



BUSINESS PAPER

Ordinary Council Meeting

19 October 2021

ETHICAL DECISION MAKING & CONFLICT OF INTEREST

A Guiding Checklist for Councillors, Officers & Community Committees

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

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

COMMUNITY STRATEGIC PLAN

Themes

Agenda Section 16 ~ Our Community

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

Agenda Section 17 ~ Our Environment

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

Agenda Section 18 ~ Our Economy

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

Agenda Section 19 ~ Our Infrastructure

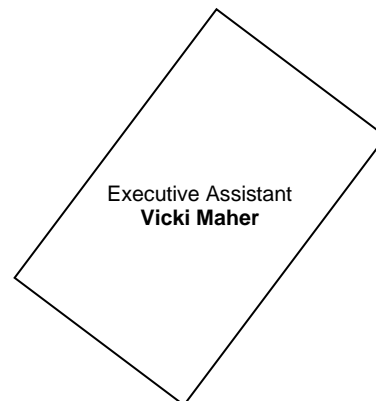
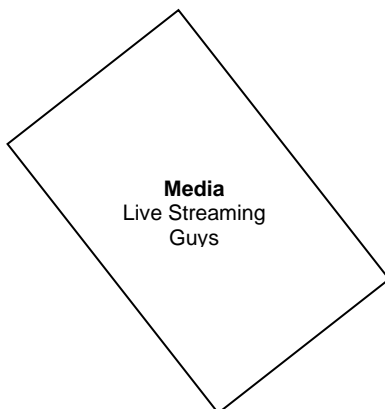
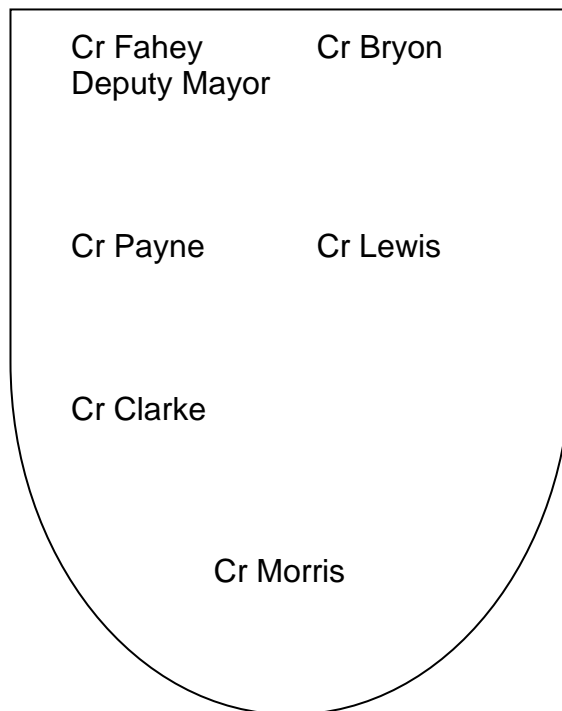
- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

Agenda Section 20 ~ Our Civic Leadership

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

SEATING

General Manager George Cowan	MAYOR Cr Kschenka	Deputy General Manager Infrastructure Shane Wilson	Deputy General Manager Corporate & Community Martin Hiscox
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**Notice is hereby given that the Ordinary Meeting of the Narrandera
Shire Council will be held in the Council Chambers on:
Tuesday 19 October 2021 at 2pm**

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

Ordinary Council Meeting - 21 September 2021



MINUTES

Ordinary Council Meeting

21 September 2021

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 21 SEPTEMBER 2021 AT 2PM**

The Mayor declared the Public Forum opened at **1.30pm** and welcomed the Councillors, Staff, and those following on the Live Streaming.

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 HOUSE KEEPING

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

Public Forum

Speaking at the Public Forum via Zoom link, was Chair of Council's Audit Risk & Improvement Committee Mr John Batchelor, who provided an overview of ARIC Chair's Annual Report, followed by Council's Auditor Ms Dannielle MacKenzie from Crowe, providing an overview on the 2020/2021 Financial Statement.

The Mayor declared the Ordinary Meeting opened at **2pm**

3 DISCLOSURE OF POLITICAL DONATIONS

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

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

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

4 PRESENT

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

In Attendance

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

5 APOLOGIES

Nil

6 DECLARATIONS OF INTEREST

Nil

MOTION – BRING FORWARD ITEMS 13.2, 18.3 AND 20.1**RESOLUTION 21/206**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Move Items 13.2. Minutes - Audit, Risk and Improvement Committee - 3 September 2021, 20.1 Audit Report - 2020 / 2021 General Purpose Financial Statements and 18.3 Election of Deputy Mayor, forward in the Agenda.

CARRIED

13.2 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 3 SEPTEMBER 2021**RESOLUTION 21/207**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee held on Friday 3 September 2021.

CARRIED

20.1 AUDIT REPORT - 2020/2021 GENERAL PURPOSE FINANCIAL STATEMENTS**RESOLUTION 21/208**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council:

1. Adopts the 2020/2021 Financial Statement and Auditors Report as presented and notes the advertisement advising the public that the reports are available for viewing and comment.

CARRIED

18.3 ELECTION OF DEPUTY MAYOR**RESOLUTION 21/209**

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That Council:

1. Determines that it will elect a Deputy Mayor for the remainder of the current Council term concluding at the next Local Government Elections.
2. Chooses the method of voting to be Ordinary ballot.

CARRIED

At this point, time being 2.07pm, Mayor Neville Kschenka handed proceedings to the General Manager as Returning Officer.

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

After receiving, the Returning Officer declared Nominations Closed and advised that one (1) nomination was received from Cr David Fahey.

The Returning Officer declared Cr David Fahey re-elected unopposed to the position of Deputy Mayor 7/0.

2021/22 Elected Deputy Mayor

Cr David Fahey

At this point, time being 2.13 pm, the Returning Officer handed proceedings to the Mayor to chair the remainder of the meeting.

7 CONFIRMATION OF MINUTES**RESOLUTION 21/210**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That the minutes of the Ordinary Council Meeting held on 17 August 2021 be confirmed.

CARRIED

8 MAYORAL REPORT**8.1 MAYORAL REPORT AUGUST / SEPTEMBER 2021****RESOLUTION 21/211**

Moved: Cr Neville Kschenka

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Mayoral Report for August / September 2021.

CARRIED

8.2 MAYORAL REPORT - OBJECTION TO CHANGES TO PLANNING LEGISLATION**RESOLUTION 21/212**

Moved: Cr Neville Kschenka

Seconded: Cr Barbara Bryon

That Council:

1. Objects to the proposed changes to planning legislation until the full implications of the changes are known and understood, and
2. Write to the Premier and Local Member objecting to the changes.

CARRIED

9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION

Nil

12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS**13.1 MINUTES - YOUTH ADVISORY COUNCIL - 9 AUGUST 2021****RESOLUTION 21/213**

Moved: Cr Tracey Lewis

Seconded: Cr David Fahey OAM

That Council:

1. Receive and note the Minutes of the Youth Advisory Council held on Monday 9 August 2021.

CARRIED

Item 13.2 has been considered at another section.

14 OUR COMMUNITY**14.1 LOCAL GOVERNMENT ROAD SAFETY PROGRAM PROJECT FUNDING****RESOLUTION 21/214**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Endorses the Road Safety Action Plan 2021-2025.
2. Accepts Transport for NSW (TfNSW) 2021-22 funding of \$27,280 from the Local Government Road Safety Program and endorses the projects approved by TfNSW.
3. Reallocates existing TfNSW road safety project funding to the newly TfNSW approved projects.
4. Approves the changes to be included in the next Quarterly Budget Review.

CARRIED

15 OUR ENVIRONMENT**15.1 NARRANDERA HERITAGE FUND 2021-2022****RESOLUTION 21/215**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tracey Lewis

That Council:

1. Adopt the recommendation from Council's Heritage Advisor's report to fund three (3) projects for \$11,000 (inclusive of GST) from the Narrandera Council Local Heritage Fund.
2. Increase the Heritage fund by \$6,100 to include the repairs to the Corobimilla Union Church.

CARRIED

16 OUR ECONOMY**16.1 SALE OF LAND - RED HILL INDUSTRIAL ESTATE****RESOLUTION 21/216**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Accepts the offer to purchase approximately 9,793 square metres of land (or thereabouts) at part Lot 12 DP869904 being proposed new allotment Lot 71 Driscoll Road in the Red Hill Industrial Estate for \$8 per square metre plus GST.
2. Extends the sealed road and formed kerb and gutter across the frontage of said lot at no cost to the purchaser.
3. Removes the mullock heaps from proposed Lot 71 and levels the lot suitable for construction of buildings at no cost to the purchaser.
4. Provides two kerb/gutter laybacks for driveway access points at no cost to the purchaser.
5. Authorise the Mayor and the General Manager to sign any documents on behalf of Council in relation to this matter.
6. Authorise the placement of the Seal of Council on any documents relating to this matter.

CARRIED

17 OUR INFRASTRUCTURE

17.1 NARRANDERA DESTINATION & DISCOVERY HUB FINAL DESIGN

RESOLUTION 21/217

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Acknowledges the community feedback on the final design for the Narrandera Destination & Discovery Hub.
2. Approves the final design for the Narrandera Destination & Discovery Hub to proceed to construction.
3. Selects the open tender method be used for the construction of the Narrandera Destination & Discovery Hub in accordance with Section 166 of the Local Government (General) Regulation 2005, pursuant to Section 55 of the Local Government Act 1993.

CARRIED

17.2 ADOPTION OF NEW ROAD NAMES

RESOLUTION 21/218

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Supports the proposed road name as provided by the developer of the subdivision and seeks concurrence from the Geographical Names Board to allocate the following name to a road servicing the 12-lot subdivision of Lots 5, 6, 8, 9 DP129551:
 - (a) Hillview Road – that roadway from the intersection of the proposed Daly Road south within the current Lots 5, 6, 8, 9 DP129551.
2. Commences the consultation process as required by the *Roads Act* 1993 for the proposed naming of Hillview Road.

CARRIED

18 OUR CIVIC LEADERSHIP

18.1 2018-2022 DELIVERY PROGRAM - 30 JUNE 2021 QUARTERLY REVIEW

RESOLUTION 21/219

Moved: Cr Narelle Payne
Seconded: Cr David Fahey OAM

That Council:

1. Endorses the 2018-2022 Delivery Program quarterly review dated 30 June 2021 as presented and publishes the report to the community using the website of Council.

CARRIED

18.2 LAKE TALBOT TOURIST PARK - REQUEST FOR THE PARTIAL ABATEMENT OF MONTHLY LEASE PAYMENTS TO COUNCIL

RESOLUTION 21/220

Moved: Cr Tracey Lewis
Seconded: Cr David Fahey OAM

That Council:

1. Agree to the partial abatement of the monthly lease payments for the months of July 2021 and August 2021 requiring the lessee to pay 15.5% of gross accommodation income with the difference between the calculation and the normal monthly lease payment be costed to Council's COVID-19 expenses; and
2. Provide delegation to the General Manager to consider similar requests for September 2021 and October 2021 should such requests be received.

CARRIED

Item 18.3 has been considered at another section.

18.4 COUNCIL MEETINGS – ORDINARY NOVEMBER, DECEMBER 2021, EXTRAORDINARY JANUARY 2022

RESOLUTION 21/221

Moved: Cr Tracey Lewis
Seconded: Cr Narelle Payne

That Council:

1. Endorse changing the date for 16 November 2021 Council meeting to 23 November 2021 with Public Forum and Council meeting to commence at standard times of 1.30pm and 2pm.
2. Note the inability to hold a December 2021 Ordinary Council meeting.
3. Endorse holding an Extraordinary Council Meeting on Wednesday 5 January 2022, noting that the Wednesday 5 January date might need to be changed pending official declaration of the Local Government Elections.
4. Hold an Ordinary meeting on 18 January 2022.

5. Advertise the change of Meeting Dates to the public through the local media outlet, Council's website and Facebook.

CARRIED

19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 AUGUST 2021 DEVELOPMENT SERVICES ACTIVITIES

RESOLUTION 21/222

Moved: Cr Barbara Bryon
 Seconded: Cr Narelle Payne

That Council:

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

CARRIED

20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

Item 20.1 has been considered at another section.

20.2 FINANCIAL ASSISTANCE GRANT

RESOLUTION 21/223

Moved: Cr Narelle Payne
 Seconded: Cr Barbara Bryon

That Council:

1. Receives and notes the information contained in the Federal Assistance Grant report.
2. Approves for the budgets that were amended at the August meeting for the Lake Talbot Pool to be re-instated with the balance of funds transferred to the Computer Replacement reserve.

CARRIED

20.3 AUGUST STATEMENT OF BANK BALANCES**RESOLUTION 21/224**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

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

CARRIED

20.4 AUGUST STATEMENT OF INVESTMENTS**RESOLUTION 21/225**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

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

CARRIED

20.5 AUGUST STATEMENT OF RATES AND RECEIPTS**RESOLUTION 21/226**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

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

CARRIED

20.6 AUGUST INCOME STATEMENT

RESOLUTION 21/227

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

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

CARRIED

20.7 AUGUST CAPITAL WORKS PROGRAM

RESOLUTION 21/228

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

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

CARRIED

21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

Nil

22 CONFIDENTIAL BUSINESS PAPER REPORTS**RESOLUTION 21/229**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

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

22.1 Lake Talbot Tourist Park - Financial Details of the Request for Partial Abatement of Monthly Lease Payments to Council

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

CARRIED

22.1 LAKE TALBOT TOURIST PARK - FINANCIAL DETAILS OF THE REQUEST FOR PARTIAL ABATEMENT OF MONTHLY LEASE PAYMENTS TO COUNCIL**RESOLUTION 21/230**

Moved: Cr Tracey Lewis

Seconded: Cr David Fahey OAM

That Council:

1. Acknowledge the request received from Graejan Pty Ltd and note the potential financial implications to Council if the partial abatement of monthly lease payments is approved.

CARRIED

23 OPEN COUNCIL**RESOLUTION 21/231**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

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

CARRIED

The Meeting closed at 2.50pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 October 2021.

.....
GENERAL MANAGER

.....
CHAIRPERSON

Unconfirmed

8 MAYORAL REPORT**8.1 MAYORAL REPORT SEPTEMBER / OCTOBER 2021****Document ID:** 578679**Author:** Mayor**Theme:** Our Civic Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Receives and notes the Mayoral Report for September / October 2021.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 21 September 2021, I have had the privilege to attend the following on behalf of our Council:

Meetings with General Manager

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

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

Media Interviews

I have had numerous media interviews Triple M (Wagga and Griffith) as well as our local Community Radio, 91.1 Spirit FM monthly segment, over the past month covering recent topics of interest and/or concern.

SEPTEMBER 2021**Tuesday 14**

I had an early morning impromptu radio interview on MMM Griffith regarding nominations for the 2022 Australia Day Awards.

Later I joined an Office of Local Government webinar providing a COVID-19 update for councils.

Together with fellow committee members, I attended and chaired the monthly Economic Taskforce meeting via Zoom. Minutes of the meeting, together with the latest update to the Economic Development Strategy, are presented to Council.

Thursday 16

I joined a webinar regarding COVID-19 and mental health support.

Friday 17

I joined an LGNSW meeting with the Deputy Premier regarding Public Health Order impacts on Regional NSW.

Tuesday 21

Together with fellow Councillors, the General Manager Mr George Cowan, Deputy General Manager Infrastructure Mr Shane Wilson, and Council staff, I attended a very interesting site visit to the nearly completed new Clubrooms at the Narrandera Sportsground and met with the builder, Mr Bill Arnold. The building is impressive and will be a huge benefit to the already amazing sporting facility for many years to come.

**Tuesday 21**

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

Wednesday 22

I began the morning with two very early media interviews; firstly, with Triple M Griffith at 6.45am, then with Triple M Wagga at 7.45am.

Topics discussed included the Narrandera Destination & Discovery Hub project now going out to tender, the Councillors' site visit to the new Narrandera Sportsground Clubrooms project, as well as the 2022 Narrandera Shire Australia Day award nominations which are now open, with nomination forms available on Council's website and from the customer service counter at the Chambers Building. I also reaffirmed that Narrandera's koala population is strong.

Wednesday 22

Together with the General Manager George Cowan, I attended the Quarterly Police and Council Meeting via Zoom where up-to-date crime statistics were tabled. Although they revealed an increase in break and enters for the period, most of these occurred within the first few months of the year and the offenders have since been apprehended. This type of crime in recent months and at the present time is minimal.

Other matters discussed included:

- COVID-19.
- The call for a 24-hour police stations for Narrandera and Leeton. The meeting was advised this would not be the most efficient use of resources, as the effect would be

to spread the current police numbers over greater hours and therefore reduce numbers during the day.

- The crime statistics for the last 12 months were tabled and showed a decrease in crime for Narrandera in all but three categories. The next quarter statistics are due for release soon and they are anticipated to show further improvement.
- Superintendent McKinnon also advised the meeting that he had lodged a submission supporting improvements for the Narrandera Police Station.

Thursday 23

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

Monday 27

I attended the Narrandera Business Group monthly meeting.

Tuesday 28

I chaired the September meeting of the Australia Day Planning Committee, where the discussion included the format and location of events. The community is encouraged to nominate residents for the categories of Young Citizen of the Year, Senior Citizen of the Year, Organisation of the Year, and Citizen of the Year. Residents are asked to keep in mind that previous nominees who were unsuccessful can be nominated again, as it is often a difficult task to choose from the many deserving residents in our Shire. Unconfirmed Minutes of the meeting are further presented to Council.

OCTOBER 2021

6 October

Along with the General Manager George Cowan, I attended the virtual hearing for Health Outcomes and Access to Health and Hospital Services in Rural, Regional and Remote NSW to provide evidence alongside Leeton Shire Council’s Mayor Paul Maytom and GM Jackie Kruger.

Council’s submission highlighted the lack of services available in our community; challenges in acquiring local GPs; ambulance personnel transport of patients taking them away from their core duties; services being centralised in Wagga Wagga and Griffith, resulting in residents having to travel for specialist, allied health and hospital services; the lack of mental health services; and the strain on Council’s Community Transport services as a result of the lack of health services available in our community.

I extend my gratitude and thanks to those Councillors who have attended various meetings throughout the past month, either on my behalf, or as elected committee members.

Until next time, Mayor Kschenk

RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for September / October 2021.

9 QUESTION WITH NOTICE

Nil

10 NOTICES OF RESCISSION

Nil

11 NOTICES OF MOTION**11.1 NOTICE OF MOTION - ART ON SHOW****Document ID: 581801****Author: Cr Tracey Lewis****Theme: Our Civic Leadership****Attachments: Nil**

I, Councillor Tracey Lewis, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 19 October 2021.

MOTION

That Council:

1. Resolves to support the Narrandera Arts and Cultural Advisory Committee in partnership with NACNET to promote local artists through an ongoing series of exhibitions activating the gallery area of the Narrandera Arts & Community Centre when it is not otherwise booked during the 12-month relocation of the Visitor Information Centre.
2. Resolves to waive hire fees for the gallery room when it is utilised by the Narrandera Arts and Cultural Advisory Committee in partnership with NACNET-over the period of the Visitor Information Centre's tenure at the Narrandera Arts & Community Centre.
3. Notes that artists whose work is to be exhibited will be required to sign an agreement prior to exhibition indemnifying Council against loss and damage and will be responsible for display and hanging of works.
4. Notes that the Arts and Cultural Committee in partnership with NACNET will contribute to the project through co-ordination and promotion of exhibitions and assistance to artists with hanging and display.
5. Notes that this project to showcase local art and artists may provide a range of benefits, including increased patronage for the Visitor Information Centre, activation of the gallery space, an ongoing opportunity to increase visitor participation and to promote Narrandera as an arts and cultural destination.

BACKGROUND

Narrandera has successfully increased its arts profile over the last few years. As well as a developing local arts scene, Narrandera now has a prize-winning landmark with the success of the Water Tower artwork project and surrounding development. With the adoption of the Narrandera Cultural Plan 2021-2031, Council has committed to ongoing support for arts and culture within the community.

Due to the temporary relocation of the Visitor Information Centre (VIC) to part of the Narrandera Arts & Community Centre, it will not be possible to mount major exhibitions at the centre and opportunities for local artists to exhibit will be temporarily curtailed. This project proposes to address that deficit and to turn the VIC relocation into an arts opportunity.

When the space is not otherwise booked, the Arts and Cultural Advisory Committee in partnership with NACNET (Narrandera Arts and Creative Network Committee) proposes to utilise the gallery space on the southern side of the Narrandera Arts & Community Centre to hang and promote works by local artists on a monthly rotating basis. It is proposed that this continues over the estimated 12-month tenure of the VIC. The artists, with instruction and support from the Committee and NACNET, will install and monitor the artworks. Exhibited artists will also commit to being available for at least two days during the period of their works being exhibited to provide onsite visitor talks about their art.

The exhibitions will be open during VIC opening hours, and also at specified times outside of those hours when manned by volunteers and co-ordinated by the Arts and Cultural Advisory Committee and NACNET.

Participating artists will be made aware of all risks related to showing their art and will be required to complete and sign an agreement indemnifying Council against loss and damage. A register of artists and an exhibition schedule will be developed and implemented for the estimated 12-month duration of the project.

The Arts and Cultural Committee and NACNET will provide in kind support through co-ordination, promotion and volunteer assistance to the project.

Council's contribution will be limited to the waiving of gallery space hire fees during the project, estimated to be \$194 per unbooked month. Council will continue to be responsible for routine building maintenance as required.

This project will provide the opportunity to develop a successful partnership between Narrandera Shire Council through the Arts and Cultural Advisory Committee and NACNET that will further promote Narrandera Shire as an arts destination, as well as developing and promoting our local artists. This project will take advantage of the rare opportunity provided to mount exhibitions in the gallery while the centre is staffed and open for visitors. It also provides Council with a low-risk opportunity to value-add to existing assets during the development of the new Narrandera Destination and Discovery Hub.

FINANCE

The estimated cost to Council will be income foregone for the hire of the room and can be funded from the Mayor's/GM's donations account.

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

Theme

Our Civic Leadership

Strategy

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

38 - Seek and encourage innovative tourism opportunities, develop "win/win" situations and examine how other locations have been reinvigorated

Action

5.1.3 - As an organisation the information management capability meets the needs of the users and the community

38.1 - Maintain a strong approach to attracting visitors and new events to Narrandera Shire and seek out unique business and industry opportunities that provide Narrandera Shire with a 'point of difference' or a 'competitive advantage'

RECOMMENDATION

That Council:

1. Resolves to support the Narrandera Arts and Cultural Advisory Committee in partnership with NACNET to promote local artists through an ongoing series of exhibitions activating the gallery area of the Narrandera Arts & Community Centre when it is not otherwise booked during the 12-month relocation of the Visitor Information Centre.
2. Resolves to waive hire fees for the gallery room when it is utilised by the Narrandera Arts and Cultural Advisory Committee in partnership with NACNET-over the period of the Visitor Information Centre's tenure at the Narrandera Arts & Community Centre.
3. Notes that artists whose work is to be exhibited will be required to sign an agreement prior to exhibition indemnifying Council against loss and damage and will be responsible for display and hanging of works.
4. Notes that the Arts and Cultural Committee in partnership with NACNET will contribute to the project through co-ordination and promotion of exhibitions and assistance to artists with hanging and display.
5. Notes that this project to showcase local art and artists may provide a range of benefits, including increased patronage for the Visitor Information Centre, activation of the gallery space, an ongoing opportunity to increase visitor participation and to promote Narrandera as an arts and cultural destination.

12 COUNCILLOR REPORTS

Nil

13 COMMITTEE REPORTS**13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) - 14 SEPTEMBER 2021****Document ID: 578849****Author: Council Administration Assistant****Authoriser: General Manager****Theme: Our Economy****Attachments:**

- 1. Economic Taskforce MINUTES - 14 September 2021**
- 2. Tourism Stimulus Projects - 2021 July August (under separate cover)**
- 3. Economic Stimulus Projects - 2021 July August (under separate cover)**
- 4. Economic Development Strategy (Open)**

RECOMMENDATION

That Council receives and notes the:

1. Minutes of the Economic Taskforce Committee meeting held 14 September 2021.
2. Tourism Stimulus Projects (non-confidential) as at September 2021.
3. Economic Stimulus Projects (non-confidential) as at September 2021.
4. Economic Development Strategy (non-confidential) as at September 2021.

RECOMMENDATION

That Council receives and notes the:

1. Minutes of the Economic Taskforce Committee meeting held 14 September 2021.
2. Tourism Stimulus Projects (non-confidential) as at September 2021.
3. Economic Stimulus Projects (non-confidential) as at September 2021.
4. Economic Development Strategy (non-confidential) as at September 2021.

**MINUTES OF NARRANDERA SHIRE COUNCIL
ECONOMIC TASKFORCE COMMITTEE
HELD VIA ZOOM
ON TUESDAY, 14 SEPTEMBER 2021 AT 2.15PM**

1 PRESENT

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

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Jenny Clarke OAM

Seconded: Cr Kevin Morris

That the minutes of the Economic Taskforce Committee held on 6 July 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

- EDM to follow up with DGMI on the installation of toilet at Truck Wash
- Narrandera Argus – there have been delays with the takeover that are being addressed with the hope to be open as soon as possible.
- Shipping containers only permissible in residential areas when a construction site otherwise require a DA
- Photo frame structure be revisited following the completion of the water tower mural which has been held up due to covid restrictions.
- EDM corresponded with TAFE Connected Learning for information on courses provided that would assist local apprentices attend at Narrandera rather than needing to go out of town, was advised that they have not offered courses for some time with nothing available locally. They do provide assistance when required.
- New Building at the Tourist Van Park construction commenced progress looks good.
- Rockin On East Festival will not proceed this year due to the current COVID 19 restrictions additionally, Allan Law has stepped down as chair.

6 REPORTS**6.1 TOURISM AND ECONOMIC STIMULUS PROJECTS - NARRANDERA ENERGISED****COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr Jenny Clarke OAM

That the Economic Taskforce Committee:

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

CARRIED**6.2 ECONOMIC DEVELOPMENT STRATEGY****COMMITTEE RESOLUTION**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That the Economic Taskforce Committee:

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

CARRIED**7 GENERAL BUSINESS**

Cr Fahey sought advice on any progress with Council resolution 21/068 seeking establishment of a Koala Research Centre in Narrandera.

The Economic Development Manager advised that

1. A supportive letter for the proposal has been received from Federal MP Sussan Ley
2. Local Member of parliament Stephanie Cooke has been advised of details of Council's resolution in this matter and

- 3. The matter is to be discussed at the next meeting of the Koala Regeneration Committee.

