov.au)

**Riverina Police District  
Criminal Investigation**

217 – 219 Tarcutta St, Wagga Wagga

**T** 02 6922 2599 **F** 02 6922 2511 **W** [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

TTY 02 9211 3776 for the hearing and speech impaired ABN 43 408 613 180

**TRIPLE ZERO (000)**

Emergency only

**POLICE ASSISTANCE LINE (131 444)**

For non emergencies

**CRIME STOPPERS (1800 333 000)**

Report crime anonymously

# 2021 2024

**YOUTH  
Strategy**





# Youth

ADVISORY COUNCIL



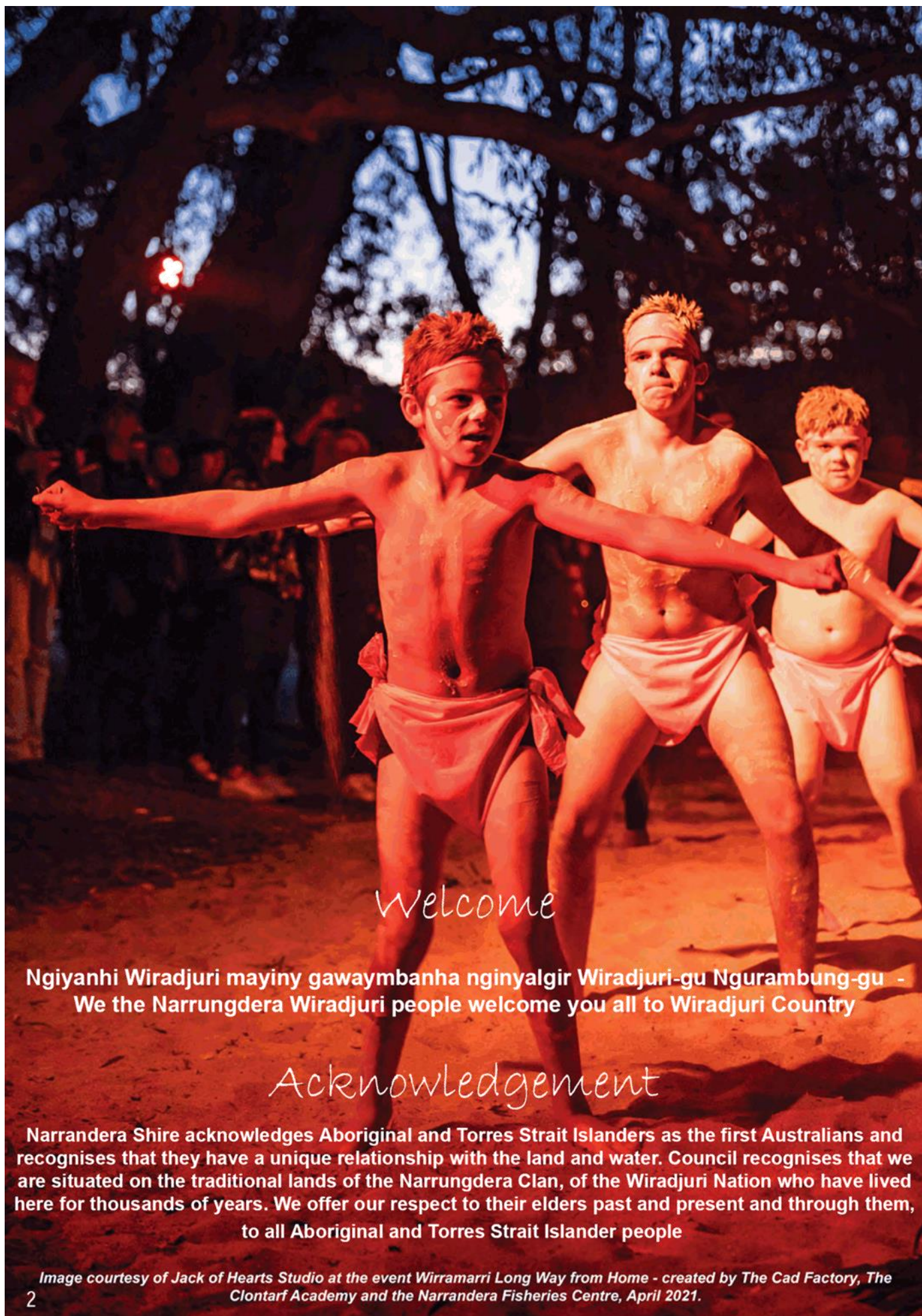
Narrandera Shire Council  
141 East Street  
Narrandera NSW 2700  
T. (02) 6959 5510  
E. [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)  
[www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)

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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**

*Image courtesy of Jack of Hearts Studio at the event Wirramarri Long Way from Home - created by The Cad Factory, The Clontarf Academy and the Narrandera Fisheries Centre, April 2021.*





*A message from*  
**the Youth Advisory Council Mayor**

Hello, my name is Braden Lyons and I am the Mayor of the Youth Advisory Council (YAC) for Narrandera Shire.

I have been on the YAC since mid-2019 and I was honoured and proud to be elected the Mayor of the YAC.

I would like to share with you all, the reasons why I joined and what I hope to achieve and accomplish during my time on the YAC. I joined because I am optimistic about making change, especially in a rural/regional area like Narrandera Shire and I have always been keen on making a difference and helping people, I am also passionate about politics. I wish to see Narrandera Shire progress and thrive into the future.

Through the YAC we can engage and communicate with the young people of Narrandera Shire and find out what they need and want to see happen in here. We can then put our ideas to our council and we as our YAC have approved and

been the pioneers of many events and decisions in Narrandera Shire. For example movie nights at the park and Henry Mathieson Oval, Youth Week activities, the Youth Food Trailer and competitions, just to name a few.

I especially joined the YAC because I want to see some meaningful change on mental health in our area. Narrandera Shire and rural/regional towns have a huge mental health problem. Suicide, depression, stress - young people are struggling and sadly some take their lives. That is unacceptable. We need better and fully operational services where young people and everyone can go and seek the help they need without shame or worry. It is my goal as Youth Advisory Council Mayor and a young person to get these services here and funded, by lobbying council, state and federal members and government. It can be done; it must be done.

I am proud to be a member of Narrandera Shire's YAC, proud to be able to engage with our town and people and I encourage all young people to get involved wherever they can to make positive, meaningful change in their town to create a progressive future.

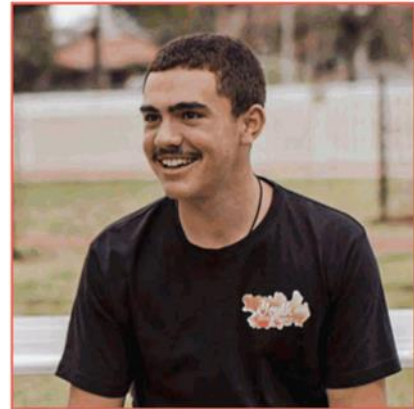
Braden Lyons  
 Youth Advisory Council Mayor  
 Proud Wiradjuri man



*Messages from*  
**our Members**

*Deputy Youth Mayor Wesley Bamblett*

I joined the YAC as I thought I would be a good candidate to represent the youth of Narrandera Shire. I love having the opportunity to have a say and share my opinions on things happening in and around Narrandera Shire. Since joining the YAC, I have forged many friendships and relationships. I have been able to share my opinion on many projects and am excited by future projects we have in the works.



*Youth Councillor Madeline Fraser*

Being a member of the YAC helps me share important ideas that I feel are common in the lives of Narrandera Shire's youth. I help run amazing events for young people, by young people. I feel that being able to do this makes me feel heard by the wider community in a team that helps each other. I joined the YAC because I wanted to make a difference in Narrandera Shire's young community. I love that I can make ideas become reality. The YAC lets me express my opinions about subjects that matter to young people like mental health and wellbeing, sustainability and having an involvement in the community. The Youth Advisory Council lets me have a voice.



*Youth Councillor Memphis Singh*

I joined the YAC because I want what is best for this town, to make it a fun and enjoyable place for our community. I also wanted to try something new and have fun whilst doing it.



*Youth Councillor Alyssa Sanders and 2021 Narrandera High School Captain*

I joined the YAC to further my working experiences, expand my skills and to have a voice for our youth.



# Why a strategy?

---

Children and young people play an important role in ensuring a healthy and vibrant community. When provided the right opportunities, children and young people can bring passion, energy, innovation, creativity, and a fresh perspective to the whole community.

Our children and young people are the future of our community, and it is extremely important that Narrandera Shire Council recognise their contribution and allow their voice to be heard.

Narrandera Shire has a strong youth contingent and at Narrandera Shire Council we aim to provide accessible services, events and information to encourage our young people to not only have a thriving childhood, but to also consider staying on in our Shire after school and retain our leaders of tomorrow.

Connecting them with suitable courses through Tafe NSW Narrandera Campus and giving them a platform to have their ideas heard through the Youth Advisory Council.

It is through our Youth Strategy that we hope to achieve this.

Key Statistics of young people  
in Narrandera Shire



The 2016 Census identified Narrandera Shire has a population of 5,863 with 1,778 young people, of that:

- 378 are aged 0-4 years **6.45%**
- 777 are aged 5-14 years **13.25%**
- 325 are aged 15-19 years **5.54%**
- 298 are aged 20-24 years **5.08%**



Of the 1,778 young people in Narrandera Shire, 896 are males and 883 are females.

**287**

people aged between 0 - 24 identify as Aboriginal or Torres Strait Islander in Narrandera Shire.



*Continued*  
**Key Statistics**

# 48%

Of the 266 alleged offenders proceeded against in Narrandera Shire 128 were aged 10 - 29 years old. The area of most concern are drug offences.

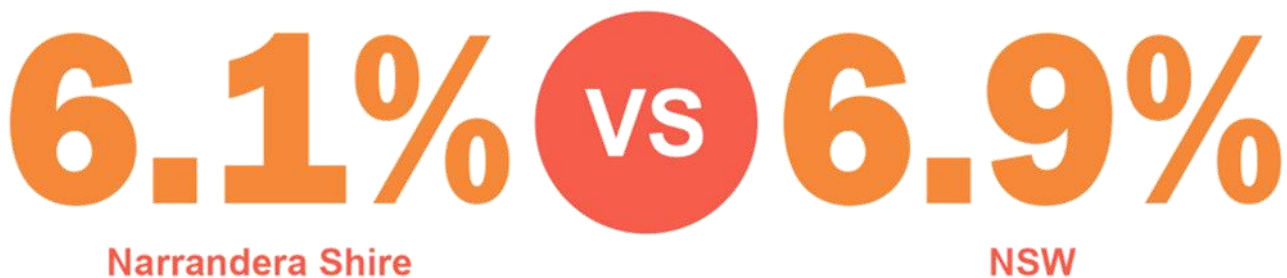


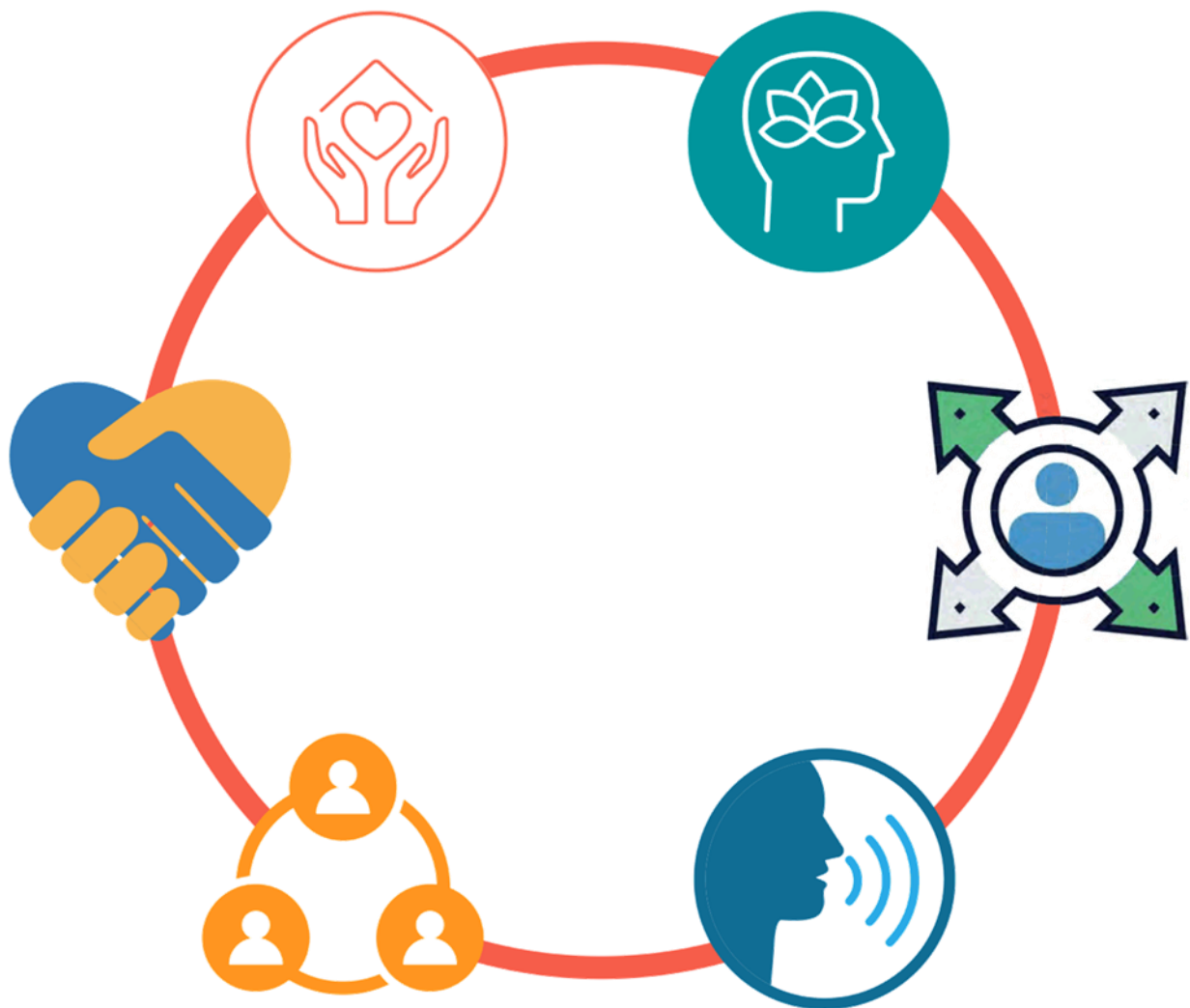
According to the 2016 Census 27.4% of Narrandera residents completed Year 12 or equivalent compared to the national average of 51.9%.



Of all young people living in NSW, 33.1% live in regional & rural areas.

The rate of unemployment 2016





# Our Approach



# Wellbeing

**Children and young people are healthy. They are supported by empowering them with knowledge and skills to make positive changes which support their own, and others physical, mental health and wellbeing.**

## Our Objective

Ensure children and young people are healthy and well through the provision of affordable, accessible, and timely services.

## What We Want To Do

- Advocate for the provision of services in the Narrandera Shire and facilitate access to these services.
- Promote the benefits of living a healthy lifestyle and provide links to participate in activities that empower young people to make positive choices.
- Work with community organisations and local schools to help provide a safe environment for children and young people to feel safe to express their feelings, free from judgement.

## How We Will Do It

- Apply for funding to provide free activities and workshops on the importance of making healthy choices and living an active lifestyle and how these choices affect your overall health, employment and wellbeing.
- Encourage participation in local sporting clubs and facilities to help promote physical fitness.
- Provide a place for organisations like Headspace to work from to allow access to crucial mental health services.
- Work with Local Health Area Committee and other community groups to continue to promote the need for mental health facilities within the Shire.
- Provide healthy food options through the Youth Food Trailer.



# Opportunity

**Children and young people have fundamental underpinnings to achieve in life such as at home and healthcare. They require life skills through support that is appropriate to their developmental stage. Through access to education, training, and work, they can find pathways that optimise their own wellbeing and the wellbeing of the community.**

## Our Objective

Ensure children and young people have relevant skills for life, including technical and vocational skills for employment and entrepreneurship.

## What We Want To Do

- Provide links between local business and young people to create opportunities for future employment within local industry including Local Government.
- Promote the importance of educating young people about basic life skills to provide a smooth transition when entering the workforce.
- To advocate for quality education and cultural opportunities.

## How We Will Do It

- Encourage participation in the Youth Food Trailer, to gain skills in the food service industry and provide valuable experience needed to join the workforce.
- Apply for funding to provide workshops to educate and promote basic life skills needed to enter the workforce or progress to tertiary education.
- Promote and support the Clontarf Academy and the High School Girls Group
- Create relationships with the local schools and encourage participation in Council run events aimed at young people, including NAIDOC Week and Youth Week celebrations. Promote job opportunities within the Shire and encourage opportunities for Council and
- local businesses to host work experience students and provide school-based apprentices.



# Voice

**Children and young people should be included in the decision-making processes that affect them and should be encouraged to be involved in the design, delivery, and monitoring of the services they use.**

## Our Objective

Ensure children and young people are encouraged to be involved in the decisions that affect them.

## What We Want To Do

- Provide a platform for young people to have their say.
- Encourage and foster relationships between Council and the youth community.

## How We Will Do It

- Establish a Youth Advisory Council and encourage young people to join and participate.
- Promote the Youth Advisory Council through Social Media platforms.
- Provide opportunities for feedback on what events and activities young people would like to see held in the Shire.





# Connected

**Children and young people should have the opportunity to be close to family and friends, their culture, and their community. Their built environment should support their interactions.**

## Our Objective

Ensure children and young people have a sense of belonging and connectedness with place and people.

## What We Want To Do

- Encourage collaboration between community groups and young people during the development and planning of community events.
- Advocate for more opportunities to bring young people together outside of the school environment.
- Promote cultural experiences to provide education and understanding on local Aboriginal culture.
- Promote inclusivity and respect of all people to build a better sense of belonging.

## How We Will Do It

- Encourage participation and collaboration from schools, young people and Council during NAIDOC Week and Youth Week celebrations.
- Provide activities for young people to come together and meet new people and connect after school and in school holidays.
- Promote the Youth Space as a safe place for young people to go.
- Apply for funding to host Youth Week activities annually.
- Encourage participation by the Youth Advisory Council in Council run events.



# Respected

**Children and young people deserve to be respected for who they are. The strengths, diversity and potential of all children and young people should be recognised and supported. Services need to be responsive to their individual needs, aspirations, and sense of identity.**

## Our Objective

Ensure children and young people are treated with respect, demonstrated by supporting and valuing their strengths, diversity, and potential.

## What We Want To Do

- Promote opportunities available to young people to strengthen skills and promote diversity.
- Encourage the Positive Behaviour for Learning approach, teaching, and learning approach to support to meet NSW Public School's high standards for respectful, safe, and engaged behaviour.

## How We Will Do It

- Work with local schools to promote the Positive Behaviour for Learning approach.
- Share opportunities available to young people through Council's social media platforms and the through the Youth Advisory Council.



# Safe

**Children and young people have a right to feel protected and safe. They require support to develop healthy relationships and help must be accessible when they need it.**

## Our Objective

Ensure children and young people are free from abuse, neglect, violence, and serious injury.

## What We Want To Do

- Advocate for the provision of support services to provide help to those in need.
- Promote education on available services and provide links to access services.
- Provide opportunities to participate in activities that promote safety and raise awareness to dangers faced by children and young people.

## How We Will Do It

- Promote the Youth Space as a safe place for young people to go.
- Provide Bike Week activities to educate young people on the importance of bike and road safety.
- Promote support services available to young people through Council's social media platforms.



# Closing the strategy loop



The process of monitoring and evaluation is essential to the success of any strategy. We have no doubt there will be changes along the way and we want to make sure we continue to meet the needs of our children and young people.

How we will do it:

- Regular reporting on actions.
- Ongoing assessment of the progress of the strategy.
- Surveying children and young people on how well we are actioning our strategy.
- Research and implement best practice examples to support effective service delivery for children and young people.

Most importantly we will continue to involve children and young people in decisions that affect them!



## Information for our youth

If you're a young person living in or visiting Narrandera Shire and looking for something to do, check out what we have to offer.

During the school holidays Narrandera Shire Library hosts an array of events for all ages. Each year in April Council also takes part in Youth Week, a group of events dedicated to our young people.

Remember to check out what's happening in the area on our 'What's On' page on Council's website [narrandera.nsw.gov.au](http://narrandera.nsw.gov.au) .

Our Shire also has a variety of sports clubs and recreations groups including:

- Junior Rugby League
- Junior Eagles Australia Rules Football and Netball
- Narrandera Karate Club
- Narrandera Little Athletics
- Bidgee Boxing
- Narrandera Basketball Association
- Narrandera Netball Association
- 1st Narrandera Scouts
- Narrandera Leeton Air League
- Narrandera Swim Club
- Narrandera Tennis Club
- Narrandera Volleyball Association
- Narrandera Golf Club
- Girls Brigade
- Dance classes
- Music Lessons
- Art Lessons
- One Voice Choir
- Parkside Museum
- The Narrandera Community Radio

### Youth Services

#### Narrandera Youth Space

The Narrandera Shire Youth Space is a dedicated Youth zone. Whether you want a quiet place to study or hang out with your friends or a place to escape into the world of Virtual Reality, this is the place for you. Connected to the Narrandera Shire Library, you can also access the free Wi-Fi, an array of books and facilities.

#### Headspace

Headspace centres act as a one-stop-shop for young people who need help with mental health, physical health (including sexual health), alcohol and other

drugs or work and study support.

Our 100+ centres are designed not just for young people, but with them, to ensure they are relevant, accessible and highly effective. As a result, no two Headspace centres are the same, with each offering unique services that reflect the needs of its local community.

#### Fusion

Fusion began in the 1960's as a movement led by young people. We wanted to give space for other young people to see themselves and their future differently. No matter what background, what cultural influences may be holding them back, we see every young person as deserving of a strong future.

Our team of highly qualified and passionate youth workers aim to meet today's youth where they're at, and so we are continually developing and evolving our range of programs to stay ahead of the issues impacting our culture. Our goal is to mentor and encourage young people to step beyond what they know of themselves, to discover their full potential and find their purpose in life.

When young people have strong relationships with their peers, parents/carers, other significant adults and strong connections in their schools and communities they have the potential to prosper.

It's our values of justice, mercy, compassion, respect and industry which are the basis to Fusion's youth work. We incorporate them into the design, goals, operational practices and the delivery of our programs, where staff, volunteers, students and others in Fusion work together to build skills and establish community connections, places where individual young people can thrive.





*Image Accreditations:*

Pure Dreams Photography: cover - young people, inside cover Youth Councillors group, page 3 - Youth Council Mayor Braden Lyons, page 4 Youth Councillors Wesley Bamblett, Maddie Fraser, Memphis Singh and Alyssa Sanders.

Jack of Hearts Sudio: page 2 - Wirramarri Long Way from Home performance.

XBumpDraft Photography & Video: Page 17 - Young people enjoying the Splash Park at Lake Talbot Water Park.





# QUOTE

Wagga Horse Trials Club

**Date**  
 25 Mar 2021  
**Expiry**  
 31 May 2021  
**Quote Number**  
 QU-0012 - Option 2  
**Reference**  
 Wagga Wagga Horse  
 Trials 7/8 August 2021 -  
 Medical  
**ABN**  
 65 087 670 488

Ambulance Service  
 Australia  
 (First Aid Australia Pty Ltd)  
 PO Box 9  
 Gungahlin ACT 2912  
 Australia

Item	Description	Quantity	Unit Price	GST	Amount AUD
	7 August 2021, REA Wagga Horse Trials, 3 staff + 1 Ambulances + 1 x AWD car	1.00	2,245.45	10%	2,245.45
	8 August 2021, REA Wagga Horse Trials, 3 staff + 1 x Ambulance + 1 x AWD car	1.00	2,245.45	10%	2,245.45
				Subtotal	4,490.90
				TOTAL GST 10%	449.10
				<b>TOTAL AUD</b>	<b>4,940.00</b>

**Terms**

Option 1 - 2 crews, 3 staff total, 1 Ambulance & 1 AWD car on-site for duration  
 Discounted rate for event



## Tourism Impact Summary Report for Narrandera (A) (Tourism Activity: 2 days)

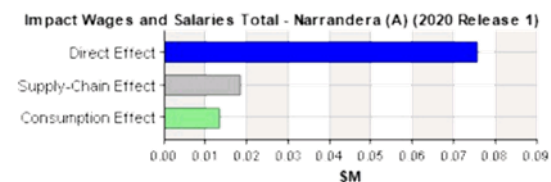
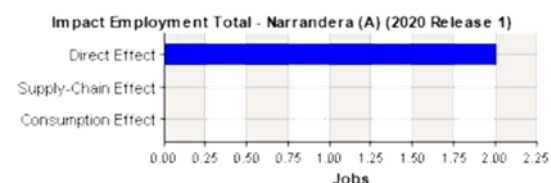
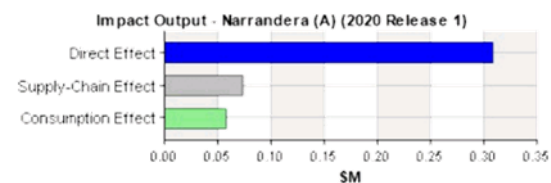
### Tourism Impact Scenario

Name REA Wagga Wagga Horse Trials  
Duration 2 days

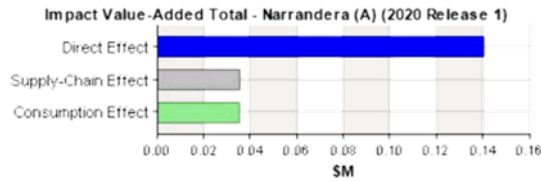
Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	1,200	500	0	1,700
Number of Nights	n/a	1.25	0.00	
Estimated Expenditure per Visitor per Day (\$)	\$160	\$186	\$43	
Total Estimated Expenditure (\$)	\$192,000	\$116,250	\$0	\$308,250

Estimated Expenditure per Visitor per Day data sourced from:  
TRA 2019 Narrandera (A) Local Government Area Tourism Profile - Domestic Overnight Visitors.  
Destination NSW March 2020 Riverina Regional Tourism Profile - Domestic Day & International Visitors.

### Tourism Impacts







Under this scenario Gross Regional Product is estimated to increase by \$0.210 million ( 0.06%) to \$361.981 million. Contributing to this is a direct increase in output of \$0.308 million, 2 additional jobs , \$0.075 million more in wages and salaries and a boost in value-added of \$0.140 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.073 million, 0 more jobs , \$0.018 million more paid in wages and salaries, and a gain of \$0.035 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.238
Employment	1.000
Wages and Salaries	1.243
Value-added	1.252

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.058 million, employment by 0 jobs , wages and salaries by \$0.013 million, and value-added by \$0.035 million.

Under this scenario, total output is expected to rise by \$0.439 million. Corresponding to this are anticipated increases in employment of 2 jobs , \$0.107 million wages and salaries, and \$0.210 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.426
Employment	1.000
Wages and Salaries	1.419
Value-added	1.503

**Tourism Impact Summary (Tourism Activity: 2 days)**

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.308	\$0.073	\$0.058	\$0.439	1.238	1.426
Long Term Employment (Jobs)	2	0	0	2	1.000	1.000
Wages and Salaries (\$M)	\$0.075	\$0.018	\$0.013	\$0.107	1.243	1.419
Value-added (\$M)	\$0.140	\$0.035	\$0.035	\$0.210	1.252	1.503



### Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

**From:** [Emily Dockray](#)  
**To:** [OConnell, Toneale](#)  
**Subject:** Fwd: REA Wagga Horse Trials Club - One day Event at Narrandera August 2021  
**Date:** Tuesday, 13 July 2021 7:28:51 PM  
**Attachments:** [image003.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)

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Sent from my iPhone

Begin forwarded message:

**From:** Shannon Smith <[shannon.smith@navigateadvisors.com.au](mailto:shannon.smith@navigateadvisors.com.au)>  
**Date:** 13 July 2021 at 2:34:03 pm AEST  
**To:** [Toneale.OConnell@narrandera.nsw.gov.au](mailto:Toneale.OConnell@narrandera.nsw.gov.au)  
**Cc:** Emily Dockray <[edockray@hotmail.com](mailto:edockray@hotmail.com)>  
**Subject:** REA Wagga Horse Trials Club - One day Event at Narrandera August 2021

Hi Toneale,

Below I have provided a brief summary of our figures pertaining to last year's REA Wagga Horse Trials Event undertaken at Narrandera Pony Club grounds.

While the Event was hailed a success, our modest club relies heavily on a small number of volunteers. This being the case we are left to pay for a number of our resources and labour as well as being bound by Equestrian Australia safety guide lines. As an example this leaves us having to pay for such services as:

Technical delegates – \$2,130  
 Ambulance – \$3,400  
 Cross country course designer - \$2,200  
 Equestrian Australia fees - \$3,770  
 (costs are from last year's event, Oct 20)

**Profit & Loss**

One Day Event – October 2020 – Narrandera

Income from Competitors	\$23,005
Expenses paid out	\$(19,957)
Profit	\$3,048

This cashflow goes towards paying our annual affiliations and Insurances. The balance each year is dedicated to Cross country maintenance.

We would be greatly appreciative of any support that could be offered towards the cost of our larger expenses such as Ambulance services. In return for such a donation we would provide exposure and marketing materials to our competitors and volunteers to promote the Shire of Narrandera.

Thankyou in Advance.

Regards

Shannon Smith  
REA Wagga Horse Trials  
Treasurer



**Shannon Smith CA JP | Associate Director**  
**NAVIGATE ADVISORS**

1/185 Morgan St, PO Box 6056, Wagga Wagga NSW 2650  
T (02) 6927 0500 | F (02) 6925 8550  
[www.navigateadvisors.com.au](http://www.navigateadvisors.com.au)



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**From:** OConnell, Toneale <[Toneale.OConnell@Narrandera.nsw.gov.au](mailto:Toneale.OConnell@Narrandera.nsw.gov.au)>

**Sent:** Monday, 12 July 2021 9:56 AM

**To:** Emily Dockray <[edockray@hotmail.com](mailto:edockray@hotmail.com)>

**Subject:** REA Wagga Horse Trials Support

Hi Emily,

I've drafted the report for the July council meeting and a few questions have been raised by our finance department.

They have noted the competitor nomination fees and wanted a clearer understanding on the need for funding. A basic breakdown of income and expenditure would be great.

If you could provide this as soon as possible that would be much appreciated.

Kind regards,  
Toneale

*Toneale O'Connell*  
Tourism & Economic Development Co-ordinator



PH: (02) 6959 5539

Fax: (02) 6959 1884

Email: [toneale.oconnell@narrandera.nsw.gov.au](mailto:toneale.oconnell@narrandera.nsw.gov.au)

Website: [www.narrandera.com.au](http://www.narrandera.com.au) or [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)

Facebook: [facebook.com/Narrandera.Tourism](https://facebook.com/Narrandera.Tourism)





## Tourism Impact Summary Report for Narrandera (A) (Tourism Activity: 2 days)

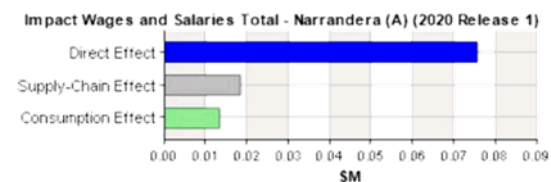
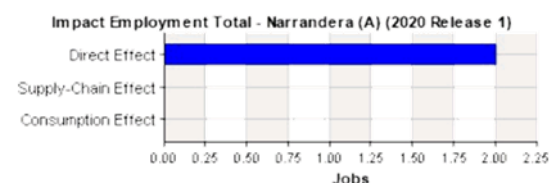
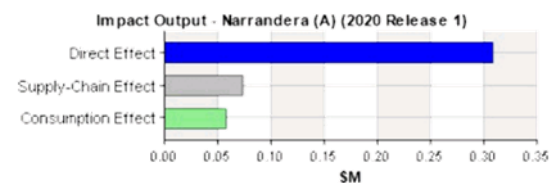
### Tourism Impact Scenario

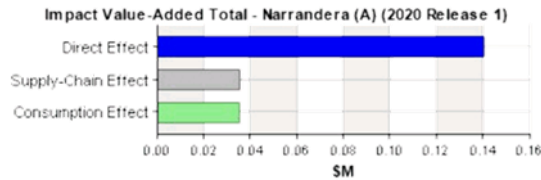
Name REA Wagga Wagga Horse Trials  
Duration 2 days

Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	1,200	500	0	1,700
Number of Nights	n/a	1.25	0.00	
Estimated Expenditure per Visitor per Day (\$)	\$160	\$186	\$43	
Total Estimated Expenditure (\$)	\$192,000	\$116,250	\$0	\$308,250

Estimated Expenditure per Visitor per Day data sourced from:  
TRA 2019 Narrandera (A) Local Government Area Tourism Profile - Domestic Overnight Visitors.  
Destination NSW March 2020 Riverina Regional Tourism Profile - Domestic Day & International Visitors.

### Tourism Impacts





Under this scenario Gross Regional Product is estimated to increase by \$0.210 million ( 0.06%) to \$361.981 million. Contributing to this is a direct increase in output of \$0.308 million, 2 additional jobs , \$0.075 million more in wages and salaries and a boost in value-added of \$0.140 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.073 million, 0 more jobs , \$0.018 million more paid in wages and salaries, and a gain of \$0.035 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.238
Employment	1.000
Wages and Salaries	1.243
Value-added	1.252

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.058 million, employment by 0 jobs , wages and salaries by \$0.013 million, and value-added by \$0.035 million.