Cr Morris was advised that Council has resolved at its August 2021 meeting to progress with the funding of the parallel taxiway at Narrandera/Leeton Airport in accordance with resolution 21/193.

8 CORRESPONDENCE

Nil

9 NEXT MEETING

Tuesday 2 November 2021 – 10am – Via Zoom

10 MEETING CLOSE

The Meeting closed at 3.12pm.

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 2 November 2021.

.....
CHAIRPERSON

1. Planning for the economy of the future
Initiative 1: Our Shire is ‘Open for Business’

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

Strategies		Key Actions		Progress
1.1	Be a proactive, supportive and coordinated Council	1.1.1	Continue to employ an Economic Development Manager and provide funds and resources for economic development.	Achieved
		1.1.2	Establish an Economic Development Taskforce to drive economic development and implement this Strategy with Council, key industry and key community membership	Achieved Note: No industry or community members Committee to consider frequency of ED taskforce meetings on a monthly or bi-monthly basis. Ed Taskforce meetings to be held bi-monthly with next meeting scheduled for 2 November 2021
		1.1.3	Review Council’s policies, plans and regulations to ensure that they facilitate and support development.	Ongoing EDM has drafted a Business Recovery Plan as a short/medium term measure to indicate how Council can support local businesses during the Covid 19 emergency. This plan is designed to dovetail with the current Economic Development Strategy 2017-2020 which will be fully reviewed and updated when the health emergency is considered to be over. Narrandera Energised-Business Recovery Strategy 2020 will be presented to Council’s briefing session and then to regular meeting on July 21 meeting for adoption. Narrandera Energised-Business Recovery Strategy 2020 adopted by Council at its meeting on 21 July. Separate report tables recording Economic Development Stimulus projects and Tourism Stimulus projects reported under separate cover. Pol ES 270 reviewed and now new Pol 048 Red Hill Industrial Estate has been adopted by Council and is active in the register. Small Business Incentive Strategy Pol 010 adopted by Council and submitted for public exhibition.
		1.1.4	Ensure that Council’s systems and procedures for handling and processing development and investment enquiries are	Ongoing

Strategies		Key Actions	Progress
		welcoming, stream-lined and customer service focussed.	
	1.1.5	Purchase access to online, interactive statistical data and modelling tools (eg id profile, REMPLAN) to provide comprehensive demographic, social and economic data for the Shire.	REMPPLAN subscription renewed to 2022 REMPPLAN Training session for staff on 9 July (subject to Covid restrictions) Training session conducted by zoom connection.
	1.1.6	Produce information and data that will assist businesses, investors and potential residents in their decision-making, and enable Council to monitor performance.	<p>Effective use of REMPLAN into the future for development applications, grant applications etc.</p> <p>January 2019: REMPLAN introduces Business Analysis Model (BAM) Current data transferred from ABR and now available in Economy/Business tab in Remplan.</p> <p>Businesses within selected local geography reported to committee</p> <p>Survey of attendees at 39th National Cavy Show to inform future event arrangements.</p> <p>ED team through Marketing Tourism and ED Coordinator have produced a Facebook initiative called Narrandera Takeaway and Delivery Service and Business as usual in conjunction with Narrandera Business Group as well as creating a business online directory which is under development. The Facebook initiative is to assist business to keep operating and it has been very well received with 500 followers.</p> <p>As at June 2020 there are 640 followers</p> <p>As at July there are 700+ followers.</p> <p>Updated quarterly Small Area labour market data for Narrandera. December qtr. 2019 reveals unemployment rate of 5.9% and 180 unemployed out of total workforce of 3075. March qtr. 2020 reveals unemployment rate of 6.3% and 194 unemployed out of a total workforce of 3093.</p> <p>This is consistent with trend across the Riverina and is considered not yet reflecting impact of Covid 19 pandemic.</p> <p>June qtr. 2020 SALM data reveals unemployment rate of 6.7% and 202 unemployed out of labour force of 3003.</p> <p>Sept.2020 SALM data reveals unemployment rate of 7.4% 218 unemployed out of labour force of 2937.</p>

Strategies		Key Actions		Progress
				<p>Dec. 2020 SALM data reveals unemployment rate of 6.6% 193 unemployed out of labour force of 2930. March 2021 QTR SALM data reveals unemployment rate of 5.5% with 158 unemployed out of labour force 2898.</p> <p>Council has commissioned an independent survey called a VIBE survey being undertaken by NDP Economic Development Group. The survey is an independent audit to determine Narrandera Shire's economic performance and highlight any areas of concern and potential growth. It is expected to explain the severity of Covid-19 impacts on the Shire's economy, the nature of local business sentiment and guidance on economic development programs and planning. The survey is expected to be completed by early/mid October. Survey completed and received and submitted to ELT for consideration prior to consideration by Council in April 2021. Follow up survey to be conducted 6 months after Covid impact ends. Vibe survey presented to Council's April briefing session and subsequently to Narrandera Business Group.</p>
		1.1.7	Include comprehensive information on economic development and business assistance on Council's website.	<p>Economic Development Department has contributed to planning of Council's Website upgrade.</p> <ul style="list-style-type: none"> • Economic Development Strategy on Website. • REX Community fare on website • Information on BEC workshops for business on website/Facebook
1.2	Continue to build partnerships and strategic alliances	1.2.1	<p>Strengthen relationships with Government Agencies, regional organisations and service providers through:</p> <ul style="list-style-type: none"> • Active participation in regional programs, forums and workshops. • Briefing and updating these organisations on the Shire's needs and priorities. • Advocating strongly for improved facilities, infrastructure and services. • Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies. 	<ul style="list-style-type: none"> • ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings. • EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking. • Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019. • Council facilitated Bee Forum to address issues arising from any accidents and emergencies on our region's roads involving the transportation of live bees with the aim of identifying gaps, finding solutions and increasing preparedness. • Forum formulates and endorses a 3 point action plan for positive outcome. • DPI representative Daryl Cooper working with Apiarists to develop an Action List Protocol that can be used by all emergency services responding to a vehicle accident involving the transportation of live bees in hives.

Strategies		Key Actions		Progress
				<ul style="list-style-type: none"> • Wed 22 April EDM participated in regional zoom forum of Economic Development officers from Western Riverina Councils organised by Nicola James-AusIndustry. • EDM to participate in Skills Forum as a component o the Riverina Skills Audit conducted by CSU research team (9 October zoom meeting) • EDM participated in RDA Skills Forum with report due from CSU in due course. • EDM to participate in Regional Australia Institute presentation of Deputy PM pre budget speech on 30 September • RDA Riverina committee holds Regional Outreach meeting in Narrandera on 3 June 2021 at Arts and Community Centre. Mayor gives welcome and EDM makes power-point presentation on economic development, business activity and capital works.
		1.2.2	Build and strengthen strategic alliances with Councils within the Riverina Region and along strategic road and rail corridors.	<ul style="list-style-type: none"> • Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line & Intermodal Support Alliance.' • Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility. • Working relationships with Western Riverina Councils known as Functional Economic Regions • Council working on Tourism joint initiative for digital visitors guide with Murrumbidgee Leeton and Lockhart Shires. Presentation to Councillors at briefing session 19 Nov 19. • Development of marketing prospectus and strong support from advertisers. • Murrumbidgee Trails name and logo adopted. • Strong response across the targeted region for advertising in the new guide which is scheduled for launch in November 2020. • Official launch of guide on 18 November. • The Murrumbidgee Trails Council Group has made a submission to the NSW Local Government Excellence Awards for the Murrumbidgee Trails Visitor Guide initiative in the 'Special Projects' category. Submission identified as a Finalist in the Excellence Awards. • The above submission was unsuccessful • The Murrumbidgee Trails Council Group has made a joint bid for the March 2022 Destination NSW Tourism Conference to be held at Whitton

Strategies		Key Actions		Progress
				<p>Malthouse with accommodation and tours shared between Narrandera, Leeton, Lockhart and Murrumbidgee.</p> <ul style="list-style-type: none"> The above submission was unsuccessful
1.3	Engage pro-actively with local businesses and business / industry organisations	1.3.1	Build knowledge and understanding of local economic sectors and businesses, including organising a program of industry briefings and tours for Councillors and Council staff.	<p>Ongoing</p> <p>17/9 Visit to Glendale completed ED team working closely with Narrandera Business Group to provide assistance to business during Covid 19 business closures and limitations.</p> <p>As at June 2020 proposed new Narrandera Business Chamber not yet functional. Narrandera Business Group meetings suspended during Covid 19 health crisis. Narrandera Business Group to reconvene at meeting on 10 August . Narrandera Business Group meets on 10 August. Christmas Fun fair and Markets to be discussed at September meeting. Industry tours to recommence when Covid 19 emergency has passed. Council members and staff toured the Agri Australia facility on 14 April. Manager Claudio Cavallini briefed the tour on the operations at the farm which grows and propagates hazelnuts. Tour on 7 July of Australian Mohair Marketing Organisation (Deferred until July 2022)</p>
		1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	<p>EDM attends Narrandera Business Group. Attended Narrandera Business Group meeting 14 October Planning progressed for Small Business Month October with arrangements in place and invitations issued for Narrandera Connected (2) on 23 October at TAFE CLC. Sponsorships received from Service NSW, Business Group, TAFE and Articulate Pear. Workshop planned for 28 October at TAFE CLC to be delivered by BEC. NSC and Narrandera Business Group jointly sponsor Social Media Connectivity. Successful Small Business October events with 30 people in attendance at each event in 2019. Tiffany attends Regional Economic Development Officers Forum at Whitton Malthouse on 19 November.</p>

Strategies		Key Actions	Progress
		1.3.3 Establish effective networks and communication channels.	Bi -monthly newsletter for business prepared and circulated by EDM since start of 2019. Most recent circulation in March 2021. Newsletter published in June 2021.
		1.3.4 Support business groups and networks.	Ongoing. Arrange business breakfast with CEO of Tomra James Dorney 6 Sept in conjunction with Narrandera Business Group. 34 people attend successful breakfast. Involve Business Group in Small Business Month October event planned for 23 October at TAFE CLC-Narrandera Connected (2) Acting Secretary for Narrandera Business Group upon resignation of Secretary until new Secretary appointed-..Josie Marks appointed Secretary on 14 October 2019. Formation meeting for Narrandera Business Chamber held on 3 Feb 2020 and interim committee established. Questionnaire in circulation early July Regular distribution of information and advice on business recovery to business database. Information received from State and Federal Government, EDA, Regional Australia Institute, Business NSW, AusIndustry, BEC, etc on recovery and support initiatives during covid 19 pandemic. Ongoing interaction with Narrandera Business Group (NBG). Tiffany Thornton communicates training needs strategy information to NBG. Attend special NBG meeting 26 October to arrange Christmas brochure insert to Argus with support and cooperation from the Editor and Krystal Maytom from Leeton BEC. Support publication of Christmas brochure insert to promote "Shop Locally" initiative. Attend Business Group AGM. Assist in Christmas Stocking prize draw. Present Vibe survey results to April meeting on Narrandera Business Group Continuing attendance at Narrandera Business Group meetings. September meeting cancelled-Covid impact
		1.3.5 Harness skills and experience available in the Shire and surrounding region (eg through forming task forces and working groups) to address specific challenges and realise opportunities.	To be addressed as opportunities and shared purposes arise. Negotiate with Klaus Baumgartel of ICN for audit of services in Narrandera Shire to support the imminent development requirements for the 3 new solar farms. Organise small taskforce from the community to address the goods and services audit for solar farm development. Klaus Baumgartel contacts all people on EOI list to ensure they have direct registration particulars for Avonlie Solar. Organised Steering Committee for Central West Lifestyle Magazine project.

Strategies		Key Actions		Progress
				<p>Mr Rick Shaw of Finley is working with regional EPCs to mobilise service providers to take advantage of work at the various solar farms, including those proposed for Narrandera.</p> <p>Survey of motels in Dec 2019 indicates approx. 60 solar farm workers from Darlington Point project staying in Narrandera facilities.</p> <p>February survey reveals 30+ Darlington Point Solar farm workers accommodated in Narrandera.</p> <p>Solar Farm Reference Group considers final draft of Accommodation and Employment Strategy for Avonlie Solar farm.</p> <p>Strategy adopted and endorsed by Dept of Planning</p>
1.4	Build a strong, positive profile for Narrandera Shire	1.4.1	Implement the branding strategy and signage strategy.	<p>Council agrees on style, wording and location of 6 new town entry sign at its 18 June 2019 meeting.</p> <p>Designs of signs agreed and signs ordered. Installation around end of August/early September.</p> <p>All 6 signs installed as at 16 September.</p> <p>3 signs installed at prominent locations promoting the Easter Rod Run Show and Shine</p> <p>Planning underway for new banners and window decals at the airport promoting Narrandera. Window decals installed.</p> <p>Draft design for Wiradjuri welcome message prepared and approved by elders group.</p> <p>New pole banners designed and ready to go into production</p>
		1.4.2	Develop and implement a communications strategy, including articulating key messages.	<p>Reinforce process with ED staff for communicating event arrangements to ensure no breakdown in arrangements.</p> <p>EDM prepares media releases as appropriate as well as items for Council communique and newsletter.</p>
		1.4.3	Build the Shire's digital presence, including launching a new Council website, embracing social media and capitalising on opportunities provided by third party data bases, websites and apps.	<p>Development of Council website underway. EDO is on development team.</p> <p>New website launched</p> <p>Partnership with BEC for a digital and online marketing workshop on 6 December 2018.</p> <p>Review Federal Government's National Digital Economy Strategy released Dec 2018 titled "Australia's Tech Future". Review Federal Government Small Business Digital taskforce Report March 2018.</p> <p>Review Business Listings category for new website. Prepare new list and content.</p>

Strategies		Key Actions		Progress
				February meeting with Mark Wilkie to discuss future possible meeting of the Digital Economy Group.
		1.4.4	Effectively market and promote the Shire, to raise its profile and increase awareness of its strengths, assets and opportunities.	<p>Ongoing. Progressive and targeted distribution of Winter Edition 2019 of Central West Lifestyle Magazine featuring Narrandera o people of influence in various organisations.</p> <p>Provide comment for NRMA Annual Report 2019 on invitation from NRMA regarding installation of EV fast Charger at Narrandera.</p> <p>Australia post announces that it has developed a postage stamp featuring the image of the lizard on the National Award -winning Narrandera Water Tower. Supporting postcard also produced depicting the Koala fascia of the water tower.</p> <p>Enter the Reverse Vending Machine-Return and Earn project in the relevant section of the Keep Australia Beautiful Awards.</p> <p>CEO of Keep Australia Beautiful Council visits Narrandera in September and inspects town and the RVM</p> <p>Judging of applications in KAB awards deferred until March 2021.</p> <p>Council advised that it is a finalist in the Return and Earn prize category and will either be the overall winner or highly commended.</p> <p>Council receives award in Local Government category Return and Earn litter prevention award and is commended for social, economic and environmental outcomes. EDM accepts award on behalf of Council at KAB Awards function in Murrurundi on Saturday 13 March.</p> <p>Tiffany organises several key publication advertisements.</p> <p>Advertisement prepared for Regional Lifestyle Magazine Collectors Edition 2 due for publication in October 2021 featuring Lake Talbot Award Winning Water Park and Water Tower art.</p>
		1.4.5	Encourage the community to be advocates for the Shire, including speaking about the positives.	Ongoing
		1.4.6	Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	<p>Awaiting response from 'Playground on the Murrumbidgee' NSW State Funding application.</p> <p>Considering application for current round of funding with BBRF.</p> <p>Funding confirmed from NSW Government of \$8 Million for Playground on Murrumbidgee project including the replacement of the VIC with the Narrandera Destination and Discovery Hub.</p>

Strategies		Key Actions		Progress
				VIC closed during Corona Virus Pandemic and staff either working from home or redeployed. Possible reopening 1 June 2020 VIC reopens on 1 June with strict social distancing requirements in place. Perspex barriers installed to protect staff and customers. Enquiry levels reduced compared to normal times but public is travelling again in reduced numbers. 23/7 First meeting of project team to progress the construction of the Destination and Discovery Hub-Emily Curry as Project Manager. Project plan and timelines established. April/May meetings with Amy Smedley from Studio S2 Architects to review pre-design report for Narrandera Destination and Discovery Hub. Further meeting with architects in July. Preparations underway for vacating the VIC on 10/11 September and moving into the Arts and Community centre.

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

Initiative 2: Enhancing our Liveability

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

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

Strategies		Key Actions		Progress
2.1	Continue to improve presentation – creating positive first impressions	2.1.1	Implement the Narrandera CBD Masterplan – subject to funding and staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	Ongoing

Strategies		Key Actions		Progress
		2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.	Refer 1.4.1 for Town entry signage Pole banners installed at Grong Grong highway entry point. Window decals promoting Narrandera are now in place at the airport and new Community Fare Banner on display.
		2.1.3	Improve the presentation of the Shire's industrial areas.	Ongoing. 4 new poles and banners erected at entry to Red Hill Industrial Estate at Cnr Driscoll Rd and Barellan Rd.
2.2	Enhance lifestyle	2.2.1	Continue to improve and expand recreation, sporting and leisure facilities within the Shire.	Ongoing
		2.2.2	Develop and diversify arts and cultural activities.	Ongoing
		2.2.3	Continue to develop and promote a dynamic and vibrant program of events and activities.	Express support for possible future Annual General Meeting of NSW National Party in Narrandera in 2020. Arrange 2 events for Small Business Month October in conjunction with Narrandera Business Group. Marketing Tourism and Economic Development Coordinator making contact with National Party Conference Organiser to offer support. National Party Conference deferred till health emergency passes Cavy Show cancelled Good old Days cancelled Rockin' on East cancelled Fully booked pop - up drive in theatre event for 3 October with 120 vehicles booked to attend. Highly successful event with 135 in attendance and positive feedback from patrons. Successful Show 'n Shine event in conjunction with Easter Rod Run 2021. 5,000 tickets issued for Shown N Shine on Easter Sunday. 350 vehicles on display at Narrandera Sportsground. Positive feedback on the event from organisers Steve and Ray Alldrick. Discussions with Rockin on East committee around possible festival on October long weekend 2021. Rockin on east planning progressing. Events and Visitor Services Team leader Brenda Hartmire assisting Rockin on East committee. Rockin on East Event cancelled-Covid impacts

Strategies		Key Actions		Progress
				Good ol' Days Barellan Cancelled-Covid impacts
2.3	Advocate for the retention and expansion of facilities and services	2.3.1	Advocate for improved childcare, health care, aged care and social assistance facilities and services within the Shire.	<p>Preparing for Health Alliance meeting to bring together primary health and aged care and associated agencies in Narrandera Shire. EDM to meet with Dr Romeo who is unavailable until end of July 2019. Requested meeting with Dr and Mrs Romeo Meeting with Dr and Mrs Romeo held and support expressed for Alliance meeting. Alliance meeting arranged for 29 November in Narrandera with representatives of agencies will discuss proposal for a Narrandera Health Alliance. Meeting arranged with Federal MP Sussan Ley and State MP Stephanie Cooke to discuss Health issues 29 November at 2pm Narrandera Health Advisory Group formed at meeting held on 29 November in Narrandera. Meeting with Minister Mark Coulton Thurs 13th Feb at which he advises that the MLHD has had its "Pathway" GP trainee program approved. Meeting of Narrandera Health Advisory Group convened for 5 March to consider pilot Pathway program developed by MLHD. CEO of MLHD outlines Rural Generalist GP Training pilot that will provide doctors in GP practice and at hospitals in rural area of the MLHD. New Doctor commences at Dr Romeo's practice in May 2020 for 12 months. 2 new Doctors to commence at Dr Romeo's Practice early in new financial year 2020 on long term contract. Dr Sonia Volante has finished as at 26 October 20 with Dr Romeo Practice and she has left Narrandera and is practising in Canberra. She has vacated 19 Argyle st and a new Doctor at the Romeo practice, Dr Abdallah, is renting the house for \$150 per week for 6 months initially from commencement on 22 Dec 2020. Jill Ludford advises that a new VMO is commencing in Narrandera in 2021 Narrandera Health Advisory Group in recess during Covid pandemic recognising the significant workload on all those in the health sector.</p>
		2.3.2	Ensure that facilities and services have the capacity to support 'aging in place'.	<p>Strategy included in Western Riverina REDS. Council considering at its March meeting the preferred quote to develop a concept plan for an Independent Living Village at 1.4 ha site at Cnr Crescent and Elwin Streets. Council accepts quote from Noel Thomson Architecture of Wagga Wagga.</p>

Strategies		Key Actions		Progress
				<p>Prerequisite reports required by Noel Thomson include land survey, environmental report and geotechnical report. Qualified providers engaged and work in progress.</p> <p>All reports completed and provided to Noel Thomson. Concept plans (Draft) expected to be presented to seniors' group in July.</p> <p>3 Options of concept plan prepared by Noel Thomson are to be refined and together with a report presented to ELT on 11 August then to the seniors' group on 17 August prior to Council briefing and Council meeting on 18 August.</p> <p>Noel Thomson concept plans presented to ELT and referred back to architect to further develop alternative concepts for development of the subject land. It is expected that amended submission will be available for Council in October. Final drafts expected to be presented to ELT on 13 October and then to Council.</p> <p>Final drafts presented to Council briefing session by EDM and Noel Thomson architect. Proposals to be presented to seniors' group and to November Council with emphasis on marketing plan for Independent Living complex.</p> <p>Marketing Plan adopted by Council and invitations to provider organisations to provide Expressions of Interest in negotiating the purchase of land at Cnr Elwin and Crescent to develop an Independent Living Village were circulated on 18 January 2021 supported by metro, regional and local media with closing date for submissions being 26 February 2021.</p> <p>No Expressions of interest received but discussions continuing with possible interested parties. Meeting with seniors' group and surveys issued to members to determine preferred model.</p> <p>Meetings held with Argyle Housing CEO Wendy Middleton to discuss possible mixed housing model with independent living and affordable housing. Discussions commenced with recognised builder to work in conjunction with Argyle. Ongoing discussions.</p> <p>Further discussions with Anglicare as a possible interested developer of a mixed housing complex on Elwin/Crescent sts site.</p>
		2.3.3	Explore options / advocate for improved education outcomes within the Shire, including the re-opening of the Grong Grong Public School (if warranted), and the redevelopment of the TAFE campus	The Grong Grong School Building was sold in 2017.

Strategies		Key Actions		Progress
			as a ONE TAFE Flexible Learning Centre.	
2.4	Encourage and support opportunities for community development	2.4.1	Explore opportunities for providing information, activities and programs that will help new residents and people on temporary work visas assimilate into the community.	<p>Liaise with RDA skilled migration unit.</p> <p>EDM attended multicultural meeting in Leeton with all relevant agencies present to evaluate what services might be available to Narrandera residents as an outreach service. Focus on migrants and refugees.</p> <p>PIC piggeries apply for Labour agreement for skilled piggery workers that could see as many as 40 workers over the 5year period of the agreement with 19 potential permanent residents in years 4 and 5 of the agreement.</p>
		2.4.2	Continue to support activities (eg events, sport, creative arts etc) that encourage engagement and social inclusion and build pride in, and commitment to, the local community.	<p>Easter Rod Run and Shown N Shine a huge success. Council de-brief held with external group debrief to follow.</p> <p>Corona Virus response advocated by Federal Government and Senior Health Officials includes avoiding gatherings in excess of 500 people. This will impact proposed events such as Folk Festival on 20-22 March and Rod Run Events on 11 -12 April. These events have been cancelled.</p> <p>Meeting held with Ray and Steve Alldrick late 2020 and confirmed that the Rod Run will be held at Easter 2021 under closely managed arrangements to satisfy any Covid restrictions in place at the time. Show and Shine to be conducted at the Sports Ground on Easter Sunday.</p> <p>Successful Show and Shine event.</p> <p>New Events and Visitor Services Team Leader Brenda Hartmire commences at VIC in June.</p>
		2.4.3	Support community initiatives to develop, grow and enhance the liveability of the Shire.	<p>ED Dept. continues to contribute to preparation of funding applications such as Stronger Country Communities, Fixing Country Roads Regional Growth Fund etc.</p> <p>Narrandera Imperials Football Netball Club has been invited to apply for funds to build a new Club House through the NSW Government's Regional Sports Infrastructure Fund. ED staff have assisted with preparation of the Business Case and other requirements where needed.</p>
2.5	Attract new residents	2.5.1	Develop and implement a Resident Attraction and Retention Strategy.	<p>Winter Edition 2019 of Central West Lifestyle Magazine highlights opportunities in Narrandera for new residents.</p> <p>New promotional videos produced</p> <p>Narrandera is feature month in January 2021 for Country Change program with Facebook banner proclaiming 'Live the Dream in Narrandera'.</p> <p>Narrandera is feature month for Country Change in July 2021.</p>

Initiative 3: Economic Growth and Diversification

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

Strategies		Key Actions		Progress
3.1	Encourage and nurture business start-ups	3.1.1	Provide access to information and business advisory services.	<ul style="list-style-type: none"> Information received from a variety of agencies eg RDA, Business Connects, RDA, EDA, Regional Australia Institute and others disseminated to Narrandera Business database from time to time as received.
		3.1.2	Assess feasibility of hosting business start-up events to link people with business ideas to business advisory and support services (eg Many Rivers, BEC etc).	Ongoing Hosting Small Business month October on October 14 2021 at TAFE CLC in conjunction with Narrandera Business Group and TAFE-speakers and networking-eats/drinks. TAFE will be a financial contributor to this event if it can proceed-depends on Covid restrictions.
3.2	Support and nurture existing businesses	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	Distribute information cards for NSW Business Connect eg through Business Group and at NSC front counter Refer public enquiries to Remplan Community and Economic profile Electronically distribute via group emails to local business, advice on Corona Virus support programs from AusIndustry, Business NSW, RDA, EDA and others. Continuing distribution electronically of business advice and programs received from various agencies.
		3.2.2	Encourage and support 'buy local' initiatives.	Installation of new RVM at Narrandera Landfill will provide vouchers redeemable at Coles Narrandera. Last 3 weeks data from RVM as follows: Week ended 5/4 \$1496.90 Week ended 12/4 \$1367.60 Week ended 19/4 \$2649.20# Total voucher redemptions in May as advised by Coles is \$17,500(over 5 weeks) This is increased spending at Coles by locals thereby contributing to local employment and minimising shopper bleed to Leeton etc. Total voucher redemptions in June total \$12,500 (over 4 weeks) Total voucher redemptions in July total \$12,522 (over 4 weeks) Total Voucher redemptions for August total \$15,081(over 5 weeks)

Strategies		Key Actions		Progress
				<p>CEO of Tomra advises that as at September 2020 over 1,100,000 containers deposited in Narrandera RVM (approx. 35,000 per week) Total voucher redemptions for September \$13,178.80 (4 weeks) Total Voucher redemptions for October, November and December 2020 are \$13,983, \$19,439 and \$16.804 respectively. RVM total voucher redemptions for January 2021 are \$23,480 (5 weeks) RVM total voucher redemptions for February 2021 are \$18,593 (4 weeks) RVM voucher redemptions for March 2021 are \$14,799 (4 weeks) RVM voucher redemptions for April 2021 are \$16,255 over 4 weeks RVM voucher redemptions for May 2021 are \$15,294 over 4 weeks RVM voucher redemptions for June 2021 are \$15,983 over 5 weeks RVM voucher redemptions for July 2021 are \$13,025 over 4 weeks</p> <p>Assist with advice to Mayor on controversial issue of Marketplace in Wagga Wagga seeking to provide free bus from Narrandera to their shopping complex and provision of gifts, vouchers etc.to shoppers from Narrandera. Temora, Cootamundra and Tumut also targeted. Lobbying by the Mayors stops this potentially very negative impact on our retailers in Narrandera and similarly in the other towns. Early 2020 investigate 'Why leave Town Promotions' Community Gift Card program in conjunction with Narrandera Business Group. Join COSBOA Facebook group to access campaign digital content and supporter material and toolkit for a Government supported "Go Local First" campaign-no cost to Council. This complements the Narrandera 'Buy Local' initiative. Tiffany to attend 9 December Narrandera Business Group meeting to again discuss Why Leave Town Gift Card initiative as a 'buy local' initiative. Official opening by Mayor of new IGA supermarket postponed because of Covid lockdown. Supermarket is open to the public effective 18 August</p>
		3.2.3	Raise awareness of business advisory and support services and encourage businesses to participate in business and skills development programs.	<p>ED maintains a business distribution list and uses it to share information re opportunities for businesses in the Shire. Small Business Month October activities and facilitate BEC Skills for Business Success Workshops. Advise business database of series of short courses available at TAFE at no cost to people who enrol.</p>

Strategies		Key Actions		Progress
				Circulate business recovery material from various government agencies to local business database as received.
		3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> • Site at landfill confirmed as suitable for 4- point RVM kiosk. Site plans prepared and execution of licence agreement with Tomra/Cleanaway completed by Council. Site plans and construction plan and power supply design commenced. • Partnership with Tomra/Cleanaway and Council to mount a display in the Exhibition Hall at Narrandera Show on 7 September. This display will inform the public of the operational and container deposit requirements for the RVM. • CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group. • CEO of TOMRA/Cleanaway addresses a business breakfast with 34 in attendance on 6 September. • TOMRA/Cleanaway and Council join to manage a stand at Narrandera Show with information on the Return and Earn program and the RVM. • Preparation of site progressing at Narrandera Landfill entrance to accommodate the RVM. • Actively promote Small Business Month October activities for professional development, networking and business tips. • RVM scheduled for installation on 25 Feb 2020. • RVM installed and operational with generator power on 28 Feb 2020 with solid use over first weekend. • EDM and Marketing Tourism and ED Coordinator attend webinars by Economic Development Australia, Treasury on Covid 19 business support and recovery strategies
		3.2.5	Identify training programs and resources available on-line from Government Agencies and training providers and provide links to these from the Economic Development page of Council's website.	Local Government NSW sponsors Inclusive Tourism: Economic Opportunities. A new online learning course now available to explain how you can better service this market. VIC staff to undertake.
		3.2.6	Raise the profile of local businesses by providing opportunities to showcase, market and promote businesses products and services.	Ongoing Narrandera to feature in November 2019 Country Change program. In response to Covid 19 challenges to all business the Ed team through Tiffany Thornton has developed an online strategy through Facebook that at last report (July) had over 700 followers.