Under this scenario, total output is expected to rise by \$0.439 million. Corresponding to this are anticipated increases in employment of 2 jobs , \$0.107 million wages and salaries, and \$0.210 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.426
Employment	1.000
Wages and Salaries	1.419
Value-added	1.503

**Tourism Impact Summary (Tourism Activity: 2 days)**

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.308	\$0.073	\$0.058	\$0.439	1.238	1.426
Long Term Employment (Jobs)	2	0	0	2	1.000	1.000
Wages and Salaries (\$M)	\$0.075	\$0.018	\$0.013	\$0.107	1.243	1.419
Value-added (\$M)	\$0.140	\$0.035	\$0.035	\$0.210	1.252	1.503



### Disclaimer


All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

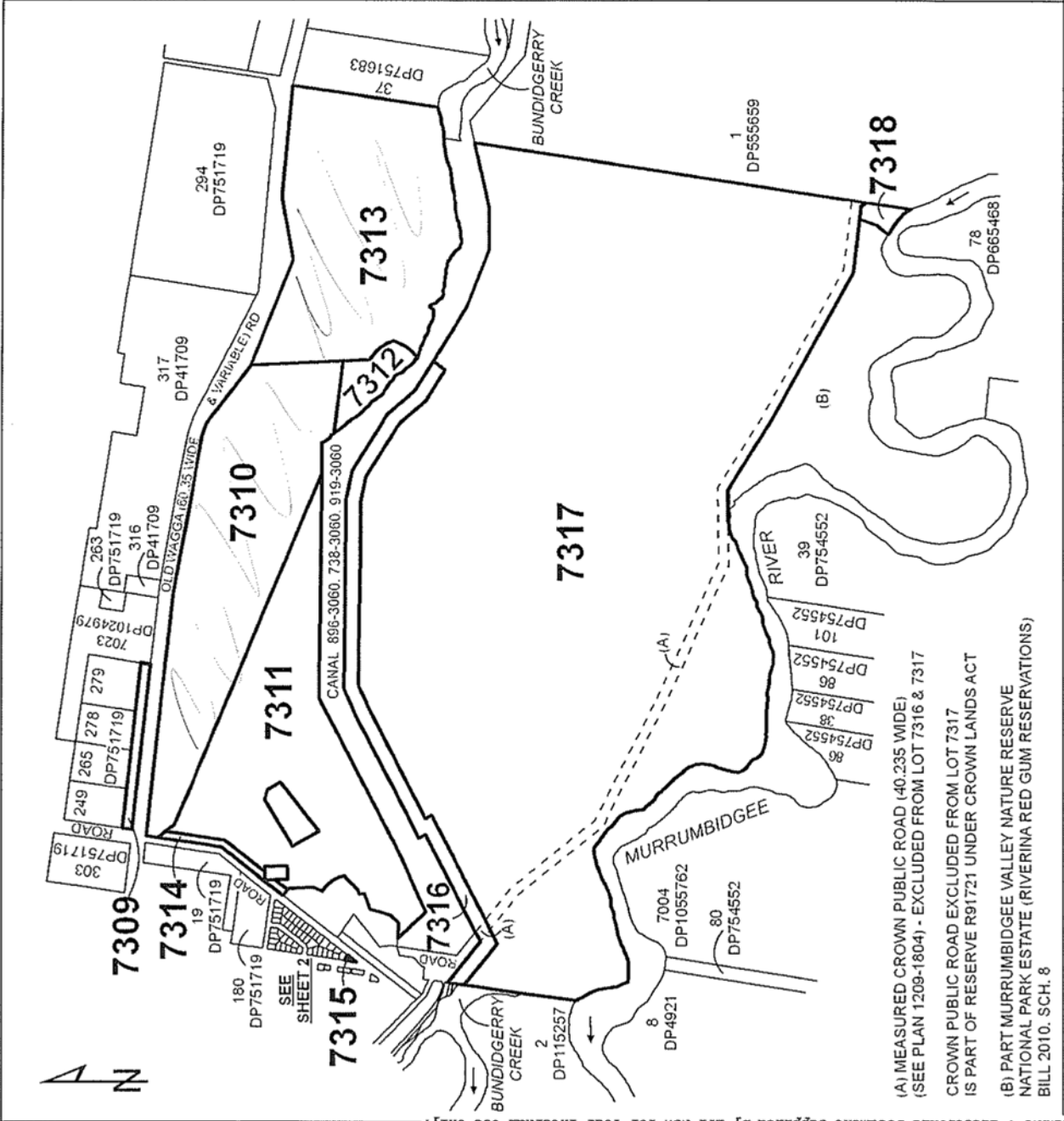
Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.



e-departmental

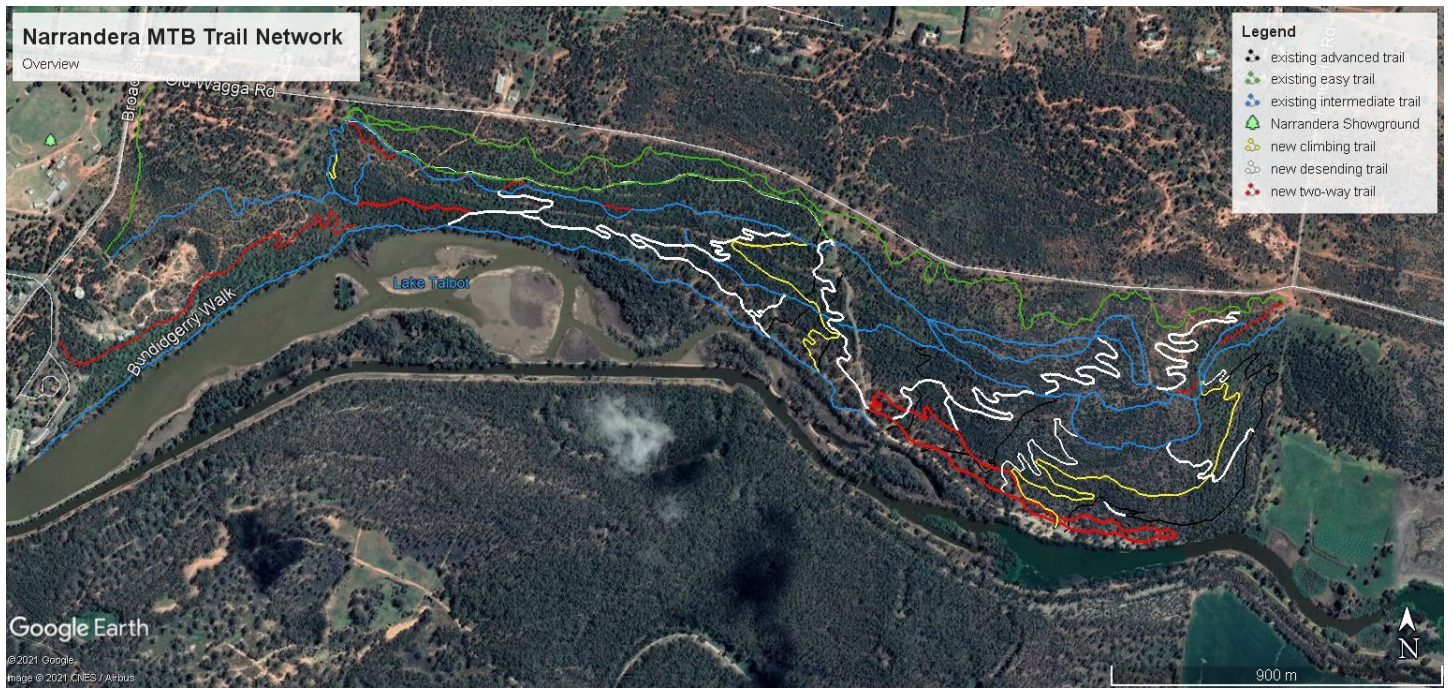
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Title System : CROWN LAND	
Purpose : CROWN LAND CONVERSION L5547-24	
Reference Map: NARRANDERA SH 7	
Last Plan: 1209-1804, 6989-1804, 142-3110, 3397-3060	
DP751719_UP120213_ CA156824 PLAN OF CROWN LAND BEING RESERVE	
Lengths are in metres. Reduction Ratio - RTS	
Sheet 1 of 2 sheets	
LGA: NARRANDERA	
LOCALITY: NARRANDERA	
PARISH: NARRANDERA	
COUNTY: COOPER	
THIS PLAN WAS PREPARED SOLELY TO IDENTIFY THE LAND ABOVE AND THE BOUNDARIES HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL	
THIS PLAN IS NOT A CURRENT PLAN IN TERMS OF S.7A CONVEYANCING ACT 1919	
Drawn By: S.V. Signed Off: P.V. Office: Head Office, Crown Lands Division, Newcastle	



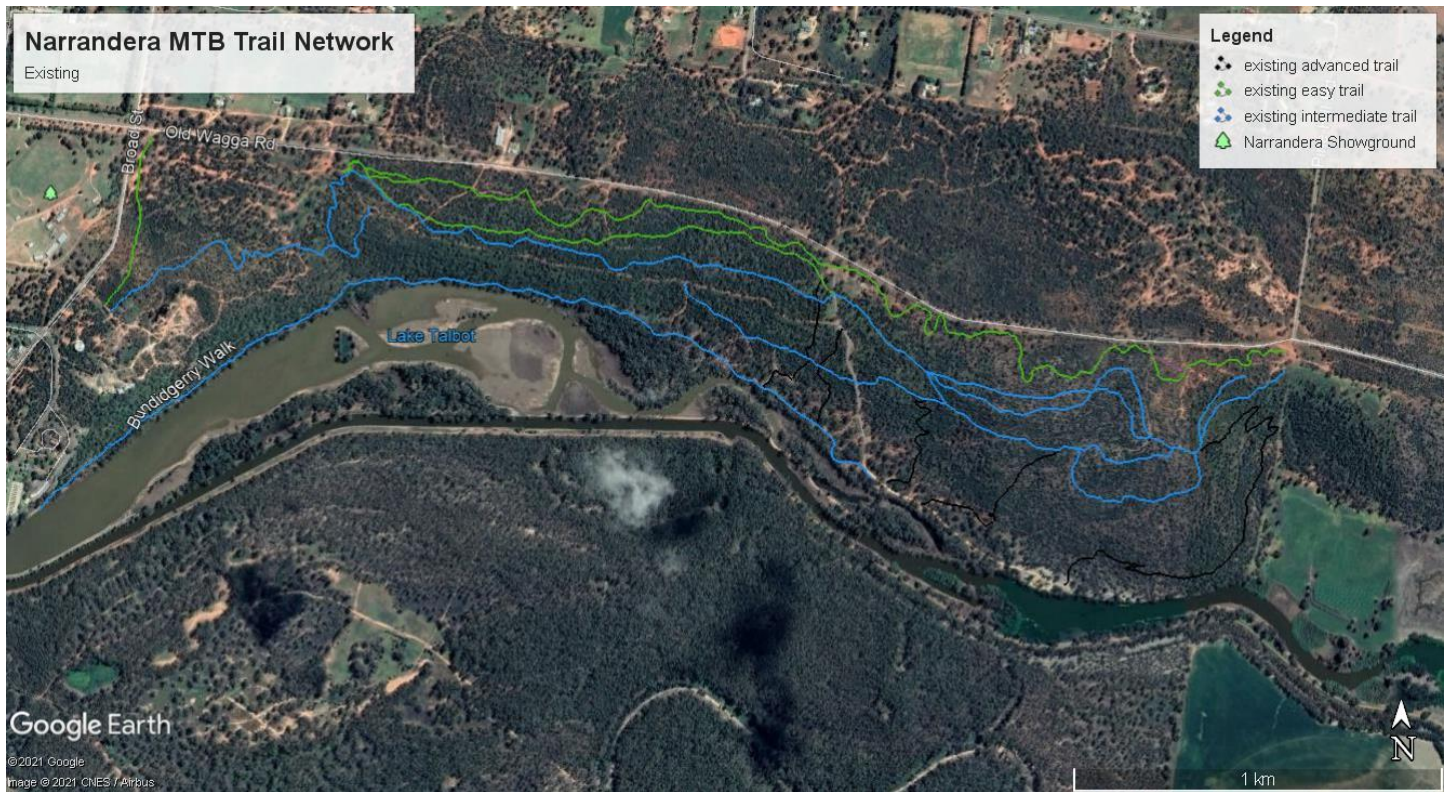
(A) MEASURED CROWN PUBLIC ROAD (40.235 WIDE)  
(SEE PLAN 1209-1804) - EXCLUDED FROM LOT 7316 & 7317  
CROWN PUBLIC ROAD EXCLUDED FROM LOT 7317  
IS PART OF RESERVE R91721 UNDER CROWN LANDS ACT

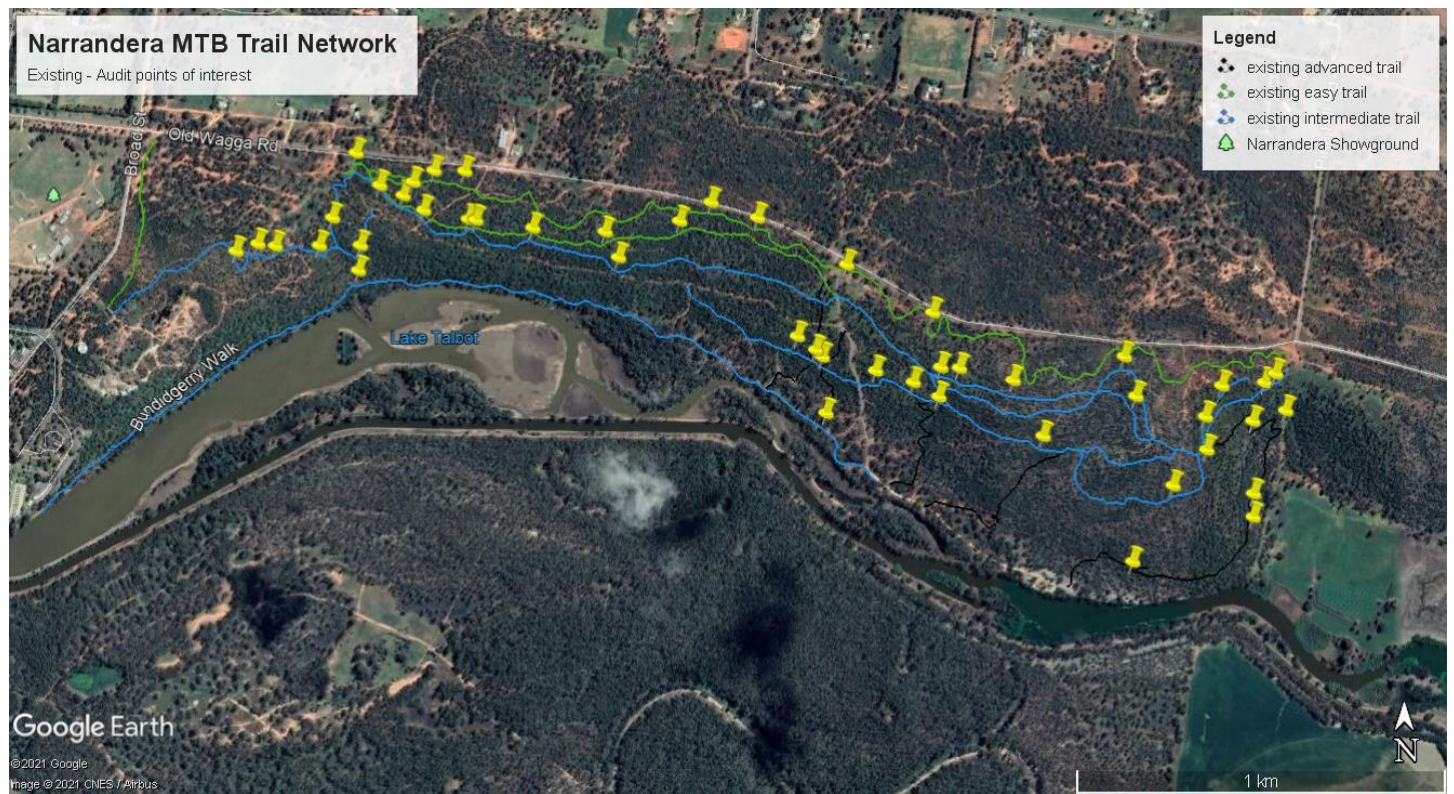
(B) PART MURRUMBIDGEE VALLEY NATURE RESERVE  
NATIONAL PARK ESTATE (RIVERINA RED GUM RESERVATIONS)  
BILL 2010, SCH. 8

Box: e-Dex / Doc: DP 1159952 P / Rev: 15-Dec-2010 / Srs: SC.OK / Prt: 16-Dec-2010 01:37 / Pgs: ATL / Seq: 1 of 2  
 WARNING : Electronic Document supplied by LPI NSW for your Internal Use only.











# Concept Plan

## Narrandera Mountain Bike Trail Network





**Document History and Status**

Version	Date	Author	Reviewers	Approver
0.1	7/7/2021	CM	CS	CS

**Version History**

Version	Date	Comments
0.1		

**LIMITATION:** This report has been prepared on behalf of and for the exclusive use of Narrandera MTB and Narrandera Shire Council (NSC) and is subject to and issued in connection with the provisions of the agreement between Natural Trails, NSC and Narrandera MTB. Natural Trails accepts no responsibility whatsoever for or in respect of any use of or reliance upon this report by any third party.

The report has been prepared on the basis of information available at the time of writing. While all possible care has been taken by the authors in preparing the report, no responsibility can be undertaken for errors or inaccuracies that may be in the data used.



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## Executive Summary

The proposed development of the Narrandera MTB Trail Network is located on the eastern fringe of the Narrandera township on Narrandera Shire Council (NSC) managed land bordered by Old Wagga Road and Lake Talbot.

The existing trail network consists of a number of trails that are a mixture of mostly sustainable alignments following the contour of the terrain, combined with other steep and eroded fall line trails that require significant upgrades or removal and rehabilitation.

Most trails have developed from old motorbike trails on the land and currently there is significant impact still from this and uncontrolled 4wd use in the area. The plan is to rehabilitate most of these damaged areas as part of the proposed project.

This Concept Plan has been developed to make better use of the available land and provide a more sustainable trail network that uses industry best practice for trail design, minimising ongoing maintenance requirements while providing the best possible tourism product.

The outcome is to create a trail network of around 30km in total length.

### Leveraging Mountain Biking

Mountain biking is the fastest growing recreational sport in Australia. The ability of landowners and land managers to engage with this market and provide a product that is attractive and encourages travel and overnight stays is critical to leveraging mountain biking to address social and economic issues.

There are numerous examples of other areas across Australia that have embraced mountain biking to address social and economic issues. One of the best examples of this is Derby in Tasmania, Bright in Victoria and Jindabyne in NSW.

Each of these towns recognised the benefits that mountain biking could provide to their communities and aggressively pursued trail developments to achieve their goals.

### The Trail Concepts

The concept plan outlines the potential to make minor improvements to some existing trails, remove those that are unsustainable, and create new trails that enhance the existing network and make better use of the available terrain. Additional trails will also add to the overall length of trail network, making it more attractive to a wider group of rider abilities, which will increase visitor numbers and tourism potential to the township.

### Trail Construction

The trail construction strategy for the project allows for some minor works to the existing network to be carried out by Narrandera MTB and its volunteers.

More significant alterations and newly proposed works would be constructed by professional trail builders with the use of machinery (small excavator). Due to time and budget constraints, most of the proposed trails are indicative alignments which will require further ground truthing and marking as part of the next phase of the project.

Potential exists for members of Narrandera MTB to be part of larger scale works to gain the skills and experience to better manage and maintain trails post construction, and to provide local employment in the project.



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### Financial Considerations

The cost estimates for the project for funding purposes is:

**\$481,305.00 (ex GST)**

This includes costs for planning, construction, and rehabilitation works

As trails are organic, even the best designed trails will require some ongoing maintenance (including vegetation pruning). The creation of a 'Trail Stewardship' utilising local volunteers to undertake regular maintenance tasks should be utilised (based on successful models used throughout Australia). This combined with an MOU with NSC and provision of annual contributions of **\$10,000.00** in NSC budgets to support ongoing works, should be included in project outcomes.

While a formal economic analysis has not been undertaken for the project, initial analysis of visitation and ongoing project benefits based on similar projects are summarised below:

Between 3-4 direct construction jobs

1-2 part time maintenance jobs

1-2 jobs for MTB services (MTB shop, shuttles, etc.)

Machinery hire and the supply of materials

Tourism and catering business to service tourists to the area

Direct revenue for ongoing maintenance from partnership / sponsorship agreements and donations / funding

### Next Steps

The next steps to progress this project are:

Establish a Project Delivery Committee to manage the tasks required to deliver the project

Undertake any Master Planning, REF and Business Case assessment as required

Identify and secure funding to deliver the project

Develop MOU and tender documentation to support the project strategy

### Conclusion

The Narrandera Mountain Bike development is an opportunity to leverage off current tourism products and to help provide a long-term economic driver to ensure the viability and sustainability of the township.

This is a project that is largely 'shovel ready' with construction work able to commence before the end of 2021, with a construction period of 6-8 months.





## Background

### Narrandera Mountain Bike Trail Network

The existing network is located on the eastern fringe of the Narrandera township, bordered on the north by Old Wagga Road, Lake Talbot on the southern edge, and the Narrandera showground to the west. The highest point is located at the lookout in the north eastern corner, sloping gradually to the west and moderate to steeply from Old Wagga Rd down to Lake Talbot.

Several rock outcrops traverse the middle of land area, with a mixture of large rock shelves traversing east to west with larger amounts of small random rock between these shelves. Areas above and below this are predominately a red clay soil with a sandier mixture of soil in the north western corner and around old quarry site. Several large natural water courses running north to south are located throughout the area.

The existing informal trail network as outlined in figure 1 consists of a number of trails that traverse the plateau adjacent to Old Wagga Rd, a shared use trail along the Lake Talbot foreshore, and several steep fall line trails between these two areas.

Most of the area is littered with old unsanctioned motorbike and 4wd tracks that have caused significant erosion and damage to the native environment, that will require major rehabilitation works.



Figure 1: Narrandera MTB Trail Network – Existing

### Proposed Development

This Concept Plan has been developed to make better use of the available land and provide a more sustainable trail network that uses industry best practice for trail design, minimising ongoing maintenance requirements while providing the best possible rider experience and tourism product.



The proposed network changes are designed to remove and rehabilitate existing trails (or sections thereof) that are long term unsustainable on their current alignment. Existing trails that are to remain have been audited for sustainability, and recommendations for minor realignments or repairs have been documented separately in the Narrandera MTB Network Trail Audit Report.

The proposal includes a component to rehabilitate significant areas of damage done by unsanctioned motorbike and 4wd use on the land. Potential exists to partner with a Landcare group as part of the project to help undertake these works.

The network has been designed to create a Trailhead area based around the existing carpark and facilities located at the Rocky Waterholes boat ramp on Lake Talbot.



Figure 2: Narrandera MTB Trail Network – Proposed Alterations

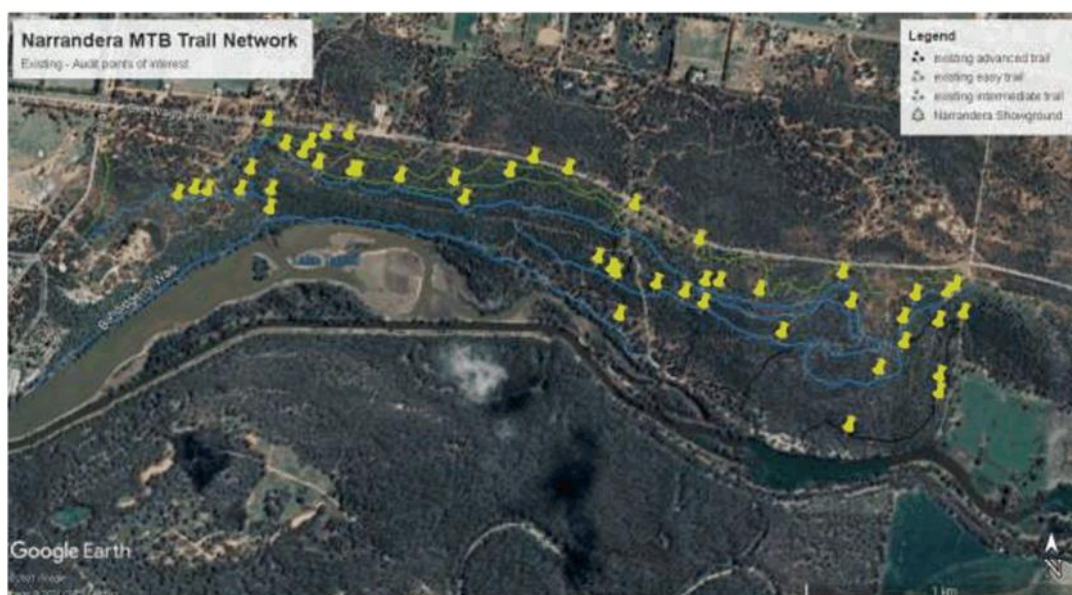


Figure 3: Narrandera MTB Trail Network – Existing Trail Audit – Points of interest





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## Current Status

This Concept Plan has been developed to provide a high-level outline of the scope of work for the Narrandera Trail Development Project and a cost estimate to deliver the scope of work.

The Concept Plan has been developed with the support of key regional stakeholders including:

- Narrandera Shire Council (NSC)

- Narrandera MTB

The primary purpose of the Concept Plan is to secure the following:

- Gain buy-in and approval from the major landowners involved in the project.

- Educate stakeholders and government agencies on the opportunities associated with the development of mountain bike infrastructure in Narrandera and the Riverina region

- Engage local business owners and individuals to identify and promote opportunities associated with mountain bike development in the region

- Secure funding to develop the project

- Secure funding to deliver the project

- Establish governance arrangements for the ongoing management and maintenance of the trail network and associated facilities.

## The Opportunity

### Proximity of Trails to Township

Narrandera is located in an area where business owners along with the NSC and the NSW Government recognise the opportunities to enhance and make the region economically sustainable through the development of tourism infrastructure projects.

The trail network has the potential to leverage off existing other tourism products currently available, potentially extending duration of stay of current visitors. Being on a major tourism route between Canberra and Adelaide, it also has the potential to capture MTB tourists passing through the township.

The close proximity of the Narrandera township to the trail network is also a significant benefit, as the trails are easily accessible using existing road network.

### Adventure Tourism Synergies

The Narrandera Mountain Bike trail network will cater to all skill levels and will provide both residents and tourists with improved outdoor recreation opportunities.

The trail network will complement existing summer activities and will also provide an additional economic opportunity for tourism during winter months.

The development of a trail network in the region will help boost visitation numbers next summer and into the future as the trail network will be accessible all year round. In addition, the construction effort will utilise local labour and materials, injecting much needed funds into the township.



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## Trail Network

The Mountain Bike Trail Network will use the township of Narrandera as the central hub, with on-road links to the wider trail network. The aim is to have a network of around 30km in total length.

The trail network is being designed with a focus on the conventional mountain bike market however the trails will also be suitable for eMTB (electric pedal assisted) mountain bikes.

The trail alignments have been established using principles from the Auscycling (formerly Mountain Biking Australia) Australian Trail building Guidelines (2019) for sustainable trail design and construction.

The trails are designed to follow the natural topography and contours of the terrain to provide the best rider experience possible, to manage rider speed, to avoid excessive braking and to optimise the long-term sustainability of the trail network.

### Narrandera Trail Network

The Narrandera Trail network is composed of the following elements:

- 13.75km of existing trail that will be maintained and modified with minor works and realignment where required by Narrandera MTB.

- 15.2km of new trail to be constructed using a majority of hand built trail combined with short machine built sections and trail features (berms and jumps)

- 2.2km of existing trail that will be closed and rehabilitated with natural logs and thatching.

- Approx. 5000m<sup>2</sup> of old motorbike and 4wd tracks to be rehabilitated. This would include machine reshaping and drainage, covering with natural thatch and logs, and replanting or grass seeding as required.

- Design and installation of trailhead information and warning signage

- Design and installation of emergency, warning, and wayfinding signage throughout trail network.

## Trail Design and Development Considerations

### General Considerations

The trail network has been designed to deliver the following:

- An interconnected network that works with the natural landscape

- Riding experiences for all ages and levels of riding ability

- Alignments that showcase the natural and historical features of the region

- Shuttle options for riders who choose not to use the climbing trails

Due to time and budget constraints, most of the proposed trails ( other than climbing trails) are indicative alignments which will require further ground truthing and marking as part of the next phase of the project.





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### Trail Design Standards

The trail networks will be designed in accordance with the requirements of the Australian Mountain Bike Trail Guidelines (MTBA 2019).

### Safety Considerations

The following safety issues have been considered during the design of the trail network:

- Trails located adjacent to roads – where possible physical barriers will be used to provide separation between riders and vehicles
- Road crossing points – crossing points have been located in slower speed zones within township areas and on straight sections of road to provide good sight lines. Signage will also be used at crossing points to make drivers and riders aware of the safety issues.
- Traffic at trail heads – trail head has been located where there is adequate existing carparking spaces and toilet facilities
- Emergency points – emergency location signage will be installed throughout the trail network to allow riders to convey their location to emergency services.
- Emergency services access – emergency services will be consulted to identify access locations for emergency services to reach injured or unwell riders.

A risk register will be developed as part of the master planning to capture all identified risks and the control measures that will be implemented to eliminate or mitigate the risks.

### Trail Heads and Parking

Trail heads are important as they allow information to be shared with riders about what to expect on the trail network as well as notifying riders of any hazards or trail changes that have occurred.

The trail head will be located at the existing Rocky Waterholes boat ramp which has / will have the following facilities:

- Trail map information and warning signs
- Carparking areas
- Shuttle pick up / drop off areas
- Picnic tables with shelters
- Bike racks and bike repair stands
- Toilet

### Road Crossings

Road crossings will be required across the sealed access road to Rocky Waterholes and numerous NSC managed fire roads. Where possible crossings will be located where both drivers and riders have good lines of sight.



### Signage

Signs will be used throughout the trail network to provide direction, manage behaviour, inform users of hazards and to expedite emergency service response.

A trailhead sign is to be installed at Rocky Waterhole Boat ramp carpark to provide overall trail information and NSC specific warning information.

### Trail Furniture

Trail furniture includes seats, shelters, bike racks, and other structures that will enhance the end user experience of the trail network.

Where possible, trail furniture will be constructed using steel and other non-combustible materials.

Trail furniture will be designed to be consistent with relevant authority requirements.

## Budget Estimate

### Budget Estimate

This section provides a concept level budget estimate for the delivery of the Narrandera Mountain Bike Trail Network.

The budget estimate includes all foreseen costs to:

- Plan, undertake investigations and gain approvals for the project

- Secure funding for the project

- Manage the delivery of the project

- Construct the trails and the supporting infrastructure

- Develop and collate as constructed documentation and operations and maintenance documentation

Budget estimates for each trail element are outlined in the following tables.

**Table 5.1:** Narrandera Trail Network Budget Estimate

Narrandera Trail Network		
Element	Unit / Assumption	Estimate
15,170m of new trail construction	\$15 per/metre (average)*	\$227,550
Masterplan – design, ground truthing alignments		\$10,000
Signage, Trail Head and wayfinding		\$40,000
Approx. 7000m <sup>2</sup> of rehabilitation works	\$14 per/metre <sup>2</sup>	\$100,000
Project Management / Approvals / Consultation	1 year	\$60,000
Contingency – alignment issues, wet weather, approval delays, etc.	10%	\$43,755
	<b>TOTAL (excl GST)</b>	<b>\$481,305.00</b>



## Assumptions

The following assumptions were made during the development of the budget estimate:

Construction will take 6-8 months.

\*Trail construction rate is based on an average rate by combining a base rate of \$10p/m for basic hand built trail and \$25p/m for machine built trail features.

## Economic Benefits

While a formal economic analysis has not been undertaken for the project, initial analysis of visitation and ongoing project benefits based on similar projects are summarised below:

Between 3-4 direct construction jobs

1-2 part time maintenance jobs

1-2 jobs for MTB services (MTB shop, shuttles, etc.)

Machinery hire and the supply of materials

Tourism and catering business to service tourists to the area

Direct revenue for ongoing maintenance from partnership / sponsorship agreements and donations / funding

Creation of cycle, tourism, accommodation, catering based businesses

Increased occupancy of holiday accommodation

## Governance Arrangements

Effective governance will be critical for the successful delivery and ongoing management of the Narrandera Mountain Bike Trail Network.

While the majority of the trails will be constructed on council managed land, other potential stakeholders may be included in decision making processes.

## Planning and Delivery Governance

Effective project planning and delivery governance will be essential for securing funding for the project and to successfully deliver the scope of work.

A Project Delivery Committee should be formed to finalise planning activities, to secure funding and to manage the delivery of the project.

The Project Delivery Committee should include the following representatives:

Narrandera Shire Council

Narrandera MTB

The Trail Construction Contractor (when appointed).



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A charter should be developed for the committee to define the overarching purpose of the group and to provide structure and guidance to making decisions to achieve project outcomes.

### Ongoing Governance Arrangements

The operation and management of the Narrandera Mountain Bike trail network will be an ongoing undertaking. Given that the management of mountain bike networks is not a core function of Narrandera Shire Council (NSC), alternate governance arrangements need to be investigated.

An operational structure that should be considered is the formation of a 'Trail Stewardship' approach where a not for-profit organisation is established to provide direction and ongoing maintenance of the trail network.

A similar body has been established for mountain bike trails in the Jindabyne area.

The [Jindabyne Trail Stewardship](#) has successfully established itself and now manages over 100kms of trail, directly employing and 2-3 people on a part time basis.

This body needs to be formed and functioning before the trail network is operational. This will require partial funding for the first several years (Budgeted at \$10,000 p.a.) after which time the body should be self-funded through recurring revenue, sponsorship and grant funding.

## Implementation Planning

### Risk Management

Identifying and managing project risks will be essential for the proactive management of issues and the successful delivery of the project.

Project risks include:

- Stakeholder support for the project, in particular NSC support
- Failure to secure funding to deliver the project
- Environmental and Aboriginal Cultural Heritage factors that affect project delivery
- Contracting strategies to support the project
- Lack of suitable resources to deliver the project
- Ongoing management and maintenance requirements

A project risk register should be developed and maintained for the duration of the implementation phase of the project

### Stakeholder Engagement

Stakeholder engagement will be critical to the successful of the project. Stakeholders who have the potential to impact (positively and negatively) on the delivery of the project must be identified, their perspectives understood, and strategies developed to enhance their involvement in the project outcomes.

A Stakeholder Engagement Plan should be developed to capture stakeholder engagement requirements and to manage issues as they arise.





### Review of Environmental Factors

A Review of Environmental Factors may be required before construction work can be undertaken on this project.

Given the area where the trails are located has been significantly impacted by other users including motorcycles and 4WD vehicles, thought should be given to rehabilitation of these older existing trails in partnership with a Landcare group. A provision for these works has been included in the budget estimates.

Consideration should be given to the environmental benefits of trail network in relation to access to areas to improve weed control and for future fire management activities.

### Aboriginal Cultural Heritage Assessments

Aboriginal Cultural Heritage Assessments may be required before construction can commence.

The Project Delivery Committee will work collaboratively with the traditional owners to confirm Cultural Heritage values for the area and to manage any impacts to Cultural Heritage values as a result of construction activities.

### Planning Approvals

The Project Delivery Committee will be required to identify approval requirements for the project.

An approvals register should be developed to capture approval requirements and to monitor progress.

### Construction Program

The project has been divided into the following construction packages:

Package 1 – Planning and approvals

Package 2 – Trail Construction

Package 3 – Rehabilitation works

**Table 7.1** Trail Network Construction Timeframe Estimate

Project Timeframe		
Element	Unit / Assumption	Estimate
Master planning	Ground Truthing, REF, Economic Analysis, Mapping, Document Preparation	5-6 weeks
Trail Construction (15.2km)	Trail Construction @ 75m p/day	7 months
Rehabilitation works (7000m2)		Included above

### Construction Delivery Considerations

This project has been conceived and designed to provide the greatest benefit to the local and regional economy and boost the broader economic sustainability of the region.



To achieve these outcomes, wherever possible, local contractors (for the supply of machinery / materials) and locally sourced labour should be utilised to deliver the project.

Due to the specialised nature of trail construction, the project will need to engage the skills of a suitably qualified professional trail builder to oversee and manage the design and delivery of the project. This trail builder can be supported by local labour.

Similar projects have seen the use of professional trail building companies to provide overall project management, construction systems and on-ground supervision and an experienced machine operator / team leader to manage each trail crew.

Within each crew, local labour is then sourced and trained in trail building and land management techniques. The benefit of this approach is that these locals acquire the skills to manage and maintain trails after construction is completed.

## Next Steps

### Establish Project Delivery Committee

In order to manage the tasks required to deliver this project, it is recommended that a Project Delivery Committee is established.

The committee may also include a representative from the body that is providing funding for the project.

### Master Planning Development

In order to complete the master planning the following activities will be undertaken:

- Ground truthing of proposed new alignments
- REF and cultural assessments where required
- Identification of approval requirements
- Confirming locations for trail head signage and other infrastructure changes
- Refining project estimates
- Refining construction methodologies and timeframes
- Refining contractor and supplier strategies
- Undertaking financial analysis
- Developing Master Planning documentation and maps.

### Identify and Secure Funding

The Project Delivery Committee will be required to work with local stakeholders, the NSW Government and the Federal Government to identify funding opportunities to deliver the project.

Funding will be required for the following stages:

- Master Planning Development
- Construction package delivery
- Establishment of the Narrandera MTB or Trail Stewardship.



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### Develop Tender Documentation

Depending on the project delivery strategy and procurement governance arrangements, tender packages will be required for the following:

- Trail design and construction activities – includes overarching project management

- Design, supply and installation of any trail structures, signs, or trail furniture

- Supply of miscellaneous materials – rock, fill material, fuel, vegetation management, reveg planting, tools, etc.

Tender packages should stipulate that wherever possible the majority of services and materials should be sourced from the Narrandera Shire region.

### References

The following documents were used as references for the development of this Concept Plan:

- Australian Mountain Bike Trail Development Guidelines (MTBA 2019)





## Appendix A – Photos



Photo 1 – existing trail showing soil type and typical rock shelf





Photo 2 – Existing trail furniture (bike rack) at Narrandera Library





Photo 3 – typical damage from motorbike and 4wd unsanctioned usage





Photo 4 – view from higher elevation of outlook and existing trail through typical rocky outcrop





Narrandera Mountain Bike Trail Development – Concept  
Plan



Narrandera Mountain Bike Trail Development – Concept  
Plan

# Small Business Incentive Scheme Policy 202X POL010





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<b>Policy No:</b>	<b>POL010</b>
<b>Policy Title:</b>	<b>Small Business Incentive Scheme Policy</b>
<b>Section Responsible:</b>	<b>Economic Development</b>
<b>Minute No:</b>	<b>xxxxx</b>
<b>Doc ID:</b>	<b>559839</b>

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## 1. INTENT

- a. To facilitate economically sustainable development in Narrandera Shire.
- b. To strengthen the local economy and improve employment opportunities by stimulating developments suitable to the environment and community of Narrandera Shire.
- c. To provide economic and administrative incentives for viable enterprises to establish in Narrandera Shire. Such incentives are offered in accordance with Section 356 of the NSW Local Government Act 1993, namely:
  - i. The assistance is part of a specific program which has been included in the Council's management plan,
  - ii. The program's budget does not exceed 5% of the Council's income from the ordinary rates for the year and
  - iii. The program is uniformly available to all or a significant group of persons within the area.

Any applications for funding received prior to the satisfaction of statutory exhibition and final endorsement of the policy will be required to be dealt with in accordance with Section 356(1) of the NSW Local Government Act 1993 in that notice of any proposal to grant any financial assistance will require Council to give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance before doing so.

- d. To provide a framework for staff when dealing with potential developers.

## 2. SCOPE

This policy applies to:

- a. Existing business entities within Narrandera Shire that are legitimately operating as a registered business with an Australian Business Number (ABN).
- b. New or relocating businesses that are proposing to establish a new enterprise in retail, service, industry or other legitimate business sectors within Narrandera Shire.

## 3. OBJECTIVE

Narrandera Shire Council Business Incentive Scheme (BIS) is available to businesses, where the nature and scale of the proposed investment will stimulate significant economic and community benefits, diversity and value-add to the wider regional economy beyond the growth of the business itself.

The BIS is a discretionary scheme that seeks to attract and support businesses that will deliver the greatest benefits to Narrandera Shire. The focus of the incentives package is on business that will:

- create new jobs
- catalyse additional investment
- catalyse growth in a key strategic area.

#### **4. POLICY STATEMENT**

To encourage the establishment of businesses that are sustainable both financially and environmentally to provide long term benefit to the Narrandera Shire by:

a. Attracting new business to the Shire.

Business attraction may be promoted through Council's online resources or through traditional media sources including newspapers, magazines, television, radio and other. Council will distribute its Red Hill Industrial Estate Prospectus 'Open for Business. Room to Grow' to encourage land purchases on the estate that will facilitate the development and employment of people.

b. Supporting local businesses to assist them in remaining profitable, competitive and provide ongoing and increased employment opportunities.

Local business support occurs through the Council's membership of and participation in the Narrandera Business Group where initiatives such as the 'Buy Local Campaign' and 'Narrandera Connected' business functions are strongly supported.

In addition, Narrandera Shire Council produces and distributes to its local business database a bi-monthly newsletter that concentrates on news of business activity and initiatives within the Shire.

Council also receives and distributes regular communications from Government and various business organisations with information on grants, webinars, conferences and other advice about small business operation and management.

c. Council may support local businesses with other initiatives from time to time.

#### **5. PROVISIONS**

##### **5.1 ELIGIBILITY CRITERIA**

All applications for the Narrandera Shire Business Incentive Scheme will be assessed on a case-by-case basis.

Applications for assistance will only be considered where businesses show a high probability of future success and sustainability. Any application for assistance must include a Business Plan which details:

- Projected income and expenditure in relation to the development
- Employment levels
- Product and marketing strategy
- Any other relevant information
- Other satisfactory evidence that the development has a reasonable prospect of success.
- Outstanding merit and/or reflect confidence in the viability of Narrandera Shire as a location to establish or expand enterprises.

## **5.2 POTENTIAL ASSISTANCE**

Council will consider making available various forms of development assistance, which may include some or all the following concessions:

- Free pre-application advice
- Reimbursement of development application fees (ref 11.2)
- Reimbursement of 'up front' Developer Contribution charges (ref 11.3)
- Assistance with civil works that may be required, including transport access, car parking, etc (ref 11.3)
- Waiver or reduction in other site establishment fees (ref 11.3)
- Rate relief (ref 11.1)
- Rebates for industrial land purchases (refer to POL048 Sale of Industrial Land Red Hill Estate Policy)
- To act as a facilitator for the development with relevant government departments and agencies.

Council and staff are aware of various State and Federal initiatives released from time to time and will provide facilitation support for developers to access such programs where possible.

## **5.3 APPLICATION PACKAGE**

To assist in the determination of the request for an incentive, Council requires a comprehensive proposal outlining detailed information regarding both the proponent business and the project. The information requirements are set out in the Application Package which includes:

- Application checklist
- Application form and additional documents

### **5.3.1 Application checklist**

The application checklist provides an easy reference for applicants to ensure they have included all the supporting documents and information for their application.



### 5.3.2 Application form

The application form sets out the required information that applicants must submit for their applications to be considered for the BIS.

- a. Business Overview: summary of the business that includes the Executive Summary of a Business Plan, the core function, the goods and services offered, vision statement, business goals over the next 5 years and the key milestones to achieve this.
- b. Organisational Chart: include a diagram that shows the structure of the organisation, the relationships, job titles and reporting hierarchy.
- c. List of Board Members: include the names and positions/titles of each board member (if applicable).
- d. Management Capability: if a corporation, include a capability statement on the senior management of the business which includes, their name, their role, area of expertise, length of service with the business and their key skills or strengths.
- e. Capital Expenditure: provide an overview of the proposed capital expenditure and one-off (non-operational) costs associated with the project. Information required includes where relevant, the amount of capital expenditure for the project into the following categories:
  - land and buildings
  - plant and equipment
  - technology
  - intellectual property
  - infrastructure
  - Other one-off establishment costs e.g., Relocation and fit-out costs
  - Employment details - applicants must provide a breakdown of existing employment levels by category on a Full-Time Equivalent basis as well as the projected employment levels over three years.

### 5.4 APPLICATION PROCESS

- a. Initial meeting with Council's Economic Development team to discuss eligibility and process.
- b. Applicant submits the application form and supporting information.
- c. Economic Development officers prepare a report summary for the next ordinary Council meeting.
- d. Applicant notified of the outcome of Council's resolution.
- e. If successful, the applicant will be provided with a formal offer and contractual agreement.
- f. Reporting and milestones established through a contractual agreement.
- g. The applicant will submit milestone reports to affect the payment of funds.
- h. Monitoring and reporting for the period of the agreement.

## 5.5 ASSESSMENT AND NEXT STEPS

- a. Applications for the Narrandera Shire Council Business Incentive Scheme will be assessed on an as-needed basis.
- b. Applicants will be advised of the outcome of their application within 60 days of the Council meeting.
- c. Successful applications will receive an offer of financial assistance. If the business accepts the offer, it will enter into a formal agreement with Narrandera Shire Council which will outline the terms and conditions of the financial incentive. Once signed by both parties, the agreement becomes legally binding.
- d. The payment of incentives is through reimbursement of approved fees and charges incurred.
- e. Rebates for the following areas are conditional upon an application meeting specific incentive criteria (refer to Attachment 1 Business Incentive Rebate Criteria Guideline)
  - Rate waiver
  - Reimbursement of development application fees
  - Reimbursement of developer contributions, civil works, site establishment fees
- f. All proposals must be submitted to Council for final approval and Narrandera Shire Council reserves the right to accept or reject any application for assistance either in whole or part.
- g. Council may consider variations for applications that demonstrate outstanding merit.
- h. Financial assistance (where granted) will be provided once contractual obligations of the mutual agreement with Narrandera Shire Council are met with documentary evidence of expenditure.

## 6. DEFINITIONS

- **ABN:** Australian Business Number
- **BIS:** Business Incentive Scheme
- **NSC:** Narrandera Shire Council

## 7. ROLES AND RESPONSIBILITIES

### Staff

- Economic Development Manager to manage application process in conjunction with Tourism & Economic Development Coordinator.
- Other council staff involved in the assessment process i.e. rates, finance, infrastructure.

### General Manager

- Review application and assessment outcomes.
- Authorise submission of application to Council for determination.

### Council

- To review application and make resolution.

**8. RELATED LEGISLATION**

- Local Government Act 1993
- Privacy and Personal Information Act 1988

**9. RELATED POLICIES AND DOCUMENTS**

- Narrandera Shire Council Small Business Incentive Scheme Application checklist
- Narrandera Shire Council Small Business Incentive Scheme Application form
- Business Incentive Rebate Criteria Guideline
- Narrandera Shire Council Code of Conduct
- POL048 Sale of Industrial Land Red Hill Estate Policy

**10. VARIATION**

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

**11. PREVIOUS VERSIONS**

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

- N/A

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Tourism &amp; Economic Development Co-ordinator</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>XX Month 202X</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>XX July 2023</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Adopted by Council</b>	<b>Date signed by GM</b>
<b>1 Adopted</b>	13/07/2021	DD/MM/YYYY	DD/MM/YYYY
<b>2 Reviewed</b>	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY



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**Attachment 1:**

**BUSINESS INCENTIVE REBATE CRITERIA GUIDELINE**

1. This guideline supports incentive opportunities for business within Narrandera Shire as outlined in Council’s Business Incentive Scheme Policy (POL010).

**11.1 Rate Relief Criteria**

2. A rate rebate is conditional upon the business owner complying with Council requirements and meeting the criteria below:

3.	Measure	4.	Incentive
5.	Creation of under 5 FTE jobs	6.	Rebate of up to \$500 per FTE employee for one year
7.	Creation of 5 or more FTE jobs	8.	Rebate of rates up to \$2500 for one year
9.	Creation of 10 or more FTE jobs	10.	Rebate of rates up to \$2500 each year for two years
11.	Creation of 25 or more FTE jobs	12.	Rebate of rates up to \$2500 each year for three years
13.	Creation of 50 or more FTE jobs	14.	By negotiation

**11.2 Reimbursement of Development Application Fees Criteria**

15. The reimbursement of development application fees is conditional upon the business owner complying with Council requirements and meeting the criteria below:

16.

17. *Statutory and state government fees are ineligible for reimbursement.*

18.

19.	Measure	20.	Incentive
21.	Creation of under 5 FTE jobs	22.	Reimbursement of Development Application fees up to \$200 per new FTE job.
23.	Creation of 5 or more FTE jobs	24.	Reimbursement of Development Application fees up to \$1000.
25.	Creation of 10 or more FTE jobs	26.	Reimbursement of Development Application fees up to \$2500.
27.	Creation of 25 or more FTE jobs	28.	Reimbursement of Development Application fees up to \$5000.
29.	Creation of 50 or more FTE jobs	30.	By negotiation

jobs

**11.3 Reimbursement of Developer Contributions, Civil Works, Site Establishment Fees Criteria**

31. The reimbursement of development contributions, civil works or site establishment fees is conditional upon the business owner complying with Council requirements and meeting the criteria below:

32. Measure	33. Incentive
34. Creation of under 5 FTE jobs	35. Reimbursement of Developer Contributions, Civil Works and/or site establishment fees up to \$400 per new FTE job
36. Creation of 5 or more FTE jobs	37. Reimbursement of Developer Contributions, Civil Works and/or site establishment fees up to \$2000.
38. Creation of 10 or more FTE jobs	39. Reimbursement of Developer Contributions, Civil Works and/or site establishment fees up to \$3000.
40. Creation of 25 or more FTE jobs	41. Reimbursement of Developer Contributions, Civil Works and/or site establishment fees up to \$5000.
42. Creation of 50 or more FTE jobs	43. By negotiation



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

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





## PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and **Narrandera Shire Council** (the '**Council**)  
(the '**Parties**')

Last Updated: 9 July 2021

### 1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered
- C. Document the responsibilities of Service NSW and the Council on the provision of Services
- D. Provide mechanisms to manage the relationship between the Parties
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith

This Agreement is not legally binding.

### 2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('CEO').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) SNSW partners with the Council to promote and deliver the services of SNSW for Business to businesses across NSW.

29/3/21



7) the purpose of this collaboration is to ensure awareness and access to Government services to all businesses in NSW.

8) the services of SNSW for Business are free for the Council and for customers.

9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.

10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of any other Act, including the PPIP Act and the HRIP Act.

11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.

12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the council concerned. The responsibilities of Agencies under the *State Records Act 1998* include making and keeping full and accurate records of their office.

13) The Parties have agreed to enter into an Agreement under section 8 of the Service Act, incorporating these Standard Terms of Engagement.

### 3. Guiding Principles

#### 3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability
- C. Ensure that each of its Personnel complies with this AGREEMENT and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services
- E. Work together to identify and manage shared risks
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

### 4. Roles and Responsibilities

#### 4.1. Service NSW will:

- A. Provide the Services in accordance with this Agreement Standard Terms, subject to any Change Request
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues
- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

## 5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the SNSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access SNSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program
- (v) identify local opportunities to inform customers of the program
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

## 6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

## 7. Data and Data Security

7.1. Each party retains ownership of its Data.

7.2. Except as required by law, neither party must ensure that its Personnel will not:

- A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement
- B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data; or

Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.

In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

## 8. Confidential Information

8.1. The Parties must, in respect of any Confidential Information:

- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services
- B. Use the Confidential Information solely for the purpose of carrying out its obligations
- C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations
- D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
- E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

## 9. Privacy

9.1 Each party and its Personnel must:

- A. Comply with Privacy Laws; and
- B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties

9.2. In particular, Service NSW acknowledges that:

- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and



- B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.

Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.

- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement (**'Data Incident'**):
- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention
  - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach
  - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
  - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
  - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a **'Complaint'**), the following will apply:
- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct
  - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct
  - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation to the other party, no later than 20 days after receipt of the original Complaint
  - D. If the Complaint relates jointly to the conduct of both parties, then the party that received the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

## 10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
  - A. Their Existing Material; and
  - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
  - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

## **11. Performance Management and Continuous Improvement**

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

## **12. Reporting**

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

## **13. Change Management**

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

## **14. Governance**

- 14.1 The parties agree to comply with the Governance Framework.

## 15. Business Continuity and Disaster Recovery

- 15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

## 16. Dispute Resolution

- **16.1** In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute
- If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
- If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- **16.2** Despite the existence of a dispute, each party must continue to perform its obligations.

## 17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

## 18. Miscellaneous

### 18.1 Entire Agreement

This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.

### 18.2 Survival

The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.

18.3 Notices

A notice under this Agreement Standard Terms must be in writing and delivered to the address or email address of the recipient party.

18.4 Variation

All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

18.5 Waiver

If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.

10.6. Applicable law

The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.

18.7 Counterparts

The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.



### 19. Execution

Narrandera Shire Council has reviewed and accepts this Agreement

Signed for and on behalf of <b>Narrandera Shire Council</b> by its authorised signatory	Signed for and on behalf of <b>Service NSW</b> by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

## Schedules

### Schedule 1 - Definitions

In these Standard Terms, except where a contrary intention appears:

**Business Continuity and Disaster Recovery Plan** means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs

**Change Request** means the request for a change to the scope of Services in the form set out in Schedule 2

**Commencement Date** means the date of start of this Agreement.

**Confidential Information** of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
  - a. is or becomes public knowledge other than by breach of these Standard Terms; or
  - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
  - c. is required to be disclosed by Law, government policy or legal process.

**Contact Centre** has the meaning set out in Schedule 1

**Continuous Improvement Principles** have the meaning set out in Schedule 1

**Continuous Improvement Process** has the meaning set out in Schedule 1

**Data** means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information

**Disaster** means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity

**Existing Material** means any material that is developed prior to entering into a Project Agreement or Service Agreement, or developed independently of a Project Agreement or Service Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Project Agreement or Service Agreement

**Governance Framework** means the governance arrangements set out in the Service Agreement

**HRIP Act** means the *Health Records and Information Privacy Act 2002* (NSW);

**Instrument of Delegation** means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

**Intellectual Property Rights** includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or

elsewhere

**Middle Office** has the meaning set out in Schedule 1

**Moral Rights** means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in the world, whether in existence before or after the Commencement Date

**New Contract Material** means new data created, other than the solution or service design

**Personal Information** has the meaning given to it in the Privacy Laws, as amended from time to time

**Personnel** means the person or persons employed or otherwise contracted by either party under these Standard Terms, as the context requires

**PPIP Act** means the *Privacy and Personal Information Protection Act 1998* (NSW)

**Privacy Law** means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PPIP Act; and
- B. the HRIP Act.

**Program** means the Easy to do Business program

**Quarterly Forecast** has the meaning set out in Schedule 1

**Relationship Manager** means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time

- A. **Service Act** means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

**Service Centre** has the meaning set out in Schedule 1

**Service NSW Standard Operating Conditions** means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 1

**Service Levels** means the service levels, operating conditions and service levels relating to the Services as set out in the Service Agreement

**Standard Terms of Engagement** or **Standard Terms** means these terms and conditions and includes Schedules 1 and 2

**Subcontractor** means a third party to which Service NSW has subcontracted the performance or supply of any Services

## Schedule 2

### 1. Service NSW Standard Operating Conditions

In addition to the Project Agreement, Service Agreement or Research Agreement, this section covers the standard omnichannel service inclusions.

#### 1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

#### 1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

#### 1.3. Middle Office

Inclusion	Description
-----------	-------------



Enquiry triage	Service NSW will triage enquiries received to <a href="mailto:info@service.nsw.gov.au">info@service.nsw.gov.au</a> or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none"> <li>- Resolve these enquiries or</li> <li>- Refer it to the appropriate business area at the Agency</li> </ul>
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance  Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Agency

1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

1.8. Branding

Unless otherwise set out in the Project Agreement, Service Agreement or Research Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Project Agreement, Service Agreement or Research Agreement is deemed to be out of scope for Service NSW.

**2. Operational Framework**

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Agency for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Agency where assistance is required
Issues Management	<p>Issues relating to existing products and services should be raised via <a href="mailto:partnerships@service.nsw.gov.au">partnerships@service.nsw.gov.au</a> or directly with the Relationship Manager</p> <p>The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates</p>
Quality control framework/ compliance	<p>Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding</p> <p>The framework includes:</p> <ul style="list-style-type: none"> <li>- Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call</li> <li>- Daily quality checks of transactions undertaken by the service centre</li> <li>- Quarterly compliance reviews and certifications provided by all service delivery channels</li> </ul>

2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or [servicedesk@service.nsw.gov.au](mailto:servicedesk@service.nsw.gov.au)

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

## 2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Agency's specific activities.

## 3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Agency which include:

- A. Credit T+2 value for cash, cheques\* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Agency

Cheque payments received over \$50,000 will be remitted back to the Agency once the funds clear the Service NSW remitting bank account.

## 4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

## Definitions

**Recovery Point Objectives** means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down because of a hardware, program, or communications failure.

**Recovery Time Objectives** means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) to avoid unacceptable consequences associated with a break in business continuity.

## 5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

'Continuous Improvement' refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

### 5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on



whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW;  
or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Agency may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Agency policy, system or regulatory changes is requested by Service NSW from the Agency, these should be conducted within timeframes agreed between the respective Relationship Managers.

## Schedule 3 – Privacy and Data Security

### (a) General

(i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:

(iv) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

### (c) Collection of information

(i) Service NSW will collect the following information when exercising functions for the Council:

(ii) Service NSW will take reasonable steps to ensure that the personal or health information it collects on behalf of the Council is accurate, up-to-date and complete.

(iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.

(iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PIIP Act* in light of section 15(3) of the *Service Act*.

(v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Narrandera Shire Council.

### (d) Internal records maintained by Service NSW

(i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Narrandera Shire Council, and
- Other information about customers.

(ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:

- Details of transactions between customers and Service NSW
- The preferences of customers for transacting matters with Service NSW and Narrandera Shire Council, and
- Other information about customers.

**(e) Use of information**

- (i) Service NSW can use information in accordance with the *Service Act*, PPIP Act and HRIP Act.

**(f) Disclosure**

- (i) Service NSW can disclose information in accordance with the *Service Act*, PPIP Act and HRIP Act.
- (ii) Where Service NSW performs a transaction for a customer, when exercising functions for the Council, it will ask the customer for consent before sharing that information with a different agency, unless there is another legal basis for Service NSW sharing the information.

**(g) Privacy Management plans**

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

**(h) Access to and amendment of**

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

**(i) Privacy Officer**

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

**Service NSW:**

Privacy Officer  
Service NSW  
2-24 Rawson Place, Sydney NSW 2000  
Phone: 13 77 88  
Email: [privacy@service.nsw.gov.au](mailto:privacy@service.nsw.gov.au)

**Narrandera Shire Council:**





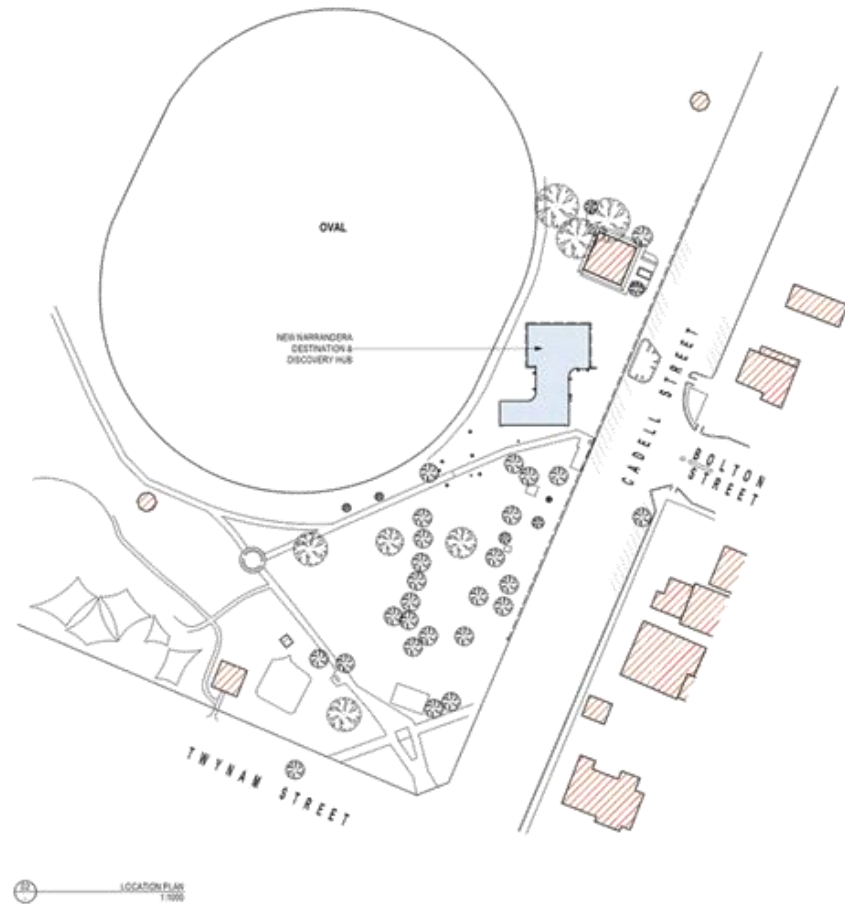


# NARRANDERA DESTINATION AND DISCOVERY HUB

MARIE BASHIR PARK NARRANDERA NSW

SKETCH DESIGN

NO.	DRAWING NAME
SD10	COVER SHEET
SD11	SITE PLAN
SD12	GROUND FLOOR PLAN
SD13	ELEVATIONS
SD14	STREET ELEVATION
SD15	3D VIEWS



ARTIST IMPRESSION ONLY

SKETCH DESIGN

Studio S2 Architects Pty Ltd  
 U2 50 King William Rd Gawwood SA 5034  
 08 7231 5470  
 info@studio-s2.com.au  
 www.studio-s2.com.au



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01	18/05/2021	SKETCH DESIGN ISSUE
02	2/06/2021	CONSULTANT ISSUE
03	7/07/2021	COUNCIL MEETING ISSUE

Rev	Date	Description

Rev	Date	Description

Rev	Date	Description



**PROJECT**  
 NARRANDERA DESTINATION AND DISCOVERY HUB  
**SITE ADDRESS**  
 MARIE BASHIR PARK NARRANDERA NSW  
**CLIENT**  
 NARRANDERA SHIRE COUNCIL

DRAWING TITLE	
COVER SHEET	
SCALE	@ A1
PROJECT NO.	21006
DRAWING NO.	21006-SD10
DATE	7/07/2021
DRAWN BY	S2
REVISION	03



SITE PLAN  
1:200

SKETCH DESIGN

Studio S2 Architects Pty Ltd  
 U2 50 King William Rd Goodwood SA 5034  
 080 7231 5470  
 info@studio-s2.com.au  
 www.studio-s2.com.au

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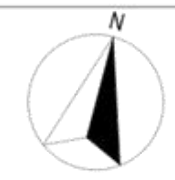


Rev	Date	Description
01	18/01/2021	SKETCH DESIGN ISSUE
02	2/06/2021	CONSULTANT ISSUE
03	23/06/2021	ISSUE FOR CONSULTANTS
04	7/07/2021	COUNCIL MEETING ISSUE

Rev	Date	Description

Rev	Date	Description

Rev	Date	Description



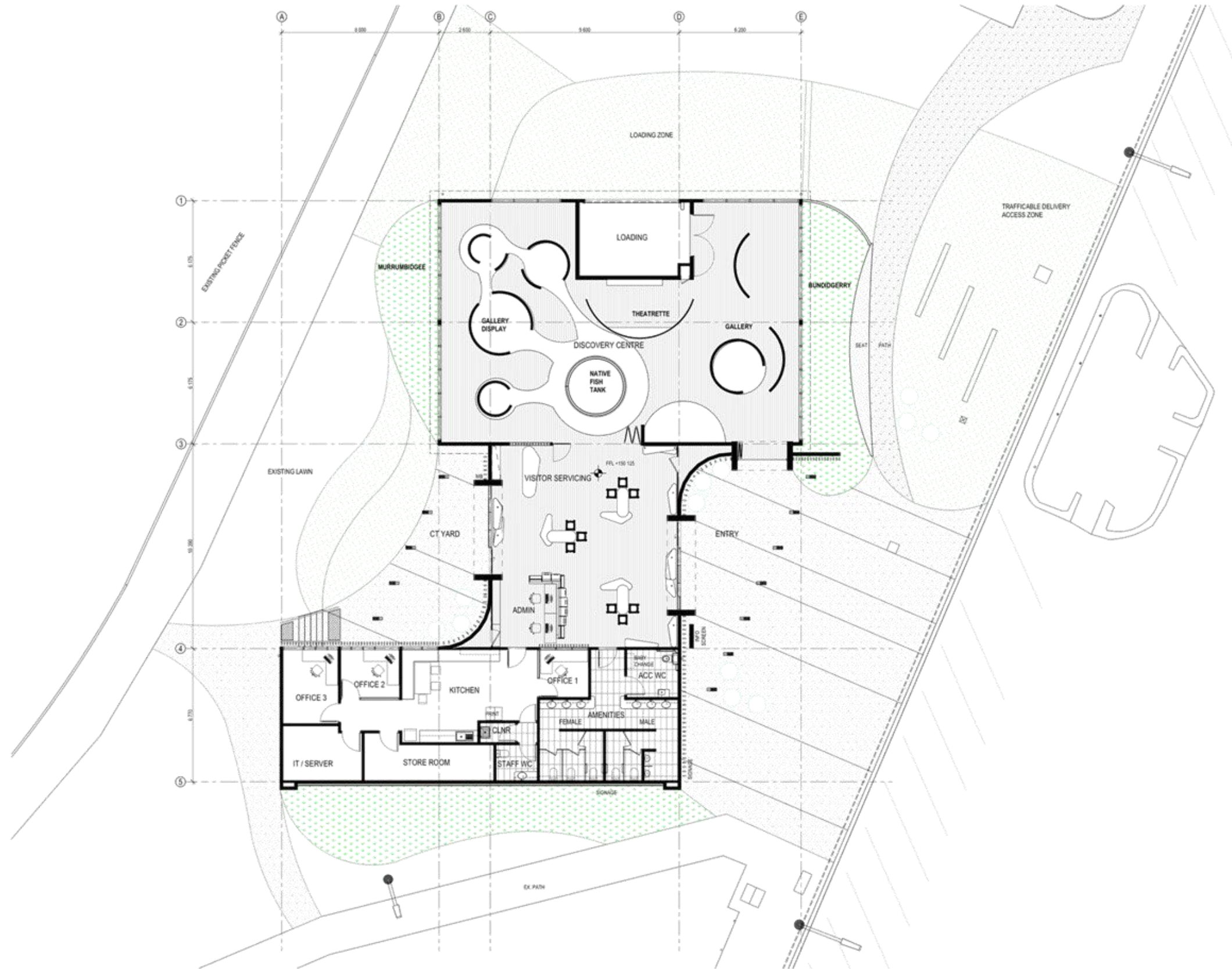
PROJECT  
**NARRANDERA DESTINATION AND DISCOVERY HUB**

SITE ADDRESS  
 MARIE BASHIR PARK NARRANDERA NSW

CLIENT  
 NARRANDERA SHIRE COUNCIL

DRAWING TITLE	
SITE PLAN	
SCALE	@ A1
PROJECT NO.	21006
DRAWING NO.	21006-SD11
DATE	7/07/2021
DRAWN BY	S2
REVISION	04





01 GROUND FLOOR PLAN 1:500

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Studio S2 Architects Pty Ltd  
 U2 50 King William Rd Goodwood SA 5034  
 08 7331 5470  
 info@studio-s2.com.au  
 www.studio-s2.com.au



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01	18/01/2021	SKETCH DESIGN ISSUE
02	3/06/2021	CONSULTANT ISSUE
03	7/07/2021	COUNCIL MEETING ISSUE

Rev	Date	Description

Rev	Date	Description

Rev	Date	Description



PROJECT  
**NARRANDERA DESTINATION AND DISCOVERY HUB**  
 SITE ADDRESS  
 MARIE BASHIR PARK NARRANDERA NSW  
 CLIENT  
 NARRANDERA SHIRE COUNCIL

DRAWING TITLE	
GROUND FLOOR PLAN	
SCALE @ A1	DATE 7/07/2021
PROJECT NO. 21006	DRAWN BY S2
DRAWING NO. 21006-SD21	REVISION 03





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Studio S2 Architects Pty Ltd  
 U2 50 King William Rd Goodwood SA 5034  
 08 7231 5470  
 info@studio-s2.com.au  
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02	2/06/2021	CONSULTANT ISSUE									
03	1/07/2021	COUNCIL MEETING ISSUE									

PROJECT  
**NARRANDERA DESTINATION AND DISCOVERY HUB**  
 SITE ADDRESS  
 MARIE BASHIR PARK NARRANDERA NSW  
 CLIENT  
 NARRANDERA SHIRE COUNCIL

DRAWING TITLE			
<b>ELEVATIONS</b>			
SCALE	@ A1	DATE	20/07/2021
PROJECT NO.	21006	DRAWN BY	S2
DRAWING NO.	21006-SD31	REVISION	03



SKETCH DESIGN

Studio S2 Architects Pty Ltd  
 U2 S0 King William Rd Gawwood SA 5034  
 (08) 7231 5470  
 info@studio-s2.com.au  
 www.studio-s2.com.au



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Rev	Date	Description

Rev	Date	Description

Rev	Date	Description

**PROJECT**  
 NARRANDERA DESTINATION AND DISCOVERY HUB  
**SITE ADDRESS**  
 MARIE BASHIR PARK NARRANDERA NSW  
**CLIENT**  
 NARRANDERA SHIRE COUNCIL

DRAWING TITLE			
STREET ELEVATION			
SCALE	@ A1	DATE	7/07/2021
PROJECT NO.	21006	DRAWN BY	S2
DRAWING NO.	21006-SD32	REVISION	02





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Studio S2 Architects Pty Ltd  
 U2 S0 King William Rd Goodwood SA 5034  
 08 7233 5470  
 studio@studio-s2.com.au  
 www.studio-s2.com.au



Rev	Date	Description
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02	7/07/2021	COUNCIL MEETING ISSUE

Rev	Date	Description

Rev	Date	Description

Rev	Date	Description

PROJECT  
**NARRANDERA DESTINATION  
 AND DISCOVERY HUB**  
 SITE ADDRESS  
 MARIE BASHIR PARK NARRANDERA NSW  
 CLIENT  
 NARRANDERA SHIRE COUNCIL

DRAWING TITLE			
<b>3D VIEWS</b>			
SCALE	@ A1	DATE	7/07/2021
PROJECT NO.	21006	DRAWN BY	S2
DRAWING NO.	21006-SD051	REVISION	02



# Financial Assistance Program Policy 202X POL008





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<b>Policy No:</b>	<b>POL008</b>
<b>Policy Title:</b>	<b>Financial Assistance Program Policy</b>
<b>Section Responsible:</b>	<b>Corporate and Community Services</b>
<b>Minute No:</b>	<b>20/238</b>
<b>Doc ID:</b>	<b>12269</b>

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## 1. INTENT

Narrandera Shire Council is committed to making our Shire a great place to live, and work and visit. Council ~~realises~~ recognises that voluntary groups and community groups are often key partners in improving the quality of life for residents, workers, and visitors.