Strategies		Key Actions		Progress
				Recurring opportunity provided through the Easter Rod Run Events. Circulate information from Geoff Reardon Manger ICN Southern Region on opportunities arising from proposed construction works for Energy Connect project.
		3.2.7	Encourage businesses to list on relevant industry data bases and websites and participate in programs such as trade missions.	As advised to NBG
		3.2.8	Encourage and assist local businesses to register on Federal, State and Council procurement data bases.	Developing relationship with Klaus Baumgartel, Regional Manager for Industry Capability Network to assist local industry connect with procurement data bases. Klaus to make contact with Uarah Fisheries and solar power companies considering locating in Narrandera Shire. Klaus Baumgartel has retired, and his replacement is Geoff Reardon. Circulate advice from Geoff Reardon to local business database about registration of EOIs for provision of goods and services to Energy Connect project.
		3.2.9	Work with major project proponents to identify the goods and services required and provide introductions to local businesses.	Database provided to Siemens/Gamesa the EPC for Avonlie Solar at Sandigo. Siemens Gamesa provide direct email contact address for expressions of interest from businesses wanting to register to provide their services to solar farm construction. Beon Energy takeover construction of Avonlie from Siemens Gamesa to be finalised before end of 2019. As at 18 Feb 2020 information received which points to delay in Avonlie project which is unlikely to commence before May/June as a result of grid capacity constraints. Confirmed by Mike Whitbread of RES. As at May 2020 RES advises that Siemens/Gamesa is confirmed as their EPC and Accommodation and Employment Strategy finalised for sign-off by the Department. As at July 2020 Siemens /Gamesa withdraws from Australia and therefore from Avonlie project. RES to appoint new EPC and advise Council in due course. Register via ICN for opportunities associated with the Energy Connect project-new transmission line from South Australia to Wagga Wagga.
		3.2.10	Encourage and assist businesses to prepare for the NBN and embrace digital	<ul style="list-style-type: none"> Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017. GM provide report on meeting with NBN.

Strategies		Key Actions		Progress
			/ on-line business and marketing opportunities.	<ul style="list-style-type: none"> Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services. Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December. NSC and Narrandera Business Group sponsor the BEC Social Media Masterclass on 28 October with approx. 25 attending at TAFE CLC. Meeting with Mark Wilkie to discuss future meeting of Digital Economy Group. Work with RAMJO to participate in Regional Connectivity program to improve online data capabilities.
		3.2.11	Facilitate access by business and community groups to funding programs.	A data base of funding programs is maintained and provided to community groups. Media releases and funding program announcements emailed to business group database.
3.3	Strengthen and grow key sectors	3.3.1	Agriculture and Agri Business <ul style="list-style-type: none"> Develop a producer data base and establish networks and communication channels. 	<p>Sandigo Solar farm. 2018-01-30 – Developers have met with Council on the proposal. Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has proposed a \$250,000 community fund component as one of its initiatives. This proposal is currently being reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020. Avonlie awarded Development Consent on 8 August 2019. Council representatives meet with Jacobs Consulting appointed by Siemens/Gamesa, the EPC for Avonlie Solar, to review the Accommodation and Employment Strategy. Updates strategy presented for review to solar reference group. Accommodation and Employment Strategy reviewed and completed. Avonlie development now not expected to commence until H1 2021 as EPC Siemens Games has withdrawn from Australian projects and therefore RES need to appoint a new EPC (solar farm builder). As at September 2021 commencement of construction of "Avonlie" Solar farm is believed to be imminent.</p>
			<ul style="list-style-type: none"> Continue to advocate for water security. 	Ongoing
			<ul style="list-style-type: none"> Encourage and support adoption of new activities and technologies, 	EV fast charger installed January 2019

Strategies		Key Actions		Progress
			sustainable land management practices, and innovative business models.	
			<ul style="list-style-type: none"> Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce. 	<p>EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May.</p> <p>Piggery Forum held in Narrandera addressed by industry experts on 30 August.45 people present.</p> <p>Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries.</p> <p>Advice received from DPI International Engagement Division that Australia does not have a pork export arrangement with China.</p> <p>PIC Australia apply for Pork Industry labour Agreement for Grong Grong Piggery. Letter of support provided.</p> <p>EDM to participate in focus group on 9 October for CSU Research project being Riverian Skills Audit.</p>
			<ul style="list-style-type: none"> Explore opportunities for and encourage development of new processing and value-adding opportunities and utilisation of waste products. 	<p>Ongoing.</p> <p>Confidential Statement Removed.</p>
	3.3.2	Aquaculture		
			<ul style="list-style-type: none"> Support the expansion of the aquaculture industry within the Shire. 	<p>Confidential Statement Removed.</p> <p>Assist Dr Yu with information on how to source an apprentice in aquaculture.</p> <p>14 Jan 2021 Dr Yu submits Development Application for large shed at Uarah Fisheries.</p> <p>DA approved and consent issued to applicant. April 26 2021.</p> <p>EDM Assisted Uarah Fisheries to obtain Government Funding support through the Regional Job Creation Fund to the value of \$140,000 to expand activity at the fishery.</p>
			<ul style="list-style-type: none"> Build skills and knowledge about the industry within Council and the local community. 	<p>Ongoing</p>
			<ul style="list-style-type: none"> Explore the possibility of positioning the Narrandera Fisheries Research Centre 	<p>Under consideration</p>

Strategies		Key Actions		Progress
			as a Centre of Excellence for the Murray Cod industry.	Meet with Manager Narrandera Fisheries and establish partnership arrangement for development of large inland fish aquarium at proposed Narrandera Destination and Discovery Hub. Murray cod to feature on stage 2 mural for Narrandera water tower. Completion of the mural delayed as a result of Covid restrictions. Narrandera Fisheries selected as safe facility to relocate distressed Murray Cod and other species transferred from other environments under stress as a result of the drought.
		3.3.3	Retail & Wholesale	
			<ul style="list-style-type: none"> Position and promote Narrandera as a lifestyle centre. 	<p>Central West Lifestyle Magazine Winter Edition launched on 24 May 2019 and targeted distribution by Council to strategic individuals and organisations commenced.</p> <p>Reserved 12 pages dedicated to Narrandera in Collector's Edition no. 2 of Regional Lifestyle Magazine. \$4500. Free one page advert and 20 complimentary issues for Council. To be circulated October. 6000 copies to be printed. Estimated readership 25,000 to 30,000.</p> <p>One page advertisement featuring Lake Talbot Water Park and Water Tower Murals prepared and lodged with Regional Lifestyle magazine. Due for publication in October 2021</p>
			<ul style="list-style-type: none"> Encourage and facilitate training (customer service, merchandise display, e.commerce etc) 	Ongoing
			<ul style="list-style-type: none"> Encourage development of and participation in cooperative marketing and promotional campaigns. 	<p>Invited Griffith, Leeton and Lockhart to send brochures with staff to Adelaide for Caravan and Camping Expo. New Country Change promotion by RDA is imminent.</p> <p>Country Change program launched by RDA.</p> <p>Enrolled in Country change for 2020.</p> <p>Country Change magazine launched by Deputy PM in September 2020</p> <p>Country Change participant for 2021.Narrandera as feature location January 2021.</p> <p>Narrandera Koalas and lifestyle issues to feature in Whatsup Downunder documentary filmed in Narrandera on 22 April.</p>
		3.3.4	Tourism / Visitor Economy	
			<ul style="list-style-type: none"> Continue to develop products, experiences and activities, including events. 	Ongoing

Strategies		Key Actions		Progress
				<p>Tourism team organising pop-up drive-in cinema experience for 3 October with good early registrations. At Henry Mathieson Oval. 120 vehicles registered to comprise a full house.</p> <p>Successful movie event as reported.</p> <p>REA Wagga Horse Trials conducted in Narrandera weekend 24/25 October with very positive feedback. Possible future development of this event in Narrandera is being researched by events team.</p> <p>Communication from Emily of Wagga Horse Trials 13 Jan 2021 indicated desire to stage next major event in Narrandera in August 2021 and in subsequent years. Events and Tourism team to make contact and facilitate arrangements between Narrandera Pony Club and the Wagga Horse Trials people. Pony Club representative indicates that are happy to host the Wagga Horse Trials event in August 2021.</p> <p>EDM and team finalise artwork with Apparition Media for stage 2 mural on the water tower and schedule the artwork for 23 August following completion of remedial paintwork to the water tower in June. Painting of the mural delayed indefinitely due to Covid restrictions.</p> <p>Funding application made to the Regional Tourism Activation Fund to establish formal mountain bike trails on Rocky Waterholes Crown lands precinct.</p>
		<ul style="list-style-type: none"> Continue to improve infrastructure, facilities and services for visitors 		<p>Awaiting outcome of 'Playground on the Murrumbidgee' funding application under NSW funding program.</p> <p>Funding of \$8 million approved by NSW State Government</p> <p>VIC closed during health emergency</p> <p>VIC reopens to public on 1 June 2020</p> <p>Positive feedback from participants in REA Equestrian competition held in Narrandera on 24/25 October. Future development of this event being explored by events team.</p>
		<ul style="list-style-type: none"> Update and improve information and promotional collateral. 		<ul style="list-style-type: none"> Ongoing Purchased promotional backpacks for insertion of information on Narrandera supported by vouchers redeemable at local businesses. Backpacks to be distributed F.O.C from time to time by V.I.C. staff to visiting caravanners and campers at Brewery Flats. Survey box to be installed on amenities block at Brewery Flats for survey collection. Survey Box installed and positive responses being received. Data collected will be advised to the Taskforce in due course

Strategies		Key Actions	Progress
		<ul style="list-style-type: none"> Effectively market and promote the Shire, including implementing the branding strategy and expanding the Shire's on-line presence and capitalising on digital and social media opportunities. 	<ul style="list-style-type: none"> Ongoing Joint promotion between Narrandera, Murrumbidgee, Lockhart and Leeton to utilise digital capacity to develop a state-of-the-art visitors guide for the sub region Plan new banners/flags at Airport terminal as a branding exercise Distinctive painted images promoting Narrandera on side curtains of Hayllars semi-trailer.
	3.3.5	Transport and Logistics <ul style="list-style-type: none"> Leverage off Narrandera's strategic location to position and develop the Shire as a road transport hub. 	<ul style="list-style-type: none"> Ongoing
	3.3.6	Health Care & Social Assistance <ul style="list-style-type: none"> Advocate for continued improvements in health, aged care and social assistance services, programs and facilities. 	<ul style="list-style-type: none"> Communicate with local health sector agencies to seek support for program initiated by the Gwydir Health Alliance. Proposal is to convene a meeting in Narrandera to form a local health alliance. Little indication of support and limited response to petition aimed at bringing shortages of rural doctors to the attention of Government. Plan for Health Alliance meeting after Easter 2019 break. Meet with Dr Romeo, obtain feedback from RAMJO Health Group to prepare for possible meeting in June/July. Meeting with Dr Romeo and Liz completed. Health Alliance meeting planned for 29 November in Narrandera Narrandera Health Advisory Group (NHAG) established on 29 November 2019. NHAG meeting on 5 March to consider pilot Pathway program developed by MLHD and approved by Government. CEO of MLHD outlines program that will provide more trainee Generalist Pathway trainee doctors into local health system as GPs and at the hospital New GP commencing in Narrandera at Dr Romeo's practice on 9 May 2020. Dr Sonia Volante is coming from another NSW rural location and is independent of the MLHD Generalist Pathway program.. Dr Volante has left Dr Romeo practice as at 26 October 2020. Dr Abdallah has commenced with Dr Romeo Practice as at 22 December 2020 and is occupying 19 Argyle St as tenant at \$150/week with Council subsidy \$100 per week (market rent \$250 per week)

Strategies		Key Actions		Progress
3.4	Target and attract new businesses and activities	3.4.1	Investigate possible investment attraction incentives and formulate an Economic Development Assistance Policy that articulates the support that Council can offer new businesses and investors.	<p>Policy ES 270 under review and going to ELT Jan 2021. Investigating new subdivision potential for Paterson Place in Red Hill Industrial Estate.</p> <p>POL ES 270 to new number POL 048 endorsed by Council for public exhibition. Exhibition period concludes 26 April 2021. Policy now in the policy register.</p> <p>EDM attends Direct Foreign Investment Training in Sydney presented by Andreas Dressler an international identity, formerly with KPMG for 23 years, who has extensive experience representing countries and large corporations seeking foreign investment opportunities. Arranged by DPC.</p> <p>Council provides response to EOI request from Australian Airline Pilot Academy and Rex Group for extended flying school academy. Narrandera/Leeton Airport facility submitted as ideal location in extensive proposal.</p> <p>Council representatives meet with senior Rex and AAPA officials on 27 Feb in Sydney. Strong indication that Narrandera will be selected as a training campus with facility development to occur at the airport.</p> <p>AS at April 16 CEO of AAPA planning visit to Narrandera in near future as a requirement to provide information to CASA authorising AAPA use of facilities at the airport.</p> <p>2 May inspect airport house with AAPA senior representatives Andrew Messer Head of Operations at Ballarat and Geoff Cook head of Operation at Wagga Wagga. Discuss other aspects of airport for AAPA use.</p> <p>15 May arrange zoom meeting with above AAPA representatives with key users Craig day from Aero Club and Steve Burgess of Millbrae Quarries.</p> <p>Craig Day provides AAPA with aerial map of South Western training area at Narrandera.</p> <p>Airport residence lease signed by AAPA and they take possession on 1 June. Awaiting confirmation of media opportunity for announcement of AAPA use of the residence as a briefing facility. AAPA awaiting CASA confirmation of arrangements.</p> <p>July 2020 CASA formally approves use of airport facilities and Narrandera airspace by AAPA. AAPA have commissioned construction and installation of a sign at front of airport residence. This will provide a media opportunity with AAPA involvement.</p>

Strategies		Key Actions		Progress
				<p>AAPA sign completed and installed in front of airport residence now promoted as "AAPA Briefing centre-Narrandera Campus" Awaiting advice from AAPA as to a mutually convenient date for a media event.</p> <p>AAPA briefing centre officially opened with Chris Hine CEO of AAPA and Mayor Kschenka and Mayor Maytom of Leeton. Extensive and positive media exposure for this event</p> <p>Small Business Incentive Policy prepared and presented to Council for adoption and public exhibition. Policy 010 refers.</p>
		3.4.2	Produce information and promotional collateral – in both digital and print formats.	See above – collateral: Industry Prospectus, Redhill Prospectus, Lifestyle Insert, 4 Redhill Videos, billboard sign, Land For Sale signs.
		3.4.3	Participate in forums, expos, trade missions etc that have the potential to bring new businesses / investment into the Shire.	<p>Ongoing</p> <p>EDM attends Direct Foreign Investment training in Sydney in March organised by DPC. Program emphasises the importance of thoroughly developing and communicating Narrandera's value proposition.</p> <p>Local forum organised July 2019 for hospitality/accommodation sector to exchange information and learn of assistance available through Destination NSW to attract conferences to Narrandera.</p> <p>Facilitated Bee Forum 17/7/19. Ref 1.2.1</p> <p>Participated in Service NSW Regional Engagement Forum August 2019</p> <p>Participated in Ernst Young Inland Rail Regional Opportunities Forum 12 August.</p> <p>Participated in Dept of Infrastructure, Transport, Cities and Regional Development Forum at Wagga Wagga on 9 Oct 2019 on Inland Rail—Inland Rail Interface Improvement Plan.</p> <p>Attend National Renewables in Agriculture Conference and Expo 14 Nov 19</p>
		3.4.4	Explore opportunities to leverage off Council's Sister City programs.	<p>Current relationship with Urumqi is problematic given ongoing serious ethnic unrest in that city and its region, Xinjiang.</p> <p>As at November no response to August 2018 Communication to Chinese Ambassador seeking support for relationship with Urumqi.</p> <p>Feb 2019 still no communications from Chinese Ambassador</p>
		3.4.5	Investigate the potential of emerging / new activities: <ul style="list-style-type: none"> • Government and service sector • Intensive agriculture 	<p>Opportunities discussed to capitalise on the Smart Cities funding program, in particular the opportunity to develop projects around the renewable energy, solar farm developments planned for Narrandera Shire.</p>

Strategies		Key Actions	Progress
		<ul style="list-style-type: none"> Niche / boutique agriculture and agri-businesses Manufacturing – value-adding and processing Renewable energy and use of waste products 	<p>Ongoing development with 3 renewable energy companies developing major solar farms in the Shire.</p> <p>Wrote to Australian Renewable Energy Agency (ARENA) to seek opportunity to discuss Narrandera's unique position in the Renewables development in Australia i.e., 3 Solar Farms and TransGrid duplication of 330KV line S.A to NSW. As at 19 June 2019.</p> <p>ARENA response from Alison Wiltshire, Director Business Development by phone 12/7/19 advising that this is not an issue for ARENA and we should contact Clean Energy Council and possibly Minister Taylor.</p> <p>Contact made with Clean Energy Council and Meeting arranged with key personnel.</p> <p>Met with CEC representatives in Melbourne (see separate report).</p> <p>Attended Renewables in Agriculture National Conference in Wagga wagga and obtained valuable information and made useful contacts with experts from the renewable energy sector,</p> <p>Arranging teleconference with Jessica Berry of Pitt and Sherry to assess solar farm development opportunities on Council land.</p> <p>Recent purchase of lots 163 and 164 Driscoll Road to accommodate an industrial development involving road construction materials manufacture with site construction expected to commence early 2021 and up to 13 employees over time.</p> <p>Lot 169 Driscoll Road sold to owner of two adjoining lots. Under contract.</p> <p>Sale of lot 169 settled.</p> <p>New enquiry for industrial process on lot 12 Driscoll Road (1.98 ha).</p> <p>Power availability being researched through Essential Energy.</p> <p>Discussions held with Geoff Reardon on potential business opportunities around solar farm construction in the Shire-eg waste disposal associated with solar components packaging.</p>
	3.4.6	Market the Shire's strengths, assets and opportunities.	See above. Also, recent launch of new Visitor Information Booklet. ongoing

Initiative 4: Planning for the Economy of the Future

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

Strategies		Key Actions		Progress
Land & Premises				
4.1	Ensure sufficient supply of land and premises to facilitate growth and support growth	4.1.1	Annually review land use plans and strategies to ensure sufficient land is zoned to accommodate growth for industrial and residential activities.	<p>Reviewed 2017</p> <p>Ref 3.4. Investigating an overlay plan for Paterson Place to provide for future subdivision to provide small to medium industrial zoned land for sale. 10,000 sq metres of land being part lot 12 Driscoll Road sold by agents QPL for trucking depot. Endorsed by Council with conditions. 6000 square metres of land sold on Cnr Driscoll Rd and Paterson Place for large vehicle (Caravans/motor homes) storage. Endorsed by Council with conditions.</p> <p>DAs approved for subdivision to provide the above two parcels of land. Contracts exchanged in both sales. Awaiting roadworks, K&G and land clearing to commence in Driscoll Rd. Western end.</p>
		4.1.2	Investigate the need for a light industrial / business park land and/or premises in Narrandera, and if needed, encourage owners of vacant and/or underutilised land in the Narrandera West (Leeton Road) and Pine Hill Industrial Estates to bring this land into production (subdivision, sale, lease or development).	<p>To be reviewed.</p> <p>As at September 2020 review opportunity to subdivide some small/medium sized lots in Red Hill Industrial Estate to be made available to small to medium enterprises. Presently only one subdivided lot available for sale.</p>
4.2	Facilitate further development of the Red Hill Industrial Estate	4.2.1	Retain general / heavy industry zoning and preserve buffer areas around the Estate.	<p>Buffers are noted as an important selling point in our Redhill Marketing and Communications Strategy.</p> <p>Current offer to purchase lot 169 Driscoll Rd to be communicated to ELT and then to Council at 21 July meeting</p> <p>Offer to purchase lot 169 Driscoll Rd accepted by Council and contracts prepared and provided to purchaser's solicitors. Contracts exchanged and deposit paid.</p> <p>Sale settled</p> <p>Ref 3.4 and 4.1.1</p>
		4.2.2	Develop a sales policy for Council-owned land in the Estate that provides incentives for developers, fosters a quick	<p>Under consideration</p> <p>To be addressed in update of Policy ES 270 currently under review.</p>

Strategies		Key Actions		Progress
			development timeline, and discourages land banking.	New Policy POL048 submitted to March 2021 Council meeting. Endorsed for public exhibition which ends on 26 April. Policy now in the register. Draft Business Incentive Policy developed and presented to ELT and then to Council in July with amendments. Ref. 3.4.1. New Small Business Incentive Policy adopted by Council and submitted for public exhibition POL 010.
		4.2.3	Formulate and implement a marketing plan for the Estate that includes quality promotional material and supporting information, as well as conceptual subdivision layouts and servicing plans.	Current. See earlier comments. New bright 'for sale' signs and 3mx2m billboard erected on Red Hill Industrial Estate. Gateway entrance poles and banners installed. Promotional flyer provided to real estate agents who have listed Red Hill Industrial Estate for sale.
		4.2.4	Organise famils of the Estate (and Narrandera) for regional development agency (eg RDA, Industry NSW, BEC) staff and regularly update these agencies regarding the availability of commercial and industrial land and premises within Narrandera.	Under consideration.
		4.2.5	Advocate for Government Funding to assist in providing enabling infrastructure to facilitate subdivision and development.	ED Dept contributed to successful submission re Truckwash under Fixing Country Truckwash Grant.
4.3	Ensure that the power supply can accommodate growth	4.3.1	Advocate for on-going improvements in the power supply in Narrandera Shire.	Consideration being given as a component of the Smart Cities funding program. Power extension negotiated with Essential Energy to service proposed RVM at Landfill site. Power to site in progress. Low voltage completed. Investigations continuing to assess Red Hill Ind Estate as a location to develop a solar farm initiative.
		4.3.2	Advocate for and assist local businesses access grant funds for 'last mile' infrastructure.	For consideration
		4.3.3	Support the development of renewable / green energy producers within the Shire.	Ongoing. Assessing Council land suitability for solar farm development. Various briefings by the proponents of the Haystack Solar Farm at Grong Grong known as solar gardening. Formation of a cooperative imminent and construction work expected to commence early 2021.