To ~~assist in supporting~~ the work of these groups, Council provides limited financial assistance to selected voluntary groups and community groups under this policy on an annual basis.

## 2. SCOPE

This policy applies to the administration and management of the Council's Financial Assistance Program.

## 3. OBJECTIVE

This document provides a framework of management for the allocation of any financial assistance to eligible local organisations groups under Section 356 of the Local Government Act, 1993.

This policy also ensures that the administration of the financial assistance program is managed in a transparent, accountable, merit-based manner and that all applications received for funding are assessed fairly and without favouritism bias.

## 4. POLICY STATEMENT

Summarily Section 356 Local Government Act 1993 provides that a Council may "contribute money or otherwise give financial assistance to persons for the purpose of exercising its functions".

## 5. PROVISIONS

## 5.1 ELIGIBILITY

### 5.1.1 Financial assistance will be provided

Financial assistance will be provided to support activities, services, projects and/or programs by groups which:

- encourage resident participation in activities that benefit the community as a whole and that facilitates the inclusion of people who are disenfranchised and/or financially disadvantaged.
- have established clear goals and outcomes that enhance community harmony and social cohesion **within** ~~in~~ a particular target group.
- encourages people and groups to help themselves.
- have leaders of the project that belong to or ~~are able to~~ **can** demonstrate a strong connection with the community they seek to assist.
- ~~are~~ able to build on existing community assets, such as a service, physical building, bases of knowledge and community skills.
- have relevant project partners with an appropriate and sound budget.
- show cash or in-kind contributions to the project.
- ~~meet~~ **align with** one or more of the ~~objectives~~ **strategies contained within the** ~~of the~~ Community Strategic Plan.

### 5.1.2 Financial assistance will not be provided

Financial assistance will not be provided for:

- use by an individual.
- the waiver of rates and charges - **being the ordinary rate levied on the land value for a rateable property, with charges being for the provision of or access to services provided by Council.**
- the payment or reimbursement of recurrent operational expenses.
- **an applicant that is likely to secure funding through an alternate source such as another service provider or an agency or branch of a Federal, State or another Local Government authority.**
- illegal activities.
- funding requests of more than \$2,000.
- political activities.
- commercial activities.
- legal costs.
- reimbursement of expenses for projects that have already commenced or been completed.
- branches of charities that fundraise for projects outside ~~the~~ **of Narrandera** Shire.

### 5.1.3 Other

Notwithstanding the established criteria, Council at its discretion may make a variation where it is demonstrated that financial assistance is required **and that residents of the Narrandera Shire will benefit from the financial assistance.**

## 5.2 OPERATION

- Determinations will be made annually for the following financial year, as part of Council's budget process.
- Applications must **be submitted be in writing in the required format** and must use the relevant ~~published~~ application **document.**
- Applicant organisations will be asked to forward submissions by the first week in February each year.
- **Applications must have supporting documentation such as quotations for the supply of goods and or services to be funded through this program.**
- Applications will be received once per financial year.
- Impromptu applications may still be considered but will be assessed against the same assessment criteria as the formal applications and a weighted score derived.
- Recipient groups must nominate identifiable outcomes in the project/service program and will be assessed against the eligibility criteria.
- Recipient groups may be asked to provide an acquittal at the end of the nominated project.
- A report will be submitted to Council following the application closure date at which time a copy of all applications will be provided with a scoring against the eligibility criteria with a concluding recommendation.
- Groups financially assisted in one year will not automatically receive ongoing funding in future years.
- Precedence will be given to applicants who did not receive financial assistance during the previous financial year.
- Where a request to waive fees or charges **(such as the cost to hire a Council owned or managed facility)** ~~on a Council owned/managed facility~~ is approved by Council, the value of the amount waived is to be deducted from the Mayor and General Manager donations ~~pool~~ **funds.**
- Schools within the Shire, ~~the Narrandera TAFE~~ **NSW Narrandera Campus** and ~~the TAFE NSW regional governing body~~ **TAFE NSW Riverina Institute** will be provided with an annual donation towards academic prizes and as such are an automatic inclusion for consideration.
- ~~The following groups and community services are recognised as enhancing the social capital within the community and as such are an automatic inclusion for consideration but capped at the maximum funding limit of \$2,000~~
  - ~~Rural Counselling Service~~
  - ~~Suicide Prevention~~
  - ~~Fusion~~

- ~~○ Southern Sports Academy~~
- ~~○ 100% of charges for junior sporting bodies using Henry Mathieson Oval, the canteen facility and the change room facility.~~
- ~~○ 50% of charges for junior sporting bodies using the Narrandera Sports Stadium~~

## 6. DEFINITIONS

- **Acquittal:** The report that recipients of financial assistance from Council may be asked to provide on the final outcomes of the project and the expenditure of funds received.
- **Automatic Inclusion:** A recipient where Council recognises the group's enhancement of the social capital within the Shire community and a written application for financial assistance is not required.
- **Eligibility Criteria:** The measures against which an application is assessed.
- **Financial Assistance Program:** The **community** funding grants program in which Council supports non-profit groups and community groups in accordance with this policy.
- **Formal Application:** An application ~~received~~ **submitted using an approved format** during the formal **advertising** period within which Council seeks requests for financial assistance.
- **Impromptu Application:** An application received outside the formal period within which Council seeks requests for financial assistance.
- **Not-for-profit:** **Refers to voluntary groups or community groups that operate on a not-for-profit basis with no financial gain to individual members.**

## 7. ROLES AND RESPONSIBILITIES

The Financial Assistance Program is managed within the Corporate and Community Services function of Council.

Council will:

- Register ~~any~~ **all** applications received.
- Create a workflow to the appropriate officer for action.
- Assess each application to ensure that it has been completed in full and that any referenced material **also copies of quotations for the supply of goods and or services are is-attached to support the application.**
- Record the application in an assessment spreadsheet where each criteria is weighted and a total scoring derived.
- Prepare a report to Council with recommendations.
- Advise applicants of the determination of applications.

## 8. RELATED LEGISLATION



- Section 356 of the Local Government Act, 1993

## **9. RELATED POLICIES AND DOCUMENTS**

- NSC Application for Financial Assistance

## **10. VARIATION**

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

## **11. PREVIOUS VERSIONS**

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

- CS20 Financial Assistance Program Policy 2018.

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Governance &amp; Engagement Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month 202X</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>1 December 2022</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Resolved by Council</b>	<b>Date signed by GM</b>
1 Adopted	-	-	30/09/1996
2 Reviewed	-	-	4/09/2000
3 Reviewed	-	-	20/03/2007
4 Reviewed	-	-	15/07/2008
5 Reviewed	-	-	11/12/2013
6 Reviewed	-	-	15/04/2014
7 Reviewed	-	-	17/11/2015
8 Reviewed	-	-	5/01/2016
9 Reviewed	-	-	27/09/2016
10 Reviewed	15/01/2018	20/02/2018	20/02/2018
11 Reviewed	11/08/2020	-	DD/MMYYYY

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5 March 2021

Fred Hammer  
 Project & Asset Engineer  
 Narrandera Shire Council  
 141 East Street  
 Narrandera NSW 2700

**“Subject to Delegate Approval”**

Dear Fred

**AXICOM PTY LTD (“AXICOM”) Licence from Narranderra Shire Council (Licensor)**  
**SITE ADDRESS: Part Water Tank Reserve, Watermain Street, Narrandera**  
**SITE REF: Narrandera 3250423**

I refer to my conversation with you in relation to Axicom’s requirement for additional land as a result of the proposed installation by NBN NBN requires.

As you know, we currently have a licence agreement with you which expires on the 30 April 2027 this licence will not change.

The enclosed proposal is for an additional lease (**New Licence**) to incorporate the additional space required for the NBN installation.

**Address: Narrandera Shire Council (Licensor)**

Axicom is prepared to agree to the following commercial terms, subject to Axicom’s delegate approval:

**New Lease**

Additional Area Required	Approximately 21m2 adjacent to the existing lease area (as shown on the attached plan) (New Lease Area).
Commencement Date of new lease	The earlier of: the date NBN commences construction works on the site; and The date the lessee signs the lease.
Term	Commencing on the Commencement Date and expiring on 30 April 2027
Lease Terms & Conditions	On the same terms and conditions as the lease of the existing licence area.  If the lease for the existing lease area comes to an end, the lease for the New Lease Area will also end.
Rent	\$4,000 per annum plus GST (if applicable) starting on the Commencement Date, payable annually in advance.

**Privacy Statement:** We respect your privacy. Any personal information which we collect about you will be collected and used in the ordinary course of business so we can offer and provide our services. Further details about how we handle your personal information, including access procedures, are available in our privacy policy at [www.axicom.com.au](http://www.axicom.com.au). Alternatively, please contact us to discuss further.

Rent Review Terms	CPI increases annually.
Early Access	<p>If our customer wants to access the New Lease Area prior to the execution of the relevant documentation and you agree to this by signing this letter, we will:</p> <p>contact you to advise you that Axicom has approved our customer's request to access and install on the New Lease Area;</p> <p>instruct our solicitors that the date of commencement under the New Lease will be the date that Axicom approved our customer's access to the New Lease Area for installation purposes; and</p> <p>Arrange for payment of the agreed rental to be calculated from that date.</p>
Special Conditions	The New Lease will subject to NBN proceeding with its installation.
Legal Costs	Axicom will contribute a maximum of \$1,500 plus GST towards your reasonable legal costs (excluding costs associated with mortgage consent) for finalisation of legal documentation.

Please note this agreement is subject to the approval of the Axicom Board you will be informed as soon as possible when this approval is given.

Should you require any further information please do not hesitate to contact me.

I look forward to receiving your instructions.

Yours sincerely,



**Gloria Sukkar**  
Property Manager  
Axicom  
Telephone 02 9495 9083  
Facsimile 02 9495 9183  
Email Gloria.axicom.com.au



Instructions – Fax back to (02) 9495-9183

(Our Reference: Narrandera 3250423)

Please post original to:

Gloria Sukkar  
Property Manager  
Axicom Pty Ltd  
PO Box 566  
St Leonards NSW 1590

For and on behalf of Narrandera Shire Council (by its delegated authority, I / we agree to Axicom proposal as outlined in your letter dated 05/03/2021

Signatory no. 1

Signatory no. 2

Signature 

Signature 

Name (Print) CRAIG TAYLOR

Name (Print) FRED HAMMER

Date 24/3/2021 *delegation authority 3.2*

Date 24/3/2021

Lawyer's Details for Correspondence:

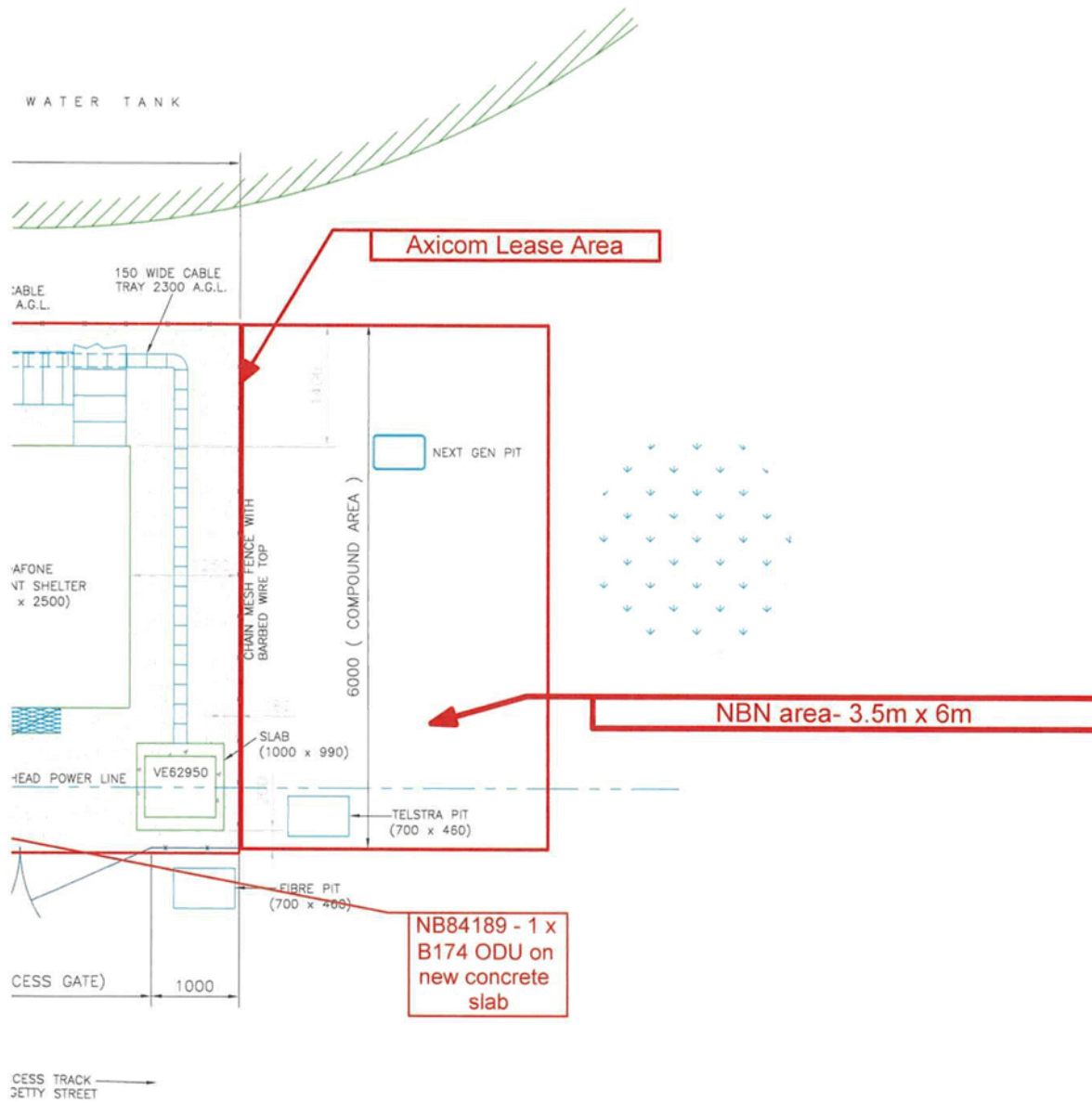
Lawyer's Name: All matters to be directed

Lawyer's Firm: to Craig Taylor to co-ordinate

Postal Address: responses.

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_



BUSINESS UNIT: 3250423  
[ NARRANDERA ]

## Deed of Licence

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**Narrandera Shire Council**  
(Licensor)

**Axicom Pty Ltd**  
ACN 090 873 019  
(Licensee)

BUN 3250423 / Narrandera

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## This Licence

is made on

2021, between the following parties:

**Narrandera Shire Council** of 141 East Street, Narrandera NSW 2700 (**Licensor**)

and

**Axicom Pty Ltd ACN 090 873 019** of Level 1, 110 Pacific Highway, St Leonards NSW 2065 (**Licensee**)

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### Recitals

1. The Licensor owns the Land.
2. The Licensee is an owner and operator of wireless communications facilities
3. The Licensee occupies part of the Land as Licensee pursuant to the Existing Licence.
4. The Licensor has offered and the Licensee has accepted the grant of a new licence over an additional part of the Land on the terms of this Deed.

### This deed witnesses

that in consideration of, among other things, the mutual promises contained in this deed, the parties agree

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## 1 DEFINITIONS AND INTERPRETATION

### 1.1 Defined Terms

In the Licence:

**Acquirer** means any person who is to acquire an interest in the Licensed Area during the Term as a result of any dealing (including without limitation any transferee, mortgagee, chargee or licensee);

**Adjoining Land** means that part of the Land adjoining and adjacent to the Licensed Area;

**Business Day** means any day in the State which is not a Saturday, Sunday or Public Holiday;

**Commencing Date** means the date stated in Item 2;

**Existing Licence** means the licence dated 20 May 2009 between the Licensor and Vodafone Network Pty Ltd commencing 1 May 2007 and expiring 3 April 2027 and assigned to the Licensee under deed of assignment dated 7 April 2010;

**Expiry Date** means the date stated in Item 3;

**Government Agency** means any government or any governmental, semi-government, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity;

**GST** includes any replacement or subsequent similar tax;

**GST Act** means A New Tax System (Goods and Services Tax) Act 1999 (Cth);

**Item** means a numbered item in the Reference Schedule;

**Land** means the land contained in certificate of title folio identifier 1/611805 and known as Water Tank Reserve, Watermain Street, Narrandera;



**Licence** means the licence or tenancy that exists between the Licensor and the Licensee in relation to the Licensed Area of whatever nature and whether at law or in equity as evidenced in whole or in part by this document;

**Licence Fee** means the amount stated in **Item 5**;

**Licensed Area** means the area stated in **Item 1**;

**Licensee** means the licensee described on the front page of the Licence and its successors and assigns or, if the Licensee is a natural person, its executors, administrators and assigns;

**Licensee's Covenants** means the covenants and agreements contained or implied in the Licence to be observed and performed by the Licensee;

**Licensee's Equipment** means any fixtures, fittings, additions, plant, machinery and equipment in the Licensed Area whether installed or carried out by, belonging to or brought onto the Licensed Area by the Licensee and its sub- licensees (as the case may be);

**Licensor** means the licensor described on the front page of the Licence and its successors and assigns or, if the Licensor is a natural person, its executors administrators and assigns;

**Month** means a calendar month;

**Permitted Use** means the use described in clause 5;

**Plan** means the plan attached to this Licence at Schedule 1;

**Reference Schedule** means the schedule attached to the Licence;

**Related Body Corporate** where the Licensee is a holding company of another body corporate, a subsidiary of another body corporate or a subsidiary of a holding company of another body corporate means that other body corporate;

**Review Date** means each anniversary of the Commencing Date during the Term.

**State** means the State of the Commonwealth of Australia in which the Land is situated;

**Statute** means any statute, regulation, proclamation, ordinance or by-law of the Commonwealth of Australia or the State and includes all statutes, regulations, proclamations, ordinances or by-laws varying consolidating or replacing them and all regulations, proclamations, ordinances and by-laws issued under that statute;

**Tax Invoice** includes any document or record treated by the Commissioner of Taxation as a tax invoice or as enabling the claiming of an input tax credit for which an entitlement otherwise arises;

**Term** means the term of the Licence stated in **Item 4**; and

**Tower & Site Licence** means the licence or other tenancy arrangement between the Licensee and NBN Co Ltd its successors and permitted assigns, relating to the Tower and or the Licensed Area, of whatever nature and whether at law or in equity, including any extension, renewal or assignment.

## 1.2 Interpretation

In the Licence, unless the context otherwise requires:

- (a) headings and underlinings are for convenience only and do not affect the interpretation of the Licence;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;

- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency;
- (e) a reference to any thing includes a part of that thing;
- (f) a reference to a part, clause, party, annexure, exhibit or schedule is a reference to a part and clause of and a party, annexure, exhibit and schedule to the Licence;
- (g) where the day on or by which any thing is to be done is not a Business Day, that thing must be done on or by the next succeeding day which is a Business Day;
- (h) where consent is required to be given under the Licence, unless otherwise expressly stated, such consent must not be unreasonably withheld or delayed;
- (i) a reference to a party to a document includes that party's successors and permitted assigns;
- (j) no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of the Licence or any part of it; and
- (k) a covenant or agreement on the part of two or more persons binds them jointly and severally.

**2 CONTRAVENTION OF STATUTE - SEVERANCE**

Any provision of the Licence that is void, voidable, unenforceable or invalid because of any Statute must in any such case and to such extent be severed from the Licence, and the Licence must be read as though such provision did not form part of the Licence at that time.

**3 TERM OF LICENCE AND HOLDING OVER**

**3.1 Term of the Licence**

The Term commences on the Commencing Date and expires on the Expiry Date, subject to the terms of the Licence.

**3.2 Yearly Tenancy - Holding Over**

If the Licensee occupies the Licensed Area after the Expiry Date the Licensee must do so as a yearly tenant on the same terms and conditions as the Licence in so far as they apply to a yearly tenancy. Either party may end that tenancy on giving 12 months' notice to the other.

**4 PAYMENT**

**4.1 Licensee to Pay Licence Fee**

The Licensee must pay the Licence Fee to the Licensor during the Term. The Licence Fee is a gross fee inclusive of all outgoings payable in respect of the Land and/or Licensed Area for the duration of the Term.

**4.2 CPI Licence Fee Review**

- (a) The Licence Fee is to be adjusted on each of the relevant dates specified in Item 5 (**Adjustment Date**). The Licence Fee is to be adjusted on each anniversary of the date specified in Item 5 during the term by CPI calculated using the following formula:

$$\text{new Licence Fee} = \text{current Licence Fee} \times (a/b)$$

where:

- a* is the last published CPI before the Adjustment Date; and
- b* is the last published CPI before the previous Adjustment Date (or, in the case of the first Adjustment Date, before the Commencing Date).

- (b) The Licensee must pay the new Licence Fee from the Adjustment Date.

- (c) For the purpose of this clause 4.2:

**CPI** means the All Groups Consumer Price Index for the State capital city published by the Australian Bureau of Statistics. If that index no longer exists, or if the basis of calculating it changes, it means an index that the President of the Australian Property Institute (State Division) decides reflects changes in the cost of living in the State capital city.

#### **4.3 Payment of Licence Fee**

The Licence Fee must be paid annually in advance to the Licensor or to any other person the Licensor notifies to the Licensee provided such notification is received by the Licensee at least 30 days prior to the date for payment of the Licence Fee.

#### **4.4 GST**

(a) **Definitions and interpretation**

Terms defined in the GST Act have the same meaning in this clause unless provided otherwise.

(b) **GST pass on**

If GST is or will be imposed on a supply made under or in connection with the Licence, the supplier may, to the extent that the consideration otherwise provided for that supply under the Licence is not stated to include an amount in respect of GST:

- (1) increase the consideration otherwise provided for that supply under the Licence by the amount of that GST; or
- (2) otherwise recover from the recipient the amount of that GST.

(c) **Tax Invoices/Adjustment Notes**

The right of the supplier to recover any amount in respect of GST under the Licence on a supply is subject to the issuing of the relevant Tax Invoice or Adjustment Note to the recipient.

#### **4.5 EFT Payments**

The Licensee may pay Licence Fee by Electronic Funds Transfer (EFT) to the account in Item 8 or such other account in Australia nominated by the Licensor provided notice of account details is received by the Licensee at least 30 days prior to the date for payment of Licence Fee. Payment by EFT by the Licensee's banker to the nominated account by the due date is a full discharge of the payment.

#### **4.6 Pro Rata Refund of Licence Fee**

- (a) If the Licence is terminated by either party for any reason (whether under clause 10.1 or otherwise), the Licensor must within 30 days of receiving a written demand, reimburse the Licensee for Licence Fee and any other amounts payable under the Licence calculated on a pro rata basis. Interest will be payable on late payments in accordance with the Licence.
- (b) This clause 4.6 does not apply in the case of a termination under clause 16 or clause 17.

#### **4.7 Interest on Overdue Amounts**

- (a) Either party must pay the other on demand interest on any amount due and payable by that party under the Licence at the rate of interest charged by the Licensor's bankers in respect of overdrafts not exceeding \$100,000.
- (b) Interest payable under this clause will be calculated from and including the due date for payment under the Licence up to and including the date on which payment is received in full by the other party.

#### **5 USE OF LICENSED AREA**

### 5.1 Permitted Use

The Licensee must use the Licensed Area for the Permitted Use.

### 5.2 Adjoining Land

- (a) The Licensor grants to the Licensee and its licensees the right to use so much of the Adjoining Land or any installation of the Licensee as is reasonably required during the installation, erection, construction, dismantling, repair, replacement, renewal, maintenance and operation of the Licensed Area for the Permitted Use.
- (b) After using the Adjoining Land the Licensee must restore the surface to that part of the Adjoining Land used to as near as practicably possible its state prior to use by the Licensee, its sub-tenants and licensees to the Licensor's reasonable satisfaction.
- (c) Clause 7.3 applies to the exercise by the Licensee of its rights under this clause.

### 5.3 Requirements of Government Agencies

- (a) Subject to paragraph (b), the Licensee must promptly comply with any Statute in respect of the Licensee's particular use and occupation of the Licensed Area including any requirements, notices or orders of any Government Agency having jurisdiction or authority in respect of the Licensed Area or their use.
- (b) The Licensee is under no liability for structural or capital alterations or works unless caused or contributed to by the Licensee's particular use and occupation of the Licensed Area. The Licensee is not required to comply with any Statute, notice or requirement which would have issued irrespective of whether the Licensee was in occupation of the Licensed Area.

### 5.4 Cabling

The Licensor grants to the Licensee, its sub-tenants and licensees the right to install, maintain, repair, replace and use on the Land above or below ground cabling to and from the Licensed Area and where necessary to construct supports for such cabling. In exercising its rights under this clause the Licensee must:

- (a) not cause any lasting material damage to the Land or material interference to the Licensor; and
- (b) restore the surface of the Land as used as nearly as practicably possible to its state prior to use by the Licensee, its sub-tenants and licensees to the Licensor's reasonable satisfaction.

Clause 7.3 applies to the exercise by the Licensee of its rights under this clause.

### 5.5 Consents

- (a) The Licensor irrevocably authorises the Licensee at its own cost to:
  - (1) submit any application for consent or approval to any Government Agency to use or develop the Licensed Area for the Permitted Use; and
  - (2) exercise and procure every right of appeal arising from or in connection with any such application or the failure to determine the application.
- (b) The Licensor must sign all documents and do all things reasonably necessary (at the Licensee's cost) to authorise or assist the Licensee or any person nominated by the Licensee in obtaining consent or approval from any Government Agency to use or develop the Licensed Area for the Permitted Use.

## 6 ACCESS TO THE LICENSED AREA

The Licensor grants to the Licensee, its sub-tenants, licensees and authorised persons the right to enter onto and access the Land at any time during the day and night with or without materials, plant, vehicles and other apparatus for the purpose of accessing the Licensed Area and exercising its rights under the Licence.



## **7 INSURANCE, INDEMNITIES AND RELICENCE**

### **7.1 Obligation to Insure**

The Licensee must:

- (a) at its own cost, effect and maintain during the Term and any overholding, public risk insurance in respect of the Licensed Area for at least \$20 million with a reputable insurer against liability for bodily injury, property damage and any other risk which is commonly covered by public risk insurance;
- (b) punctually pay all premiums payable in respect of the insurance; and
- (c) promptly give to the Licensor on request a certificate of currency in respect of the insurance, such request to be made no more than one time per calendar year.

### **7.2 Licensee's Release**

The Licensee:

- (a) occupies and uses the Licensed Area at its own risk; and
- (b) releases to the full extent permitted by law the Licensor and its agents, contractors employees from all claims and demands of every kind resulting from any accident, damage, death or injury occurring in the Licensed Area except to the extent that the accident, damage, death or injury is caused or contributed to by the neglect, act, omission or default of the Licensor, its agents, contractors or employees.

### **7.3 Licensee's Indemnity**

Subject to clause 7.4, the Licensee indemnifies the Licensor against all costs, liability, claims, loss or damage incurred or suffered in respect of any loss, damage or injury to persons in or on any part of the Licensed Area to the extent caused or contributed to by the Licensee or its agents, contractors or employees.

### **7.4 Negligence or Default of Licensor**

The indemnities in clause 7.3 do not apply to any cost, liability, claim, loss or damage to the extent caused or contributed to by the neglect, act, default or omission of the Licensor or its agents, contractors or employees in which case, the Licensor remains responsible to the extent of the contribution.

## **8 INSTALLATION AND MAINTENANCE**

### **8.1 Repair and Maintenance**

- (a) The Licensee must during the Term maintain the Licensed Area in a good order and repair having regard to the condition they were in as at the Commencing Date, except for:
  - (1) fair wear and tear; and
  - (2) damage by fire, explosion, storm, tempest, lightning, earthquake, floods, riots, civil commotion, aircraft accident, objects falling from aircraft, acts of God and any other risk against which the Licensor or a prudent licensor would insure or has insured or is obliged to insure under the Licence.
- (b) The Licensee is not responsible under any circumstances for structural or capital repairs or maintenance unless required because of an act, omission, neglect or default of the Licensee or its agents, contractors or employees and the damage is not the subject of the exceptions referred to in clause 8.1(a)(2).

## 8.2 Construction and Alterations

- (a) Subject to paragraph (b), the Licensee may at its own cost during the Term install, erect, construct, dismantle, repair, replace, renew and maintain on the Licensed Area any security fencing, building or buildings necessary now or in the future to shelter communications equipment, a free standing monopole, guy tower, multi-sided antenna structure or other antenna support structure of sufficient height now or in the future to accommodate communications equipment and all necessary connecting appurtenances. **Before commencing such works the Licensee must provide a site plan and elevations to the Licensor with appropriate measurements so that the Licensor can make an assessment if the proposed works will interfere with existing Licensor infrastructure in the locality and to also protect the visual amenity of the mural painted upon the surface of the adjacent water tower. Such site plans, elevations and measurements will also allow the Licensor to ensure that there is sufficient space to undertake both maintenance works on the water tower or to the mural.**
- (b) In exercising its rights under paragraph (a), the Licensee must comply with the requirements of any Government Agency having jurisdiction in the matter to the extent required by law.

## 9 ELECTRICITY SUPPLY

- (a) To enable the Licensee to use the Licensed Area for the Permitted Use, the Licensor must at the Licensee's request and cost:
- (1) connect the Licensed Area to an electricity supply (including making provision for and allowing connection to emergency back-up power); and
  - (2) install on the Land such earthing apparatus as is necessary for the safe continuous use of the Licensee's Equipment for the Permitted Use.
- (b) The supply of electricity to the Licensed Area must be made using a dedicated usage meter so the Licensee is directly accountable to the relevant authority for payment of electricity consumed by it from the Licensed Area.