Strategies		Key Actions		Progress
				Engaged in discussions with Reach Solar (David Webster) to examine mutually beneficial opportunities that may present through accessing the Regional and Remote Communities Reliability Fund (Federal) for Microgrids. Explore suitability of Red Hill Industrial Estate, Reach Solar not interested in involvement in Microgrid projects development
4.4	Improve telecommunications	4.4.1	Develop and implement a Digital Strategy in consultation with industry and community groups.	Monitor development of National Digital Strategy for compatibility. National Digital Strategy released December 2018. Under review.
4.5	Increase the capacity of the road network in the Shire to accommodate increased truck movements and higher productivity vehicles	4.5.1	Develop a Road Improvement Strategy, identifying strategically important production and freight routes within and through the Shire and the works required to remove 'pinch points' and expand capacity to accommodate HPVs.	Flood-proofing of Sturt Hwy at Gillenbah included in Regional Economic Development Strategy for Western Riverina.
		4.5.2	Advocate for the Shire's road needs to be included in regional and State freight and transport strategies.	Refer Draft NSW Ports and Freight Plan and Western Riverina REDS.
		4.5.3	Advocate for and seek funding to upgrade and maintain strategically important roads.	As above. Brought to attention of Federal Minister for Local Government the Hon Dr John McVeigh at a RAMROC Councils meeting held in Albury on 15 May
4.6	Provide infrastructure and facilities to support the road transport sector.	4.6.1	Plan for improved infrastructure and/or facilities for trucks in Narrandera – Gillenbah and Barellan.	Truckwash to be constructed at Redhill. DA now in the planning system. Construction commences June 2019 Narrandera Stock and Bitumen Truckwash completed March 2020. Update industrial estate signage with Truckwash details. 1ha of Industrial land on Red Hill Industrial Estate planned for truck depot.
4.7	Continue to improve rail infrastructure	4.7.1	Advocate for ongoing improvements to the Hay Branch line (Junee through to Griffith via Narrandera), taking the line from Class C to Class A to facilitate longer and heavier trains.	ARTC proposing to improve the line to accommodate 80ft flat top rolling stock with 25 tonne axle capacity to take 2x40ft containers. Govt allocates \$60 million for line improvements. New lines and upgrades being planned at Illabo/Stockinbingal as part of Inland Rail connectivity to other rail systems.
		4.7.2	As required, support rail and freight service providers secure 'paths' for rail freight from the Western Riverina.	Ongoing. Refer Western Riverina REDS. EDM and GM attend National Supply Chain Freight and Logistics Strategy Scenario Planning workshop in Griffith on 9 Oct. Meet with Hermione Parsons of Deakin University do discuss possibility of future alternative study for Narrandera if Lycopodium study unable to be used.

Strategies		Key Actions		Progress
				<p>Executive summary from Transport NSW received Feb 2019. Localised and independent freight demand study under consideration in partnership with Leeton and Griffith. Consultant engaged and work commenced.</p> <p>Attend Port of Melbourne briefing on 15 April in Wagga. PoM announces \$300 million investment on Melbourne Port to bring 4 dual rail sidings onto the dock each to accommodate 600m trains that will be deconstructed from longer trains at outlying intermodals. This eliminates 'last mile' transfer costs from train to truck. Attend Inland Rail Forum in Wagga on 9 Oct-Details of Inland Rail Interface Improvement Program.</p>
4.8	Plan for freight infrastructure to meet growing demand	4.8.1	Liaise with local producers (eg Agri Australis, Proten, Grants Sawmilling, Hutchins Bros Engineering) to determine likely future freight transport requirements.	<p>Discussions with Paterson's Transport re local/regional freight task. Consider in context of Lycopodium report. Document remains confidential to Council. Participate in forums on Inland Rail presented by CSIRO and Ernst Young and Dept of Infrastructure, Transport, Cities and Regional Development. Highlight Narrandera's industries as potential freight sources.</p>
		4.8.2	Advocate to have the Narrandera-Tocumwal rail corridor recognised as strategic infrastructure and protected and preserved for future use.	<p>Finalised. 15 September 2020-Mayoral letter of support to Strathbogie Shire in Victoria supporting their proposal with other stakeholders to reopen the Tocumwal to Narrandera Rail Line to complement an intermodal facility under consideration at Mangalore VIC. Letter of support addresses Strathbogie's submission of an EOI to the Federal Government's Inland Rail Interface Improvement program in a bid to gain funding for a business case for the conversion to standard gauge of the Goulburn Valley rail line between Mangalore Junction and Tocumwal and the refurbishment of the rail line between Tocumwal and Narrandera. No financial involvement is contemplated for Narrandera Shire Council.</p>
		4.8.3	Plan for a small intermodal terminal / freight receival site in Narrandera.	<p>Amazon has been provided with relevant information highlighting Narrandera as a potential site for an Amazon distribution facility. 22/3/18. Shooters Fishers and Farmers party negotiating to have the Narrandera Tocumwal rail study declassified as confidential so findings can be publicly released. Ongoing.</p>

Strategies		Key Actions		Progress
4.9	Retain commercial air services to Narrandera	4.9.1	Continue to upgrade the Narrandera – Leeton Airport to ensure on-going compliance.	<p>Give consideration to future proofing the airport infrastructure with possible aircraft type obsolescence.</p> <p>Potential development opportunity with Wagner Group interest in freight opportunities.</p> <p>Assess potential producers and processors, types of exports and tonnages and frequency of export for advice to Wagners. Advice again provided to Wagners on export task potential from Narrandera-Leeton airport, as at February 2019. John Wagner advised of KPMG study, as advised by DPC.</p> <p>Contacted Deputy Chair of Rex The Hon John Sharp to determine Rex Airline future fleet requirements and operations. Fleet of SAAB 340s not expected to be replaced for 10-15 years. Discussions with Warrick Lodge of Rex (General Manager-Network Strategy) regarding upgrade to main runway to accommodate foreseen RPT traffic movements. Rex will assist in developing case for funding if required</p> <p>Contact specialist consultancy group BECA who provide outline for a Draft Airport Masterplan and Business Case for Narrandera/Leeton Airport in context of \$100million Regional Airport Fund soon to be opened.</p> <p>Regional Airport Fund announced 11 Oct 2019.Under consideration by Manager Works and EDM.</p> <p>Funding application being developed for \$950,000 main runway reseal at airport.</p> <p>Banners commissioned to advertise community fares.</p> <p>Rex supported by Council during Covid 19 emergency through waiving head taxes between 1 April 2020 and 31 December 2020.</p> <p>Rex operating 3 flights per week through Covid emergency.</p> <p>Funding received to re-seal main runway and improve lighting & fencing.</p> <p>Quotes imminent for design of parallel taxiway to support AAPA training activities.</p> <p>Quotes received for parallel taxiway and under consideration by technical services team</p> <p>Design proposal accepted and preliminary studies have commenced-eg survey, geotechnical etc.</p> <p>Funding application to Regional Airports program for construction of parallel taxiway -December 2020.</p>

Strategies		Key Actions		Progress
				<p>Qantas announces commencement of a Griffith/Sydney service scheduled for February 2020.</p> <p>Seeking meeting with REX and AAPA to discuss aviation matters impacting Narrandera/Leeton airport.</p> <p>Meeting held with REX and AAPA (Warrick Lodge and Chris Hine) on 12 Jan 2021 when assurances given by REX that there will be a continuation of services to Narrandera for foreseeable future and they don't expect the commencement of Qantas service into Griffith will impact Rex services to Narrandera/Leeton airport.</p> <p>July 2021 \$1.1 million approved by Federal Government through Regional Airports Fund Round 2. Council approves matching funding to enable work to proceed to construct a parallel taxiway. This will future proof the airport and provide opportunity for future aviation business expansion.</p>
		4.9.2	Implement the Airport Strategic Plan.	Ongoing
		4.9.3	Build patronage on the route by diversifying the market base – eg through growing the conference, meetings and events markets.	<p>Venue guide produced in 2017.</p> <p>Community fare agreement negotiated with Rex for the benefit of airline commuters out of Narrandera/Leeton Airport. Five (5) year agreement with Rex commencing 4 October 2018.</p> <p>AS at 20 April 2020 Rex confirms it has received Government support to enable 2 services per week to be continued for next 6 months.</p> <p>Currently up to 4 services per week into Narrandera/Leeton airport.</p> <p>Full services resume to/from Narrandera as at 29 March 2021.</p> <p>Services affected mid 2021 as a result of Covid lockdowns across the State.</p>
4.10	Diversify and improve accommodation available in the Shire	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for the development of new accommodation within the Shire.	<p>Tourism activities will now be reported to Council via this Strategic Plan Report.</p> <p>Barellan has gained recognition as an RV Friendly destination.</p> <p>Early November 30-60 electricians from Darlington Point expected to occupy local motels until February-organised by Rick Shaw.</p> <p>Survey of Motels in December 2019 reveals approx. 60 workers from Darlington Point project accommodated in Narrandera.</p> <p>Survey Feb 2020 reveals 30+ Darlington Point workers still in accommodation in Narrandera.</p>
		4.10.2	Advocate for improved supply of rental housing and other accommodation for temporary and seasonal workers and position Narrandera as the	EDM attends Workforce Futures Forum in Griffith on 10 May when discussion was held about overall accommodation shortages in the Western Riverina and consideration given to possible strategies to address.

Strategies		Key Actions		Progress
			accommodation hub to service the Narrandera – Leeton area.	Discussions commenced with appointed EPC for RES Solar (Siemens/Gamesa) and their appointed consultants Jacobs to commence preparation of the Employment and accommodation strategy required as condition of consent Met with Zara Durnan Senior Consultant for Jacobs on 20 August and discussed 1 st draft of accommodation and employment strategy which is to be reviewed by Solar Reference Group. Strategy reviewed by Solar farm Reference Group and submitted to Jacobs. Accommodation and Employment Strategy finalised. August 2021 made a submission to the NSW Housing Taskforce outlining the current and likely future housing needs in Narrandera.
		4.10.3	Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	For consideration. Survey box with forms to be installed on amenities block at Brewery Flats and complimentary branded information bag with information and vouchers to be distributed to campers/travellers from time to time. Ref.3.3.4 Survey box installed and branded information backpacks being distributed to campers/travellers at Brewery Flats. Camping areas closed due to Corona Virus related Government direction Camping areas reopened as at 1 June 2020 subject to social distancing requirements. Up grade of brewery flats facilities and management arrangements being implemented.
4.11	Grow the local workforce, ensuring that it is aligned with local and regional industry needs	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills gaps.	Refer 4.10.2
		4.11.2	Work with regional organisations and education and training providers to address job and skill gaps and formulate and deliver 'job readiness' and skills development opportunities.	Refer 4.10.2 Participate in RDA skills survey Facilitate contact between TAF at Narrandera and Avonlie project owners RES and EPC Siemens /Gamesa to discuss development of relevant courses to support solar farm works.
		4.11.3	Participate in relevant employment and skills development programs and initiatives (eg the 'Grow our Own' program being implemented in the Western Riverina).	Refer 4.10.2 Riverina Skills audit involvement in focus group.

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

13.2 MINUTES - NARRANDERA DOMESTIC VIOLENCE ADVISORY COMMITTEE - 7 OCTOBER 2021**Document ID: 581664****Author: Community Support Manager****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Narrandera Domestic Violence Advisory Committee Minutes - 7 October 2021****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Narrandera Domestic Violence Advisory Committee held on Thursday 7 October 2021.

**MINUTES OF NARRANDERA SHIRE COUNCIL
DOMESTIC VIOLENCE COMMITTEE
HELD AT THE ZOOM
ON THURSDAY, 7 OCTOBER 2021 AT 3:15PM**

1 PRESENT

Chairperson Trevor Murphy, Member Leigh Mathieson, Member Sue Ruffles, Cr Tracey Lewis, Member Tiffany Thornton, Observer Alternate Barbara Bryon, Minute Taker CSM Stacie Mohr

2 APOLOGIES

Nil

3 DECLARATIONS OF PECUNIARY INTEREST

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Tracey Lewis

Seconded: Member Tiffany Thornton

That the minutes of the Domestic Violence Committee held on 17 June 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 DOMESTIC VIOLENCE CONSULTATIVE MEETING

COMMITTEE RESOLUTION

Moved: Member Sue Ruffles

Seconded: Member Leigh Mathieson

The Committee:

1. Receive and note the report presented by the Committee Chair, Trevor Murphy, from the Domestic Violence Consultative Committee, held on 22 July 2021
2. Provide a more comprehensive report to the next meeting outlining how Council can advocate for emergency housing and accommodation services

CARRIED

6.2 INVITEES FOR NEXT CONSULTATIVE COMMITTEE MEETING

COMMITTEE RESOLUTION

Moved: Member Leigh Mathieson

Seconded: Member Tiffany Thornton

The Committee:

1. Recommend that the principals from the four local schools be invited to the next informal consultative committee meeting to be held on 28 October 2021 at 3.30pm at the CRC Hall Narrandera
2. Recommend that the local emergency services and local medical services be the next invitees to the following meeting

CARRIED

6.3 DOMESTIC VIOLENCE AWARENESS BANNERS

COMMITTEE RESOLUTION

Moved: Member Tiffany Thornton

Seconded: Cr Tracey Lewis

The Committee:

1. Receive and note the update on the progress of the Domestic Violence Awareness Banners, be hung in conjunction with the new banners and they are to be located at Gillenbah and East street in October 2021.

CARRIED

6.4 PRESENTATION FROM THE COMMUNICATIONS OFFICER

COMMITTEE RESOLUTION

Moved: Member Leigh Mathieson

Seconded: Cr Tracey Lewis

The Committee:

1. Receive and note the recommendations from the Communications Officer as they relate to the Domestic Violence Awareness Campaign.
2. Meet for an informal meeting at 3.30 on Tuesday 12 October 2021, at the CRC Hall, to discuss the content to be used in the Domestic Violence Awareness Campaign, with the assistance of Council’s Communications Officer

CARRIED

7 GENERAL BUSINESS

- Sue Ruffles spoke to the committee about the Podcast series “The Trap” by Jess Hill and the relevance this series has to raising awareness to Domestic Violence.

8 NEXT MEETING

November 11 at 3.30pm venue to be confirmed pending COVID requirements.

9 MEETING CLOSE

The Meeting closed at 4:15pm.

The minutes of this meeting were confirmed at the Domestic Violence Committee held on .

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CHAIRPERSON

13.3 MINUTES - AUSTRALIA DAY PLANNING COMMITTEE - 28 SEPTEMBER 2021

Document ID: 581940

Author: Events & Visitor Services Team Leader

Authoriser: General Manager

Attachments: 1. Australia Day Planning Committee Minutes - 28 September 2021

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Committee held on Tuesday 28 September 2021.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUSTRALIA DAY PLANNING COMMITTEE
HELD AT THE ARTS & CULTURAL CENTRE
ON TUESDAY, 28 SEPTEMBER 2021 AT 8.30AM**

1 PRESENT

Cr Neville Kschenka, Ms Helen McDermott, Mr Bob Manning, Ms Beryl Brain, Mr Stephen Targett, Mr Graeme Davies, Ms Barbara Bryon, Observer Toneale O'Connell, Minute Taker Brenda Hartmire, Lions Club Representatives - Rosmarin Davison, Neil Davison & Samuel Wright

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Ms Beryl Brain

Seconded: Ms Barbara Bryon

That apologies from Cr Narelle Payne be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

Cr Neville Kschenka, declared an Interest in Item 6.7, vacated the Chambers during discussions and voting on the matter.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Ms Barbara Bryon

Seconded: Ms Beryl Brain

That the minutes of the Australia Day Planning Committee held on 22 February 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

6 REPORTS

6.1 VENUE

COMMITTEE RESOLUTION

Moved: Ms Beryl Brain

Seconded: Mr Stephen Targett

To hold Australia Day event at the Narrandera Sportsground

- Discussion about the extra cost to fence Marie Bashir Park if any COVID restrictions were in place.
- Narrandera Sportsground was accepted as the preferred venue utilising existing shade.
- Two entrance points preferred - one pedestrian only Victoria Ave and the other on Elizabeth Street entrance to provide both disability and limited mobility parking & access.

CARRIED

6.2 CALL FOR NOMINATIONS

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett

Seconded: Mr Graeme Davies

Accept the arrangement for collection of nominations.

- Nomination form based on 2021 version with four categories
- Ensure heightened publicity
- Nominations close November 5th
- Committee recommendations to be decided November 9th
- Report to be before council November 12th to be discussed and adopted at November 23rd meeting.

CARRIED

6.3 AMBASSADOR PROGRAM

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett

Seconded: Ms Barbara Bryon

The committee agreed to be part of the Ambassador Program and request an ambassador from a different category to last year. Financial arrangements to be part of the program were discussed and agreed upon.

CARRIED

6.4 LOCAL AMBASSADOR

COMMITTEE RESOLUTION

Moved: Ms Helen McDermott

Seconded: Ms Beryl Brain

Committee to choose one local ambassador. It was decided to ask John Sullivan (Cr Neville Kschenka to approach). John Sullivan has subsequently been approached and accepted the request.

CARRIED

6.5 ACTIVITIES

COMMITTEE RESOLUTION

Moved: Mr Stephen Targett

Seconded: Ms Barbara Bryon

Approve activities to be included in the Australia Day program

- Ask the incoming Narrandera High School Captains to be co-Master of Ceremonies
- Invite the Youth Council to participate – help apply Australian Flag tattoos and training to be check in and covid marshals.
- Lions Club will do the breakfast
- Air League will do the flag raising
- SDA Choir will be invited to perform the National Anthem and 2 Australiana themed items. If they are unavailable Narrandera Choir or Men's Choir were mentioned.
- Variety of Australiana activities – Thong Toss, Tug of War (participants to be confirmed) and Aussie Scavenger Hunt.

CARRIED

6.6 DRAFT PROGRAM

COMMITTEE RESOLUTION

Moved: Ms Helen McDermott

Seconded: Mr Graeme Davies

Approval of a draft program

- Jan 25th Ambassador Welcome Event – Narrandera Exies (Finger Food)
- Jan 26th 7.30am Breakfast
 - 9am Award Ceremony
 - 10am Australiana Activities
 - Mayor and Ambassador to attend event at Grong Grong around 11am
- If we have a Citizenship Ceremony the MC to explain why National Anthem is sung twice.

CARRIED

6.7 LOGISTIC CONSIDERATIONS

COMMITTEE RESOLUTION

Moved: Ms Beryl Brain

Seconded: Mr Stephen Targett

Approve the use of logistics list

- VIC will provide 2 large 6m x 3m marquees plus 3 smaller ones, 40 black folding chairs, 2 large tables and 1 small table, portable flag pole and flag, Australia Day media wall, pullup banner.
- Stephen Targett will supply chairs from Narrandera Primary School
- Council will provide extra bins and lectern
- Request to be made that the venue be prepared for the event
- Site inspection to be made by Brenda Hartmire and Lions Club to include power locations and shade
- Australian flag tattoos to be purchased – Helen to coordinate
- Quote by Custom Music \$750 for provision of PA was accepted (CR NEVILLE KSCHENKA left the meeting whilst this was discussed and voted upon)

CARRIED

7 GENERAL BUSINESS

- Annual sports awards to be presented at end of Australia Day Awards – Helen McDermott & Gail Murphy to organise.
- Investigate the division of funds for Grong Grong and Barellan

8 CORRESPONDENCE

Nil

9 NEXT MEETING

8.30am Tuesday 12th October Narrandera Arts Centre

10 MEETING CLOSE

The Meeting closed at 10am.

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

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CHAIRPERSON

**13.4 MINUTES - NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE -
6 OCTOBER 2021**

Document ID: 582110

Author: Council Administration Assistant

Authoriser: General Manager

**Attachments: 1. Narrandera Floodplain Risk management Committee Minutes
- 6 October 2021**

RECOMMENDATION

1. That the Minutes of the Narrandera Floodplain Risk Management Committee held on Wednesday 6 October 2021 be received and noted.

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 6 OCTOBER 2021 AT 11:00**

1 PRESENT

DGMI Shane Wilson (Chair), PAM Fred Hammer, Mr Steve Manwaring, Mr Craig Ronan, Mr Paul Moriarty, Mr Shane Clancy, EE Ian Draper,

Presenter – Catherine Walker, Ed Henty – Voluntary House Raising/Purchase

Presenter – Kylee Smith, Eric Simmons – Narrandera Detention Basin

Presenter – Fred Spain – PWA – Canal Integrity and Consequence Management

2 APOLOGIES**COMMITTEE RESOLUTION**

Moved: PAM Fred Hammer

Seconded: EE Ian Draper

That apologies from Cr Tracey Lewis, Cr Kevin Morris, Mr Jody Rudd, Mr Peter Beal, Mr Craig McIntyre and Observer Matt Voegel be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 CONFIRMATION OF PREVIOUS MEETING MINUTES**COMMITTEE RESOLUTION**

Moved: PAM Fred Hammer

Seconded: EE Ian Draper

That the minutes of the Narrandera Floodplain Risk Management Committee held on 9 March 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

6 REPORTS**6.1 STATUS REPORT ON THE FLOOD RISK MANAGEMENT FEASIBILITY STUDIES****COMMITTEE RESOLUTION**

Moved: Mr Shane Clancy
Seconded: EE Ian Draper

That the committee:

- 1) Receive and note the presentation given by Catherine Walker (Water Modelling Solutions) on the status and approach in preparing the Voluntary Purchase and House Raising feasibility Study,
- 2) Receive and note the presentation given by Kylie Smith (Water Modelling Solutions) on the best fit solution,
- 3) Confirm the proposed option 3 and 4 to enable the next stage of Preliminary design and cost-benefit analysis,
- 4) Receive and note the presentation by Fred Spain (PWA) on the consequence management plan and Embankment Stability analysis,
- 5) Request that the final report be revised to incorporate the additional geotechnical investigation and analysis.

CARRIED

Voluntary House Raising/Purchase Measure

Catherine Walker introduced the team and gave an update on project status. Consultation with affected residents has been delayed due to COVID 19 restrictions as key staff are located in Melbourne and Sydney. Council will facilitate initial contact and discussions to enable project to proceed under current circumstances.

Narrandera Detention Basin Feasibility Measure

Kylie Walker gave a brief summary of the detention and levee options considered which have been affected by the discovery of additional flows from the Pine Hill catchment. Water Modelling Solutions then focused on what options could achieve the best results given the constraints avoiding ponding over Henry Mathieson's Oval. This identified the need for a levee along Cypress Road, Levee/swale along Lethbridge Road combined with a levee along the Western edge of Henry Mathieson's Oval to direct overland flow to a levee/basin along Showground Road (Option 4).

In addition a detention basin located with in the Racecourse be consider which would significantly reduce flow from the North West Catchment (Option 3)

Consequence Management Plan and Canal Integrity Investigation

Fred Spain provided a summary of the Conequence Management Plan which included detailed maps of river flooding extent and a table identifying required action and responsibilities in 100mm increments of the gauge height. A number of surveys were

taken to verify floor heights of affected properties, a longsection of the the Southern canal bank and cross section of the canal to analyse the stability.

Initial analysis of embankment stability failure and seepage were presented based on assumed soil paramaters which will be revised once further geotechnical permeability tests have been completed.

7 GENERAL BUSINESS

NIL

8 CORRESPONDENCE

NIL

9 NEXT MEETING

To be advised

10 MEETING CLOSE

The Meeting closed at 12:45.

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

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CHAIRPERSON

**MINUTES OF NARRANDERA SHIRE COUNCIL
NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 6 OCTOBER 2021 AT 11:00**

1 PRESENT

DGMI Shane Wilson (Chair), PAM Fred Hammer, Mr Steve Manwaring, Mr Craig Ronan, Mr Paul Moriarty, Mr Shane Clancy, EE Ian Draper,

Presenter – Catherine Walker, Ed Henty – Voluntary House Raising/Purchase

Presenter – Kylee Smith, Eric Simmons – Narrandera Detention Basin

Presenter – Fred Spain – PWA – Canal Integrity and Consequence Management

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: PAM Fred Hammer

Seconded: EE Ian Draper

That apologies from Cr Tracey Lewis, Cr Kevin Morris, Mr Jody Rudd, Mr Peter Beal, Mr Craig Mcintyre and Observer Matt Vogebe be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: PAM Fred Hammer

Seconded: EE Ian Draper

That the minutes of the Narrandera Floodplain Risk Management Committee held on 9 March 2021 be confirmed.

CARRIED

5 BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

6 REPORTS

6.1 STATUS REPORT ON THE FLOOD RISK MANAGEMENT FEASIBILITY STUDIES

COMMITTEE RESOLUTION

Moved: Mr Shane Clancy

Seconded: EE Ian Draper

That the committee:

- 1) Receive and note the presentation given by Catherine Walker (Water Modelling Solutions) on the status and approach in preparing the Voluntary Purchase and House Raising feasibility Study,
- 2) Receive and note the presentation given by Kylie Smith (Water Modelling Solutions) on the best fit solution,
- 3) Confirm the proposed option 3 and 4 to enable the next stage of Preliminary design and cost-benefit analysis,
- 4) Receive and note the presentation by Fred Spain (PWA) on the consequence management plan and Embankment Stability analysis,
- 5) Request that the final report be revised to incorporate the additional geotechnical investigation and analysis.

CARRIED

Voluntary House Raising/Purchase Measure

Catherine Walker introduced the team and gave an update on project status. Consultation with affected residents has been delayed due to COVID 19 restrictions as key staff are located in Melbourne and Sydney. Council will facilitate initial contact and discussions to enable project to proceed under current circumstances.

Narrandera Detention Basin Feasibility Measure

Kylie Walker gave a brief summary of the detention and levee options considered which have been affected by the discovery of additional flows from the Pine Hill catchment. Water Modelling Solutions then focused on what options could achieve the best results given the constraints avoiding ponding over Henry Mathieson's Oval. This identified the need for a levee along Cypress Road, Levee/swale along Lethbridge Road combined with a levee along the Western edge of Henry Mathieson's Oval to direct overland flow to a levee/basin along Showground Road (Option 4).

In addition a detention basin located within the Racecourse be considered which would significantly reduce flow from the North West Catchment (Option 3)

Consequence Management Plan and Canal Integrity Investigation

Fred Spain provided a summary of the Consequence Management Plan which included detailed maps of river flooding extent and a table identifying required action and responsibilities in 100mm increments of the gauge height. A number of surveys were

taken to verify floor heights of affected properties, a longsection of the the Southern canal bank and cross section of the canal to analyse the stability.

Initial analysis of embankment stability failure and seepage were presented based on assumed soil paramaters which will be revised once further geotechnical permeability tests have been completed.

7 GENERAL BUSINESS

NIL

8 CORRESPONDENCE

NIL

9 NEXT MEETING

To be advised

10 MEETING CLOSE

The Meeting closed at 12:45.

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

.....
CHAIRPERSON

14 OUR COMMUNITY

Nil

15 OUR ENVIRONMENT**15.1 DA-008-2021-2022 LATTICE BRIDGE DEVELOPMENT PROPOSAL****Document ID: 581056****Author: Administration Assistant****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment****Attachments:**

- 1. Submissions - Confidential**
- 2. Statement of Heritage Impact (under separate cover)**
- 3. Statement of Environmental Effects (under separate cover)**
- 4. Design Plans**
- 5. Planning Assessment - Including Proposed Conditions (under separate cover)**

RECOMMENDATION

That Council:

1. Approves the deferred commencement for DA-008-2021-2022 being the Railway Lattice Bridge Conversion subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act (subject to concurrence from Heritage NSW) for the following reasons:
 - The development complies with the Narrandera LEP 2013 and the Environmental Planning and Assessment Act 1979.
 - Submissions identifying potential impacts have been mitigated by the inclusion of appropriate conditions
 - Heritage impacts have been assessed and are subject to Heritage NSW approval.
2. Conducts a Division to record the voting of Councillors.