## 10 TERMINATION

### 10.1 Events of Termination

If:

- (a) the Licensed Area are damaged or destroyed or access is interrupted so as to render the Licensed Area or any part wholly or substantially unfit for the Licensee's use and occupation under the Licence or the Licensed Area are rendered inaccessible by any means; or
- (b) the Licensee commits a material breach of any of its obligations under the Licence (of which the Licensee has first been given written notice specifying the breach and which breach is not waived by the Licensor or remedied by the Licensee within a reasonable time (having regard to the nature of the breach)); or
- (c) any application for a required consent or permit to enable the Licensee, its sub-tenants or licensees to use the Licensed Area for the Permitted Use is rejected, cancelled or lapses or is otherwise terminated and no further or replacement consent or permit can reasonably be obtained; or
- (d) the Licensed Area are rendered unfit for use by the Licensee, its sub-tenants or licensees by reason of the emergence of significant physical or radio interference; or

then the Licence may be terminated effective immediately on notice by the Licensee in the case of paragraphs (a), (c), and (d) and by the Licensor in the case of paragraph (b).

### 10.2 Licensee to Yield Up

The Licensee must at the end of the Licence give back the Licensed Area in accordance with the Licensee obligations under the Licence.

### 10.3 Removal of Licensee's Equipment

- (a) Subject to the Licensee, its sub-tenants and licensee's rights and obligations under the *Telecommunications Act (Cth) 1997*, the Licensee must at or prior to the end of the Licence or on such other date agreed between the parties remove from the Licensed Area all above ground Licensee's Equipment. The Licensee must make good any damage caused during such removal.
- (b) The Licensor acknowledges that the Licensee's Equipment remains the property of the Licensee, its sub-tenants or licensees (as the case may be).

### 10.4 Effect on Rights or Liabilities

Termination of the Licence does not affect the rights or liabilities of the parties in relation to any cause of action accruing prior to termination.

## 11 NOTICES

### 11.1 Method of Service

Any notice given under the Licence by either party to the other must be in writing and is given for all purposes by delivery in person, by post or by facsimile addressed to the receiving party at the address set out in **Item 6** in the case of the Licensor and in **Item 7** in the case of the Licensee.

### 11.2 Time of Service

A notice given in under the Licence is deemed to be duly served in the case of posting 2 Business Days after the date of posting and in the case of facsimile, on the first Business Day after the date of transmission (providing the sending party receives a facsimile machine verification report indicating that the notice has been transmitted).

### 11.3 Change of Address

A party may at any time change its address, postal address or facsimile number by giving notice to the other party.

## 12 ASSIGNMENT / SUBLICENSING

### 12.1 Assignment

- (a) Subject to clauses 12.1(b) and (c), the Licensee must not assign the Licence without the prior written consent of the Licensor, such consent not to be unreasonably withheld or delayed.
- (b) If the Licensor fails to respond within 45 days of a request for consent being made by the Licensee under clause 12.1(a), then the Licensee may assign this Licence without further recourse to the Licensor
- (c) The Licensee may at any time assign the Licence to a Related Body Corporate of the Licensee.

### 12.2 Sublicensing

- (a) The Licensee may not sublicense the Licensed Area (or any part) except to a sublicensee with rights to carry out the Permitted Use under the Act and after giving reasonable prior notice to the Licensor of the intent to do so.
- (b) The Licensor acknowledges that consent is given and that no notice is required under clause 12.2(a) for any new sublicences granted to any sublicensees who are on the Licensed Area on the Commencing Date.

## 13 LICENSOR'S COVENANTS

### 13.1 Quiet Enjoyment

The Licensor covenants that the Licensee may peaceably hold and enjoy the Licensed Area during the Term without any interruption by the Licensor or any person rightfully claiming through the Licensor.

### 13.2 Restriction on Licensor's Use of the Land

- (a) The Licensor must not itself knowingly nor must it knowingly permit any third party to do anything on the Land which is likely to cause physical or radio interference which obstructs, interrupts or impedes the use of the Licensed Area for the Permitted Use.
- (b) If the Licensee advises the Licensor of any breach of this clause, the Licensor must, in good faith, use its every best endeavours to promptly remove of such interference, to the extent that it is within its power to do so.

### 13.3 Licensor's Covenant

- (a) The Licensor must not knowingly, nor knowingly permit any third party to store on, dispose of on or transport to or over the Land any hazardous substance which is likely to cause interference with the Licensee's use of the Licensed Area under the Licence.
- (b) If the Licensee notifies the Licensor of any breach under this clause, the Licensor must, to the extent that it is within its power to do so, use its every best endeavours at its own cost to promptly remedy such breach.

## 14 MISCELLANEOUS

### 14.1 Licensee to Pay Costs and Disbursements

- (a) Subject to paragraphs (b) and (c), each party must pay its own costs of and incidental to the Licence (including the negotiation, preparation, and finalisation of the Licence and any other transaction arising from the Licence (for example: assignment, subletting) together with any costs of obtaining any consents).
- (b) The Licensee must contribute to the Licensor's legal costs for the negotiation, preparation and finalisation of the Licence up to a maximum of \$1,500.00 plus GST, any contribution being payable within 14 days of the later of:
  - (i) execution of the Licence by the Licensor; and
  - (ii) receipt of a tax invoice from the Licensor together with supporting invoices evidencing the Licensor's actual costs.
- (c) The Licensee must pay all stamp duty (including penalties and fines other than penalties and fines due to the default of the Licensor) together with cost for registration of the Licence.

### 14.2 Governing Law

The Licence is governed by the laws of the State and the Commonwealth of Australia and the Licensor and the Licensee submit to the non-exclusive jurisdiction of the Courts of the State.

## 15 CONDITION PRECEDENT TO COMMENCING OF LICENCE

- 15.1 The commencement of this Licence is subject to and conditional upon NBN Co Ltd its successors and permitted assigns (**NBN**) proceeding with the Works on the Licensed Area. If the Licensee notifies the Licensor at any time that NBN is not proceeding with the Works, this Licence will cease to have any force or effect.
- 15.2 The Commencing Date shall be the the date the Licensee grants approval to NBN to commence the Works. Once the Commencing Date has been determined in accordance with this clause 15.2, the Licensee will be authorised to insert such date into this Licence at Item 2 of the Reference Schedule.
- 15.3 For the purpose of this clause, **Works** includes but is not limited to the installation, erection and construction of telecommunications equipment on the Tower and the Licensed Area, cable ladder and support post, power distribution board and outdoor cabinet to shelter its telecommunications equipment together with any security fencing substantially in the manner set out in the NBN project summary, a copy of which has been provided to the Licensor.



**16 ADDITIONAL RIGHT OF TERMINATION**

The Licensee may terminate this Licence by notice to the Licensor if the Tower & Site Licence lapses, is terminated or otherwise determined (other than as a result of the Licensee breaching the Tower & Site Licence), such notice to be effective immediately.

**17 LICENCE INTERDEPENDENT**

- (a) This Licence is interdependent with the Existing Licence. If the Existing Licence comes to an end for any reason, this Licence will automatically end on the terminating date of the Existing Licence without further notice.
- (b) In the case of termination under this clause 17, neither party will have any further obligations or liability towards the other except for any antecedent breach, claim or right to damages as at the date of termination.

**REFERENCE SCHEDULE**

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**Item 1 Licensed Area** (clause 1.1)

That part of the Land shown marked "NBN Area" on the Plan and measuring approximately 3.5m x 6m

**Item 2 Commencing Date** (clause 1.1)

Being the date of Execution of the Licence Agreement by the Mayor and the General Manager

**Item 3 Expiry Date** (clause 1.1)

30 April 2027

**Item 4 Term** (clause 1.1)

To be calculated from the date of Execution of the Licence Agreement by the Mayor and the General Manager

**Item 5 Licence Fee** (clause 1.1 and clause 4)

\$4,000.00 (exclusive of GST) for the first year of the Term and then reviewed and adjusted on each anniversary of the Commencing Date in accordance with clause 4.2 for the balance of the Term.

**Item 6 Contact at Licensor** (clause 11)

Name: Fred Hammer  
 Narrandera Shire Council  
 Address: 141 East St  
 NARRANDERA NSW 2700

Telephone Number:  
 Facsimile Number:

**Item 7 Contact at Licensee** (clause 11)

Name: Director, Property & Asset Management  
 Axicom Pty Ltd  
 Address: Level 1, 110 Pacific Highway  
 ST LEONARDS NSW 2065

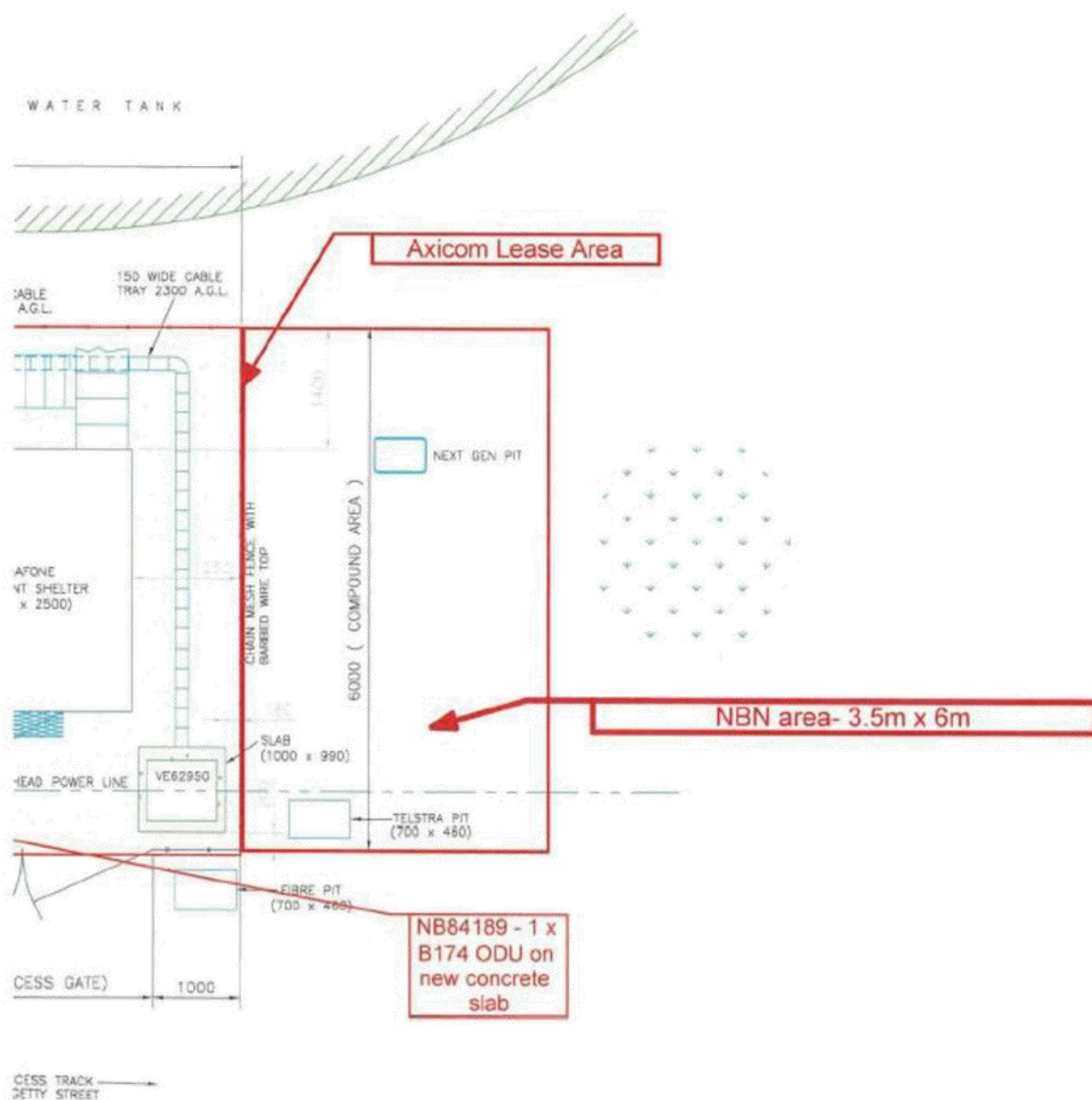
Telephone Number: (02) 9495 9000  
 Facsimile Number: (02) 9495 9100

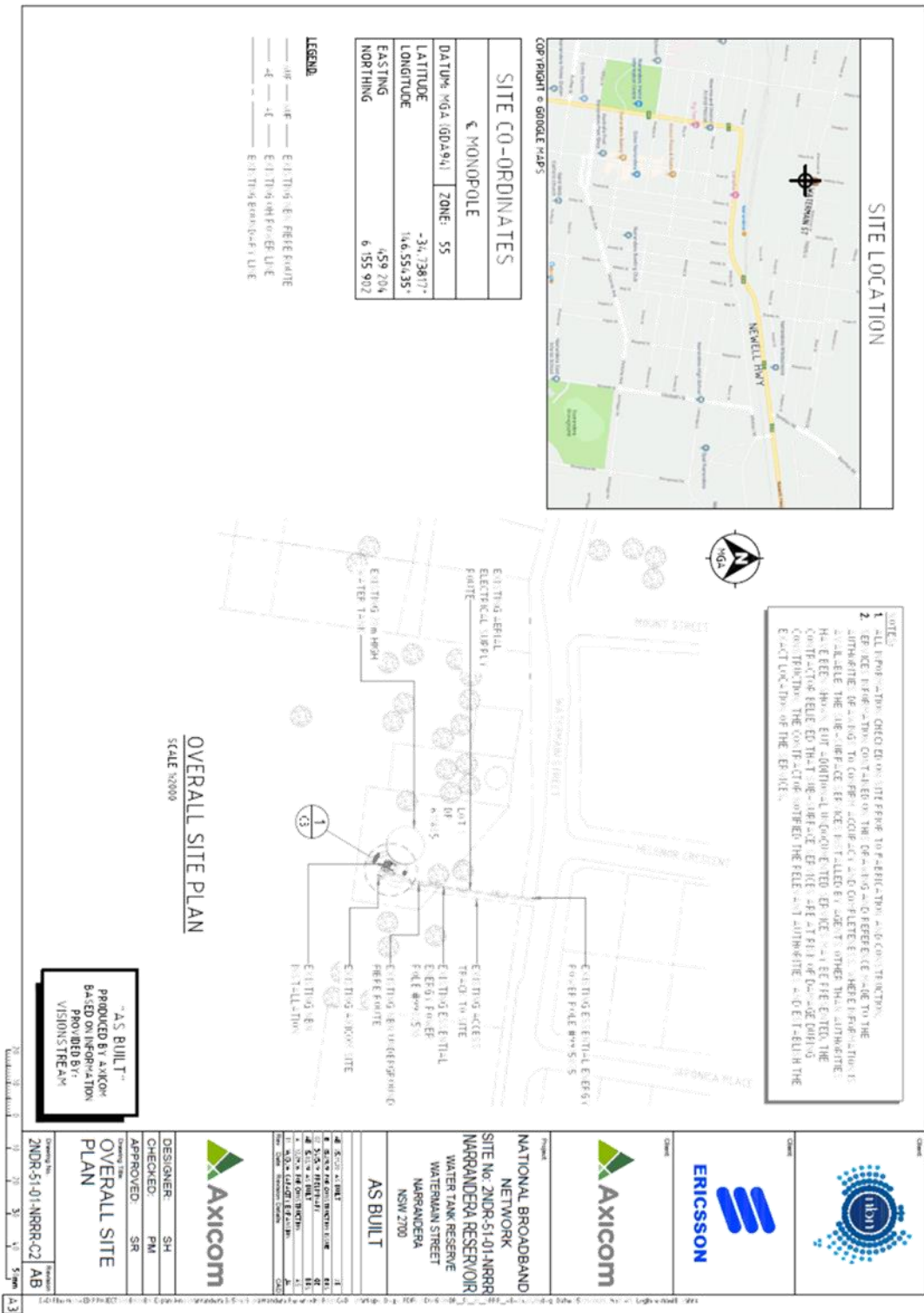
**Item 8 Nominated Account** (clause 4.5)

Bank:  
 Branch:  
 Account Name:  
 BSB No:  
 Account No

### ANNEXURE B

### Plan of Licensed Area









**Signed as a deed**

**THE COMMON SEAL OF NARRANDERA SHIRE COUNCIL** was affixed in the presence of:

.....  
Mayor

.....  
General Manager

.....  
Name (BLOCK LETTERS)

.....  
Name (BLOCK LETTERS)

**SIGNED SEALED AND DELIVERED** for and on behalf of **Axicom Pty Ltd** by its duly appointed attorney under power of attorney Book \_\_\_\_\_ No. \_\_\_\_\_ in the presence of: )

**Axicom Pty Ltd ACN 090 873 019** by its authorised attorney

.....  
Signature of Witness

By executing this deed, the attorney states that the attorney has received no notice of revocation of the power of attorney

.....  
Name of Witness (BLOCK LETTERS)

.....  
Name of attorney (BLOCK LETTERS)

.....  
Address of Witness

.....  
Position held



File number: 06/5139  
Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Murrumbidgee Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au

To whom it may concern

**Aboriginal Land Claims at Barellan**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

Lodging of an Aboriginal Land Claim creates an interest in the land. Prior to any future dealings in this land, consultation should be undertaken with DPIE – Crown Lands.

Aboriginal Land Claims are assessed in accordance with the provisions of section 36(1) of the *Aboriginal Land Rights Act 1983*. Regardless of when an assessment is conducted the key date for the assessment is the **date the claim is lodged**.

The ALCAT is seeking information from your organisation as a relevant authority that may have evidence or hold an interest in the land at the **date of claim** that establishes:

- Lawful use or occupation
- Need or likely to be needed for an essential public purpose.

The Minister's decision is subject to appeal to the Land & Environment Court. It is important all information relevant to the claimed land be made available to the ALCAT to ensure the claim is properly and thoroughly assessed.

Any comment, assertion or statement you make should be as at the date of the claims and should be supported by documented evidence. Attached is an information sheet for your reference. The document also provides a definition of the assessment criteria mentioned above.

Should you require easements to accommodate proposed or existing infrastructure please ensure you advise the required widths and any specific conditions in your initial response. If you do not specify any specific conditions Schedule 4 of the *Conveyancing Act 1916* will be used.

Please note, if the claimed land is subject to multiple claims, your response should address each claim and should provide evidence relevant to the date of each claim.

A response is requested to be provided by **18 June 2021**. If you have no interest in the granting or refusal of this claim it would be appreciated if you could contact this office via e-mail advising of such. This will prevent unnecessary delays in processing claims, and we will not reference you further.

If you have any questions or require an extension of time to provide a response please contact Paul Parker on (02) 4925 4113, or by email to [paul.parker@crowland.nsw.gov.au](mailto:paul.parker@crowland.nsw.gov.au).

Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

18 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
12293; 38368	NSWALC	22/05/2006	3	28	758052	R751672	FPR
12294; 38368	NSWALC	22/05/2006	5	28	758052	R751672	FPR
12295	NSWALC	22/05/2006	7	28	758052	R751672	FPR
12298	NSWALC	22/05/2006	2	11	758052	R751672	FPR
38367	NSWALC	17/03/2015	77		751672	R92622	FPR
38368	NSWALC	17/03/2015	4	28	758052	R751672	FPR
43817	NSWALC	3/04/2017	122		821529	R751672	FPR

NSWALC = New South Wales Aboriginal Land Council

LALC = Local Aboriginal Land Council

Obo = on behalf of

FPR = Future Public Requirements





File number: 15/03236  
Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Murrumbidgee Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au

To whom it may concern

**Aboriginal Land Claims at Corbie Hill**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

Lodging of an Aboriginal Land Claim creates an interest in the land. Prior to any future dealings in this land, consultation should be undertaken with DPIE – Crown Lands.

Aboriginal Land Claims are assessed in accordance with the provisions of section 36(1) of the *Aboriginal Land Rights Act 1983*. Regardless of when an assessment is conducted the key date for the assessment is the **date the claim is lodged**.

The ALCAT is seeking information from your organisation as a relevant authority that may have evidence or hold an interest in the land at the **date of claim** that establishes:

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Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

18 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
38405	NSWALC	17/03/2015	46		751742	R751742	FPR

NSWALC = New South Wales Aboriginal Land Council  
LALC = Local Aboriginal Land Council  
Obo = on behalf of  
FPR = Future Public Requirements



File number: 15/03236  
Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Murrumbidgee Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au

To whom it may concern

**Aboriginal Land Claims at Corobimilla**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

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Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

18 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
12648; 17928	NSWALC	26/05/2006	1	3	758312	R754548	FPR
12857	NSWALC	26/05/2006	10	12	758312	R754548	FPR
12858	NSWALC	26/05/2006	9	12	758312	R754548	FPR
12859	NSWALC	26/05/2006	8	12	758312	R754548	FPR
12860	NSWALC	26/05/2006	7	12	758312	R754548	FPR
13008	NSWALC	26/05/2006	2	11	758312	R754548	FPR
13009	NSWALC	26/05/2006	10	11	758312	R754548	FPR
13010	NSWALC	26/05/2006	9	11	758312	R754548	FPR
13011	NSWALC	26/05/2006	8	11	758312	R754548	FPR
13028	NSWALC	26/05/2006	7	11	758312	R754548	FPR
13030	NSWALC	26/05/2006	4	11	758312	R754548	FPR
13031	NSWALC	26/05/2006	3	11	758312	R754548	FPR
13032	NSWALC	26/05/2006	3	10	758312	R754548	FPR
13033	NSWALC	26/05/2006	10	10	758312	R754548	FPR
13034	NSWALC	26/05/2006	9	10	758312	R754548	FPR
13035	NSWALC	26/05/2006	8	10	758312	R754548	FPR
13036	NSWALC	26/05/2006	7	10	758312	R754548	FPR
13037	NSWALC	26/05/2006	6	10	758312	R754548	FPR
13038	NSWALC	26/05/2006	4	10	758312	R754548	FPR
13039	NSWALC	26/05/2006	6	12	758312	R754548	FPR
52061	NSWALC	10/09/2020	47		754546	R754546	FPR

NSWALC = New South Wales Aboriginal Land Council





File number: 20/07814  
 Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Murrumbidgee Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au

To whom it may concern

**Aboriginal Land Claim at Gillenbah**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

Lodging of an Aboriginal Land Claim creates an interest in the land. Prior to any future dealings in this land, consultation should be undertaken with DPIE – Crown Lands.

Aboriginal Land Claims are assessed in accordance with the provisions of section 36(1) of the *Aboriginal Land Rights Act 1983*. Regardless of when an assessment is conducted the key date for the assessment is the **date the claim is lodged**.

The ALCAT is seeking information from your organisation as a relevant authority that may have evidence or hold an interest in the land at the **date of claim** that establishes:

- Lawful use or occupation
- Need or likely to be needed for an essential public purpose.

The Minister's decision is subject to appeal to the Land & Environment Court. It is important all information relevant to the claimed land be made available to the ALCAT to ensure the claim is properly and thoroughly assessed.

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Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

18 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
51910	NSWALC	25/08/2020	120		754551	R754551	FPR

NSWALC = New South Wales Aboriginal Land Council  
LALC = Local Aboriginal Land Council  
Obo = on behalf of  
FPR = Future Public Requirements



File number: 06/5114  
 Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Murrumbidgee Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au

To whom it may concern

**Aboriginal Land Claims at Grong Grong**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

Lodging of an Aboriginal Land Claim creates an interest in the land. Prior to any future dealings in this land, consultation should be undertaken with DPIE – Crown Lands.

Aboriginal Land Claims are assessed in accordance with the provisions of section 36(1) of the *Aboriginal Land Rights Act 1983*. Regardless of when an assessment is conducted the key date for the assessment is the **date the claim is lodged**.

The ALCAT is seeking information from your organisation as a relevant authority that may have evidence or hold an interest in the land at the **date of claim** that establishes:

- Lawful use or occupation
- Need or likely to be needed for an essential public purpose.

The Minister's decision is subject to appeal to the Land & Environment Court. It is important all information relevant to the claimed land be made available to the ALCAT to ensure the claim is properly and thoroughly assessed.

Any comment, assertion or statement you make should be as at the date of the claims and should be supported by documented evidence. Attached is an information sheet for your reference. The document also provides a definition of the assessment criteria mentioned above.

Should you require easements to accommodate proposed or existing infrastructure please ensure you advise the required widths and any specific conditions in your initial response. If you do not specify any specific conditions Schedule 4 of the *Conveyancing Act 1916* will be used.

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If you have any questions or require an extension of time to provide a response please contact Paul Parker on (02) 4925 4113, or by email to [paul.parker@crowland.nsw.gov.au](mailto:paul.parker@crowland.nsw.gov.au).

Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

18 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
12268; 45535	NSWALC	22/05/2006	1		188511	R750821	FPR
40242; 46256	NSWALC	9/03/2016	1	72	758477	R750821	FPR
40242; 46256	NSWALC	9/03/2016	3	72	758477	R750821	FPR
40242; 46256	NSWALC	9/03/2016	4	72	758477	R750821	FPR
40242; 46256	NSWALC	9/03/2016	5	72	758477	R750821	FPR
40242; 46256	NSWALC	9/03/2016	7	72	758477	R750821	FPR
40242; 46256	NSWALC	9/03/2016	8	72	758477	R750821	FPR
40242; 46256	NSWALC	9/03/2016	10	72	758477	R750821	FPR

NSWALC = New South Wales Aboriginal Land Council  
LALC = Local Aboriginal Land Council  
Obo = on behalf of  
FPR = Future Public Requirements





File number: 18/09448  
Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Narrandera Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au

To whom it may concern

**Aboriginal Land Claims at Kamarah**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

Lodging of an Aboriginal Land Claim creates an interest in the land. Prior to any future dealings in this land, consultation should be undertaken with DPIE – Crown Lands.

Aboriginal Land Claims are assessed in accordance with the provisions of section 36(1) of the *Aboriginal Land Rights Act 1983*. Regardless of when an assessment is conducted the key date for the assessment is the **date the claim is lodged**.

The ALCAT is seeking information from your organisation as a relevant authority that may have evidence or hold an interest in the land at the **date of claim** that establishes:

- Lawful use or occupation
- Need or likely to be needed for an essential public purpose.

The Minister's decision is subject to appeal to the Land & Environment Court. It is important all information relevant to the claimed land be made available to the ALCAT to ensure the claim is properly and thoroughly assessed.

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Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

19 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
46609	NSWALC	3/12/2018	3	2	758551	R751722	FPR
46609	NSWALC	3/12/2018	4	2	758551	R751722	FPR
46619	NSWALC	3/12/2018	8	1	758551	R751722	FPR

NSWALC = New South Wales Aboriginal Land Council  
LALC = Local Aboriginal Land Council  
Obo = on behalf of  
FPR = Future Public Requirements



File number: 09/08796  
 Case officer: Paul Parker

Reference to authorities and stakeholders via email:

Narrandera Shire Council	council@narrandera.nsw.gov.au
Essential Energy	alc@essentialenergy.com.au
TransGrid	alc@transgrid.com.au
NSW Department of Industry - Geological Survey NSW	landuse.minerals@geoscience.nsw.gov.au
NSW National Parks and Wildlife Services Roads/access team	OEH.Roads@environment.nsw.gov.au
Forestry Corporation	James.Martin@fcnsw.com.au CC: Scott.mallyon@fcnsw.com.au
Fisheries NSW	recfishingpolicy.administration@dpi.nsw.gov.au

To whom it may concern

**Aboriginal Land Claims at Narrandera**

The Department of Planning, Industry and Environment (DPIE) – Crown Lands, Aboriginal Land Claim Assessment Team (ALCAT) is currently assessing the Aboriginal Land Claims shown on the attached list.

Lodging of an Aboriginal Land Claim creates an interest in the land. Prior to any future dealings in this land, consultation should be undertaken with DPIE – Crown Lands.

Aboriginal Land Claims are assessed in accordance with the provisions of section 36(1) of the *Aboriginal Land Rights Act 1983*. Regardless of when an assessment is conducted the key date for the assessment is the **date the claim is lodged**.

The ALCAT is seeking information from your organisation as a relevant authority that may have evidence or hold an interest in the land at the **date of claim** that establishes:

- Lawful use or occupation
- Need or likely to be needed for an essential public purpose.

The Minister’s decision is subject to appeal to the Land & Environment Court. It is important all information relevant to the claimed land be made available to the ALCAT to ensure the claim is properly and thoroughly assessed.

Any comment, assertion or statement you make should be as at the date of the claims and should be supported by documented evidence. Attached is an information sheet for your reference. The document also provides a definition of the assessment criteria mentioned above.

Should you require easements to accommodate proposed or existing infrastructure please ensure you advise the required widths and any specific conditions in your initial response. If you do not specify any specific conditions Schedule 4 of the *Conveyancing Act 1916* will be used.

Please note, if the claimed land is subject to multiple claims, your response should address each claim and should provide evidence relevant to the date of each claim.

A response is requested to be provided by **18 June 2021**. If you have no interest in the granting or refusal of this claim it would be appreciated if you could contact this office via e-mail advising of such. This will prevent unnecessary delays in processing claims, and we will not reference you further.

If you have any questions or require an extension of time to provide a response please contact Paul Parker on (02) 4925 4113, or by email to [paul.parker@crowland.nsw.gov.au](mailto:paul.parker@crowland.nsw.gov.au).

Yours sincerely



For the Manager  
Aboriginal Land Claim Assessment Team

19 May 2020

Claim No	Land Council	Lodged	Land Claimed			Reserve	
			Lot	Sec.	DP	No.	Purpose
18011	NSWALC	23/06/2009	89		751719	R751719	FPR
18011	NSWALC	23/06/2009	343		1016914	R86360	FPR
18011	NSWALC	23/06/2009	344		1016914	R86360	FPR
46270	NSWALC	6/11/2018	312		751719	R751719	FPR
51988	NSWALC	3/09/2020	341		821537	R751719	FPR

NSWALC = New South Wales Aboriginal Land Council  
LALC = Local Aboriginal Land Council  
Obo = on behalf of  
FPR = Future Public Requirements



# Criteria and Evidence

Information to assist in preparation of a response



## Providing information for an Aboriginal land claim assessment



*This sheet details the two common terms, explains their interpretation and gives examples of the types of evidentiary materials to provide when requested for information during a Claim assesment.*

### Lawful use

Occurs when use is to more than a notional degree. The lands need to be used for its specified public purpose or for a purpose that furthers or is ancillary to the public purpose. The use needs to be actual, not just contemplated or intended.

### Lawful occupation

Encompasses legal possession, conduct amounting to actual possession and some degree of permanence. It involves an element of control, of preventing or being in a position to prevent the intrusion of strangers. Continuous physical presence on every part of the land is not required, however some physical occupancy is required, mere activities of maintenance are insufficient.

### Evidentiary materials

Examples of materials supporting lawful use and occupation include, but are not limited to;

- Copies of tenure documents (licences, leases, permits etc.)
- Receipts
- Rosters, sign in books, attendance sheets etc
- Photographs taken at time
- Documents that prove activity at the location
- Evidence of improvements made and/or maintenance undertaken
- Utilities bills
- Anything that establishes a presence upon the lands
- Diary entries
- Media material.

If reference is made to a document in the course of providing a response, provide the entire document to support the response.

### Needed or likely to be needed for an essential public purpose

#### Needed

Means required or wanted. Where lands are needed for an essential public purpose, a manifestation of political will is required to establish need. Where lands are likely to be needed for an essential public purpose, it is a question as to whether it is likely that there will in the future be a government requirement; and if this addressed by considering a trajectory, then the trajectory needs to be towards a requirement at the appropriate government level at the specified time in the future.

#### Likely

Is a real or not remote chance, a real chance or possibility, not more probable than not (possibility being a lower legal standard than probability). The essentiality of the need must be sufficient to counteract the beneficial intent of the *Aboriginal Land Rights Act*. A 25 to 30-year time frame is appropriate when establishing a likely need.

## Criteria and evidence

Information to assist you in your response



### Essential public purpose

Public purposes are those that are required and created by the government of the country, or purposes of the administration of the government of the country. To be essential, the purpose must be indispensable, or at least material and important. The use of the word essential sets a high standard. Public purposes may be served by private interests. Purposes carried out under statutory authority or requirement, for example, the *Local Government Act* (Shire Councils) can be public purposes. Examples of evidentiary materials supporting the need or likely need for an essential public purpose include, but are not limited to;

- Government materials stating the lands are required for the essential public purpose
- Material illustrating a trajectory towards the land being developed for the essential public purpose
- Any documentation relating to the development of the land in general

- Documentation supporting the lack of development of the kind proposed
- Documentation showing the lack of other suitable lands in the area
- Documentation illustrating why the purpose proposed is important and indispensable
- Documentation proving that the intended use for the claimed lands existed as at the date of claim lodgement

### More information

If reference is made to a document in the course of providing a response, it would be appreciated that the entire document be provided as an annexure/attachment to support the response.

**If you have any questions regarding this information please contact the Aboriginal Land Claim Assessment Team on 02 6883 3396 or email [alc@crowland.nsw.gov.au](mailto:alc@crowland.nsw.gov.au).**



# Aboriginal land claims

## Definition of terms



## Definition of terms relating to Aboriginal land claims



*Over time, courts have provided some guidance on the definition of terms surround the Aboriginal Land Rights Act 1983 (NSW) and the assessment of Aboriginal land claims*

### Lawful use and/or occupation

**Lawful:** The term lawful means the activity being conducted on the claimed land at the date of claim was being conducted with the appropriate authority to do so. For instance, if the activity required the approval of the reserve trust, then that approval had been granted.

**Lawful use:** Lawful use of claimed lands occurs when the use is to more than a notional degree. The level required to demonstrate the use is more than notional will depend on the purpose for which the land is reserved. For example, a reserve for public recreation would be expected to have a higher level of use than a reserve for tree plantation.

The use of the land needs to be consistent with the reserve purpose; for a purpose that is in furtherance of or ancillary to the reserve purpose; or an authorised secondary interest. The use needs to be actual, not just contemplated or intended.

**Lawful occupation:** Lawful occupation encompasses legal possession, conduct amounting to actual possession and some degree of permanence. It involves an element of control, of preventing or being in a position to prevent the intrusion of strangers. Continuous physical presence on every part of the land is not required; however, some physical occupancy is required. Mere activities of maintenance in isolation are insufficient.

### Needed or likely to be needed for an essential public purpose

**Needed:** Needed means required or wanted. Where lands are needed for an essential public purpose, a manifestation of political will is required to establish need. Where lands are likely to be needed for an essential public purpose, the question is whether it is likely that there will in the future be a government requirement; and if this is addressed by considering a trajectory, then the trajectory needs to be towards a requirement at the appropriate government level at the specified time in the future.

**Likely:** The term likely refers to a real, or not remote, chance; a real chance or possibility. It does not refer to something being more probable than not (possibility being a lower legal standard than probability). The essentiality of the need must be sufficient to counteract the beneficial intent of the Act. A 25- to 30-year time frame is appropriate when establishing a likely need.

**Essential public purposes:** Essential public purposes are those that are required and created by the government, or purposes of the administration of the government. To be essential, the purpose must be indispensable, or at least material and important. The use of the word essential sets a high standard. Public purposes may be served by private interests. Purposes carried out under statutory authority or requirement, for example, the *Local Government Act 1993* (shire councils), can be public purposes.

© State of New South Wales through Department of Planning, Industry and Environment 2019. The information in this publication is based on knowledge and understanding at the time of writing (August 2019). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.

# Aboriginal land claims

Definition of terms



## Information for Crown land tenants about Aboriginal land claims



*The Aboriginal Land Rights Act 1983 (NSW) is important legislation that recognises the rights of Aboriginal people in New South Wales, recognising land was traditionally owned and occupied by Aboriginal people, and is of spiritual, social, cultural and economic importance to their people. It recognises the need of Aboriginal people for land and acknowledges that land for Aboriginal people in the past was progressively reduced without compensation.*

### The effect on a lease or licence

The lodgement of an Aboriginal land claim by a Land Council creates what is known as an inchoate (unformed) interest in the land. The full extent of this interest is not known until the claim is assessed and a determination is made by the relevant Minister.

The NSW Government (through the Department of Planning, Industry and Environment) will generally not authorise any dealing in land subject to a claim that will:

- prevent the land being transferred to a claimant Land Council in the event it is found to be claimable
- impact on the physical condition of the land.

To ensure these conditions are met, the proponent must usually seek consent from the claimant Land Council for the proposed works or activity before any landowner's consent can be provided.

During the assessment of an Aboriginal land claim, the department identifies and gathers relevant information about the land at the date of lodgement. We will generally seek information from relevant agencies (including local government and infrastructure providers) and

tenure (lease or licence) holders to understand if the land subject to claim is lawfully used or occupied or is needed or likely to be needed for an essential public purpose.

Over time, the courts have provided some guidance on the definition of these terms and an extract of this guidance is detailed in the fact sheet titled *Definition of terms relating to Aboriginal land claims* (go to [industry.nsw.gov.au/lands](http://industry.nsw.gov.au/lands) and search for the title).

Once relevant information has been gathered and assessed, we provide advice to the Minister on whether the land can be claimed. There is very little discretion available to the Minister, and if land is found to be claimable against the criteria, the claim must be granted.

The *Aboriginal Land Rights Act 1983* provides appeal rights to claimant Land Councils where Aboriginal land claims are refused. The appeal can be lodged in the NSW Land and Environment Court within a four-month period from the date of determination.

It is important to keep in mind during the assessment of an Aboriginal land claim that the *Aboriginal Land Rights Act 1983* is beneficial and remedial legislation.



# Aboriginal land claims

Fact sheet



## Claimable Crown land

Section 36(1) of the *Aboriginal Land Rights Act 1983* states that:

*'claimable Crown lands means lands vested in Her Majesty that, when a claim is made for the lands under this Division:*

- (a) *are able to be lawfully sold or leased, or are reserved or dedicated for any purpose, under the Crown Lands Consolidation Act 1913 or the Western Lands Act 1901*
- (b) *are not lawfully used or occupied*
- (b1) *do not comprise lands which, in the opinion of a Crown Lands Minister, are needed or are likely to be needed as residential lands*
- (c) *are not needed, nor likely to be needed, for an essential public purpose*
- (d) *do not comprise lands that are the subject of an application for a determination of native title (other than a non-claimant application that is an unopposed application) that has been registered in accordance with the Commonwealth Native Title Act, and*
- (e) *do not comprise lands that are the subject of an approved determination of native title (within the meaning of the Commonwealth Native Title Act) (other than an approved determination that no native title exists in the lands).*

## Lodgement of Aboriginal land claims

The *Aboriginal Land Rights Act 1983* provides that the NSW Aboriginal Land Council and Local Aboriginal Land Councils may make claim(s) to claimable Crown land(s). The date an Aboriginal land claim is lodged is critical, and any assessment generally will only be able to consider information and activities relevant to that date.

## Assessment and determination of Aboriginal land claims

The responsibility for determining Aboriginal land claims lies with the Minister administering the *Crown Land Management Act 2016*.

The Crown Lands team at Department of Planning, Industry and Environment assesses claims and provides the Minister with relevant information to assist in determining whether land is claimable, with reference to the statutory criteria.

## More information

You can get general information about the *Aboriginal Land Rights Act 1983* from:

- the Office of the Registrar of the Aboriginal Land Rights Act 1983 at [www.oralra.nsw.gov.au](http://www.oralra.nsw.gov.au)
- Aboriginal Affairs NSW at [www.aboriginalaffairs.nsw.gov.au/alra](http://www.aboriginalaffairs.nsw.gov.au/alra)

The assessment of claims is done by the Crown Lands Aboriginal Land Claim Assessment Team within Department of Planning, Industry and Environment. Contact the team on:

- E: [alc@crowmland.nsw.gov.au](mailto:alc@crowmland.nsw.gov.au)
- P: (02) 6883 3396

© State of New South Wales through Department of Planning, Industry and Environment 2019. The information in this publication is based on knowledge and understanding at the time of writing (August 2019). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser.



Narrandera Local Aboriginal Land Council  
172 East Street, Narrandera, 2700  
Ph: 02 6959 1823 Fax: 02 6959 2811  
nlalc14@bigpond.com

Wednesday, 30 June 2021

Mr George Cowan  
General Manager  
Narrandera Shire Council  
NARRANDERA NSW 2700  
Ph: 02 6959 5500 | Mob: 0427498391 | Fax: 02 6959 1884  
Email: george.cowan@narrandera.nsw.gov.au

Dear George,

**RE: Proposed renaming of Town Beach as "Koori Beach" and its ongoing maintenance.**

In reply to your communication of 8 April 2021 and our meeting at the Narrandera Local Aboriginal Land Council office (3rd May 2021) on the planned change to Town Beach name as detailed above.

Narrandera Local Aboriginal Land Council intends to deliberate and make a determination on the change of name and ongoing maintenance by Narrandera Shire Council.

A meeting, will in principle support Narrandera Shire Council in:

1. Renaming of Town Beach to Koori Beach.
2. The ongoing maintenance of the vicinity leading to Town Beach.

Narrandera Local Aboriginal Land Council has not met to discuss the items to date and will raise its support at its next meeting.

If you require any further information in regard to this letter, please contact Michelle Mondo in the first instance.

Your sincerely

Michelle Mondo  
Acting Chief Executive Officer.

F:\Koorie Beach June 2021.docx

**CLUBROOM LICENCE – VERSION 9**

**PARTIES**

**NARRANDERA SHIRE COUNCIL**  
*(Licensor)*

**AND**

**NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB INCORPORATED**  
**ABN 48 817 377 396**  
*(Licensee)*

**DATED**



Farrell Goode Pty Limited  
180 Hoskins Street Temora 2666 Telephone 02 6977 1155 Facsimile 02 6977 1133 DX 5495 Temora  
124 Main Street West Wyalong 2671 Telephone 02 6972 1155 Facsimile 02 6977 1133  
72 Ariaah Street Ardlethan 2665 Telephone 02 6978 2191 Facsimile 02 6977 1133  
144 East Street Narrandera 2700 Telephone 02 6959 2288 Facsimile 02 6959 2679



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**THIS DEED** dated 2021

**PARTIES:** **NARRANDERA SHIRE COUNCIL** of 141 East Street, Narrandera, NSW 2700,  
(Licensor)

**NARRANDERA IMPERIAL FOOTBALL & NETBALL CLUB  
INCORPORATED ABN 48 817 377 396** of 2-32 Victoria Avenue Narrandera, NSW  
2700, (Licensee)

## **INTRODUCTION**

- A. The Licensor is the owner of the Land known as “The Narrandera Sports Ground” being 2-32 Victoria Avenue Narrandera, comprised in certificate of title 2/1107557 (the Land).
- B. The Licensor and Licensee have an existing licence dated 21 March 2016. It is intended that this licence will be terminated.
- C. The Licensor intends to erect on the Land in the area shown on the plan attached and marked “Proposed clubrooms & changerooms” a two-storey structure with a lower floor containing two players change rooms and amenities, two umpire change rooms with amenities, one medical triage room and storage area. The upper floor will contain a club room/auditorium, drinks service area including cool room, food service including cool room, amenities, storage areas and a meeting room.
- D. The Licensor intends to allow the licensee to use the whole of the upper floor and one storage room located on the lower floor as designated by the Licensor (the licensed area).
- E. In consideration of the Licensee’s agreement to pay the Licence Fee annually and to observe and perform the Licensee’s obligations set out in this Licence, the Licensor agrees that the Licensee should be permitted to use the Licenced area in accordance with this Licence.

## **IT IS AGREED**

### **1. INTERPRETATION**

1.1. In this Deed, unless otherwise indicated by the context:

- (a) *Licence* means the licence granted pursuant to this Deed;
- (b) *Plan* means the plan annexed and marked ‘A’;
- (c) *Clubroom Event* means any sporting related event including sporting fixtures and like activities such as fundraising activities or social events, meetings or lectures.
- (d) *Third Party Function* means a private function that is managed by a third party and authorised by the Licensee during which the Licenced area is used with the private function being in accordance with the definition of a Clubroom Event as detailed in Clause 1.1 (c).

1.2. In this Deed, unless otherwise indicated by the context:

- (a) words importing the singular include the plural and vice versa;
- (b) headings are for convenience only and do not affect interpretation of this Deed;



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- (c) a reference to a party to a document includes that party's legal personal representatives, successors and permitted assigns;
- (d) a reference to a body, whether statutory or not;
  - (i) which ceases to exist; or
  - (ii) whose powers or functions are transferred to another body;is a reference to the body which replaces it, or which substantially succeeds to its powers or functions.

## 2. LICENCE

- 2.1. The licence dated 21 March 2016 signed by the Licensor and Licensee whereby the Licensor allowed the Licensee to use certain rooms on the land is terminated 1 month from the date of this Licence agreement.
- 2.2. The Licensor grants to the Licensee a license to use the whole of the upper floor and one storage room located on the lower floor as designated by the Licensor (the licenced area) once the Proposed clubrooms & changerooms are erected.
- 2.3. This Licence does not confer upon the Licensee any estate or interest in the Licenced area, or the Land or any part of it and the legal possession and control of the Licenced area will at all times remain vested in the Licensor.

## 3. TERM

- 3.1. The commencement date will be the
- 3.2. The Licence will be for the Term of ten (10) years with one further option of an additional five (5) years. The maximum term under this licence agreement will be fifteen (15) years. The Licensee must, within three months of the end of this licence, serve on the Licensor notice that it wishes to exercise the option in this clause.
- 3.3. Should the Licensor permit the Licensee to continue to use the Licenced area after the expiration of the Term, such continued use will be upon the terms and conditions set out in this Deed as a licence from Month to Month at the Licence Fee determined by the Licensor and notified to the Licensee and payable in advance on the first of each month such licence being determinable by not less than one Month's notice in writing from either party to the other expiring on any day.

## 4. PAYMENT

The Licensee covenants with the Licensor to pay the annual Licence Fee of \$1,875.00 plus, GST per annum from the commencement date. The annual Licence fee for the second and subsequent years, shall be increased by 2% per year and is to be reviewed and determined by the Licensor in consultation with the Licensee prior to formalising the option for renewal. Where agreement cannot be reached then the Licensor is able to determine the new annual licence fee that will apply for the option period.

## 5. GAS AND ELECTRICITY CONSUMPTION

- 5.1 The Licensee will be responsible for all access and consumption charges of electricity, gas charges (either natural or bottle) and waste management charges charged on the licenced area.

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6. **LICENSEE'S COVENANTS**

The Licensee covenants with the Licensor:

- (a) To manage the Licenced Area in accordance with Notice of Determination of a Development Application numbered 019-2019-2020 dated 8 February 2020
- (b) the Licensee will not do or omit to do or permit or suffer to be done or omitted any act matter or thing which might in any way endanger the Land or any structures on the Land (including the Licenced area) or any person, equipment chattels or goods whether the property of the Licensor or not which may be upon the Land;
- (c) The Licensee shall be responsible for the repair or replacement, as the case may be, of any damaged building infrastructure or stolen items detailed in Schedule 'C'.
- (d) the Licensee is responsible for the maintenance, replacement or restoration of items listed in Schedule 'C' and any other equipment supplied to or installed into the Licenced Area and must adhere to the annual service requirements and provide the Licensor with copies of certification. The items in schedule "C" may be added to or amended by the Licensor by giving notice to the Licensee.
- (e) the Licensee, its servants, players, spectators or agents will not cause or permit excessive noise from the Licenced area;
- (f) the Licensee will not do omit to do or permit or suffer to be done any act matter or thing which will be or may become a nuisance or annoyance to the Licensor, other users of the Licenced area the occupants of the Land or the owners or occupiers of neighbouring premises;
- (g) the Licensee, its servants, players, spectators or agents will at all times when within the Licenced area observe and conform to all rules and regulations from time to time made by the Licensor in connection with the Land; and
- (h) the Licensee will not cause or permit any rubbish to be placed thrown or dropped in or about the Licenced area. The Licensee shall be responsible for the purchase or rental of waste receptacles at the Licenced area and the cost of the removal of the waste;
- (i) to be responsible for all maintenance and cleaning of the Licenced area and the area immediately surrounding the Licenced area. The licensee must decorate the inside and outside of the Licenced area in the last 3 months of the licence period (however it ends) – 'decorate' here means restoring the surfaces of the property in a style and to a standard of finish originally used e.g. by repainting. The painting must be in the colours as specified by the Licensor;
- (j) to comply with the Plan of Management of Narrandera Sports Ground issued by the Narrandera Shire Council;
- (k) to ensure anyone using the Licenced area does not use glass containers beyond the Licenced Area;
- (l) to issue the Licensor with a key and security alarm code to the Licenced area and to allow the Licensor and its representatives to access the Licenced area at all reasonable

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times and to make regular inspections of the Licenced area. In addition, the Licensor shall make annual inspections with notice of the Licenced area;

- (m) to not unreasonably withhold the use of the Licenced Area by a third party or Council as the Licensor for a Clubroom Event. The Licensee may recover a reasonable financial amount for utilities used by the third party. The Licensee shall have priority over any third party with respect to the Licenced area. The Licensee shall not unreasonably refuse the use of the Licenced Area to a third party. In considering refusal of the Licence Area to a third party the Licensee is to ensure they are not in contravention of any State (including but not limited to the *Anti-Discrimination Act 1977*) or Commonwealth (including but not limited to the *Age Discrimination Act 2004*, *Disability Discrimination Act 1992*, *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984*) anti-discrimination legislation.
- (n) The Licensee shall submit to the Licensor by the end of 31 March annually a schedule of fees proposed to be charged by the Licensee for use of the Clubroom by a third party for the coming financial year commencing 1 July for approval by the Licensor. The Licensee shall be responsible for invoicing and recovering payment for utilities from the third party; Where conflict arises both parties must attempt to mutually and amicably resolve the matter, however the Licensor will act as the mediator.
- (o) to notify the Licensor in writing at least 48 hours prior to any Clubroom Event or Third Party Function.
- (p) The Licensor agrees to keep the Licensee informed of any events booked by the Licensor, prior to the Clubroom Event.
- (q) To obtain any consents or licences needed, comply with any conditions of consent, and keep current any licences or registrations needed for the use of the Licenced area.
- (r) It will comply with all relevant work, health, safety and welfare standards and regulations determined by the Licensor or as prescribed by the Workplace Health and Safety Act and any other relevant legislation.
- (s) The Licensee will comply with all the safety standards and requirements imposed by the Licensor or any statutory or other relevant authority from time to time and will apply for, obtain and maintain all registrations, licences, approvals and consents which are required by statute, regulations, by-laws or ordinances in order to enable it to comply with its obligations under this clause.
- (t) The Licensee will comply with any mutually agreed conditions imposed by the Licensor notified to the Licensee. Where agreement cannot be reached then the Licensor is able to impose conditions if they believe that they are necessary.

## 7. INSURANCE AND RISK

- 7.1. The Licensee, at its own expense, is to take out and keep current a public risk policy that provides for a minimum cover for each accident, claim or event of the amount of Twenty Million Dollars (\$20,000,000.00) or any reasonable higher amount that the Licensor notifies in relation to the Land. The cover provided under this policy must not be contributory with any policy taken out by the Licensor. The policy must note the Licensor as an interested party and

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must be with an insurance company approved by the Licensor. The Licensor will provide the Licensee with a copy of the public risk policy Certificate of Currency.

- 7.2. The Licensee unconditionally releases the Licensor from all claims, suits, demands, actions or proceedings (whether at law, in equity or arising under any statute) arising out of or in connection with an act, default or omission of the Licensee, Sub-Licensee or any of the Licensee's agents. The Licensee agrees not to sue or make any claim or demand against the Licensor in respect of matters covered by this release.
- 7.3 (a) The Licensee indemnifies the Licensor from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:
- (i) Loss of, loss of use of, or damage to property of the Licensor; or
  - (ii) Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by the Licensee, Sub-Licensee or any of the Licensee's agents arising out of the Licensee, Sub-Licensee or Licensee's agents' activities undertaken at or near the Licenced area.

(b) The Licensee's liability to indemnify the Licensor is reduced proportionally to the extent that a negligent act or omission of the Licensor or its employees has contributed to the injury, damage or loss.

- 7.4 The Licensee is responsible for pre and post inspections of the licensed area for the purpose of public liability and such inspections are to be evidenced by way of a completed inspection checklist which shall be made available for inspection by the Licensor upon request.

## 8. LICENSOR'S COVENANTS

- 8.1. The Licensor may in its sole discretion by written notice delivered to the Licensee limit the hours of operating of the Licenced area.
- 8.2. The Licensor will at all times during the continuance of this Licence (and any holding over period) retain possession of and full control over the Licenced area, and in particular, but not limited to, will at all times by itself its servants players, spectators and agents have full and free access thereto for such purposes as it may see fit. Notwithstanding this clause, the Licensor must not unreasonably interfere with the Licensee's use and enjoyment of the Licenced Area.

## 9. TERMINATION

- 9.1. Upon expiry or earlier termination of this Licence or any holding over period, the Licensee will promptly remove the Licensee's belongings from the Licenced area and in default the Licensor will be entitled to remove them and recover the cost of removal from the Licensee. Whatever the Licensor or any person authorised by it will do under this clause will be deemed to be done with the full authority of and as agent for and at the risk in all respects of the Licensee.



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**10. DEFAULT**

If:

- (a) the Licence Fee or any part is in arrears for 28 days after the date on which the Licensor gives the Licensee written notice of the Licensee's default in making payment on the due date; or
- (b) the Licensee fails to perform any other of the Licensee's obligations under this Licence for 28 days after the Licensor gives the Licensee written notice of the Licensee's default; or
- (c) if the Licensee defaults in the fulfilment of any covenant, condition or stipulation of the Licence to be performed and observed by the Licensee; or
- (d) the Licensee parts with possession of the Licenced area for any reason,

then and in any of such event the Licensor will be entitled by written notice to the Licensee to immediately terminate this Licence.

**11. ASSIGNMENT OR SUB-LICENSING**

- 11.1 The Licensee may sub-licence to a third party for a Third Party Function.
- 11.3 Should the Licensee sub-licence to a third party, the Licensee acknowledges that they are responsible to ensure that the sub-licensee complies with the covenants of this agreement.

**12. COSTS AND DISBURSEMENTS**

The Licensee must pay reasonable legal and other costs and disbursements of the Licensor incurred including the costs of preparation, negotiation and execution of this Licence or arising out of or associated with this Licence. The Licensee will pay all duty on this Deed.

**13. NOTICES**

- 13.1. A notice or other communication required or permitted to be given by one party to another must be in writing and:
  - (a) delivered personally;
  - (b) sent by pre-paid mail to the address of the addressee specified in this Deed; or
  - (c) sent by facsimile transmission to the facsimile number of the addressee with acknowledgment of receipt from the facsimile machine of the addressee.
  - (d) sent by email transmission to the email address of the addressee.
- 13.2. A notice or other communication is taken to have been given (unless otherwise proved):
  - (a) if mailed, on the second Business Day after posting; or
  - (b) if sent by facsimile or email before 4 pm on a Business Day at the place of receipt, on the day it is sent and otherwise on the next Business Day at the place of receipt.
- 13.3. A party may change its address for service by giving notice of that change in writing to the other parties.

**14. WAIVER OR VARIATION**

- 14.1. A party's failure or delay to exercise a power or right does not operate as a waiver of that power or right.

-7-

14.2. The exercise of a power or right does not preclude:

- (a) its future exercise; or
- (b) the exercise of any other power or right.

14.3. The variation or waiver of a provision of this Deed or a party's consent to a departure from a provision by another party will be ineffective unless in writing executed by the parties.

15. **COUNTERPARTS**

This Deed may be executed in any number of counterparts each of which will be an original, but such counterparts together will constitute one and the same instrument and the date of the Deed will be the date on which it is executed by the last party.

16. **WHOLE AGREEMENT**

In relation to the subject matter of this Deed:

- (a) this Deed is the whole agreement between the parties; and
- (b) this Deed supersedes all oral and written communications by or on behalf of any of the parties.

17. **SEVERANCE**

If any part of this Deed is invalid or unenforceable, this Deed does not include it. The remainder of this Deed continues in full force.

18. **NO MERGER**

Nothing in this Deed merges, extinguishes, postpones, lessens or otherwise prejudicially affects any right, power or remedy that a party may have against another party or any other person at any time.

19. **CONSENTS AND APPROVALS**

Where this Deed gives any party a right or power to consent or approve in relation to a matter under this Deed, that party may withhold any consent or approval or give consent or approval conditionally or unconditionally. The party seeking consent or approval must comply with any conditions the other party imposes on its consent or approval. Notwithstanding this clause, the party who holds such rights, must not unreasonably withhold such consent or approval or impose any unreasonable conditions.

**EXECUTED AS A DEED.**

**EXECUTED** for and on behalf of  
**NARRANDERA SHIRE COUNCIL** in  
accordance with Section 127(1) of the  
*Corporations Act 2001* by authority of the  
Directors:

.....  
Signature of Mayor

.....  
Name of Mayor  
**EXECUTED** for and on behalf of  
**NARRANDERA IMPERIAL FOOTBALL  
& NETBALL CLUB INCORPORATED**  
**ABN 48 817 377 396** by the Committee:

.....  
Signature of Committee Member

.....  
Name of Committee Member

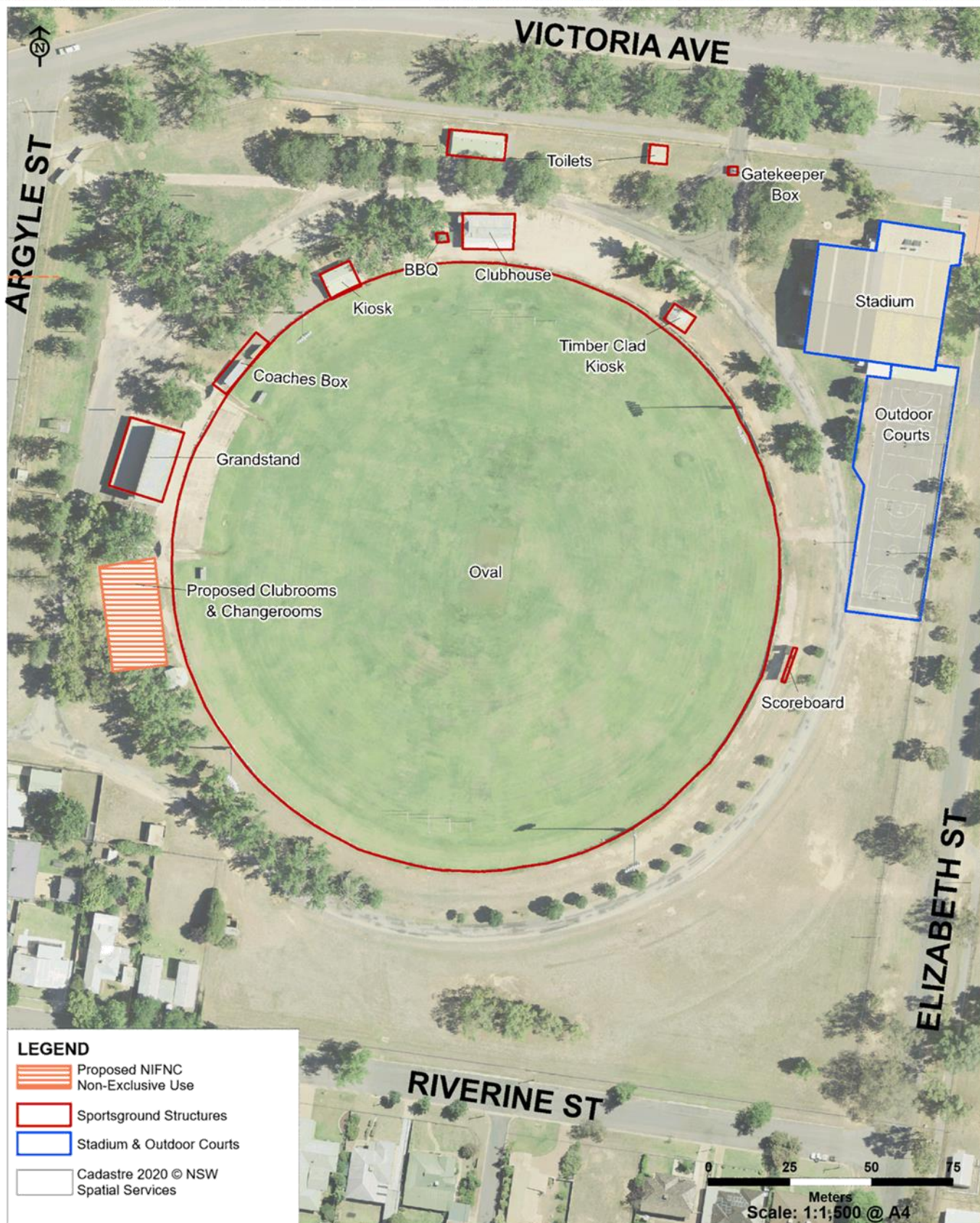
.....  
Signature of General Manager

.....  
Name of General Manager

.....  
Signature of Committee Member

.....  
Name of Committee Member






**NARRANDERA SHIRE COUNCIL**  
 141 East Street  
 Narrandera NSW 2700  
 Ph: 02 6959 5510

## PROPOSED NIFNC LICENCE NARRANDERA SPORTSGROUND

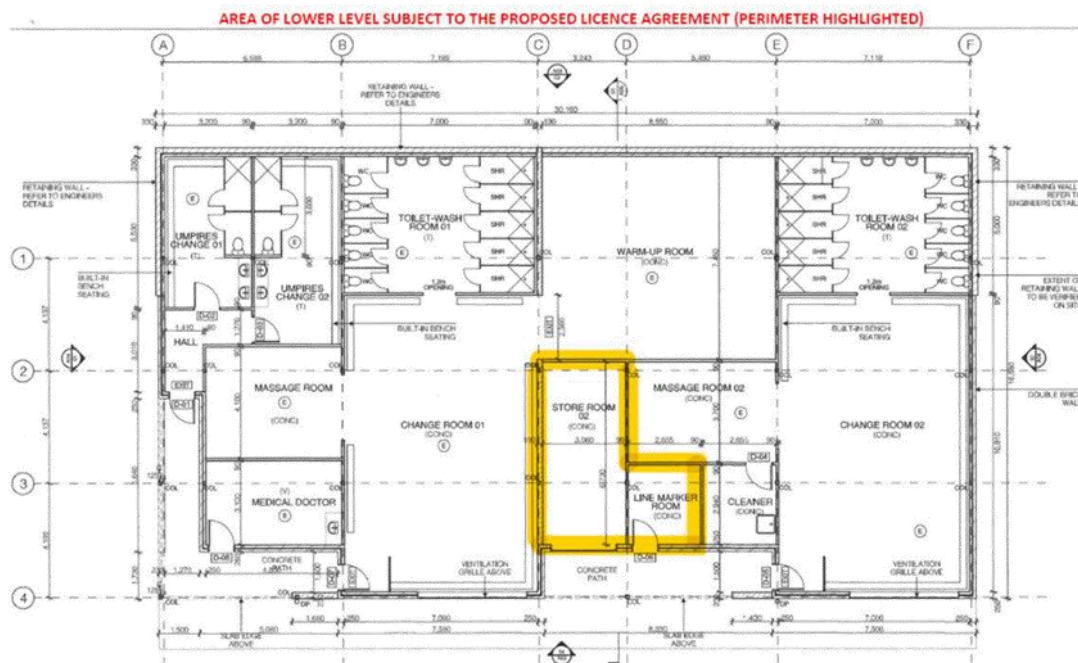
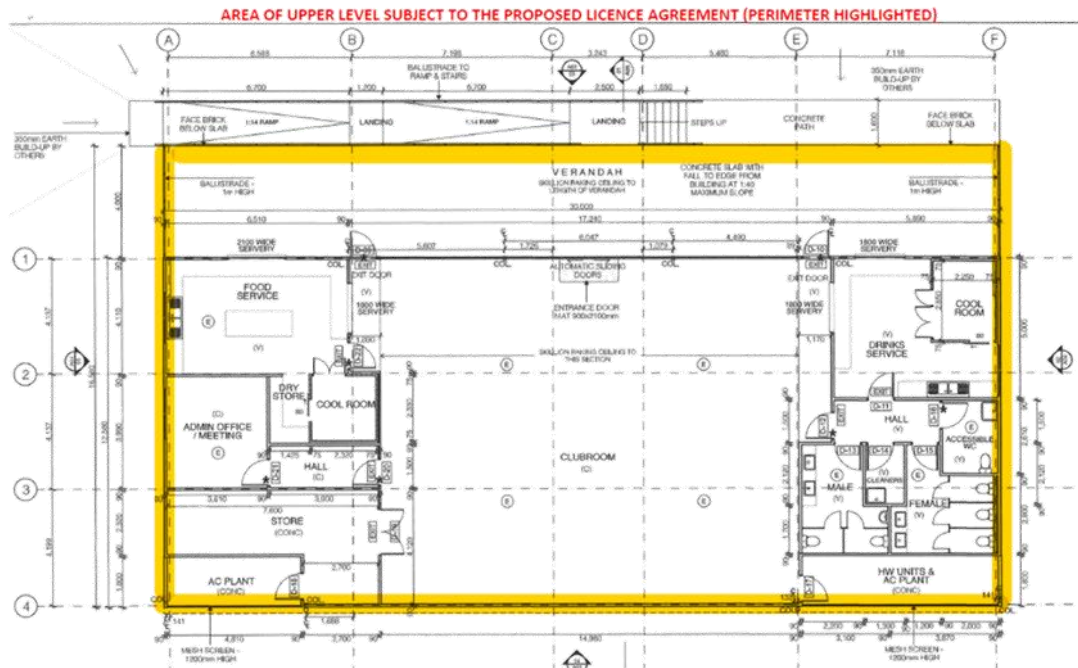
This map is a representation of the information currently held by Narrandera Shire Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions.

Date: 6/08/2020  
 Compiled by:  
 GIS Narrandera  
 Co-ordinate System:  
 MGA 94 Zone 55  
 Ref: 2020-039



ANNEXURE B

PROPOSED AREAS OF THE LICENCE AGREEMENT



## MEMORANDUM OF UNDERSTANDING

### PARTIES:

**Narrandera Imperial Football and Netball Club Incorporated (ABN 48 817 377 396)** of 2-32 Victoria Avenue, Narrandera NSW 2700 ("the Football Club")

AND

**Narrandera Rugby League Football Club Incorporated (ABN 73 261 301 287)** (and its associated entities) of 2-32 Victoria Avenue, Narrandera NSW 2700 ("the Rugby League Club")

### RECITALS:

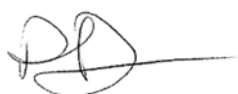
- A. The Football Club and the Narrandera Shire Council have applied and secured a grant for the development of a new clubroom and new change rooms at the Narrandera Sports Ground.
- B. The Football Club has negotiated a Licence Agreement (**annexed** hereto) with the Narrandera Shire Council for the use of the clubrooms.
- C. The Rugby League Club have expressed their desire to use the clubrooms.
- D. The Football Club and the Rugby League Club have entered into this Memorandum of Understanding to outline the use and enjoyment of the clubrooms.