PURPOSE

The purpose of this report is for Council to consider and determine Development Application 008-2021-2022 to undertake works to the Lattice Railway Bridge over the Murrumbidgee River to convert it to a pedestrian bridge with an associated access ramp and carpark.

SUMMARY

Funding has been received to convert the historic Lattice Railway Bridge over the Murrumbidgee River to a pedestrian bridge as part of the Playground on the Murrumbidgee project.

The conversion of the historic Lattice Railway Bridge to a pedestrian bridge requires a development consent under the Narrandera LEP. The bridge is a State Heritage listed item to which consent from Heritage NSW must be obtained.

As a part of the development assessment process, the development was notified in accordance with the Narrandera Community Participation Plan. Two submissions were received opposing the development.

BACKGROUND

Council has made a commitment towards providing the “Bike and Hike” network in Narrandera and surrounds. The proposal to undertake adaptive reuse works to the historic Lattice Railway Bridge would form an extension of this network.

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

Our Environment

Strategy

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

Action

5.1.8 - Development Applications received and assessed within statutory timeframes

ISSUES AND IMPLICATIONS**Policy**

- Nil

Financial

- The financial impacts of this report.

Legal / Statutory

- The historic Lattice Railway Bridge over the Murrumbidgee River is a State Heritage listed item and as such the separate approval from Heritage NSW is required. To start this process, an Integrated Development Application has been lodged with Heritage NSW for their consideration.
- At the time of preparing this report, Heritage NSW has advised Council that the application has been received but not as yet provided a determination to Council. Should Heritage NSW not grant approval, the Council consent will lapse.
- In this instance, it is proposed that Council issues a deferred commencement in accordance with the draft Conditions of Consent presented to Council. This will include a condition requiring approval from Heritage NSW to be obtained and compliance of all conditions of consent imposed by Heritage NSW.
- In the event that Heritage NSW does not approve the proposed works, the development cannot proceed.

Community Engagement / Communication

The proposed development was notified in accordance with the Narrandera Community Participation Plan.

As a result, two submissions were received objecting to the proposed bridge works and its opening to the public.

Both submissions, which are attached to this report, raised a number of issues with the majority being outside the scope of a planning consideration. However, both mention the potential effects of a loss of privacy, the need for the adaptive reuse of the bridge and the effects on the environment.

1. Privacy

On the southern side of the Murrumbidgee River, the rail corridor on which the bridge is constructed is adjacent to a number of existing dwellings. The rail corridor and bridge are elevated due to the necessity to be above any flooding impacts and this therefore places the bridge approximately four metres above the river bank and adjoining dwellings.

The rail corridor is approximately 30 metres wide and the distance from the edge of the bridge to the property boundaries is approximately 12 metres.

It is proposed to make the full length of the bridge available to pedestrians and the southern end of the actual end of the bridge finishes approximately 27 metres past the southern edge of the riverbank.

Both submissions raised the loss of privacy from pedestrians on the bridge looking down into the adjoining back yards.

In assessing the impact of the potential lack of privacy, the NSW Land & Environment Court has established as one of the planning principles relating to privacy, that the acceptability of an impact depends not only on the extent of the impact but also on reasonableness of, and necessity for, the development that causes it.

In relation to this development, it has been established by Council's Heritage Consultant, Noel Thomson, in his Statement of Heritage Impact that the proposed works will repair and enhance the sustainability of the bridge, which creates a justification in part for the works.

Given the height difference from the proposed pedestrian walkway above the surrounding area and the proximity of the end of the walkway to existing dwellings, it is not unreasonable to expect that there will be some potential loss of privacy.

Therefore, to mitigate this, it is considered that the pedestrian walkway at the southern end of the bridge be screened to a height of 1.8 metres, at a point directly above the southern bank of the Murrumbidgee River.

2. Adaptive Reuse

Both submissions question the need to undertake the project, given the potential for impacts resulting from a lack of privacy and impact on the environment.

The impact on heritage value will be a major focus for Heritage NSW given it is a State listed item.

In the question of adaptive reuse, the Land & Environment Court has established for it to be in the public interest, an adaptive re-use project must have an element of public benefit apart from resource conservation. One or more of the following circumstances must be present:

- the building is of historical or heritage value
- the building is attractive and fits into its urban design context
- the building is much loved by the community
- the new use serves the public interest better than the existing use.

Using this principle, it can be argued that the structure has both a historic and heritage value and that its proposed new use, as being available and maintained as a pedestrian

walkway, is a better use than having it closed and slowly deteriorating.

3. Environmental Impacts

The submissions are concerned with the creation of rubbish being left by the tourists using the bridge and effect this may have on wildlife in the area.

It is proposed that a suitable number of garbage bins will be installed in the carpark to cater for any rubbish generated by the users of the bridge.

The submissions also raise the potential effect of the noise and activity from tourists using the bridge on wildlife in the area.

This is difficult to assess given the existence of a major highway traffic bridge approximately 1.4 kilometres upstream from the bridge.

RISKS

Nil

OPTIONS

1. Council could refuse the development application.
2. Council could grant unconditional consent to the development application.
3. Council could grant conditional consent to the development application.

CONCLUSION

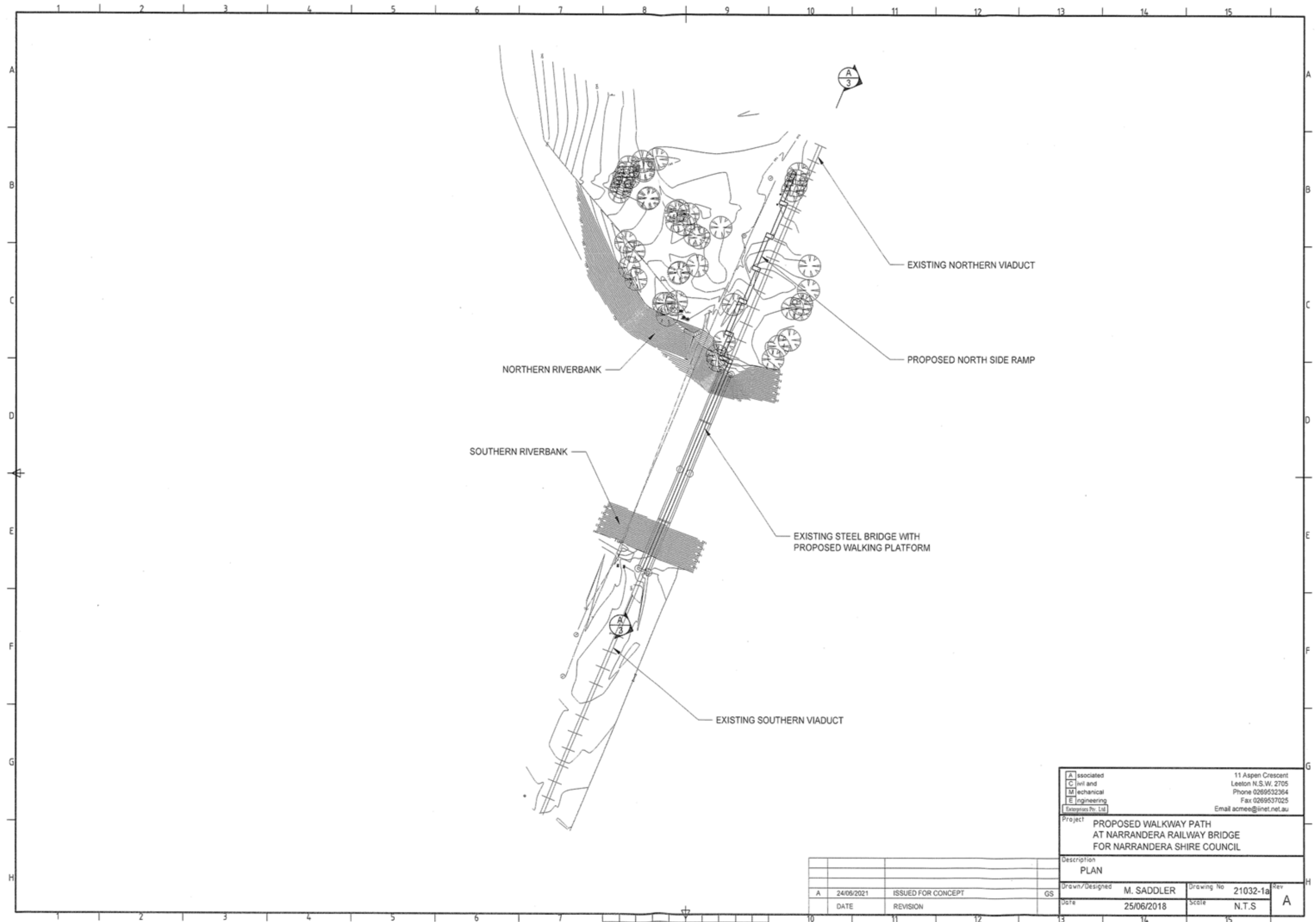
The application has been assessed under the provisions of the Environmental Planning and Assessment Act, to which all the environmental considerations have been satisfactorily addressed or mitigated by way of applied conditions.

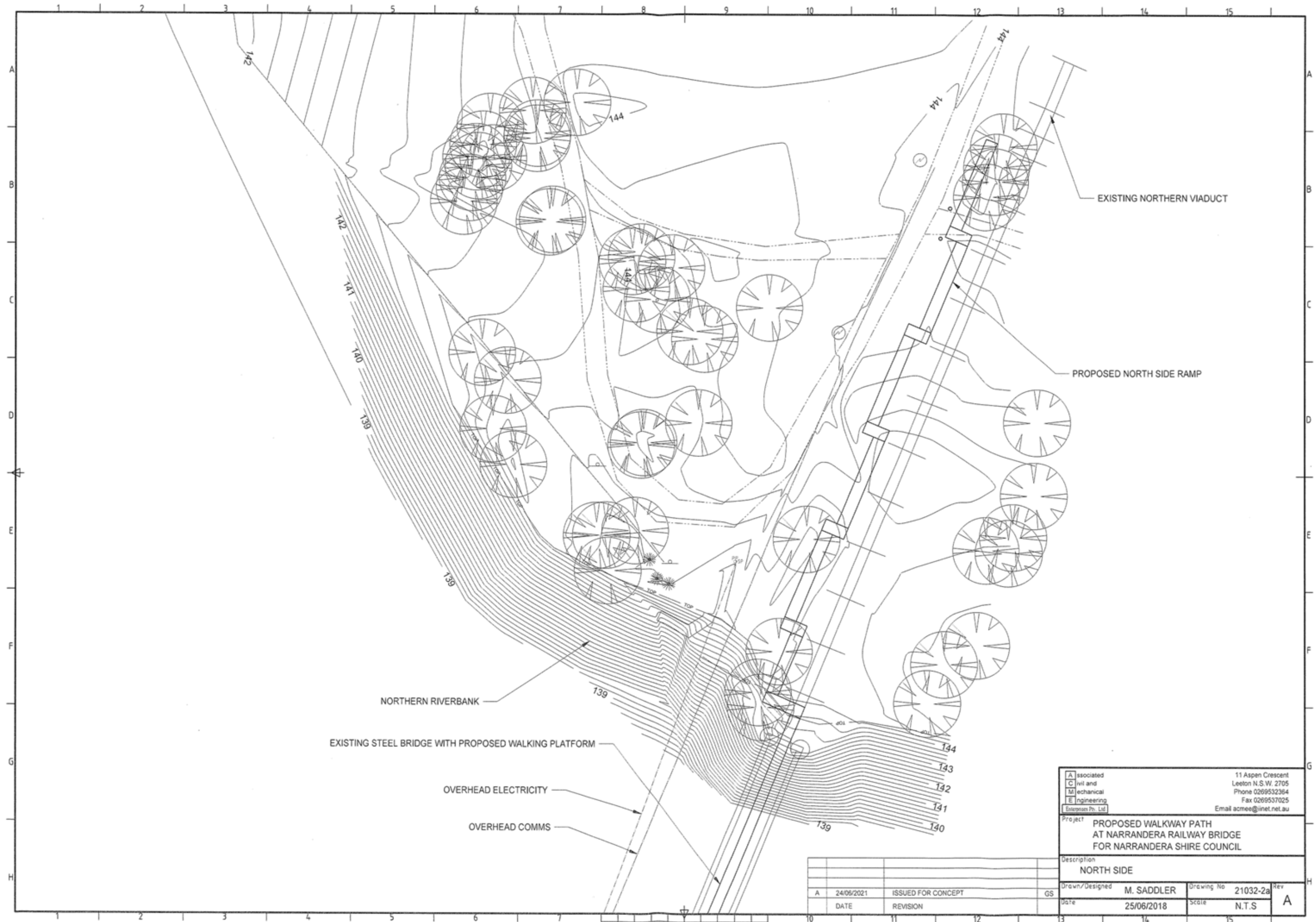
That Council resolves to grant a deferred commencement to DA-008-2021-2022 with the conditional consent contained in the attachment.

RECOMMENDATION

That Council:

1. Approves the deferred commencement for DA-008-2021-2022 being the Railway Lattice Bridge Conversion subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act (subject to concurrence from Heritage NSW) for the following reasons:
 - The development complies with the Narrandera LEP 2013 and the Environmental Planning and Assessment Act 1979.
 - Submissions identifying potential impacts have been mitigated by the inclusion of appropriate conditions
 - Heritage impacts have been assessed and are subject to Heritage NSW approval.
2. Conducts a Division to record the voting of Councillors.





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Mechanical
Engineering
Enterprises Pty. Ltd

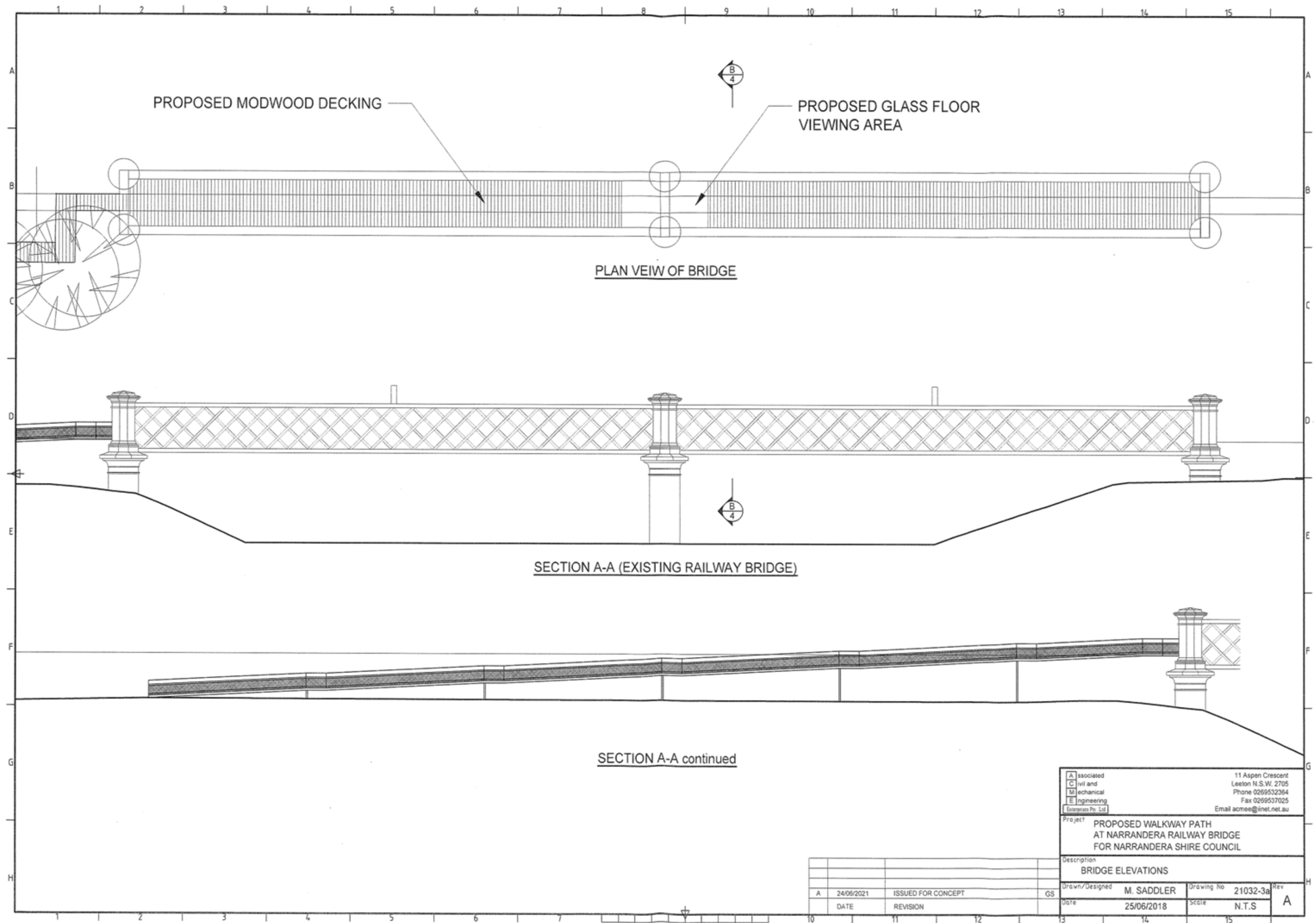
11 Aspen Crescent
Leeton N.S.W. 2705
Phone 0269532364
Fax 0269537025
Email acmee@inet.net.au

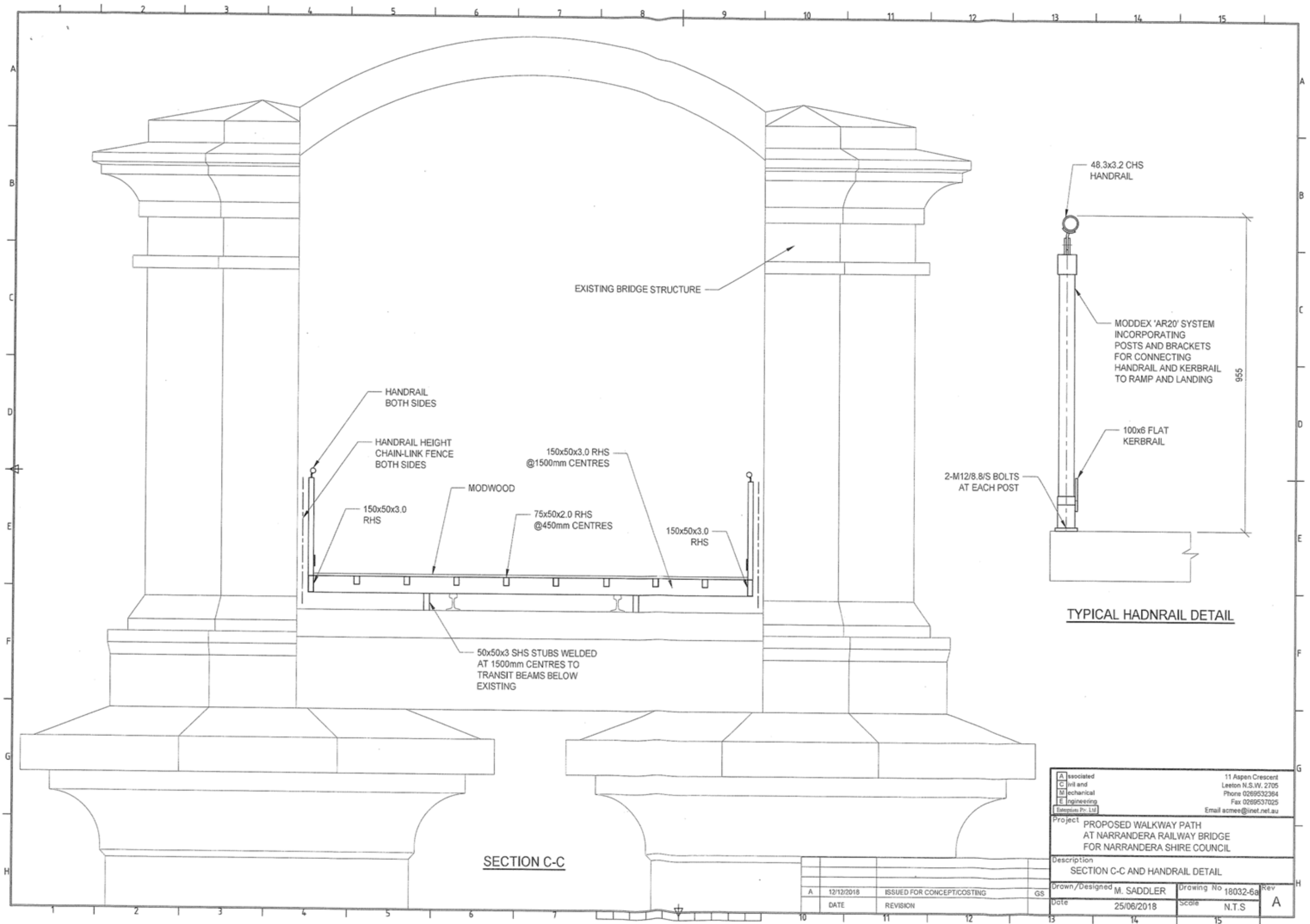
Project: PROPOSED WALKWAY PATH
AT NARRANDERA RAILWAY BRIDGE
FOR NARRANDERA SHIRE COUNCIL

Description: NORTH SIDE

Drawn/Designed	M. SADDLER	Drawing No	21032-2a	Rev	A
Date	25/06/2018	Scale	N.T.S		

DATE	REVISION	GS
24/06/2021	ISSUED FOR CONCEPT	GS





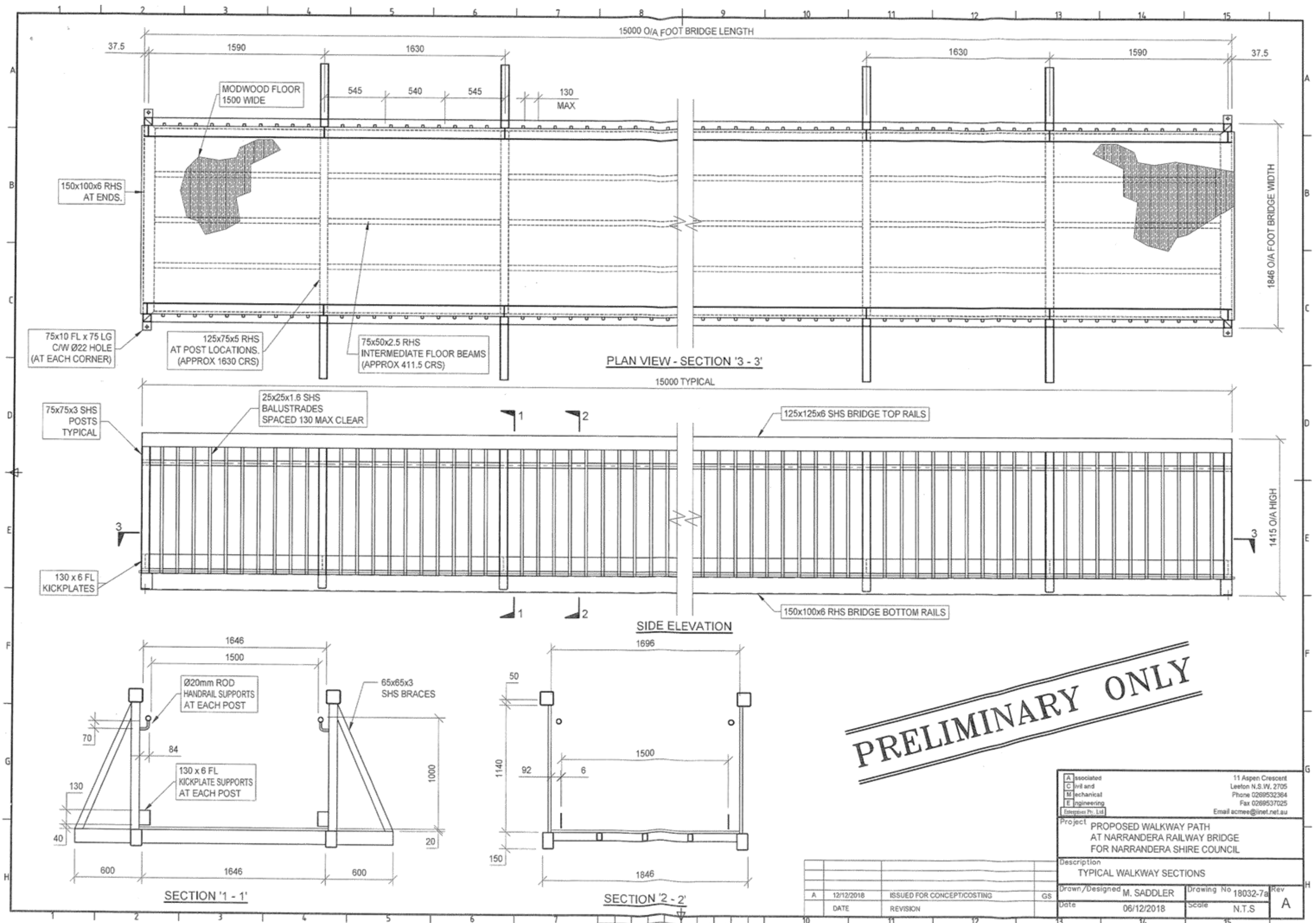
Associated
Civil and
Mechanical
Engineering
Engineering Pty. Ltd
11 Aspen Crescent
Leeton N.S.W. 2705
Phone 0269532364
Fax 0269537025
Email acmee@inet.net.au

Project PROPOSED WALKWAY PATH
AT NARRANDERA RAILWAY BRIDGE
FOR NARRANDERA SHIRE COUNCIL

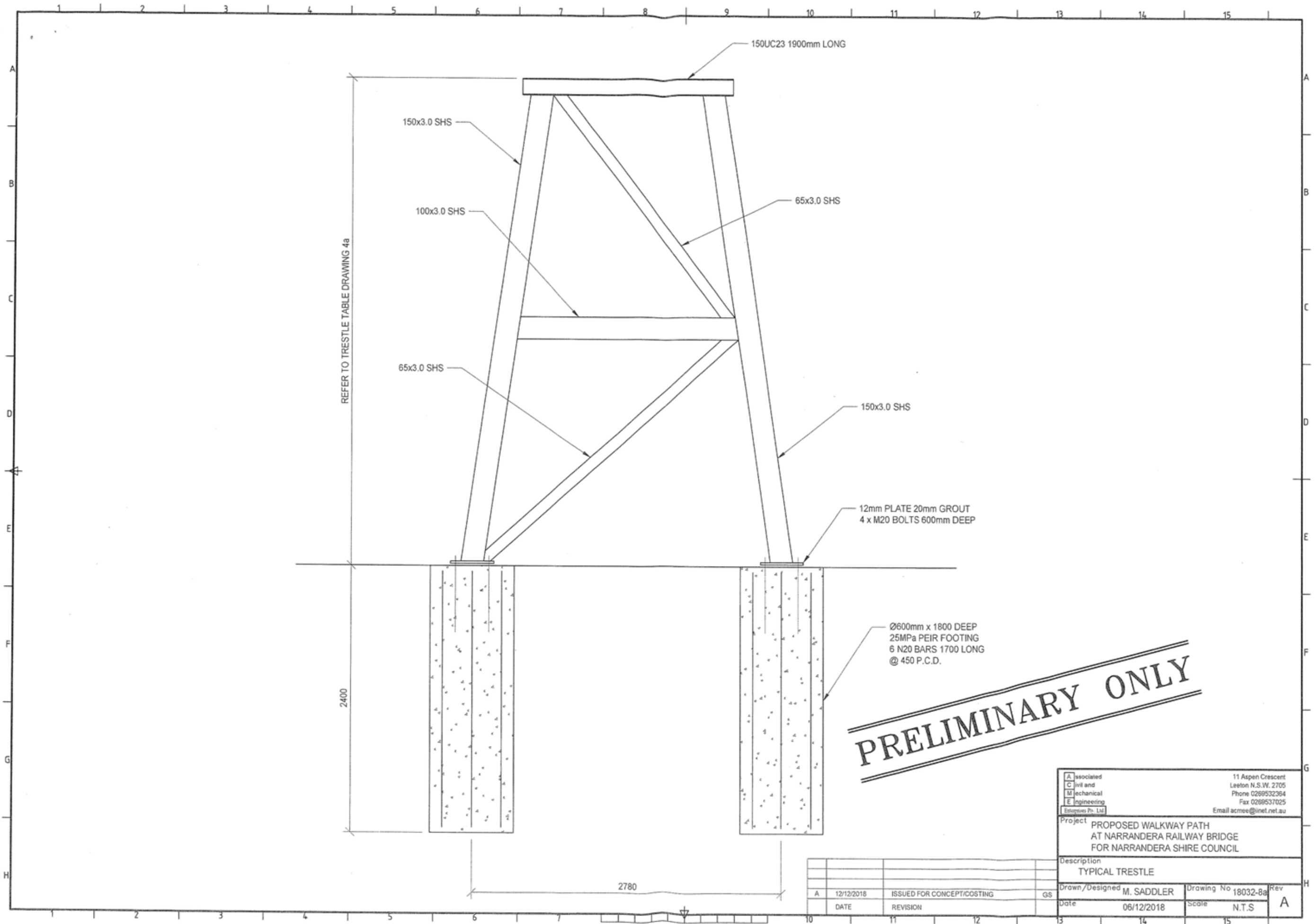
Description SECTION C-C AND HANDRAIL DETAIL

Drawn/Designed	M. SADDLER	Drawing No	18032-6a	Rev	
Date	25/06/2018	Scale	N.T.S		A

DATE	REVISION	GS
12/12/2018	ISSUED FOR CONCEPT/COSTING	GS



Associated Civil and Mechanical Engineering Estimates Pty. Ltd. 11 Aspen Crescent Leeton N.S.W. 2705 Phone 0269532364 Fax 0269537025 Email acmee@inet.net.au	
Project PROPOSED WALKWAY PATH AT NARRANDERA RAILWAY BRIDGE FOR NARRANDERA SHIRE COUNCIL	
Description TYPICAL WALKWAY SECTIONS	
Drawn/Designed M. SADDLER	Drawing No 18032-7a
Date 06/12/2018	Scale N.T.S.
A 12/12/2018 DATE	GS ISSUED FOR CONCEPT/COSTING REVISION



15.2 DA-017-2018-2019 SERVICE STATION REDEVELOPMENT**Document ID: 581617****Author: Administration Assistant****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment****Attachments:**

1. **Submissions - Confidential**
2. **Site Plan and Elevations**
3. **Development assessment - including proposed conditions (under separate cover)**

RECOMMENDATION

That Council:

1. Approves DA-017-2018-2019 for redevelopment of a service station on Lot 1 DP1246875 224 Irrigation Way Narrandera subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979 for the following reasons:
 - The development complies with the Narrandera LEP 2013, Narrandera DCP and the Environmental Planning and Assessment Act 1979.
 - Submissions raising potential impacts have been mitigated by the inclusion of appropriate conditions
2. Conducts a Division to record the voting of Councillors.

PURPOSE

The purpose of this report is for Council to consider a development application that seeks approval to redevelop the service station at 224 Irrigation Way Narrandera.

SUMMARY

The Applicant has lodged a development application to redevelop the service station at 224 Irrigation Way. This includes demolition of all existing structures, construction of a new service station including sales building, car fuelling canopies, underground fuel storage tanks, site identification signage, associated site works and 24/7 operation.

An assessment of the environmental planning requirements has been undertaken, in which the proposed development is considered suitable for approval subject to the inclusion of relevant conditions of consent.

BACKGROUND

This application was first submitted in October 2018 but was deferred on the request of the owners of the land. It has been assessed in accordance with the documents submitted in 2018 and revised plans and details submitted in August 2021.

The application was re-notified in accordance with the Narrandera Community Participation Plan.

The proposed development will consist of the following works:

Demolition

- Demolition and removal of the current fibro clad service station building and attached metal canopy, including concrete slabs
- Removal of three existing fuel pumps
- Removal of metal shipping container and above ground diesel tank
- Removal of existing septic tank and clean-up of disposal area
- Removal of existing pits and LPG tanks
- Demolition and removal of existing storage shed
- Demolition and removal of existing fencing and trees.

Construction

- Construction of a new service station, including six lanes for fuelling of light vehicles, plus a convenience store having a floor area of 300m² and onsite parking (14 carparks and a caravan/trailer parking site)
- Installation of three 110kl compartmented underground fuel tanks
- Construction of a 2.1m high solid acoustic fence along the western boundary and part way along the northern boundary of the development
- Construction of a secondary wastewater treatment and disposal system
- Vegetation landscaping
- Construction of a sealed channelised right turn – short and basic left turn treatment to allow entry into the site from the north only and exit onto irrigation way from the south only
- Installation of signage and site lighting.

The site of the proposed development is Lot 1 in DP 1246875, 218-224 Irrigation Way Narrandera. The site is zoned as RU5 Village under the Narrandera Local Environmental Plan 2013. The development of the site for the purposes of a service station, which is defined as a building or place used for the sale by retail of fuels and lubricants for motor vehicles, is permitted in a RU5 Village zone with consent.

The site currently is the location of a disused service station that has been closed for several years. The site contains a service station building, septic tank and detached ancillary building, which will be removed as part of this development.



Lot 1 has an area of 1.37 ha and fronts Irrigation Way. It is proposed to construct the development on approximately 2065.8 m² upon the north-western portion of Lot 1.

Irrigation Way is a State Classified Road and therefore approval from Transport for NSW (TfNSW) is required for any development. At the location of the proposed development, Irrigation Way has a speed limit of 80km/h, is a two-lane road with no kerb and gutter, and is a B-Double route.

The site has power and reticulated water available for the development. The site is not serviced by reticulated sewer and all wastewater generated on site will need to be disposed of on site.

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

Theme

Our Environment

Strategy

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

Action

5.1.8 - Development Applications received and assessed within statutory timeframes

ISSUES AND IMPLICATIONS

Policy

- Nil

Financial

- Nil

Legal / Statutory

The application has been assessed in accordance with the Narrandera Local Environmental Plan, Development Control Plan and Community Participation Plan.

The application required the concurrence of TfNSW as it fronts onto a State Classified Road. The approval from TfNSW has been received and its required conditions of consent are included in the proposed development consent.

The assessment has also been undertaken in accordance with the Environmental Planning & Assessment Act which involved consideration of all environmental factors, including the provision of underground fuel storage, noise and local amenity concerns.

Community Engagement / Communication

The proposed development was notified in accordance with the Narrandera Community Participation Plan.

The following submissions were received:

1. Transport for NSW (previously Roads and Maritime Services)
 1. TfNSW assessed the development application based on the documentation and raised no objection to the development proposal subject to Council ensuring that the development is undertaken with the required conditions of consent.
2. NSW Environmental Protection Authority
 2. The proposed development is not a scheduled activity under the Protection of the Environment Operations Act and does not require an Environment Protection Licence and therefore the EPA has no further comments in relation to this development.
3. Owner of Lot 1 DP 119204, 226 Irrigation Way
 3. Concerned with noise from the development and its effect on the dwelling on this land. Has requested that should the development be approved, that it be done so requiring the extension of the proposed 2.1m high acoustic fence completely around the eastern boundary. There is currently a 26m long gap in this fence that is immediately adjacent to the dwelling on Lot 1 DP 119204.
4. Owner of Lot 14 DP 853379, 213 Irrigation Way
 4. Objecting to the proposed development on the following grounds:
 - The size of the proposed service station is considerably larger than the existing service station, making it unattractive to the surrounding area.
 - Noise impact from traffic and 24/7 operation.
 - Road traffic and potential for accidents entering and leaving the site. Previous accidents have occurred.
5. Owner of Lot 6 DP 1240304, 212 Irrigation Way
 5. Objecting to the proposed development on the following grounds:
 - Noise: vehicles will no longer be passing at constant speed, but rather slowing down and accelerating. General operating noise from air compressors, refrigerator units, delivery of products and delivery of fuels and from the operation of the convenience store.
 - Air pollution: fumes from the delivery of fuels which doesn't currently exist. No details on the proposed on-site wastewater disposal system provided and as such no evaluation of the impact from this can be determined.
 - Light pollution: the signage and lighting will result in light pollution significantly impacting their residence.

- Traffic: there is no consideration for the handling of truck parking. Signs will not stop traffic parking on the roadside, creating safety issues for residents in the area.
- Competition: this will be the sixth service station development in Narrandera. Believes that this is simply unnecessary and may stop travellers from stopping in town for fuel.
- Future development: mention is made by the applicant of the potential for future development on the balance of Lot 1 DP 1246875, 218-224 Irrigation Way. Objector believes further understanding of future plans is required.
- Financial impact: concerned with a loss of property values.

Consideration of the likely impacts of the development have been assessed against current planning regulations, established guidelines, certification from suitably qualified professionals and NSW planning principles.

A planning principle is a statement created by the NSW Land & Environment Court on a desirable outcome from a chain of reasoning aimed at reaching, or a list of appropriate matters to be considered in making, a planning decision. While planning principles are stated in general terms, they may be applied to particular cases to promote consistency. Planning principles are not legally binding, and they do not prevail over councils' plans and policies.

The likely impacts of the development include the following:

1. Traffic

The site is within the 80km/h section of Irrigation Way, which is a Classified Road and also an existing B-Double route. As a Classified Road the development was referred to TfNSW for comment.

In its submission, TfNSW (RMS) stated that it is concerned with the provision of safe access between the subject site and the road network and the impact of the development on the safety and efficiency of the Classified Road network. Based on the projected traffic generation resultant from the development and recent traffic counts along Irrigation Way, a Channelised Right Turn – Short (CHR(s)) Treatment and Basic Left Turn (BAL) intersection treatment is required for the entry driveway to the development.

TfNSW concluded its assessment by stating that, based on the documentation provided, it would raise no objection to the development proposal subject to Council ensuring that the development is undertaken with the recommended conditions of approval.

Concerns relating to traffic are mentioned in three of the submissions objecting to the development.

It is considered that the comments from TfNSW and inclusion of their recommended conditions of consent in relation to traffic will achieve safe traffic movements.

2. Noise

Noise sources associated with the proposed development include traffic movements on the site, general operation of the site and buildings, from mechanical units such as air conditioning. Potential noise issues may also be escalated by the proposed 24/7 hours of operation.

The applicant has stated in the Statement of Environmental Effects that it is not anticipated that the proposal would generate adverse noise impact on the surrounding environment.

The NSW Environmental Protection Authority (EPA) Noise Control Guidelines for Local Councils defines offensive noise as including:

- the loudness of the noise, especially compared with other noise in the area
- the character of the noise
- the time and duration of the noise
- whether the noise is typical for the area
- how often the noise occurs
- the number of people affected by the noise

The Noise Impact Assessment from Rodney Stevens Acoustics submitted by the Applicant indicates that, without noise attenuation measures, the operation of the service station will exceed maximum background noise levels as recommended by the NSW EPA Noise Control Guidelines for Local Councils, basically 5dBA above background noise levels at some of the adjacent dwellings.

The Noise Impact report therefore recommends that a 2.1m high acoustic fence be erected around parts of the boundary, and that a further noise assessment be undertaken on the actual models of the various mechanical units (A/Cs, refrigeration units, air compressors etc) prior to construction in order that the operation of the service station complies with the Noise Control Guidelines.

This could be a condition of consent requiring that this assessment be completed to the satisfaction of Council prior to the issue of a construction certificate.

It is a NSW Planning Principle that, where there is conflict between a noise source and a sensitive receptor, preference should be given to the attenuation of any noise from the source rather than at the sensitive receptor. This is true whether the noise source generated by a proposal is a new noise and the receptor exists, or the noise generator exists and the receptor is a proposed use.

3. Lighting

In their Statement of Environmental Effects, the Applicant has submitted that:

- All site lighting will be installed to ensure no light spill to adjoining properties, all site lighting will be downward facing, and all internally illuminated site signage will be constructed to ensure minimal impact on surrounding properties. We believe this proposed sign should have no negative impact on view sharing, setback, overshadowing and visual appearance.
- We believe that the minimal internal luminance of the proposed sign and its location away from adjoining properties will have minimal visual impact.
- We believe luminance levels from the sign are below that as required by AS4282-1997-Control of The Obtrusive Effects of Outdoor Lighting.
- Australian Standard 4282-1997 sets out guidelines for control of the obtrusive effects of outdoor lighting and gives recommended limits for the relevant lighting parameters to contain these effects within tolerable levels at nearby residents.

The Applicant has not, however, provided any further qualification or certification supporting these claims.

It is considered that, given the length of time that the site operated as a service station, that dwellings have been constructed in the area since it last operated and the fact that the development application seeks to redevelop the site to a large scale, it would be prudent

for Council to receive and approve a report from a suitably qualified person acceptable to Council that indicates compliance with Australian Standard 4282-1997, before any construction could commence.

4. Air Quality

The operation of all service stations and underground petroleum storage systems in NSW must comply with both the Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2019 and the Protection of the Environment Operations (Clean Air) Regulation 2021.

In accordance with these Regulations, the design, construction and operations must meet strict requirements to prevent air pollution from the emission of petroleum products. The Regulation provides for a range of prescribed control equipment and techniques to reduce the emission of petrol vapour from the following activities at petrol service stations:

- unloading of petrol from road tankers into underground storage tanks
- storage of petrol
- dispensing of petrol into vehicle petrol tanks.

Compliance with these Regulations will be a requirement of the any condition of consent.

5. Stormwater

TfNSW has provided required conditions of consent for this proposed development, that:

- Stormwater run-off from the subject site onto the adjoining road reserve as a result of proposed development is not to exceed the existing level of run-off from the subject site. Stormwater run-off from the subject site is to comply with relevant standards relating to service station developments. Any access driveway is to be designed and constructed to prevent water from proceeding onto, or ponding within, the carriageway of any adjoining road. Any culvert proposed to be located within the clear zone of the carriageway of Irrigation Way for the posted speed limit shall be constructed with a driveable headwall.
- The NSW EPA has released a Practice Note for the managing of run-off from service station forecourts, which defines the hard stand (sealed) areas of the service station forecourt into either high contamination risk zone(s) - where run-off presents the greatest risk of harm to the environment, such as tank fill points and where vehicle refilling occurs, and low contamination risk zone(s) – where run-off from those areas of low risk, such as parking areas, trafficable and pedestrian areas.
- Run-off from these different zones can be separated using bunds or forecourt gradients where it can then be collected at different points and managed/treated accordingly. For example, the high-risk areas that potentially have a higher level of fuel contaminates must be treated through an approved oil separator before on site disposal.

The Applicant has not provided any information or certification of the onsite wastewater management system with the application. Should consent be granted, this must be provided to Council for review and approval before any works can commence.

6. Impact

The site is within the RU5 Village zone and the proposed development is permitted within this zone with development consent.

The impact of this change on the amenity is difficult to objectively assess. It is accepted that the site has operated as a service station for a considerable length of time, so surrounding residential development that existed at the time that this service operated would likely have some acceptance of the activity associated with a service station, albeit at a reduced level.

For residential development that has occurred after the closure of the previous service station, the activity associated with the operation of a service station would not have been experienced. In this instance the influences likely to impact on the amenity of the area, such as traffic, noise, lighting and increased activity, can to various degrees be mitigated to a level considered acceptable in higher density residential areas.

The development complies with planning controls.

7. Future development

In relation to future development, the site is zoned as being RU5 Village under the Narrandera LEP. Under this zone a number of possible land uses are permitted within consent.

Should the owner of this land choose in the future to continue to develop this land it will need to be done so in accordance with the LEP and considered on its merits.

It is beyond the scope of this DA assessment to consider any further potential development, especially without any details.

8. Competition

The impact of the proposed development on existing service stations is also beyond the scope of this DA assessment. Council cannot assess a development application against the existence or number of other similar developments. Such decisions are subject to the influences by market forces only.

RISKS

Nil

OPTIONS

- Option 1: Council may grant unconditional consent to this development.
- Option 2: Council may grant conditional consent to this development.
- Option 3: Council may refuse this development.

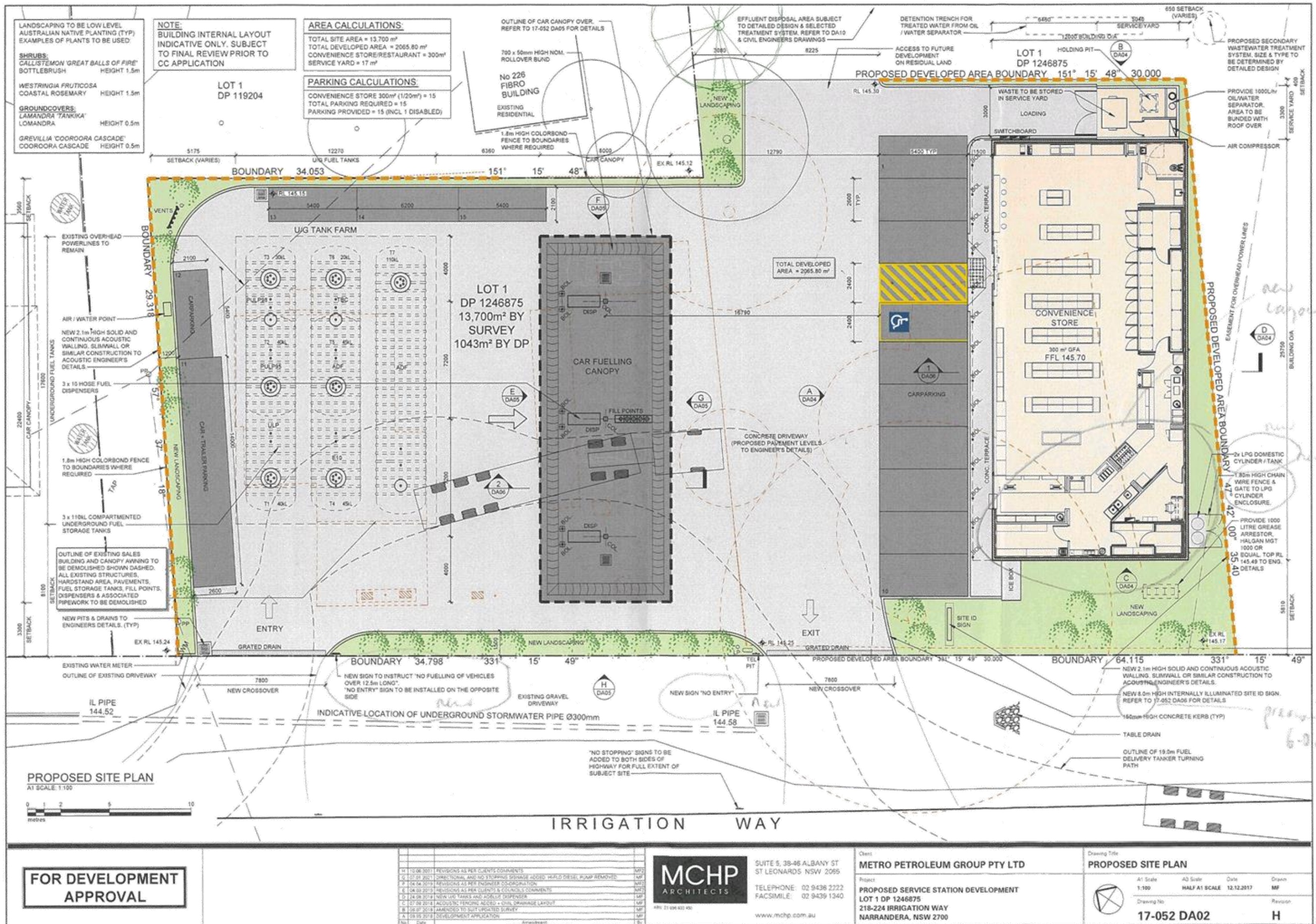
CONCLUSION

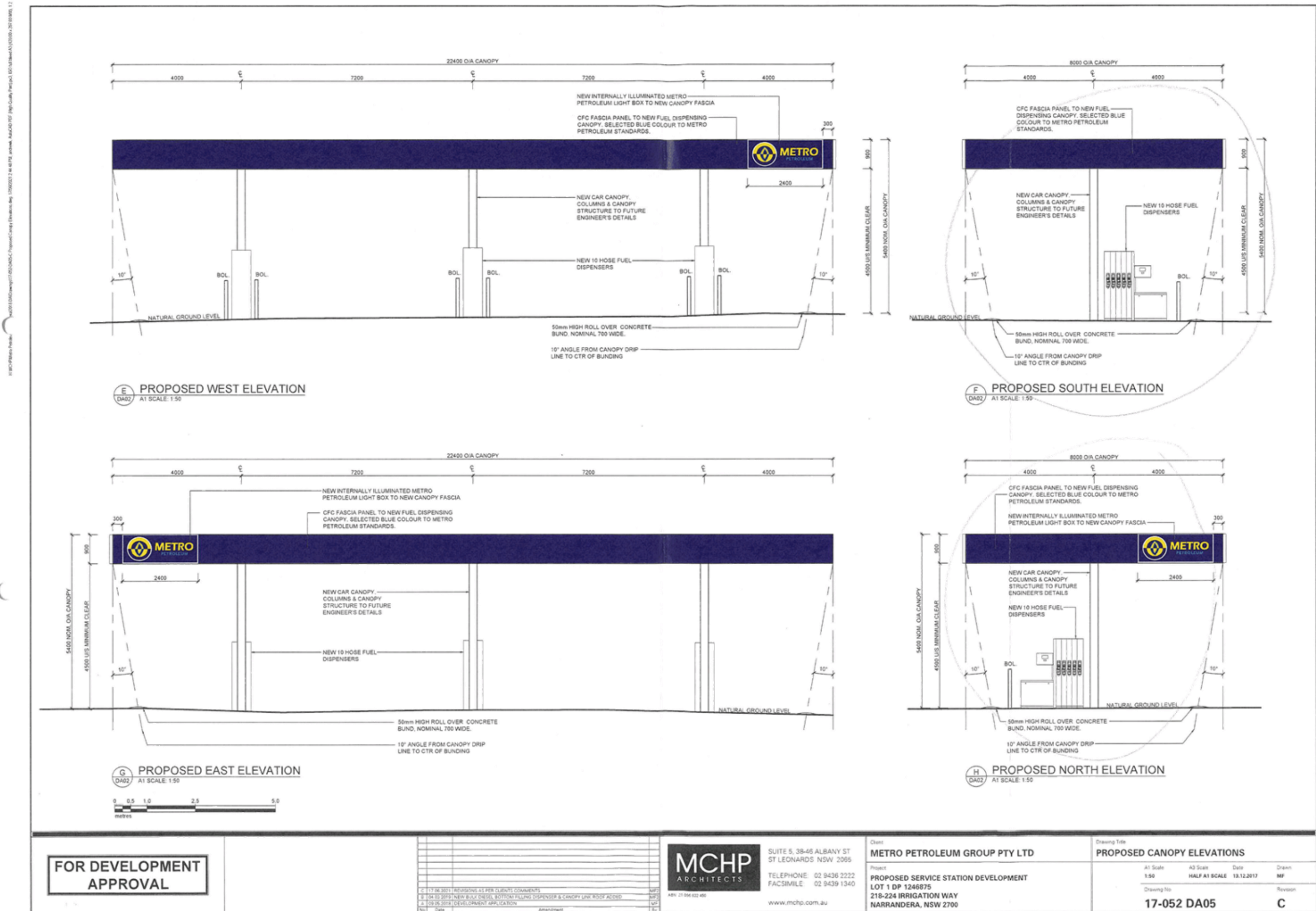
An assessment of the environmental planning requirements has been undertaken, in which the proposed development is considered suitable for approval subject to the inclusion of relevant conditions of consent.

RECOMMENDATION

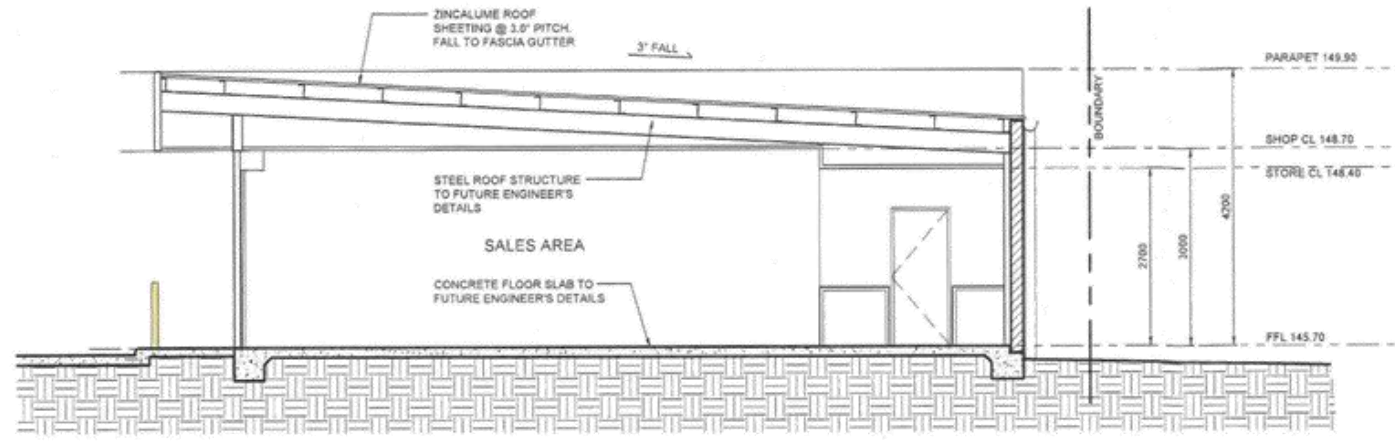
That Council:

1. Approves DA-017-2018-2019 for redevelopment of a service station on Lot 1 DP1246875 224 Irrigation Way Narrandera subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979 for the following reasons:
 - The development complies with the Narrandera LEP 2013, Narrandera DCP and the Environmental Planning and Assessment Act 1979.
 - Submissions raising potential impacts have been mitigated by the inclusion of appropriate conditions
2. Conducts a Division to record the voting of Councillors.