### AGREEMENT:

1. The Football Club has agreed to reasonably accommodate any request from the Rugby League Club to use the clubrooms. In the event that no agreement can be reached, the parties have agreed that the decision be referred to Narrandera Shire Council for determination pursuant to the Licence Agreement.
2. The Football Club will ensure that the clubrooms are made available within the requested time frames and without delay to the Rugby League Club. The parties have agreed that they will not interfere with each parties' reasonable enjoyment of the clubrooms whilst the other party is in use of the clubroom.
3. The parties have agreed that they will each take out the appropriate public liability insurance (of at least (\$20,000,000.00) to use the clubrooms. Each party is solely liable for their members or invitees during their use of the clubrooms, including any claim, loss, or damage which may arise out of their use of the clubrooms.
4. The parties have agreed that they will not interfere with, damage, or destroy the other party's property that may be left in the clubrooms from time to time, including but not limited any sporting memorabilia, stock, and furniture. Each party will be liable for any damage caused by that party's members or their invitees and the parties have agreed to indemnify each other for any claim, loss or damage arising out of this clause.
5. The parties acknowledge that the Rugby League Club will apply for their own liquor licence and the Football Club will support such application insofar as possible, and without prejudicing the rights of their own liquor licence.

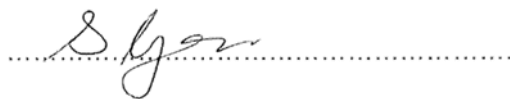
6. The parties have agreed that following the use of the clubrooms, that each party is to remove all rubbish and leave the clubrooms in a condition that is neat, tidy, and does not inhibit the other party's reasonable use and enjoyment of the clubrooms.
7. The parties have agreed that in the event that the clubrooms are not left in the condition as set out in clause 6, the responsible party shall engage a professional cleaner at their own expense to have the clubrooms cleaned to the standard set out in clause 6.
8. The parties have entered into this Memorandum of Understanding in good faith and to establish an understanding about the use and enjoyment of the clubrooms. The parties must use their best endeavours to resolve any disagreements which may arise.

**SIGNED BY Narrandera Imperial Football Club (ABN 48 817 377 396)**




.....

**SIGNED BY Narrandera Rugby League Football Club Incorporated (ABN 73 261 301 287)**



.....



.....

**Dated:**

25 February 2021



*Narrandera Imperial Football - Netball Club Inc.*

FORMED 1910

ABN 48 817 377 396

PO BOX 203 NARRANDERA NSW 2700



## Event Management Plan

**Event Name:**

**Date of Event:**

**Contact Name:**

**Contact Number:**

An Event Management Plan must be submitted to Narrandera Shire Council for any sporting related Clubroom Event that is expected to exceed 150 persons within the licensed area. Security measures must be in place where the sporting related Clubroom Event is expected to exceed 250 persons within the licensed area.

**It is important that information for any event triggering the completion of the Event Management Plan be provided to surrounding residential occupants (defined as Argyle Street and Riverine Street residents from the intersection with Roberts Street east for 200 metres) providing details of who is to be contacted and a mobile phone number to use in the instance of issues arising from the sporting related Clubroom Event.**

A copy of the Event Management Plan should be retained by the event organiser for use on the day of the event.



**1. Sporting related event details**

**1.1 Sporting related event place and time**

Name of event:
Address of event:
Details of the sporting related Clubhouse event:
Date and time event starts or is open to the public:
Date and time event finishes:
Estimated number of people expected to attend:

**1.2 Contact during event**

Event manager/ contact on the day of event:		
Phone (work):	Phone (home):	
Mobile:	Fax:	
Email:		
Contact during event:	Phone:	Mobile:
How will communication be conducted on the day?		
Will there be any expected difficulties in mobile phone reception?		
How will communication be made to the public especially in the event of an emergency?		

**1.3 Road closures**

Will there be any road/street closures required for the event? Yes/No

If yes, what is the road/street name?

Has the relevant authority been contacted? Yes/No

**1.4 Security and crowd control**

Will security measures be actioned for the event? Yes/No

**Note: Security will be compulsory for events that exceeds 250 persons within the licensed area.**

If yes, please provide details of security measures to be engaged

If a security firm has been contracted, please provide details:

Name of Company:
Licence Details:
Contact Person:
Phone: <span style="float: right;">Mobile:</span>
Number of Security Personnel at Event:

**2. Hazard identification and risk assessment**

Please note – it is your responsibility as the event organiser to ensure that foreseeable risks are identified and managed. Below is one method to assist this process, however, you are welcome to use your own if desired.

**Potential hazards**

Using the table below list the foreseeable hazards at the selected site and the actions implemented to minimise the risk.

Follow these steps:

1. Identify hazard/risk and list in column 1

Some examples of hazards to consider could be (but are not limited to):

- Security, people/crowds
- Plant, hazardous substances/dangerous goods
- Legal compliance issues, planning, accessibility
- Manual handling, slips /trips/falls
- Contractors
- Vehicle safety
- Electrical safety
- Fire safety
- Working at heights
- Food preparation

2. Rate likelihood - insert in column 2

**Likelihood (probability and indicative frequency of exposure)**

Descriptor	Rating	Description
Eliminated	0	Risk eliminated
Unlikely	1	May occur, but only in exceptional circumstances
Possible	2	Might occur at some time.
Likely	3	Will probably occur in most circumstances.
Almost certain	4	Is expected to occur in most circumstances.
Certain	5	Is expected to occur in all circumstances.

3. Rate consequence - insert in column 3

**Consequence (likely outcome of exposure)**

Descriptor	Rating	Description
Minor	1	No injuries, bruising, temporary rash / irritation, low financial loss. Dealt with by site personnel, no environmental damage.
Important	2	First aid treatment, irritation, burning with withdrawal from exposure, discomfort, nausea, on-site release immediately contained, minor financial loss.
Serious	3	Medical treatment required, chemical burn which may heal with treatment, unconsciousness, medium financial loss, some environmental damage.
Major	4	Extensive injuries, permanent disability, major financial loss.
Catastrophic	5	Death, huge financial loss.

4. Risk rating is Likelihood x Consequence - insert into column 4

Find risk rating figure in Risk Rating Matrix table below and identify risk in Legend table.

LIKELIHOOD		CONSEQUENCE				
		(Minor) 1	(Important) 2	(Serious) 3	(Major) 4	(Catastrophic) 5
Eliminated	0	0	0	0	0	0
Unlikely	1	1	2	3	4	5
Possible	2	2	4	6	8	10
Likely	3	3	6	9	12	15
Almost Certain	4	4	8	12	16	20
Certain	5	5	10	15	20	25



**Legend**

Score	Assessment of Risk	Priority of Action
1-2	LOW	Address or repair if low cost. Schedule for action after other risks have been controlled.
3-7	MEDIUM	Further improvements required: assess feasibility for risk controls; management sign-off required if the risk/s are to be accepted
8-12	HIGH	Risk controls required as soon as possible.
+13	EXTREME	Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.

5. List control measures in column 5
6. Re-assess likelihood and consequence and rate risk – insert in columns 6, 7 and 8
7. Identify responsible person - insert in column 9
8. Initial date in column 10



**3.2 Site plan including incident management/first aid (see section 5)**

**3.3 Contingency controls**

List the major influences, eg.rain, which may disrupt your event and the contingency plans you will put in place.

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**4.1 Adjoining properties**

Have adjoining property occupants been advised of the proposed sporting related Clubroom Event?  
Yes/No

For a sporting related Clubroom event that is likely to impact in any way on the adjoining residential properties – eg. noise, crowds, extra cars, roadclosures the surrounding residential occupants must be notified well in advance of the event.

**5. Incident management**

**5.1 Incident control centre**

Ensure the Incident Control Centre is clearly marked on the Site Plan (refer section 3.2) and detail where First Aid will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the Site Plan.

Has the emergency plan been tested and do all involved clearly know their roles?

**5.2 Incident Management Plan including first aid arrangements**

Please include these details on the Site Plan (refer section 3.2).

**5.3 Incident management contact details**

First Aid Officer 1 Name	Contact details
First Aid Officer 2 Name	Contact details
Incident Officer Name	Contact details
Local Police Name	Contact details
Local Ambulance Name	Contact Details
Local CFA Name	Contact details
Local Hospital Name	Contact details



#### 5.4 Incident reports

If there are any incidents that result in an injury or property damage this needs to be recorded on the incident form – use example below.

The event manager must take immediate action to ensure nobody is in further danger and that all injured people are taken care of.

A copy of the incident form must be forwarded to Council's Work Health Safety & Risk Officer. Completed forms are analysed and retained by Council officers to determine if any trends have developed which can then be effectively addressed.

Is the incident a 'Notifiable Event', eg.

- A death
- An injury involving a substance that requires medical attention
- An injury requiring in-patient treatment at a hospital
- Collapse or other malfunction of registered plant
- Collapse or failure of an excavation or shoring
- Collapse of part or all of a building
- Explosions and fires
- Escape or spills of dangerous goods
- The fall or release of plant, substances or objects from a height
- Complaints received by the Event Manager from residential property occupants about the Clubroom event

Depending on the 'Notifiable Event' the Work Health Safety & Risk Officer may need to refer the incident to SafeWork NSW.

If the 'Notifiable Event' is of a type other than complaints received by the Event Manager the event manager must contact WorkSafe directly on 13 10 50.

Date and time of incident	Description of incident	Person(s) involved - name, address, phone	Witness (must be over 18 years)	Action taken

**5.5 Toilets**

	How many toilets will be provided at the event?
Male	
Female	
Disabled	

Who will be responsible for the cleaning of toilets?

**5.6 Noise**

Are there activities/mechanisms likely to create higher noise levels (than is typically present) at your event?

Describe how you will monitor and minimise these noise levels.

Legal Firms				
Name	Address	Details of qualifications and experience	Capacity	Skills to offer
<b>Local Government Legal</b>	4 Sandringham Avenue  Thornton 2322 NSW	Tony is a founding member and Secretary of the Local Government Lawyers Group. This group comprises about 16 members who each act for local councils. The group is well regarded by the Land & Environment Court and has a member on the Court Users Group. LGL has both broad experience in advising local councils, demonstrating an understanding of local government, and specific experience advising local councils in relation to code of conduct matters.	LGL has eight (8) permanent employees, comprising of six (6) lawyers, a Paralegal and a Legal Secretary.	Areas of expertise: Local Gov Law; Environmental and Planning Law; Administrative Law; Property and Conveyancing Law; Procurement; Contract; Debt Recovery.
<b>Moray &amp; Agnew Lawyers</b>	2/45 Watt Street  Newcastle 2300 NSW	Examples of LG legal rep & CoC investigations, Sporting examples, range of government and corporate applications (including Code of Conduct).	No issue with capacity: six staff resumes attached with application.	Legal representation in Code of Conduct matter; regularly advises NSW local councils, state government authorities (including local development corporations) and community groups on property, heritage, development and planning and environmental matters, including the implications of the Heritage Act 1977 (NSW), Environmental Planning and Assessment Act 1979 (NSW) and other legislation relevant to the development, ownership and use of land; advises clients on local government law, environment and planning matters, Land and Environment Court (LEC) proceedings, and local government liability, professional indemnity and product liability insurance matters, often representing local government bodies at coronial inquests; etc.



Legal Firms				
Name	Address	Details of qualifications and experience	Capacity	Skills to offer
<b>BAL Lawyers</b>	L 9/40 Marcus Clarke Street  Canberra ACT 2601	Bachelor of Education (Hons), Bachelor of Laws, NSW Accredited Specialist in Employment & Industrial Law, Bachelor of Economics (Soc. Sci), Sydney University, Bachelor of Laws (Hons), Sydney University, NSW Accredited Specialist in Employment & Industrial Law.  Have served on conduct review panels for four councils and seven JOs/ROCs.	No issue with capacity: staff of 78 (two resumes attached).	Areas of expertise: Employment Law; industrial relations; WHS; Workplace Misconduct and Investigations; discrimination, bullying and harassment; employment entitlements and termination

Investigation Agencies				
Name	Address	Details of qualifications and experience	Capacity	Skills to Offer
<b>Sinc Solutions</b>	PO Box 455  Glebe NSW 2038	<p>SINC Solutions has been regularly engaged by Councils to conduct assessments, investigations and determinations for numerous years.</p> <p>Qualifications include Bachelor of Commerce with Majors in Human Resource Management &amp; Legal Studies for Business, Master of Business Administration with Majors in Public Sector Management &amp; Human Resource Management, and Graduate, Australian Institute of Company Directors.</p>	Possible issue of capacity - only a single staff member	Has assisted Councils in the development of in-house procedures for investigation processes, holds knowledge and experience in investigations; law; public administration and public sector ethics, Strategic thinking and problem solving, engagement with Councils/Boards and Senior Staff, development of corporate governance frameworks, regulation and corruption prevention strategies, investigation services (including grievances, misconduct, fraud and corruption), high level policy formulation and implementation, complaint management processes and frameworks, recognised industry leadership in governance, regulation and corruption prevention, extensive customer management experience, extensive law enforcement experience, operational and process improvement reviews, management consultancy, particularly with implementing public administration reforms and best practice initiatives.

Investigation Agencies				
Name	Address	Details of qualifications and experience	Capacity	Skills to Offer
<b>Centium</b>	L 21/233 Castlereagh Street  Sydney NSW 2000	<p>In the last 12 months, Centium has provided conduct review and investigation services to more than 20 Councils involving over 60 conduct matters. Currently Centium has contracts to provide Conduct Review services to more than 80 individual Councils and Joint Organisation Panels.</p> <p>Qualifications/Experience: ten years in various Executive Director positions within the NSW Attorney Generals Department; former NSW Chapter Chair of the Institute of Internal Auditors Australia; 15 years a member of the NSW Senior Executive Service in roles including human resource director and gaming industry regulator; Advanced Diploma in Government; Diploma in Government (Workplace Investigations); Certificate IV in Government (Fraud Control); Certificate IV in Government Compliance; Certificate III in Investigation Services; 25 years as NSW Deputy Ombudsman and is a highly regarded ethical conduct specialist; Bachelor of Laws LLB, Law, Hons; Accredited Mediator NMAS; Australian National Mediation Accreditation - Resolution Institute; among others.</p>	Centium has listed 13 employees on the application - capacity not likely to be limited.	<ul style="list-style-type: none"> <li>• Conduct reviews and investigations across all levels of Local Government relating to Councillors, Management and staff, as well as Council contractors and volunteers</li> <li>• dispute resolution and</li> <li>• assurance, compliance and performance audits</li> <li>• fraud risk assessments, fraud and forensic accounting</li> <li>• work health and safety reviews</li> <li>• reviews of Public Interest Disclosure practices, including reprisal risk assessments</li> <li>• governance, probity and business improvement consulting services</li> <li>• risk management and business resilience</li> <li>• IT systems integrity and cyber security reviews</li> <li>• Delivering professional training and coaching programs to Councils' Executive members, Councillors, Complaints Coordinators, Governance Managers and HR staff in the areas of:                         <ul style="list-style-type: none"> <li>– the Model Code of Conduct and the Procedures</li> <li>– fraud &amp; corruption prevention</li> <li>– ethical conduct</li> <li>– probity management</li> <li>– good governance practice</li> <li>– conflicts of interest awareness and management.</li> </ul> </li> </ul> <p>Centium's Investigators include those with legal qualifications and extensive experience in industrial courts and tribunals.</p>

Investigation Agencies				
Name	Address	Details of qualifications and experience	Capacity	Skills to Offer
<b>Wise Workplace</b>	285 Drummond Street  Carlton VIC 3053	<p>Experience with multiple Local and State Governments. Have undertaken investigations (preliminary and full disciplinary).</p> <p>Experience in conducting investigations referred to Councils by ICAC.</p> <p>Qualifications include: Cert 3 Investigative Services, Cert 4 Gov (Fraud Control), Diploma Gov Investigation, Diploma in Law, Grad Diploma in Legal Practice, Post Grad Cert in Research Preparation, Bachelor Social Science in Peace and Conflict Studies, Masters International Securities Studies.</p>	30 permanent staff - capacity not likely to be limited.	<p>Bullying and harassment, fraud, sexual harassment, disciplinary and grievance process, human resources management recommendations – OH&amp;S, industrial relations, planning investigations, gathering and analysing documentary and electronic evidence, strategic advice on processes, applying rules of procedural fairness, applying Briginshaw principle, interviewing witnesses, preparing witness statements, report writing, workplace policy and legislative interpretation, making evidence-based findings, recommendations on disciplinary action and management action, timely and efficient client communication, collaboration with investigation team members, managing Whistle-blowers</p>



Narrandera Shire Council

Consolidated Income Statement  
for the period ending 30 June 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	8,040	8,065	8,252
User charges and fees	3,309	3,372	2,827
Other revenues	550	570	551
Grants and contributions provided for operating purposes	7,475	5,440	7,923
Grants and contributions provided for capital purposes	13,416	13,898	7,952
Interest and investment revenue	361	279	217
Other income	235	261	253
Net gain from the disposal of assets	92	157	4
<b>Total income from continuing operations</b>	<b>33,478</b>	<b>32,042</b>	<b>27,979</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	8,307	8,351	7,303
Materials and services	3,892	4,444	4,831
Borrowing costs	6	10	14
Depreciation and amortisation	5,087	5,083	5,083
Other expenses	1,878	1,876	1,820
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>19,170</b>	<b>19,764</b>	<b>19,051</b>
<b>Operating result from continuing operations</b>	<b>14,308</b>	<b>12,278</b>	<b>8,928</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>14,308</b>	<b>12,278</b>	<b>8,928</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>892</b>	<b>(1,620)</b>	<b>976</b>

Narrandera Shire Council

General Fund Income Statement

for the period ending 30 June 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	5,928	5,931	6,054
User charges and fees	1,688	1,751	1,406
Other revenues	550	570	551
Grants and contributions provided for operating purposes	7,432	5,397	7,883
Grants and contributions provided for capital purposes	9,268	13,554	7,934
Interest and investment revenue	218	182	148
Other income	235	261	253
Net gain from the disposal of assets	92	157	50
<b>Total income from continuing operations</b>	<b>25,411</b>	<b>27,803</b>	<b>24,279</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	6,653	6,747	5,775
Materials and services	3,403	3,871	4,209
Borrowing costs	6	10	14
Depreciation and amortisation	4,265	4,261	4,261
Other expenses	1,459	1,492	1,455
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>15,786</b>	<b>16,381</b>	<b>15,714</b>
<b>Operating result from continuing operations</b>	<b>9,625</b>	<b>11,422</b>	<b>8,565</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>9,625</b>	<b>11,422</b>	<b>8,565</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>357</b>	<b>(2,132)</b>	<b>631</b>

Narrandera Shire Council

Water Fund Income Statement

for the period ending 30 June 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	756	766	793
User charges and fees	1,459	1,459	1,258
Other revenues	-	-	-
Grants and contributions provided for operating purposes	23	23	21
Grants and contributions provided for capital purposes	20	124	9
Interest and investment revenue	125	83	58
Other income	-	-	-
Net gain from the disposal of assets	-	-	(46)
<b>Total income from continuing operations</b>	<b>2,383</b>	<b>2,455</b>	<b>2,093</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	952	937	917
Materials and services	284	308	340
Borrowing costs	-	-	-
Depreciation and amortisation	510	510	510
Other expenses	261	251	265
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>2,007</b>	<b>2,006</b>	<b>2,032</b>
<b>Operating result from continuing operations</b>	<b>376</b>	<b>449</b>	<b>61</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>376</b>	<b>449</b>	<b>61</b>
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>356</b>	<b>325</b>	<b>52</b>

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 30 June 2021

	Original Budget	March Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	1,356	1,368	1,405
User charges and fees	162	162	163
Other revenues	-	-	-
Grants and contributions provided for operating purposes	20	20	19
Grants and contributions provided for capital purposes	4,128	220	9
Interest and investment revenue	18	14	11
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
<b>Total income from continuing operations</b>	<b>5,684</b>	<b>1,784</b>	<b>1,607</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	702	667	611
Materials and services	205	265	282
Borrowing costs	-	-	-
Depreciation and amortisation	312	312	312
Other expenses	158	133	100
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>1,377</b>	<b>1,377</b>	<b>1,305</b>
<b>Operating result from continuing operations</b>	<b>4,307</b>	<b>407</b>	<b>302</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>4,307</b>	<b>407</b>	<b>302</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>179</b>	<b>187</b>	<b>293</b>





KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1 Network Penetration Testing	-		\$10,000	\$10,000.00	\$0.00	100%	Completed
2 IT Review	-		\$5,000	\$2,547.00	\$2,453.00	51%	Completed.
3 Replace Desktops/Laptops	20,000	\$ 1,590.00	\$20,000	\$21,004.50	-\$2,594.50	105%	Completed
4 SQL Server Software Licenses	30,000	\$ 5,915.00	\$30,000	\$12,470.00	\$11,615.00	42%	Licenses purchased. IT staff organising consulting for vendors to migrate applications. Carryover to complete the project.
5 Software Licencing	10,000		\$5,000	\$3,724.52	\$1,275.48	74%	Completed
6 NBN Router with 4G backup	10,000		\$0	\$0.00	\$0.00	#DIV/0!	Budget reallocated for SSA implementation.
7 Replace Virtualising Hardware & Software	\$95,000		\$81,805	\$81,768.73	\$36.27	100%	Completed.
8 Business Continuity Site	\$30,000		\$37,195	\$37,195.00	\$0.00	100%	Completed.
9 Azure Premium P1 Implementation	\$15,000	\$ 10,702.18	\$15,000	\$2,780.00	\$1,517.82	19%	Project has started. Carryover to complete the budget.
10 GDA and SSA Implementation	\$5,000	\$ 14,115.00	\$20,000	\$3,946.36	\$1,938.64	20%	Project has started. Carryover to complete the budget.
11 Repairs to Electricity Pole Depot	\$0		\$0	\$4,990.09	-\$4,990.09	#DIV/0!	
12 Pound: Cattery Holding System	\$6,000	\$ 2,045.45	\$10,000	\$6,630.93	\$1,323.62	66%	Project being scoped.
13 CCTV Combined	-		\$0	\$0.00	\$0.00	#DIV/0!	Budget Removed.
14 Colinroobie Amenities Block	-		\$0	\$490.00	-\$490.00	#DIV/0!	
15 Barellan RFS Station Amenities	-		\$87,950	\$59,210.46	\$28,739.54	67%	Works underway.
16 Narrandera Waste Facility -External fence & improved public a	-		\$0	\$0.00	\$0.00	#DIV/0!	Council Adopted the Long term Plan of Management for the Narrandera Waste Facility at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil works will start shortly.
17 New Cell Narrandera Depot	-		\$17,149	\$16,721.99	\$427.01	98%	completed
18 Ndra Landfill Masterplan improvement works - possibility of gr	-		\$339,127	\$24,163.09	\$314,963.91	7%	Council Adopted the Long term Plan of Management for the Narrandera Waste Facility at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil works will start shortly.
19 Ndra Landfill Operational control room (transportable, dust-fre	-		\$0	\$0.00	\$0.00	#DIV/0!	Council Adopted the Long term Plan of Management for the Narrandera Waste Facility at its March 2021 meeting. Planning for the works has commenced with the preparation of survey and design plans for the operational and drop areas. It is expected that actual construction of the new fencing and civil works will start shortly.
20 Larmer St Flood Mitigation Works - Stage 2		\$ 4,726.36	\$32,000	\$25,539.25	\$1,734.39	80%	Penstock Gate actuator complete. Handrail procurement to be installed.
21 Narrandera West Drainage Improvements			\$1,967	\$2,346.27	-\$379.27	119%	Investigation and Design works deferred until 2021-22. Funds to be transferred back into Stormwater reserves.
22 Drainage Improvement Driscoll Rd	-		\$6,177	\$549.76	\$5,627.24	9%	Design to be finalised. Works to be programmed.
23 Barellan Cemetery Entrance gate	-		\$8,000	\$0.00	\$8,000.00	0%	Unable to obtain quotes, contractors unavailable, project carry over
24 GG Cemetery Furniture	-		\$3,834	\$0.00	\$3,834.00	0%	Complete.



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21**

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
25	Ndra Cemetery Fencing (rear boundary)	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	Complete
26	Book & Resources annual replacement	\$34,290	\$ 16,651.34	\$47,136	\$26,049.01	\$4,435.65	55%	Purchasing on target.
27	LTP Masterplan - Water Play Park	\$3,950,772		\$4,578,198	\$4,575,301.68	\$2,896.57	100%	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.
28	LTWP Additional/Remediation Remediation Works	\$0		\$69,510	\$69,509.75	\$0.00	100%	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	86%	Works completed. Pool open to patrons
30	Brln Pool Installation of Marine Carpet	-		\$5,700	\$5,636.36	\$63.64	99%	Completed
31	Ndra Sportsground drainages and soak	-		\$5,000	\$0.00	\$5,000.00	0%	Design reviewed. Works to be done 21/22
32	HM Oval Level and Resurface	-		\$0	\$0.00	\$0.00	#DIV/0!	
33	Ndra Sportsground Clubrooms	-		\$1,911,277	\$971,351.98	\$939,925.02	51%	Works progressing in accordance with the timeline.
34	Ndra Sportsground Grandstand improvements	\$12,000	\$ 10,200.00	\$12,000	\$11,438.49	-\$9,638.49	95%	Complete
35	Outdoor Courts Furniture/Shelters	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	reviewing scope as all quotes outside budget
36	HM Oval - Perimeter Fencing	\$25,000		\$0	\$0.00	\$0.00	#DIV/0!	Cancelled
37	Barellan Netball Courts	-		\$103,500	\$0.00	\$103,500.00	0%	meeting with football/netball club to review designs. Additional funds required, additional grant applied for.
38	Flag Poles for Festive Flags	-	\$ 509.09	\$0	\$3,535.06	-\$4,044.15	#DIV/0!	Reallocate funds to Brln playground upgrades
39	Completion of Wiradjuri wall	-		\$0	\$0.00	\$0.00	#DIV/0!	Detailed designs complete, additional funding being sort.
40	MBP Up Lighting adventure playground	-		\$0	\$0.00	\$0.00	#DIV/0!	Deferred until 2021-2022.
41	MBP Drinking fountains/ bottle fillers	-		\$8,000	\$0.00	\$8,000.00	0%	Bottle re-filler to be ordered
42	MBP Pocket park upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Complete. Funds to be re-allocated
43	Brewery Flats landscaping, furniture replacement, painting etc	-		\$0	\$0.00	\$0.00	#DIV/0!	Funds transferred to reserve for future capital works.
44	Other Town Park upgrades	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Landscaping works scheduled
45	2020-25 Tree Audit	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Tree audit reviewed by the consultant. Visual inspections commenced.
46	Biosecurity Mapping System	\$30,000		\$30,000	\$6,940.00	\$23,060.00	23%	Carry over IT are ensuring the systems are compatible with council.
47	Remote Signage	\$7,500		\$7,500	\$0.00	\$7,500.00	0%	no signage required in the financial year.
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, Cur	\$60,000	\$ 43,840.91	\$60,000	-\$0.00	\$16,159.09	0%	Complete
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,	-		\$93,982	\$93,982.14	-\$0.14	100%	Completed
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.
53	DCF - Rural Assistance Program - Grong Grong Community Proj	-		\$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.	-		\$172,735	\$179,158.48	-\$6,423.98	104%	Project completed
57	DCF - Sunsafes playgrounds	-		\$90,600	\$88,200.00	\$2,400.00	97%	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	100%	Complete



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
59 DCF - Grong Grong Improvement Project	-		\$590	\$6,030.00	-\$5,440.00	1022%	Complete trees are planted, overexpenditure to come from LRCI tree planting all towns
60 DCF - Village Halls Improvement Project - Grong Grong Town H	-		\$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
63 DCF - Village Halls Improvement Project - Binya Hall	-		\$10,247	\$10,246.97	\$0.03	100%	Project completed
64 DCF - Village Halls Improvement Project - Kamarah Hall	-		\$12,832	\$12,831.59	\$0.41	100%	Project completed
65 DCF/LRCI - Narrandera Stadium Upgrade	-	\$ 47,084.28	\$207,407	\$132,663.50	\$27,659.22	64%	75% complete
66 DCF - Henry Mathieson Oval facilities Improvement Project	-		\$299,000	\$295,184.14	\$3,815.86	99%	Complete
67 SCCF - Barellan Footpath Project	-		\$126,184	\$126,184.61	-\$0.61	100%	Completed
68 SCCF - Youth Food Van Project	-		\$50,000	\$40,683.99	\$9,316.01	81%	Graphic designer engage to complete exterior artwork, finalising interior requirements.
69 SCCF - Parkside Cottage Museum	-		\$48,182	\$48,181.82	\$0.18	100%	Completed - Overspend to be journaled to JC 9300-1013-0000
70 SCCF - Grong Grong Hall	-		\$19,283	\$35,114.71	-\$15,831.71	182%	Project completed. Adjustment in project costs to be included in March QBR
71 SCCF - Barellan Hall	-		\$19,361	\$12,337.39	\$7,023.61	64%	Project completed
72 SCCF - Sandigo Hall	-		\$19,203	\$14,692.75	\$4,510.25	77%	Project completed
73 SCCF - Binya Hall	-		\$19,070	\$17,058.41	\$2,011.59	89%	Project completed
74 SCCF - Kamarah Hall	\$0		\$11,029	\$9,312.91	\$1,716.09	84%	Project completed
75 SCCF - Creating Future Farmers	-		\$0	\$0.00	\$0.00	#DIV/0!	Grant approval received
76 POM - Destination & Discovery Hub	\$3,025,000	\$ 112,262.00	\$3,025,000	\$78,504.61	\$2,834,233.39	3%	Final design to be approved at July Council meeting for public exhibition.
77 POM - Northbank Walkway - Bike & Hike Trails	\$0		\$0	\$38.18	-\$38.18	#DIV/0!	Project planned for 2021-2022
78 POM - Railway Heritage Bridge	\$0		\$20,000	\$10,454.84	\$9,545.16	52%	Applications being finalised and development application to be submitted.
79 POM - LTPP Upgrades to Family Unit	\$319,496		\$319,496	\$232,939.87	\$86,556.13	73%	Completed
80 POM - LTPP Upgrades to Amenity block & Camp Kitchen	\$939,052	\$ 701,311.00	\$939,052	\$29,306.22	\$208,434.78	3%	Old amenity block demolished. Base prepared and building set out
81 POM - LTPP Level Sites	\$156,711		\$156,711	\$128,459.22	\$28,251.78	82%	Contractors finished, sewer connection completed. Additional works being planned.
82 POM - LTPP - Playground	\$0	\$ 53,661.82	\$0	\$377.64	-\$54,039.46	#DIV/0!	Procurement completed and contractor appointed. Works commenced and should be completed by end of August.
83 POM - Northbank Walking Track	\$390,393	\$ 9,515.00	\$390,393	\$7,744.42	\$373,133.58	2%	Residents consulted with concept design and modification made to resolve concerns. Kerb & gutter and associated drainage to be completed before concrete walking track
84 POM - Northbank Bridge	\$0		\$20,000	\$1,457.93	\$18,542.07	7%	Detailed design are being undertaken.
85 LRCI - Narrandera Stadium Heating	\$35,000		\$0	\$0.00	\$0.00	#DIV/0!	Part of Narrandera stadium upgrade
86 LRCI - Narrandera Stadium Upgrade Toilet Amenities	\$80,000		\$0	\$0.00	\$0.00	#DIV/0!	Part of Narrandera stadium upgrade
87 LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.	\$60,000	\$ 781.82	\$60,000	\$52,320.74	\$6,897.44	87%	Complete
88 LRCI - Art Centre Storage - Deck and Storage at the rear of the	\$50,000	\$ 214.54	\$52,053	\$47,026.83	\$4,811.63	90%	Works complete
89 LRCI - Kiesling Lane Beautification	\$25,000		\$25,000	\$5,380.00	\$19,620.00	22%	Planter boxes have been built. Water proof inserts to be ordered
90 LRCI - Water Tower Surrounds - Tidy up and make usable (Gard	\$50,000	\$ 2,600.00	\$50,000	\$41,612.13	\$5,787.87	83%	Complete



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
91	LRCI - Tree planting - All towns (Subject to consultation)	\$120,000	\$ 6,270.18	\$120,000	\$53,851.62	\$59,878.20	45%	Irrigation systems complete, tree planting still underway.
92	LRCI - Henry Mathieson Oval - Levelling Slope and fencing	\$80,000	\$ 78,425.00	\$80,000	\$4,821.13	-\$3,246.13	6%	Complete
93	LRCI - Buckingbong Road - Safety upgrade (Guard Railing and as	\$60,000		\$60,000	\$54,725.45	\$5,274.55	91%	Works Complete.
94	LRCI - Glenmoor Road Gravel Sheetting of 2.6km	\$87,000		\$87,000	\$62,443.78	\$24,556.22	72%	Work complete
95	LRCI - Melbourne Street - Kerb & Gutter works, 390m to co- inside with the new footpath works on the southern side.	\$99,000	\$ 23,865.00	\$99,000	\$30,549.62	\$44,585.38	31%	Detailed survey completed. RFQ sent out.
96	LRCI - Laneway Upgrade - Drain and seal a selected laneway.	\$41,363		\$41,363	\$33,388.34	\$7,974.66	81%	Works Commenced
97	LRCI - Hay Lane	\$0		\$0	\$33,388.34			Works complete.
98	LRCI Arthur Lane	\$0		\$0	\$0.00			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	\$ 105,245.45	\$100,000	\$38,869.65	-\$44,115.10	39%	See individual comments below
100	LRCI - Brobenah Hall Road	\$0		\$0				contractors engaged and materials aquired
101	LRCI - Ridgeview Road	\$0		\$0				materials aquired
102	LRCI - King Street Culverts	\$0		\$0				Works Complete
103	LRCI - Douglas Street Culverts	\$0		\$0				Works not yet scheduled
104	LRCI - Beechers Road	\$0		\$0				contractors engaged and materials aquired
105	LRCI - Barellan Golf course Road	\$0		\$0				
106	LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	\$110,000	\$ 44,118.00	\$110,000	\$77,280.49	-\$11,398.49	70%	Works complete, awaiting final seal
107	Art on the Water Tower Stage 2	-		\$28,620	\$2,760.10	\$25,859.90	10%	Finalising quotes with funding body
108	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
109	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%	Consultation commenced with deisgn being prepared.
110	LCRI R2 - Wiradjuri Memorial Wall Stage 1 - construct and install Wiradjuri Aboriginal memorial wall, including stonework, paving, fire pit and signage.	-		\$279,964	\$0.00	\$279,964.00	0%	Detailed design now underway.
111	LCRI R2 - Narrandera Sportsground - Disabled spectator access areas.	-	\$ 3,340.00	\$40,000	\$559.82	\$36,100.18	1%	Awaiting confirmation of grant
112	LCRI R2 - Narrandera Sportsground - Installation of a digital scoreboard, with video capability.	-		\$120,000	\$0.00	\$120,000.00	0%	Awaiting confirmation of grant
113	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%	Works being programmed consultation with CWA.
114	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
115	CRIF - Construct drainage and seal the remaining access road at Rocky Water Hole	-		\$88,092	\$1,656.10	\$86,435.90	2%	Works to be scheduled in new financial year

**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21**

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
116	LT Rec Seating and Shelter Revamp	-		\$10,000	\$0.00	\$10,000.00	0%	Future project
117	LT Deepening Works	\$400,000		\$0	\$0.00	\$0.00	#DIV/0!	Grant dependant.
118	NBCMP	-		\$0	\$0.00	\$0.00	#DIV/0!	Project deferred - Priority is the completed time sensitive grant projects first.
119	Barellan Stormwater Design	-		\$3,388	\$1,571.12	\$1,816.88	46%	Project Complete
120	<b>Urban Roads Construction</b>	<b>\$200,000</b>		<b>\$200,000</b>		<b>\$147,222.72</b>	<b>20%</b>	
121	Arthur St (Victoria to Audley) Extend to kerb	-		\$0	\$120.65			Works to be scheduled in new financial year
122	Baylis St (Jonsen St to May St) Extend to kerb	-	\$ 4,545.45	\$0	\$11,609.09			Works commenced
123	Box Street (Barellan)	-	\$ 7,444.20	\$0	\$15,952.60			Works complete, awaiting final seal
124	Brookong St Grong Grong (Lachlan St to Willandra St	-		\$0	\$13,105.29			Complete
125	Urban Roads Construction - Laneways	-		\$34,105	\$0.00	\$34,105.00	0%	Project combined with LRCI - Laneway upgrade
126	Intersections Upgrade Local & Reg. Rds	-	\$ 6,939.75	\$15,718	\$29,397.32	-\$20,619.01	187%	Works complete in River St/ Sawmill Road intersection, awaiting seal. Adjustments to be made at EOF year
127	Culvert/bridge assessment works	-		\$35,050	\$19,367.00	\$15,683.00	55%	Works complete, journals to be undertaken.
128	<b>Urban Roads Construction - Laneways</b>	<b>\$39,924</b>		<b>\$39,924</b>		<b>-\$73,526.95</b>	<b>128%</b>	
129	Kings Lane	-		\$0	\$38,890.35			Works complete
130	Audley Lane	-	\$ 676.18	\$0	\$611.85			Works to be scheduled in new financial year
131	Peters Lane	-	\$ 676.18	\$0	\$546.70			Works to be scheduled in new financial year
132	Jonsen Lane	-	\$ 6,312.55	\$0	\$10,963.96			Works commenced
133	Larmer Lane	-		\$0	\$54,773.18			Works complete
134	<b>Urban Reseals</b>	<b>\$100,000</b>		<b>\$57,282</b>		<b>-\$4,545.45</b>	<b>73%</b>	
135	Urban Road Reseal Council fund	-		\$0	\$0.00			
136	Broad St	-		\$0	\$13,478.59			Work complete
137	Douglas St	-		\$0	\$16,980.52			Work complete
138	Larmer Street	-		\$0	\$11,079.58			Work complete
139	Bolton St	-		\$0	\$15,743.25			Work complete
140	Audley Street	-		\$0	\$4,545.45			Work complete
141	<b>Urban Pavement Rehabilitation</b>	<b>\$100,000</b>		<b>\$100,000</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>0%</b>	<b>Works yet to be scheduled</b>
142	Urban Laneways Upgrade-additional			\$46,953	\$19,896.46	\$27,056.54	42%	Works yet to be scheduled
143	Improvement of water haulage			\$15,000	\$0.00	\$15,000.00	0%	Works yet to be scheduled
144	Innovation for Rural infrastructure Mgmt			\$11,995	\$0.00	\$11,995.00	0%	Funds to be reallocated
145	Urban K&G Replacement	\$15,375		\$58,884	\$5,147.89	\$53,736.11	9%	to be combined with Melbourne St
146	Urban Footpath Replacement	\$10,250	\$ 1,298.00	\$12,941	\$19,493.09	-\$7,850.09	151%	Works to complete in June in the Grong Grong town centre.
147	<b>Roads to Recovery</b>	<b>\$1,470,045</b>		<b>\$1,360,045</b>		<b>-\$199,407.86</b>	<b>48%</b>	
148	Urban Road reseal from R2R	-		\$0	\$0.00			
149	Paynters Siding Road 6.7-8 km	-		\$0	\$4,940.22			Completed
150	Hulmes Road 4.9km-8.0km	-		\$0	\$29,106.64			Completed
151	Males Rd Resheet 2.0-3.0km	-		\$0	\$44,540.10			Completed
152	Buckingbong Road	-		\$0	\$0.00			Completed
153	Reseals	-		\$0	\$0.00			Completed
154	Holloway Rd	-		\$0	\$33,252.11			Completed
155	Euratha Rd	-		\$0	\$46,134.73			Completed
156	Buckingbong Road Guard railing	-	\$ 2,325.00	\$0	\$56,765.03			Completed



**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21**

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
157	Paynters Siding Road	-		\$0	\$102,703.04			Completed
158	Brobenah Hall Rd	-		\$0	\$72,666.69			Completed
159	Buckingbong Rd	-		\$0	\$182,264.58			Completed
160	Erigolia Rd	-		\$0	\$40,497.25			Completed
161	Federal Park Rd	-		\$0	\$36,810.42			Completed
162	Landervale Rd	-		\$0	\$6,988.88			Completed
163	Pamandi Rd 1.7 - 5.4km	-		\$0	\$144,200.34			Completed
164	Stephensons Rd	-	\$ 2,110.45	\$0	\$20,696.46			Completed
165	Merribee Rd	-		\$0	\$94,333.33			Completed
166	Jacksons Rd	-		\$0	\$23,304.35			Completed
167	Ellis Rd	-	\$ 1,080.00	\$0	\$21,713.82			Completed
168	Williams Rd	-		\$0	\$283.78			Works to commence
169	Rosedale Rd	-		\$0	\$0.00			Works to transfer to FLR
170	Telephone Rd	-		\$0	\$11,088.22			Completed
171	Settlers Rd	-	\$ 46,349.94	\$0	\$75,602.25			Works complete, awaiting final seal
172	Birrego Rd	-		\$0	\$12,549.78			Completed
173	Bandys Rd	-	\$ 5,876.14	\$0	\$22,484.97			Completed
174	Pattens Rd	-		\$0	\$15,451.17			Completed
175	Davies Rd	-		\$0	\$42,751.73			Completed
176	Axehandle Rd	-		\$0	\$12,056.97			Completed
177	Audley St	-		\$0	\$105,077.66			Completed
178	Bells Rd	-		\$0	\$50,832.34			Completed
179	Cowabbie Rd	-		\$0	\$60,489.39			Completed
180	Kamarah Rd	-		\$0	\$66,706.97			Completed
181	Kolkilbertoo Rd	-		\$0	\$46,592.74			Completed
182	Beaumont Rd	-		\$0	\$18,825.37			Completed
183	<b>Rural Sealed Roads Construction</b>	<b>\$350,000</b>		<b>\$240,000</b>		<b>\$54,808.93</b>	<b>61%</b>	
184	F+F188+B188:Q188+B188:R188+B188:S188+B187:I188	-		\$0	\$28,624.89			Completed
185	Back Dicksonville Rd	-		\$0	\$37,343.05			Completed
186	Booka Rd	-		\$0	\$31,999.36			Completed
187	Cliffords Rd	-		\$0	\$36,765.35			Completed
188	Pamandi Rd - Cowabbie causeway	-		\$0	\$36,057.24			Completed
189	Rosedale Rd	-		\$0	\$4,032.45			Works on hold pending FLR Round 2 funding
190	McLays Road	-		\$0	\$10,368.73			Completed
191	Driscoll Road	-		\$175,000	\$0.00	\$175,000.00	0%	Works to be scheduled in new financial year
192	Culvert Manderlay Road 9.27 km	-		\$5,676	\$0.00	\$5,676.00	0%	Works to be scheduled in new financial year
193	Culvert Manderlay Road 7.78 km	-		\$2,764	\$0.00	\$2,764.00	0%	Works to be scheduled in new financial year
194	Culvert Brookong St 0.0 km	-		\$6,255	\$0.00	\$6,255.00	0%	Works to be scheduled in new financial year
195	Culvert Yalgogorin Road 0.262	-		\$10,241	\$0.00	\$10,241.00	0%	Works to be scheduled in new financial year
196	FLR - Old Wagga Rd	-		\$380,000	\$394,924.31	-\$14,924.31		Completed
197	FLR - Paintings Bridge Rd	-		\$540,000	\$510,572.66	\$29,427.34		Completed
198	<b>Roads Resheeting - (Unsealed)</b>	<b>\$340,000</b>		<b>\$206,934</b>	<b>\$0.00</b>	<b>\$206,934.47</b>	<b>339%</b>	
199	FCR - Colinroobie Leeton Road	-		\$21,981	\$36,904.48	-\$14,923.11	168%	Completed

**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21**

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
200	FLR - Brewarrana Bridge Retrofitting	-	\$ 90,179.93	\$600,000	\$184,413.77	\$325,406.30	31%	Consultant engaged to undertake design and costings
201	HVSPP Kamarah Road	-	\$ 43,968.34	\$434,000	\$524,810.75	-\$134,779.09	121%	Works Commenced
202	<b>Rural Roads Reseals</b>	<b>\$150,239</b>		<b>\$155,774</b>		<b>\$0.00</b>	<b>100%</b>	
203	Cowabbie Rd	-		\$0	\$25,541.14			Completed
204	Kamarah Rd	-		\$0	\$26,621.27			Completed
205	Sandy Creek Rd	-		\$0	\$26,723.15			Completed
206	Strontian Rd	-		\$0	\$53,949.60			Completed
207	Barellan Golf course Rd	-		\$0	\$22,939.00			Completed
208	Boree Road	-	\$ 429,284.98	\$0	\$65,607.19			Works Commenced
209	Red Hill Road	-	\$ 57,397.45	\$0	\$84,685.53			Works Commenced
210	Bassetts Road	-	\$ 71,000.42	\$0	\$77,205.25			Works Commenced
211	<b>Regional Roads (Repair &amp; Block Grant)</b>	<b>\$435,200</b>		<b>\$253,002</b>	<b>\$225,600.43</b>	<b>\$27,401.57</b>	<b>89%</b>	
212	FCR -Canola Way Culvert	-		\$683,218	\$676,063.54	\$7,154.46	99%	Completed
213	Active Transport - Cycling	\$198,100		\$550	\$550.00	\$0.43	100%	Completed
214	Active Transport - Walking (Barellan Footpaths)	\$66,000	\$ 681.82	\$52,115	\$47,739.21	\$3,693.97	92%	Completed
215	Shared Cycleway (Active Transport - 50/50 Funding) Marie Bas	-		\$5,000	\$5,000.00	\$0.00	100%	Budget for carry over funds to be allocated in QBR
216	PAMP (At 100% RMS Funding)	-		\$108,980	\$108,980.57	-\$0.57	100%	Carry over PAMP project completed - Funds for additional costs to be found from underspent transport projects.
217	Banner Poles Leeton Road	-		\$8,580	\$303.96	\$8,276.04	4%	Completed
218	Drone Purchase for Survey / Inspection	-		\$5,899	\$2,914.55	\$2,984.45	49%	Completed
219	GPS Trip Meter Purchase	-		\$2,000	\$1,626.42	\$373.58	81%	Completed
220	Arts Centre Building Works	-		\$2,561	\$5,049.75	-\$2,488.75	197%	Completed
221	Red Hill Signage	-		\$3,700	\$0.00	\$3,700.00	0%	New subdivision proposal
222	Lake Talbot Tourist Park fire service upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Project to be deferred.
223	Economic Development	10,000		\$888	\$888.41	-\$0.41	100%	AAPA at airport
224	Gateway/Entrance signs	\$20,000		\$20,000	\$15,816.48	\$4,183.52	79%	Additions to 6 entrance signs/landscape
225	16 Kiesling Drive Building Works	-		\$0	\$0.00	\$0.00	#DIV/0!	Patio Quote accepted - Installation complete.
226	Council Chambers Cleanout of Storage Facility	-		\$8,169	\$2,459.86	\$5,709.14	30%	Works are to be scheduled Journals to correct costings required
227	Investigation and Design of off street staff/fleet parking for Cha	-		\$0	\$0.00	-\$0.00	#DIV/0!	Project deferred - Priority is the completed time sensitive grant projects first.
228	Museum - Ext. paint, disabled ramp, public toilets	-	\$ 6,263.64	\$50,404	\$24,464.17	\$19,676.19	49%	New flooring and external concrete paths and other internal works being undertaken.
229	Council Chambers Building Upgrades	-		\$0	\$0.00	\$0.00	#DIV/0!	Completed
230	4 Victoria Square	-		\$0	\$0.00	\$0.00	#DIV/0!	Completed
231	Building renewal and upgrades in portfolio of Asset Manager	\$140,000	\$ 24,367.55	\$131,408	\$114,053.16	-\$7,012.71	87%	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.
232	Solar Panels	\$ 100,000.00		\$0	\$0.00	\$0.00	#DIV/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.
233	Purchase of Airport Hanger	\$0		\$50,000	\$50,000.00	\$0.00	100%	



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
234 Runway, Taxiway & Apron resealing & re-mark	\$950,000	\$ 144,938.49	\$950,000	\$719,067.45	\$85,994.06	76%	Main works complete, additional internal roadworks being undertaken.
235 Installation (3) Apron Flood Lights	\$120,000	\$ 26,527.01	\$120,000	\$92,520.71	\$952.28	77%	Light towers are complete, additional works being undertaken.
236 Security & Wildlife Perimeter fencing	\$437,550		\$437,550	\$17,892.27	\$419,657.73	4%	Field survey now completed, tender/quote to be finalised. Works to commence this quarter.
237 Airport Taxiway	-		\$0	\$0.00	\$0.00	#DIV/0!	Design and costings complete for grant submission
238 Light Vehicles	\$277,296		\$297,296	\$302,227.33	-\$4,931.33	102%	12 Light vehicles to replace, 3 to order
239 Trucks & Trailers	\$564,500		\$695,744	\$686,752.53	\$8,991.47	99%	Tipper arrived and another on order (old unit to be transferred to waste),small tipper paid for delivery end July, jet patcher to be purchased
240 Heavy Plant Purchases	\$529,300	\$ 71,336.82	\$398,056	\$206,102.40	\$120,616.78	52%	Purchases planned for tractor x 2, reel mower, slasher, grader purchase deferred
241 Other Plant Capital	\$20,000		\$20,000	\$15,764.50	\$4,235.50	79%	Replacements undertaken as required.
242 Flow meters on all inlet and outlets Reservoirs	-		\$9,613	\$9,612.48	\$0.52	100%	Meters installed, possible reallocation of unspent funds.
243 Reservoir cleaning and structural assessment	-	\$ 19,531.73	\$16,128	\$4,568.40	-\$7,972.13	28%	Procurement for a diving contractor began in May. Reservoir external cleaning undertaken in preparation for mural painting.
244 Aerator gas scrubbing	-		\$3,479	\$3,478.82	\$0.18	100%	Investigations completed. No further action at this stage. Remaining funds to be reallocated.
245 WTP filter/Upgrade design	-	\$ 2,272.73	\$49,618	\$7,706.00	\$39,639.27	16%	No progress - IWCM additional works still underway with Public Works expected completion September 2021.
246 Non Return Valve Bore 4	-		\$0	\$6,394.99	-\$6,394.99	#DIV/0!	Journals to be processed, costing error.
247 North Zone Pressure Pump - low pressure issues	-		\$2,659	\$1,931.06	\$727.94	73%	Scope under development. Pump capacity upgrade for future development being investigated.
248 Water Main Replacements	250,000	\$ 22,629.29	\$356,647		-\$78,941.18	0%	
249 WM Replace Dalgetty				\$137,524.79			Completed
250 WM Replace Audley St				\$10,909.58			Completed
251 WM Replace Landfill				\$77,178.35			Completed
252 WM Replace Sawmill Road Extension				\$104,986.03			Complete
253 WM Replace Adams St				\$58,163.30			95% complete
254 WM Replace King St				\$24,196.84			10% complete
255 Hydrant and Valve replacements	50,000		\$103,477	\$101,245.33	\$2,231.67	98%	
256 Pine Hill Reservoir Upgrade	315,000	\$ 828,075.45	\$580,191	\$187,614.12	-\$435,498.57	32%	Tender accepted and construction being programmed.
257 Bore 5 Replacement	-		\$22,000	\$21,616.00	\$384.00	98%	
258 Services Replacements	\$50,000	\$ 1,188.83	\$50,000	\$71,482.43	-\$22,671.26	143%	Complete
259 Bore site security (fencing Bore1)	\$20,000		\$20,000	\$453.92	\$19,546.08	2%	Design underway. To be undertaken in June.
260 Fencing Bore 2	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	Cancelled
261 Decommission Low Level reservoir	\$200,000		\$0	\$0.00	\$0.00	#DIV/0!	To be re-programmed pending outcome of IWCM.
262 Solar	\$100,000		\$5,000	\$0.00	\$5,000.00	0%	Funds to be held as co-contribution to Better regions grant.
263 IWCM Additional Works	-		\$138,674	\$7,900.00	\$130,774.00	6%	Underway with Public Works. September completion expected.
264 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.
265 Household Filter Project	-	\$ 2,272.73	\$100,000	\$53,101.15	\$44,626.12	53%	Filters to be installed throughout March - July. Additional invitations to be sent out.



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

	Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
266	Primary filter - EPA	-		\$118,240	\$780.88	\$117,459.12	1%	Additional testing of UVT and particle size underway.
267	Manhole Replacements	-		\$57,290	\$49,186.05	\$8,103.95	86%	Complete.
268	Flow meters for Sewer Pump Stations 2, 3, 4	-		\$35,653	\$197.22	\$35,455.78	1%	Scoping being undertaken.
269	Sewer Service Replacements	-		\$0	\$36,702.67	-\$36,702.67	#DIV/0!	
270	Sewer Main Replacements	-		\$0	\$1,670.78	-\$1,670.78	#DIV/0!	Journal costs to Sewer Main Relines
271	SPS3 Replacement	-		\$52,000	\$51,131.88	\$868.12	98%	Complete.
272	Barellan Sewer	\$5,490,000		\$155,000	\$48,959.98	\$106,040.02	32%	Design tender awarded and design underway. Design to be complete by August 2021.
273	Narrandera West Sewer Extension	-		\$33,205	\$16,693.26	\$16,511.74	50%	Report complete, Public consultation underway.
274	Sewer Main Relines	\$375,000	\$ 54.55	\$375,000	\$465,066.39	-\$90,120.94	124%	Works Complete. Pending invoices
275	Solar	\$100,000		\$5,000	\$0.00	\$5,000.00	0%	Funds to be held as co-contribution to Better regions grant. Adjustment in March QBR.
276	Branding Strategy	-		\$2,350	\$1,069.09	\$1,280.91	45%	signage for Narrandera/decals
277	Independent Living Village	-		\$21,060	\$21,011.41	\$48.59	100%	Final payment due end of October.
278	Aust Airline Airport Academy	-		\$7,965	\$10.91	\$7,954.09	0%	Project opportunity.
279	CCTV Review	-		\$0	\$0.00	\$0.00	#DIV/0!	Budget Removed.
280	Grong Grong Earth Park - RMS	-	\$ 1,563.64	\$17,111	\$7,015.90	\$8,531.46	41%	Community Project.
281	Newell Hwy Contribution Grong Grong Reseal	-		\$93,050	\$0.00	\$93,050.00	0%	Inspection required
282	Newell Hwy Contribution Grong Grong town entrance signs	-		\$8,000	\$0.00	\$8,000.00	0%	Signs being confirmed.
283	Urban Roads Maintenance	\$641,600.00	\$ 14,147.20	\$641,600	\$585,487.85	\$41,964.95	91%	Ongoing operational costs
284	Sealed Rural Roads Maintenance	\$188,700.00	\$ 56,672.73	\$248,700	\$242,317.79	-\$50,290.52	97%	Ongoing operational costs
285	Rural Unsealed Roads Expenses	\$817,800.00	\$ 12,450.51	\$757,800	\$770,168.73	-\$24,819.24	102%	Ongoing operational costs
286	Regional Roads (M&R Grant)	\$207,600.00		\$207,600	\$208,078.98	-\$478.98	100%	Ongoing operational costs
287	State Road Contract Works RMCC	\$170,500.00	\$ 3,669.09	\$170,500	\$204,314.50	-\$37,483.59	120%	Ongoing operational costs
288	Ordered Works Expenses - MR 80	\$82,000.00		\$82,000	\$0.00	\$82,000.00	0%	Ongoing operational costs
289	Ordered Works Expenses - MR 84	\$82,000.00		\$82,000	\$1,011.47	\$80,988.53	1%	Ongoing operational costs
290	Noxious Weeds Expenses	\$158,711.00		\$158,711	\$177,640.15	-\$18,929.15	112%	Ongoing operational costs
291	Public Toilets Expenses	\$75,333.00		\$75,333	\$130,994.15	-\$55,661.15	174%	Ongoing operational costs
292	Cemetery Expenses	\$129,123.00		\$129,123	\$112,897.43	\$16,225.57	87%	Ongoing operational costs
293	Sports Ground Expenses	\$197,603.00		\$192,100	\$164,981.42	\$27,118.58	86%	Ongoing operational costs
294	Parks Expenses	\$531,552.00		\$531,552	\$588,331.45	-\$56,779.45	111%	Ongoing operational costs
295	Lawn Areas	\$27,307.00		\$32,307	\$35,368.94	-\$3,061.94	109%	Ongoing operational costs
296	East Street - Street Scaping	\$17,000.00		\$17,000	\$16,699.90	\$300.10	98%	Ongoing operational costs
297	Street Trees	\$228,727.00	\$ 2,010.00	\$258,727	\$309,418.00	-\$52,701.00	120%	Ongoing operational costs
298	Lake Talbot Expenses	\$24,000.00		\$29,000	\$13,480.16	\$15,519.84	46%	Ongoing operational costs
299	Sports Stadium Expenses	\$100,671.00		\$100,671	\$89,919.44	\$10,751.56	89%	Ongoing operational costs
300	Bores Expenses	\$57,395.00		\$29,895	\$27,033.62	\$2,861.38	90%	Ongoing operational costs
301	Pump Station Expenses	\$86,900.00	\$ 174.35	\$119,400	\$123,615.25	-\$4,389.60	104%	Ongoing operational costs
302	Mains Expenses	\$316,239.00	\$ 2,607.17	\$351,239	\$311,576.32	\$37,055.51	89%	Ongoing operational costs
303	Recycled Water	\$49,200.00	\$ 70.00	\$49,200	\$2,070.92	\$47,059.08	4%	Ongoing operational costs
304	Reservoirs Expenses	\$62,990.00	\$ 909.09	\$27,990	\$21,616.04	\$5,464.87	77%	Ongoing operational costs
305	Water Supply Licence	\$31,263.00	\$ 944.82	\$31,263	\$27,418.19	\$2,899.99	88%	Ongoing operational costs
306	Chlorine & Chemicals Expenses	\$30,750.00		\$30,750	\$20,656.34	\$10,093.66	67%	Ongoing operational costs

**KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 30/6/21**

Complete	Unrealised Grant	Cancelled
Carryover/ Revote	Key Operational	Deferred

100.00%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
307 Meter Reading Expenses	\$10,250.00		\$20,250	\$29,605.78	-\$9,355.78	146%	Ongoing operational costs to be rectified with the introduction of the taggle software.
308 Telemetry System Maintenance	\$11,788.00		\$6,788	\$2,768.41	\$4,019.59	41%	Ongoing operational costs
309 Pump Stations Electricity Expenses	\$256,520.00		\$246,520	\$259,089.62	-\$12,569.62	105%	Ongoing operational costs
310 Pump Station Expenses	\$69,162.00	\$ 2,454.55	\$99,162	\$101,189.72	-\$4,482.27	102%	Ongoing operational costs
311 Mains Expenses	\$258,906.00	\$ 5,460.93	\$178,906	\$156,851.43	\$16,593.64	88%	Ongoing operational costs
312 Treatment Works Expenses	\$209,688.00	\$ 19,026.83	\$289,688	\$282,986.17	-\$12,325.00	98%	Ongoing operational costs
313 Sewer Heating & Electricity	\$139,600.00		\$114,600	\$87,129.91	\$27,470.09	76%	Ongoing operational costs
314 Telemetry System Maintenance	\$7,000.00		\$7,000	\$780.38	\$6,219.62	11%	Ongoing operational costs

Capital Expenditure as at 30 June 2021

	Sum of Proposed Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Administration</b>				
Information Technology	\$ 215,000.00	\$ 224,000.00	\$ 172,656.11	\$ 19,021.71
<b>Environment</b>				
Narrandera Landfill	\$ -	\$ 356,276.00	\$ 40,885.08	\$ 315,390.92
Stormwater	\$ -	\$ 40,144.00	\$ 27,786.53	\$ 7,631.11
<b>Housing &amp; Community Amenities</b>				
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
<b>Recreation &amp; Culture</b>				
Local Roads Comm. & Infrastructure R2	\$ -	\$ 599,964.00	\$ 431.54	\$ 596,192.46
Community Building Partnership	\$ -	\$ 28,620.00	\$ 2,760.10	\$ 25,859.90
<b>Transport &amp; Communication</b>				
Ancillary Roadworks	\$ 264,100.00	\$ 183,124.43	\$ 167,114.71	\$ 15,327.90
Regional Roads	\$ 435,200.00	\$ 936,220.00	\$ 901,304.02	\$ 34,915.98
Roads to Recovery	\$ 1,470,045.00	\$ 1,360,045.00	\$ 1,455,858.25	\$ 153,554.78
Rural Roads	\$ 840,239.00	\$ 2,778,626.00	\$ 1,967,136.52	\$ 766,544.43
Urban Roads	\$ 465,549.00	\$ 631,240.00	\$ 271,610.51	\$ 336,282.63
Local Roads Comm. & Infrastructure	\$ 497,363.00	\$ 497,363.00	\$ 288,009.67	\$ 69,513.22
Crown Reserves Improvement Fund Program	\$ -	\$ 88,092.00	\$ 1,656.10	\$ 86,435.90
<b>Economic Affairs</b>				
Airport	\$ 1,507,550.00	\$ 1,507,550.00	\$ 781,290.14	\$ 554,794.36
Buildings	\$ 240,000.00	\$ 242,542.00	\$ 195,998.13	\$ 15,912.68
Plant	\$ 1,391,096.00	\$ 1,411,096.00	\$ 1,210,846.76	\$ 128,912.42
Tourist Park	\$ -	\$ -	\$ -	\$ -
Economic Development	\$ 30,000.00	\$ 24,588.00	\$ 16,704.89	\$ 7,883.11
Local Roads Comm. & Infrastructure R2	\$ -	\$ 54,975.00	\$ -	\$ 54,975.00
<b>Public Order and Safety</b>				
Pound	\$ 6,000.00	\$ 10,000.00	\$ 6,630.93	\$ 1,323.62



Capital Expenditure as at 30 June 2021

Security Cameras	\$ -	\$ -	\$ -	\$ -
Rural Fire Service	\$ -	\$ 87,950.00	\$ 59,700.46	\$ 28,249.54
<b>Recreation and Culture</b>				
Barellan Pool	\$ -	\$ 54,954.00	\$ 48,140.27	\$ 6,813.73
Lake Talbot Pool	\$ 3,950,772.00	\$ 4,647,708.00	\$ 4,644,811.43	\$ 2,896.57
Lake Talbot Recreation Area	\$ 400,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Library	\$ 34,290.00	\$ 47,136.00	\$ 26,049.01	\$ 4,435.65
Marie Bashir Park	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Narrandera Memorial Park	\$ 60,000.00	\$ 153,982.00	\$ 93,982.14	\$ 16,158.95
Narrandera Sportsground	\$ 27,000.00	\$ 1,943,277.00	\$ 972,514.08	\$ 960,562.92
Henry Mathieson Oval	\$ 25,000.00	\$ -	\$ -	\$ -
Brewery Flats	\$ -	\$ -	\$ -	\$ -
Noxious Weeds	\$ 30,000.00	\$ 30,000.00	\$ 6,940.00	\$ 23,060.00
Barellan Park	\$ -	\$ -	\$ 3,535.06	\$ 4,044.15
Drought Community Funding	\$ -	\$ 1,029,972.50	\$ 959,085.99	\$ 23,802.23
Stronger Country Community Funding	\$ -	\$ 312,312.00	\$ 303,566.59	\$ 8,745.41
Playground on the Murrumbidgee	\$ 4,830,652.00	\$ 4,870,652.00	\$ 486,328.68	\$ 3,507,573.50
Barellan Playground	\$ 5,000.00	\$ 6,222.00	\$ 6,272.73	\$ 50.73
Local Roads Comm. & Infrastructure	\$ 500,000.00	\$ 387,053.00	\$ 201,473.71	\$ 97,287.75
Narrandera Parks	\$ 83,500.00	\$ 83,500.00	\$ 6,000.00	\$ 77,500.00
Outdoor Courts	\$ -	\$ 103,500.00	\$ -	\$ 103,500.00
<b>Water Supply Network</b>				
Water	\$ 1,005,000.00	\$ 1,537,486.00	\$ 876,622.91	\$ 251,489.49
<b>Sewerage Network</b>				
Sewer	\$ 5,965,000.00	\$ 831,388.00	\$ 666,702.15	\$ 164,631.30
<b>Infrastructure</b>				
Engineering	\$ -	\$ -	\$ 4,990.09	\$ 4,990.09
<b>Grand Total</b>	<b>\$ 24,303,356.00</b>	<b>\$ 27,341,391.93</b>	<b>\$ 16,877,195.29</b>	<b>\$ 7,886,039.66</b>

Key Operational as at 30 June 2021

Row Labels	Sum of Proposed Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Economic Affairs</b>				
Economic Development	\$ -	\$ 10,315.00	\$ 1,080.00	\$ 9,235.00
<b>Housing &amp; Community Amenities</b>				
Noxious Weeds	\$ 158,711.00	\$ 158,711.00	\$ 172,198.24	-\$ 13,487.24
Public Toilets	\$ 75,333.00	\$ 75,333.00	\$ 128,734.53	-\$ 53,401.53
Cemetery Expenses	\$ 129,123.00	\$ 129,123.00	\$ 108,813.26	\$ 20,309.74
<b>Recreation &amp; Culture</b>				
Sports Ground Expenses	\$ 197,603.00	\$ 192,100.00	\$ 163,919.29	\$ 28,180.71
Parks Expenses	\$ 531,552.00	\$ 548,663.00	\$ 580,395.58	-\$ 33,296.22
Lawn Areas	\$ 27,307.00	\$ 32,307.00	\$ 34,528.04	-\$ 2,221.04
Lake Talbot Expenses	\$ 24,000.00	\$ 29,000.00	\$ 13,480.16	\$ 15,519.84
Sports Stadium Expenses	\$ 100,671.00	\$ 100,671.00	\$ 89,371.46	\$ 11,299.54
Street Scaping	\$ 17,000.00	\$ 17,000.00	\$ 16,699.90	\$ 300.10
Street Trees	\$ 228,727.00	\$ 258,727.00	\$ 307,750.40	-\$ 51,033.40
<b>Transport &amp; Communication</b>				
Ordered Works	\$ 164,000.00	\$ 164,000.00	\$ 1,011.47	\$ 162,988.53
Regional Roads	\$ 207,600.00	\$ 207,600.00	\$ 179,749.15	\$ 27,850.85
State Roads	\$ 170,500.00	\$ 170,500.00	\$ 195,794.46	-\$ 28,963.55
Urban Roads	\$ 641,600.00	\$ 742,650.00	\$ 568,554.76	\$ 159,948.04
Sealed Rural Roads	\$ 188,700.00	\$ 248,700.00	\$ 241,895.56	-\$ 49,868.29
Unsealed Rural Roads	\$ 817,800.00	\$ 757,800.00	\$ 756,563.60	-\$ 11,214.11
<b>Water Supplies</b>				
Water	\$ 913,295.00	\$ 913,295.00	\$ 810,973.32	\$ 97,616.25
<b>Sewer Supplies</b>				
Sewer	\$ 537,756.00	\$ 567,756.00	\$ 526,521.37	\$ 14,292.32
<b>Grand Total</b>	<b>\$ 5,131,278.00</b>	<b>\$ 5,324,251.00</b>	<b>\$ 4,898,034.55</b>	<b>\$ 304,055.54</b>