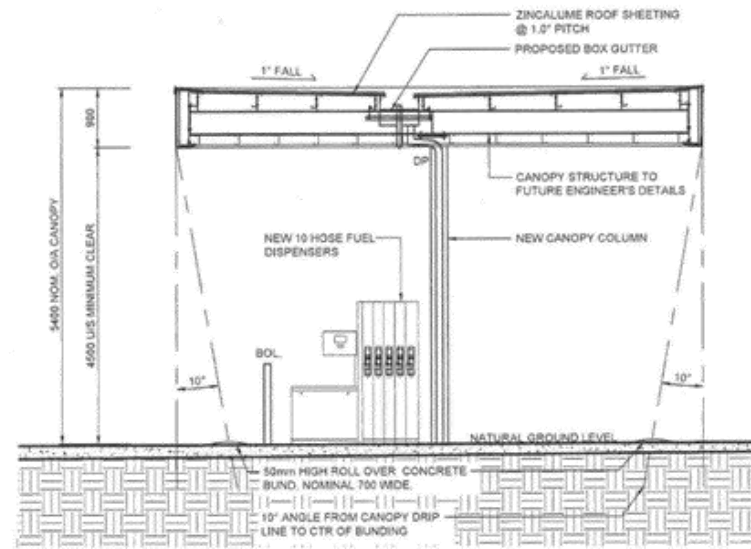




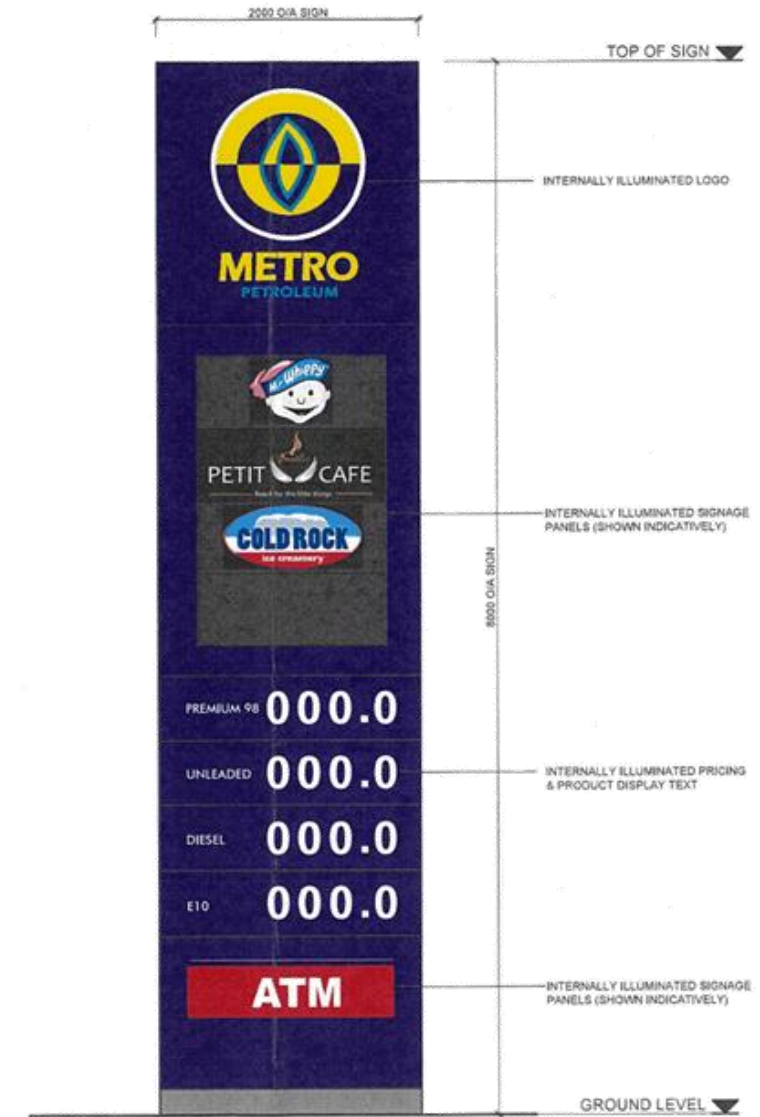
MCHP Architects Pty Ltd, Suite 5, 38-46 Albany St, St Leonards NSW 2065
 Tel: (02) 9436 2222 Fax: (02) 9439 1340 www.mchp.com.au
 Project: 17-052 DA06 - METRO PETROLEUM GROUP PTY LTD
 Drawing Title: SECTIONS AND SIGNAGE DETAILS
 Drawing No: 17-052 DA06
 Date: 13.12.2017
 Scale: AS SHOWN
 Drawn: MF
 Checked: MF
 Approved: MF



1 TYPICAL BUILDING SECTION
AT SCALE: 1:50



2 CANOPY SECTION
AT SCALE: 1:50



ELEVATION

(DOUBLE SIDED, TYPICAL ELEVATION FOR BOTH SIDES)



PLAN

PROPOSED SITE ID SIGN
AT SCALE: 1:25



FOR DEVELOPMENT APPROVAL

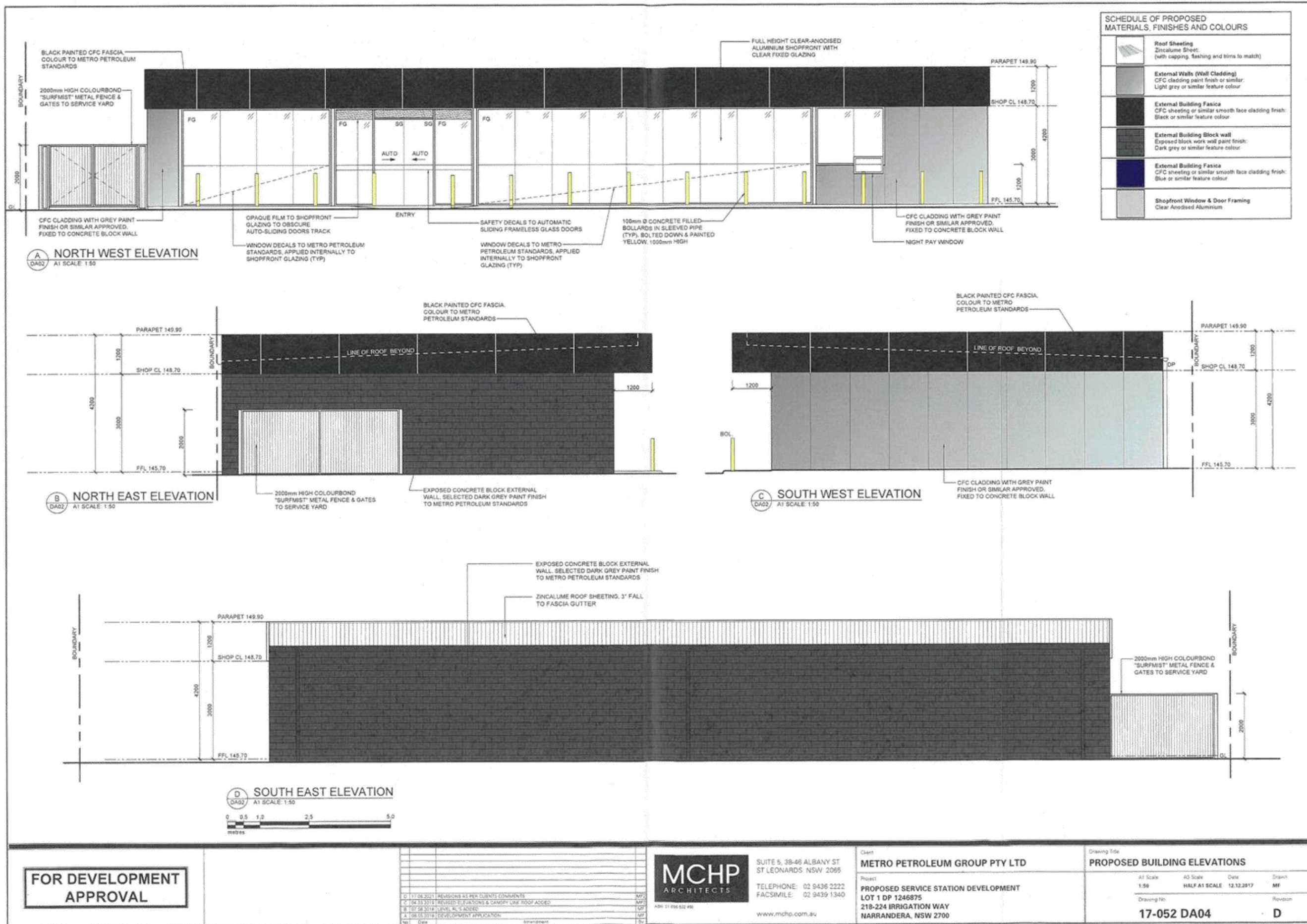
No.	Date	Description	By
1	17/05/2017	ISSUING AS PER CLIENT COMMENTS	MF
2	14/07/2018	CANOPY LUM. ROOF ADDED & SITE ID SIGN HEIGHT REDUCED TO 8.0m	MF
3	14/08/2018	INCREASE SITE ID SIGN TO 8.0m	MF
4	07/08/2018	PL NOTES REMOVED FROM SITE TO SIGN	MF
5	09/05/2018	DEVELOPMENT APPLICATION	MF



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ST LEONARDS NSW 2065
TELEPHONE: 02 9436 2222
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Client: METRO PETROLEUM GROUP PTY LTD
Project: PROPOSED SERVICE STATION DEVELOPMENT
LOT 1 DP 1246875
218-224 IRRIGATION WAY
NARRANDERA, NSW 2700

Drawing Title			
SECTIONS AND SIGNAGE DETAILS			
A1 Scale	A3 Scale	Date	Drawn
AS SHOWN	HALF A1 SCALE	13.12.2017	MF
Drawing No			Revision
17-052 DA06			E



16 OUR ECONOMY

Nil

17 OUR INFRASTRUCTURE**17.1 TENDER T-21-22-01 SUPPLY OF MODULAR BRIDGE COMPONENTS****Document ID: 581221****Author: Works Manager****Authoriser: Deputy General Manager Infrastructure****Theme: Our Infrastructure****Attachments:**

- 1. NSC Bridge Replacement Tender Assessment Panel Costing Sheet - Confidential**
- 2. InQuik Information Booklet (under separate cover)**

RECOMMENDATION

That Council:

1. Approves the tender for the supply and delivery of modular bridge components for Sommerset Park Bridge from InQuik Bridging Systems for \$275,660.00 including GST in accordance with Section 55 of the Local Government Act 1993.
2. Approves the tender for the supply and delivery of modular bridge components for Mollys Lagoon Bridge from InQuik Bridging Systems for \$308,330.00 including GST in accordance with Section 55 of the Local Government Act 1993.

PURPOSE

The purpose of this report is to advise Council of the tenders received for the supply and delivery of modular bridge components for two new bridges and to approve the procurement as detailed in the report.

SUMMARY

Council received grant funding for the replacement of two bridge structures under the NSW Fixing Country Bridges program. In accordance with Council's Procurement Policy, tenders were called for through Local Government Procurement contract LGP420 Minor and Major Civil Works including Construction Materials.

BACKGROUND

The Local Government Act 1993 Section 55 outlines the requirements for the tendering process for Council.

Council, through Local Government Procurement contract LGP420 Minor and Major Civil Works including Construction Materials, sought prices for the supply and delivery of modular bridge components for Mollys Lagoon Bridge and Sommerset Park Bridge.

Council under the Fixing Country Bridges scheme received grant funds of \$505,982 for Mollys Lagoon Bridge and \$577,550 for Sommerset Park Bridge. Both bridges are to be replaced with single lane concrete bridges. The funding criteria stipulated that the bridges needed to be like-for-like configuration and thus there was no provision to increase the width to dual lane.

Council sought supply of bridge components that would allow construction of the bridges using in-house and locally acquired labour. Tenders were administered through the

VendorPanel portal and opened 2 September 2021. The tender period closed on 23 September with submissions received from three separate companies, being:

- GC Civil Contracting Pty Ltd
- InQuik Pty Ltd
- Waeger Construction Pty Ltd

All submissions were conforming, with InQuik and Waeger also submitting alternate options. InQuik submitted two different single span options for Mollys Bridge. Waeger submitted single span and multi span options for both bridge sites.

Since multi span bridges would require additional cost and time to construct due to the need for centre piles within the waterway, and Department of Primary Industries' preference to minimise waterway obstructions, the preference was for a single span structure compared to multi-span structures.

When assessing the submitted prices for the modular components, the assessment panel had to consider the total build cost, site constraints and in-house expertise, to ensure the value for money assessment was considered for the entire projects. Both sites have large established trees that will restrict the size of the cranes and their swing radius, therefore component weight is a critical factor that was considered.

The Waeger system comprises of large precast prestressed concrete beams that must be craned into place before pouring a concrete deck over the top. The piling system is bored and then extended with cast-in-situ columns, which is a complex and timely process.

The InQuik bridge components have two main parts: a metal formwork tray, which defines the shape and the steel reinforcing cage that connects to the tray to support it. These panels are light weight and easily placed on-site before the concrete is poured to create a fully in-situ cast concrete bridge structure. The proposed piling system involves driven steel columns that are then cut to height, a quick and simple construction that can be undertaken by available local contractors.

The GC Civil Contracting system comprises of large steel girders which are then covered with precast concrete deck components. The piling system mentioned within the submission involves design piles to suit ground condition.

After the full construction costs were calculated, it was determined that the GC Civil system could not be delivered within the available budget. Both the Waeger and InQuik systems could be constructed within the grant funded budget. A spreadsheet of these calculations is provided as a confidential attachment to this report and includes prices exclusive of GST.

The tender from InQuik was deemed to be suitable for in-house construction teams and the lighter component weights required smaller crane capacity. The longer of the two InQuik submissions for Mollys Bridge was preferred as it had less impact to the existing waterway.

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

Theme

Our Infrastructure

Strategy

4.1 - To have an improved and adequately maintained road network

Action

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

ISSUES AND IMPLICATIONS**Policy**

- Tender undertaken in accordance with the Narrandera Shire Council procurement policy.

Financial

- Council, under the Fixing Country Bridges scheme received grant funding of \$505,982 for Mollys Lagoon Bridge and \$577,550 for Sommerset Park Bridge. The total construction costs detailed within the report for two of the three tenderers is within budget for these projects.

Legal / Statutory

- The Local Government Act 1993 Section 55 outlines the requirements for the tendering process for councils.

Community Engagement / Communication

- Once the tenders are confirmed, consultation will be undertaken with all of the locally affected property owners to discuss timing and available access arrangements.

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

The major risk with these projects is not associated with the tendering process or the supply of the bridge components. The major risk comes from weather conditions and the construction of bridges within waterways, these will be further considered in the construction management planning process.

OPTIONS

1. Support the assessment panel's recommendation to accept the tender for the supply and delivery of modular components two new bridges from InQuik Bridging Systems.
2. Reject the assessment panel's recommendation and accept the tender from one of the remaining tenderers.
3. Reject all submissions and go back to the market for new suppliers

CONCLUSION

The supply and delivery of modular bridge components tender for two new bridges from InQuik Bridging Systems (information booklet attached) is the most suitable to Narrandera Shire Council's needs and local business and is therefore deemed to be the best value for money when considering the total construction costs and site restraints.

RECOMMENDATION

That Council:

1. Approves the tender for the supply and delivery of modular bridge components for Sommerset Park Bridge from InQuik Bridging Systems for \$275,660.00 including GST in accordance with Section 55 of the Local Government Act 1993.
2. Approves the tender for the supply and delivery of modular bridge components for Mollys Lagoon Bridge from InQuik Bridging Systems for \$308,330.00 including GST in accordance with Section 55 of the Local Government Act 1993.

17.2 NARRANDERA SPORTSGROUND - EXISTING CLUBROOMS OPTIONS

Document ID: 581610
Author: Deputy General Manager Infrastructure
Authoriser: Deputy General Manager Infrastructure
Theme: Our Infrastructure
Attachments: Nil

RECOMMENDATION

That Council:

1. Resolves to undertake community and user consultation, to consider the broader views and options for the existing clubrooms at the Narrandera Sportsground.

PURPOSE

The purpose of this report is to seek approval to commence community and user consultation regarding the existing clubrooms at the Narrandera Sportsground, prior to a report being prepared as required by the previous Council resolution 19/106 item 5.

SUMMARY

As the new Narrandera Sportsground Clubrooms are nearing completion and readiness for use, consideration is now to be given to the future of the existing clubhouse at the northern end of the ground. The General Manager and Deputy General Manager Infrastructure have met with the executive of the Narrandera Imperial Football & Netball Club (NIFNC) and Narrandera Lizards Rugby League Club to discuss the future use of the building. However, given the potential greater community interest, it is proposed that community consultation be undertaken over a six-week period in which all potential options and whole of community preferences can be sought.

BACKGROUND**Existing Situation**

The NIFNC occupies a clubhouse at the Narrandera Sportsground under an exclusive agreement with Narrandera Shire Council. The licence has a 20-year term and was entered into on 21 March 2016; however, this licence will cease upon the completion of the new facility. The current licence makes it a requirement for the NIFNC to return the building to a similar condition as when the licence was first entered, which is expected to be a substantial amount of money.

The current building is of an aging condition. The lower floor area has not been used for many years and the clubrooms area is in poor condition, with major repairs required to bring it up to what would be expected for such a facility in these times. It is estimated that the cost to bring the building to a suitable standard for continued use would be in the realm of \$100,000 which would be a substantial over-capitalisation of this asset.



Existing clubrooms (east side and rear)



Existing clubrooms (east side and front)

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

Our Infrastructure

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

- ES310 Community Engagement Policy details when and how community consultation is to be undertaken.

Financial

- There are no financial implications directly relating to the consultation process as detailed within the report. Financial impacts will be further considered when the potential options are explored in a future report to Council.

Legal / Statutory

- There are no legal or statutory considerations needed within this report.

Community Engagement / Communication

- As noted, meetings have been held between the current licence holder, NIFNC, and other users from the Narrandera Lizards, with broader community proposed within this report. The consultation would run for a six-week period across all of the normal media platforms, including the Narrandera Argus, community newsletters and social media.

RISKS

The risk related to this report are around the potential variety and number of submissions that maybe received, and the subsequent need for a single decision to be made at a future meeting. The future report will detail all the risks associated with the findings of the consultation at that time.

OPTIONS

At this time, Council has two options:

- Undertake the community consultation as detailed within the report, or
- Choose not to seek community input and make a decision based on the information at hand.

There are many potential options available should the existing building be removed, it could be replaced with a spectator viewing pavilion and storage, similar to the example shown below.



1.

CONCLUSION

The building has served the community for many decades, initially as changerooms and more recently as clubrooms. It has been used by many groups and people over that time, to which the building holds different meaning and potential opportunity. Based on the known interest in the facility, it is recommended that the whole of community be given the opportunity to make representation via a consultation process.

RECOMMENDATION

That Council:

1. Resolves to undertake community and user consultation, to consider the broader views and options for the existing clubrooms at the Narrandera Sportsground.

17.3 UPDATE ON NARRANDERA BUSINESS CENTRE MASTER PLAN - BOLTON STREET

Document ID: 581710
Author: Deputy General Manager Infrastructure
Authoriser: Deputy General Manager Infrastructure
Theme: Our Infrastructure
Attachments: Nil

RECOMMENDATION

That Council:

1. Notes the report detailing the proposed implementation of Stage 1 of the Narrandera Business Centre Master Plan, being Bolton Street from Cadell Street to East Street.

PURPOSE

The purpose of this report is to update Council on progress to implement the Narrandera Business Centre Master Plan, specifically Stage 1, being the section of Bolton Street between East and Cadell Streets.

SUMMARY

In recent times, there has been a growing desire to have the Bolton Street redevelopment completed to ensure that it could complement the new Narrandera Destination & Discovery Hub which will be completed at the end of 2022. To ensure that the delivery is achieved, a project timeline is provided below that identifies the proposed major milestones required to deliver the project.



BACKGROUND

Council adopted the Narrandera Business Centre Master Plan (NBCMP) in July 2015 and completed the detailed design of the master plan in April 2017. The large project area has been broken into stages for implementation.

In 2017, Council restricted funds for this project in which Stage 1 could be undertaken via self-funded reserves. In recent times, Council applied for additional grant funding to allow the redevelopment of a section of East Street that could have been undertaken with Bolton Street, however this was unsuccessful.

The redevelopment has been further delayed due to the extremely high number of grants that Council has been successful in obtaining, which has stretched resources to beyond the existing scope of Council. These grant projects have all been required to be completed within specific timeframes which resulted in this particular project being delayed, thus ensuring Council’s future own source funded capital projects could be undertaken post the grant projects.

The project generated some concerns and opportunities that have now been explored and included, such as a major stormwater upgrade and appropriate tree selects. Council has recently lost some experienced staff who were identified as project managing this project. To date Council has been unsuccessful in recruiting a suitable replacement and will now look at contracting a project manager for this project.

In recent times concerns has been raised about the deteriorating condition of the Bolton Street footpath area, resulting in some short-term temporary fixes. Should these issues continue to raise concern, Council staff may install exclusion fencing to restrict access until the redevelopment occurs. This would be to ensure the community safety, whilst not unduly expending any further community funds for a short-term remedy.

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

Our Infrastructure

Goal

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

Strategy

86 - Continue to implement a range of communication processes and methods to ensure that the Community is up to date with Council projects and decisions

Action

73.1 - Engage with the community to understand needs and expectations

ISSUES AND IMPLICATIONS**Policy**

- Nil

Financial

- Council resolved at its May 2017 meeting to create an internally restricted fund for the delivery of the Narrandera Business Centre Master Plan that will fund the proposed Stage 1 redevelopment project.

Legal / Statutory

- Nil

Community Engagement / Communication

- Extensive community engagement was undertaken in the development of the Narrandera Business Centre Master Plan and the detailed design process. There will be further communication with all effected stakeholders and the wide community.

RISKS

There are risks associated with the proposed development, however with good project and risk management they can be mitigated to an acceptable level.

OPTIONS

1. Accept the report as detailed in the resolution.
2. Resolve not to accept the report and propose an alternate resolution.

CONCLUSION

The proposed works will be undertaken in time to be completed before the opening of the Narrandera Destination & Discovery Hub and occur in a way so that interference to the local businesses and street users is reduced.

RECOMMENDATION

That Council:

1. Notes the report detailing the proposed implementation of Stage 1 of the Narrandera Business Centre Master Plan, being Bolton Street from Cadell Street to East Street.

17.4 POLICY REVIEW - POL120 PROJECT MANAGEMENT POLICY**Document ID: 582101****Author: Deputy General Manager Infrastructure****Authoriser: Deputy General Manager Infrastructure****Theme: Our Civic Leadership****Attachments: 1. POL120 Project Management Policy****RECOMMENDATION**

That Council:

1. Endorse the rewritten POL120 Project Management Policy as presented.
2. Deems POL120 Project Management Policy as adopted should no submissions be received at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to provide Council POL120 Project Management Policy for adoption.

SUMMARY

The policy sets out the framework to ensure project management at Narrandera Shire Council is guided by sound and consistent administration and management practices, by:

- making sure that all projects identified by Council are subjected to appropriate project management governance
- providing a single corporate-wide framework, guiding users through the project management lifecycle, processes, activities, and documentation
- undertaking projects that align to Council's strategic plans and are allocated the appropriate resources and funding
- ensuring projects are only commenced after an appropriate level of due diligence has been undertaken, with a view to minimising risk and achieving the best use of Council's resources.

BACKGROUND

The existing policy was adopted in 2015 and is overdue for review. The existing policy was subject to a review from the internal auditors, with improvements identified. During the review, however, it was clear that the policy failed to provide adequate guidance and detail needed, thus a total rewrite was undertaken.

There are clauses which require the project management system to be identified, this is currently a manual process, with a view to including an integrated system as part of the EMS upgrade.

The newly drafted policy aligns with the industry recognised standards being the *Project Management Institute. (2017), A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and the NSW Government, Division of Local Government - Capital Expenditure Guidelines.

The new POL120 Project Management Policy will replace the TS310 policy and be required to be reviewed every three years.

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

Theme

Our Infrastructure

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

- Review of Project Management Policy.

Financial

- Mismanagement of projects could cause financial and reputational damage to Council.

Legal / Statutory

- N/A

Community Engagement / Communication

- The adopted policy will be made available on Council's website.

Human Resources / Industrial Relation

- N/A

RISKS

Failure to correctly undertake project management can result in financial and reputational damage to Council and erosion of the community's trust.

OPTIONS

- Adopt the policy as presented.
- Adopt the policy with revisions.
- Refuse to adopt and continue using the existing policy, or
- Refer the policy back to staff for further review.

CONCLUSION

Adopt the rewritten policy POL120 Project Management Policy and display on Council's website.

RECOMMENDATION

That Council:

1. Endorse the rewritten POL120 Project Management Policy as presented.
2. Deems POL120 Project Management Policy as adopted should no submissions be received at the conclusion of the exhibition period.



Project Management 202X POL120



NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700
Email: council@narrandera.nsw.gov.au

Phone: 02 6959 5510
Fax: 02 6959 188



Policy No: POL120
Policy Title: Project Management
Section Responsible: Projects & Assets
Minute No:
Doc ID: 8422

1. INTENT

The purpose of this policy is to ensure project management at Narrandera Shire Council is guided by sound and consistent administration and management practices.

2. SCOPE

This policy applies to all projects undertaken by staff, whether approved by the Council's elected body or General Manager. It is inclusive of all grant funded projects, which are to be implemented in accordance with a set objective, a cost parameter and timeframe within the Narrandera local government area.

3. OBJECTIVE

Council will provide the best outcomes to the community by ensuring consistent and successful project delivery by:

- making sure that all projects identified by Council are subjected to appropriate project management governance
- providing a single corporate-wide framework, guiding users through the project management lifecycle, processes, activities, and documentation
- undertaking projects that align to Council's strategic plans and are allocated the appropriate resources and funding
- ensuring projects are only commenced after an appropriate level of due diligence has been undertaken, with a view to minimising risk and achieving the best use of Council's resources.

4. POLICY STATEMENT

Narrandera Shire Council is committed to effective project management through clearly defined processes which enable staff to manage projects efficiently and effectively and measure project outcomes.

5. PROVISIONS

5.1 PROJECT MANAGEMENT TERMINOLOGY

Activity	An element of work performed during the course of a project. An activity has an expected duration, cost, and resource requirements. Activities can be subdivided into tasks.
Deliverable	Any measurable, tangible, verifiable outcome, product, or result that must be produced to complete a project or part of a project.
Evaluation	The systematic assessment of process, outcomes and/or impact against the project's goal/s and objectives.
Goal	A broad statement about the long-term outcomes or changes that the project seeks to achieve. Also referred to as an 'aim'.
Issue	A realised risk, ie: a problem or concern that has emerged and if not addressed is expected to affect the project timeframes or outcomes.
Milestone	A significant event in the project, usually completion of a major deliverable.
Objective	A statement about the short or medium term outcomes or changes that need to be met for the project to be considered successful.
Post Implementation Review	Conducted after a project is completed to ensure that the project has met its objectives and the outcomes meet the needs and requirements of intended beneficiaries.
Project	A temporary endeavour undertaken to create a unique outcome, product, service, or result.
Project Life Cycle / Phase	A collection of generally sequential project management phases that include: <ul style="list-style-type: none"> • Initiation and start up - authorising the project or phase. • Planning and design - defining and refining objectives and selecting the best methods and approach to achieve project goals and objectives. • Implementation - coordinating people and other resources to carry out the project plan. • Monitoring and control - monitoring and measuring progress regularly to identify variances from the project plan so that corrective action can be taken when necessary. • Closure - formalising acceptance of the project and bringing it to an end.
Project Scope	Defines project parameters ie: what is considered in scope and out of scope.
Project Schedule	The planned dates for performing activities and meeting project milestones.
Project Governance Body	Group responsible for ensuring the project is implemented in line with the Project Plan. Format/function (ie: advisory or steering) is determined to project size and risk level.
Project Management	The application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.

Project Manager	Person responsible for managing the project. This may be a Program Manager or Project Officer.
Project Plan	Document that describes how the project will be implemented, monitored and controlled, and closed. Can be brief (Standard projects) or detailed (Major projects).
Project Proposal	Used as the basis for project authorisation and provides the project manager with the authority to apply organisational resources to project activities. Can be brief (Standard projects) or detailed (Major projects).
Project Size	<p>A project is defined as 'Minor' if it meets two or more of the following criteria:</p> <ul style="list-style-type: none"> i. Costs associated with the project are <\$100K ii. The project is assessed to be low risk iii. The project has an anticipated duration of less than three months iv. Has less than three procurement items or contractors <p>A project is defined as 'Standard' if it meets two or more of the following criteria:</p> <ul style="list-style-type: none"> i. Costs associated with the project are <\$250K ii. The project is assessed to be low to moderate risk iii. The project has an anticipated duration of less than 12 months. iv. Has more than three procurement items or contractors <p>A project is defined as 'Major' if it meets one or more of the following criteria:</p> <ul style="list-style-type: none"> i. Costs associated with the project are >\$250K ii. The project is assessed to be moderate to high risk iii. The project has an anticipated duration of more than 12 months iv. The project requires a funding submission or business case to be prepared in order to obtain external funding.
Project Sponsor	Authorised delegate who provides the resources, in cash or in kind, for the project.
Project Team	People who support the Project Manager in performing the work of the project to achieve its goals and objectives.
Outcome	A result that can be measured or observed or a changed condition of people / organisations / systems.
Risk	An uncertain event or condition that, if it occurs, has a positive or negative effect on a project's budget, schedule, scope, and/or quality.
Stakeholders	Individuals and organisations that are actively involved in the project, or whose interests may be positively or negatively affected by the project.
Task	A unit of work or activity needed for progress towards project goals. Typically, a task must be completed by a set deadline. Tasks may be further broken down into assignments or subtasks.
Variation	Changes to the budget, timeline, deliverables, objectives and/or outcomes.

5.2 RISK MANAGEMENT

Mechanisms are in place to ensure that program management systems are effective and regularly monitored.

Other risk management actions include:

- Risk management considerations are embedded into project planning.
- Project plans are appropriately monitored and controlled by the allocated staff member.
- Narrandera Shire Council ensures that projects have a sound theoretical base, are ethical and promote evidence-based practice.
- Staff are provided with ongoing support to assist them to develop, implement and evaluate projects effectively.
- The need for improvements in organisational program, projects or events can be identified by any Councillor, management, staff member or client, either through feedback or by the application of quality monitoring systems.
- All projects will align with the Office of Local Government Capital Expenditure Guideline requirements.

5.3 PROJECT MANAGEMENT GOVERNANCE

Not all projects require high and complex levels of governance, documentation and reporting. The aim of this section is to provide staff with guidance that can be adapted to suit the needs and requirements of each project to ensure:

- Projects align and contribute to Narrandera Shire Council's strategic and operational priorities
- Appropriate authorisation is established
- Appropriate project governance and control is established and maintained
- Projects are effectively managed within the parameters of scope, quality, resources, and risk
- Post implementation reviews are conducted and actively used to strengthen project delivery and to enhance project management communication and learning across the organisation.

5.4 PROJECT MANAGEMENT FRAMEWORK

Projects will be categorised and managed utilising a three-tiered project management governance framework.

Category	Threshold/Criteria (Refer to Descriptions)	Project Management Governance Framework
1. Minor	Simple projects <100K	<ul style="list-style-type: none"> • Basic scope and Request for Quote (RFQ) documentation
2. Standard	Medium complexity projects <250K	<ul style="list-style-type: none"> • Project Proposal / Plan – Standard Project • Scope adequate for RFQ
3. Major	Complex projects >250K	<ul style="list-style-type: none"> • Detailed Project Proposal • Project Plan - Major Project • Risk Plan - Major Project • Project Management Steering Group • Detailed tender documentation

5.4.1 Initiation and Start Up

- Projects require a Project Proposal to be prepared and approved by the relevant delegated authority/authorities prior to the project being initiated. The Project Proposal can be just a scoping document (minor projects) a brief (standard projects) or detailed (major projects).
- Where a project involves new business, programmatic activity, or public advocacy, a risk assessment is to be undertaken. For standard projects, this can be contained within the project proposal, however major projects will be likely to require a detailed risk assessment.
- Council authorisation is not required if the project is clearly within the scope of Narrandera Shire Council's strategic and financial plans. In principle support to proceed is required where the GM/DGM deems the project to:
 - be outside of the organisation's strategic or financial plans; and/or,
 - amount to significant new business.
- Upon approval of the Project Proposal:
 - A Project Sponsor and Project Manager will be allocated. Major projects require an Executive Team member to act as the Project Sponsor for the duration of the project.
 - An appropriate governance structure will be established, including linkages to external governance structures where appropriate. Major Projects require a Project Governance Body to be established (eg: Project Management Steering Group).
 - A budget will be allocated and the project included in the Narrandera Shire Council's Long Term Financial and Delivery/Operational Plans.
- Where a project is delivered in partnership with another organisation or funding body, a Memorandum of Understanding (MOU) (or similar agreement) is required and must be signed by the relevant delegated authority from Narrandera Shire Council and the partner organisation.

5.4.2 Planning and Design

- Projects require a Project Plan to be prepared and approved by the relevant delegated authority/authorities prior to the project being implemented. In most cases a minor project will only require a project scope, which can be approved in accordance with the relevant delegated authority. The Project Plan can be brief (standard projects) or detailed (major projects). Refer to Project Management Procedure for further guidance. Some projects may require an external template to be used.
- An Evaluation Plan is recommended for large projects and projects aiming to achieve practice change. Refer to Project Management Procedure for further guidance and to Project Management Lifecycle for the additional documentation considerations at the planning and design phase.
- Projects require appropriate stakeholder engagement to be undertaken during the planning and design phase to ensure the project is acceptable to and meets the needs and requirements of intended beneficiaries, this is to be undertaken in accordance with Council's Communication policy.

5.4.3 Implementation

- Projects will be managed using an acceptable project management methodology throughout the project lifecycle, including arranging activities and tasks into a

workable sequence, and measuring outcomes/performance against established baselines/indicators.

- All projects should utilise **[insert project management system eg: Yet to be determined]** to assign project tasks and responsibilities, track milestones, and record communication among the project team.
- Relevant stakeholders shall be advised of the implementation of the project through appropriate communication channels, and where appropriate, user acceptance testing undertaken to ensure project deliverables are acceptable to and meet the needs and requirements of intended beneficiaries.
- A record of all project materials shall be recorded and be stored electronically in the project specific folder in the Council's record management system, in hard copy with the Project Manager, and later archived.

5.4.4 Monitoring and Control

- Projects shall employ appropriate techniques and processes for monitoring and controlling project parameters including scope, quality, resources (time and budget), and risk. As a minimum:
 - **[Insert project management system eg: Yet to be determined]** shall be utilised to monitor and control the project schedule and record issues, risks, and variations to the Project Plan.
 - Expenditure will be monitored through utilisation of the Budget Tracker.
 - Progress and final reporting, which measures progress/outcomes against budget, milestones, benefits, risks and other metrics, will be prepared by the Project Manager and submitted to the Project Sponsor and relevant governance body/bodies as required. The Progress/Final Report can be brief (small projects) or detailed (large projects). Refer Project Management Procedure for further guidance.

The management and reporting of some projects may additionally be guided by specific funding or contractual agreements.
- The Project Management Lifecycle identifies the additional documentation considerations during the monitoring and control phase.

5.4.5 Closure

- Projects require and Post Implementation Review Report to be completed and authorised by the relevant delegated authority/authorities prior to closing the project.
- The Post Implementation Review Report shall report on, as a minimum, project outcomes and benefits, recommendations, lessons learned, and any outstanding actions.
- Findings from the post implementation review should be communicated to the team, organisation and Council as appropriate.
- Where results demonstrate positive outcomes, every effort should also be made to promote the results broadly through conference presentations, journal articles, etc.
- Upon completion and acceptance of the Post Implementation Review Report, the Project Manager shall:
 - handover any outstanding actions to person/people responsible for ongoing support and maintenance of project deliverables and outcomes, where relevant
 - dissolve the project team and project governance body/bodies, where relevant
 - audit and archive project documentation, as required.

6. DEFINITIONS

- **DGM:** Deputy General Manager
- **Executive Team:** General Manager and Deputy General Managers.
- **GM:** General Manager
- **NSC:** Narrandera Shire Council

7. ROLES AND RESPONSIBILITIES

Councillors	<ul style="list-style-type: none"> • Endorse and ensure compliance with the Project Management Policy. • Be aware of key project activities. • Approve projects within the Community Strategic, Delivery, Operational and Financial plans.
Executive Group	<ul style="list-style-type: none"> • Ensure compliance with the Project Management Policy. • Identify and lead contractual and partnership relationships related to project activities as relevant. • Communicate with the Council regarding key project activities. • Sign off on external funding and partnership agreements in line with the functions and delegations. • Facilitate project communication across the team and organisation. • Provide support and advice to the project team as required. • Fulfill the role of project sponsor as required.
Staff	<p>All staff</p> <ul style="list-style-type: none"> • Comply with the Project Management Policy and seek guidance in the event of uncertainty as to its application. • Comply with the adopted Code of Conduct in all aspects of project management. <p>Project Sponsors</p> <ul style="list-style-type: none"> • Provide project management resources and support throughout the project lifecycle. <p>Project Managers</p> <ul style="list-style-type: none"> • Identify and lead project activities in line with organisation’s strategic and operational plans, and in line with relevant funding and partnership agreements. • Identify and lead contractual and partnership relationships as delegated through project activities. • Lead project development, implementation and evaluation including planning, scoping and consultation, budgeting, risk and issue management, and reporting. • Contribute to project communication across the team and organisation. <p>Project Officers</p> <ul style="list-style-type: none"> • Support project development, implementation and evaluation including planning, scoping and consultation, budgeting, risk and issue management, and reporting. • Support contractual and partnership relationships as delegated through project activities. • Contribute to project communication across the team and organisation.

8. RELATED LEGISLATION

- Local Government Act 1993
- Government Information (Public Access) Act 2009

9. RELATED POLICIES, REFERENCES & RESOURCES

9.1 POLICIES

- CS100 Procurement Policy
- CS150 Risk Management Policy
- ES310 Community Engagement Policy
- POL090 Internal Records Management Policy 2021
- NSC Code of Conduct.

9.2 INTERNAL REFERENCES

Project Management Procedure (Forms and templates)

- Project Management Lifecycle
- Project Proposal / Plan Template – Standard Project
- Project Proposal / Plan Template – Major Project
- Risk Management Plan Template
- Budget Template
- Communications Plan Template
- Stakeholder Engagement Plan Template
- Stakeholder Register Template
- Progress / Final Report Template – Standard Project
- Progress / Final Report Template – Major Project
- Evaluation Plan / Report Template – Standard Project
- Evaluation Plan / Report Template – Major Project
- Project Closure Review Report Template

9.3 EXTERNAL REFERENCES & RESOURCES

- Australia (2010). Project Management – A Guide. Charter Australia
- Project Management Institute. (2017). A Guide to the Project Management Body of Knowledge (PMBOK® Guide). Project Management Institute.
- NSW Government, Division of Local Government - Capital Expenditure Guidelines. (2010)

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:

- TS310 – Project Management Policy

POLICY HISTORY

Responsible Officer	Deputy General Manager Infrastructure Services		
Approved by	General Manager		
Approval Date	XX Month 202X		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 October 2024		
Version Number	Endorsed by ELT	Adopted by Council	Date signed by GM
1 Adopted	2/02/2015	17/03/2015	18/03/2015
2 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

NOTE: This is a controlled document. If you are reading a printed copy, please check that you have the latest version via Council’s website (external) or MagiQ (internal). Printed or downloaded versions of this document are uncontrolled.

12. Acknowledgement of Training Received (if required)

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

18 OUR CIVIC LEADERSHIP**18.1 ANNUAL DISCLOSURE OF PECUNIARY INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED PERSONS****Document ID: 579246****Author: Senior Customer Service Administration Officer****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

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

PURPOSE

The purpose of this report is to table the Disclosure of Pecuniary Interest Returns lodged by Councillors and designated persons for the financial year ending 30 June 2021.

SUMMARY

Council's Code of Conduct adopted 15 September 2020 requires that each Councillor and designated person makes, and lodges with the General Manager, a return disclosing the Councillors or designated persons interests within three months of 30 June (i.e., 30 September) each year.

BACKGROUND

Clause 4.25 of the Council's Code of Conduct requires that the Disclosure of Pecuniary Interest Returns be to be tabled by the General Manager at the first available Council meeting following the reporting period.

The returns for the reporting period 1 July 2020 to 30 June 2021 are now tabled for information and will also be made publicly available on Council's website in due course.

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

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

- Council's Model Code of Conduct adopted 15 September 2020

Financial

- There are no perceived financial implications

Legal / Statutory

- *Local Government Act, 1993*

Community Engagement / Communication

- By presenting this report in the Ordinary section of the business paper and publishing the declarations on Council's website.

Human Resources / Industrial Relations (if applicable)

- There are no perceived implications

RISKS

- Non-compliance would breach Council's Model Code of Conduct adopted 21 May 2019.

OPTIONS

As civic leaders, both Councillors and designated persons must comply with the Model Code of Conduct.

CONCLUSION

The recommendation is that Council acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by Councillors and designated persons and that these documents are tabled for information.

RECOMMENDATION

That Council:

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

**18.2 FIVE-YEAR EXTENSION OF LICENCE AGREEMENT WITH RBA HOLDINGS -
NGURANG ROAD COMMUNICATIONS TOWER****Document ID: 580629****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Endorses the acceptance of the final five-year option to extend the licence agreement with RBA Holdings Pty Ltd from 30 January 2022 to 29 January 2027 for use of space at the Ngurang Road, Narrandera communications tower; and
2. Endorses the continued NIL annual rental based on the business purpose of RBA Holdings Pty Ltd, and includes within each organisational Annual Report the amount of the annual rental foregone to inform the community of the contribution of Council to this service; and
3. Provides delegated authority to the Mayor and the General Manager to execute the document and place the Seal of Council on this and any other document relating to this matter if required.

PURPOSE

The purpose of this report seeks the endorsement of Council to enter the final five-year option to renew the licence agreement between Council and RBA Holdings Pty Ltd for space at the Ngurang Road, Narrandera communications tower.

SUMMARY

RBA Holdings Pty Ltd currently has a 15-year licence with Council to occupy space on the Ngurang Road communications tower and space within the adjacent communications hut. The commencement date of the current second five-year option was 30 January 2017, concluding 29 January 2022. The final option to renew the licence is again for five years to conclude on 29 January 2027. The Executive Leadership Team has reviewed the proposed lease document and approved the document.

The tower is located on Lot 326 DP 704368, which is classified as operational land and owned by Narrandera Shire Council.

BACKGROUND

RBA Holdings Pty Ltd (RBAH) currently holds a non-fee-paying licence for the use of space on the Ngurang Road communications tower and within the adjacent communications hut. Clause 22 of the licence agreement details the requirements for exercising the option to renew and RBAH has complied.



Locality map of Lot 326 DP 704368

The current annual rental is NIL per annum as RBAH is a non-profit generating business, and RBAH has provided the following information to justify the continued NIL annual rental:

“RBAH is a member-based organisation formed by commercial regional broadcasters to provide terrestrial digital television services in areas known as “black spots” in order to implement the Commonwealth Government’s policies. Without RBAH, many people in remote rural areas would not receive a terrestrial digital television signal.

RBAH originally took on the establishment, building and the digital upgrade costs of local Self-Help facilities, which included:

- *Engineering*
- *Equipment purchase (Transmitters, Combiners, Antennas)*
- *Construction*
- *Electricity*
- *Maintenance*

The upgrade costs alone at (each) site were approximately \$160,000 with operating costs averaging \$13,000 per year.

The other costs of RBAH include broadcasting licences, electricity supply, insurance and the lease/licence of land where digital transmission facilities are located.

*It is important to note that **RBAH is not a profit generating enterprise and does not receive any advertising revenue.** Because of this, some Councils only charge RBAH \$1 if demanded for tenure on their land.*

With aging equipment and particularly with some site's location and exposure to adverse weather conditions, RBAH is currently examining replacement of the equipment at some sites. This cost in these regional areas is approximately \$150,000 per site.

RBAH provides approved Licensees (WIN, Prime, Southern Cross Australia, Seven Queensland and NBN) with non-exclusive access to its television transmitter infrastructure for the purpose of delivering digital broadcasting signals to the public. These signals are retransmitted free-to-air (sometimes via links) to RBAH sites across Australia.

For RBAH shareholders, broadcasting into these black spot areas is not economically beneficial due to the small audience the transmitters serve.

However, with rural areas experiencing unprecedented hardship with droughts, flooding and other natural disasters, providing a digital terrestrial television signal to these small "black spot" communities acts as a focal point to bring the community together to disseminate information – RBAH is essentially providing a community service."

If the licence agreement was levied an annual rental, for the 2021-2022 financial year the amount would be \$3,106.26 (incl GST).

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

- CS60 Land Leases & Licences Policy

Financial

- The proposed annual rental remains at NIL based on the business purpose of RBA Holdings Pty Ltd. The information provided by RBA Holdings Pty Ltd supports the statement that the business provides an essential service to the community. If the licence was levied an annual rental amount would be \$3,106.26 (incl GST).
- RBA Holdings Pty Ltd will be required to pay the costs associated with the preparation of this new licence agreement.

Legal / Statutory

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*

Community Engagement / Communication

- This matter is being presented in the ordinary business paper for discussion.

Human Resources / Industrial Relations (if applicable)

- Nil

RISKS

There are no perceived risks with the proposed licence agreement.

OPTIONS

The options available are for Council to either:

1. Endorse the final five-year option for the licence agreement with RBA Holdings Pty Ltd.
2. Not endorse the proposed licence agreement with RBA Holdings Pty Ltd.

CONCLUSION

RBA Holdings Pty Ltd has been a long-term licensee at this site and has invested significant capital into essential communications infrastructure at this location.

Given the essential service provided to the local community, the recommendation will be for Council to endorse the proposed licence agreement with a NIL annual rental payable.

RECOMMENDATION

That Council:

1. Endorses the acceptance of the final five-year option to extend the licence agreement with RBA Holdings Pty Ltd from 30 January 2022 to 29 January 2027 for use of space at the Ngurang Road, Narrandera communications tower; and
2. Endorses the continued NIL annual rental based on the business purpose of RBA Holdings Pty Ltd, and includes within each organisational Annual Report the amount of the annual rental foregone to inform the community of the contribution of Council to this service; and
3. Provides delegated authority to the Mayor and the General Manager to execute the document and place the Seal of Council on this and any other document relating to this matter if required.

18.3 RENEWAL OF LEASE OF LAND - NARRANDERA-LEETON AIRPORT PRIVATE AIRCRAFT HANGAR**Document ID: 581301****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Endorses the acceptance of a three-year lease agreement with Graeme John Mathieson for the term 1 July 2021 to 30 June 2024 for the lease of land for a private aircraft hangar at the Narrandera-Leeton Airport; and
2. Provides delegated authority to the Mayor and the General Manager to execute the document and place the Seal of Council on this and any other document relating to this matter if required.

PURPOSE

This report seeks the endorsement of Council to enter into a new lease of land agreement with the owner of an existing private aircraft hangar at the Narrandera-Leeton Airport.

SUMMARY

There are currently two leases of land for private aircraft hangars at the Narrandera-Leeton Airport, with the lease held by Graeme John Mathieson due for renewal. The Executive Leadership Team has viewed the lease document and has approved the document.

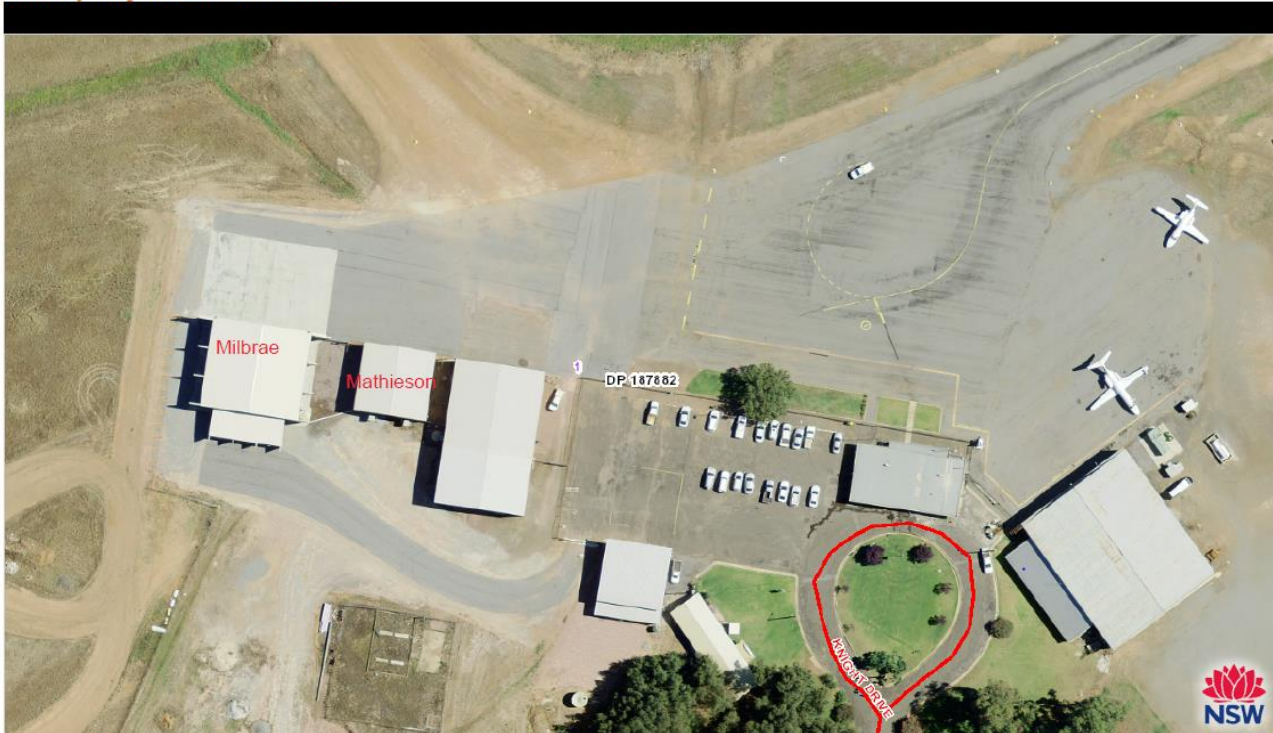
Both hangars are located on Lot 1 DP 187882, which is classified as operational land and owned by Narrandera Shire Council.

BACKGROUND

Mr Mathieson currently holds a three-year lease in the name of Graeme John Mathieson for the occupancy of land at the Narrandera-Leeton Airport which does not provide for additional renewal options. The reason for this is that leases longer than three-years, including options, must become a registered lease on the certificate of title for the land which incurs additional expense.

The annual fee for the proposed lease is contained within Council's adopted fees and charges, with the annual lease fee for 2021-2022 being \$1,674.02 (incl GST).

Locality map of Lot 1 DP 187882



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Locality map of Lot 1 DP 187882

At the date of finalising this report, there are no known breaches to the conditions within the current lease agreement and it will be recommended that Council endorses the proposed lease agreement.

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

- CS60 Land Leases & Licences Policy

Financial

- Annual revenue from the lessee in accordance with Council’s adopted fees and charges

Legal / Statutory

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Real Property Act 1900*

Community Engagement / Communication

- This matter is being presented in the ordinary business paper for discussion.

Human Resources / Industrial Relations (if applicable)

- There are no perceived implications with the proposed lease agreement

RISKS

There are no perceived risks with the proposed lease agreement.

OPTIONS

The options available are for Council to either:

1. Endorse the proposed lease agreement as presented; or
2. Not endorse the proposed lease agreement as presented.

CONCLUSION

Mr Mathieson has invested significant capital to establish the hangar structure and there are no known breaches relating to the current or previous leases.

The recommendation will be for Council to endorse the proposed lease agreement with Graeme John Mathieson for the term 1 July 2021 to 30 June 2024.

RECOMMENDATION

That Council:

1. Endorses the acceptance of a three-year lease agreement with Graeme John Mathieson for the term 1 July 2021 to 30 June 2024 for the lease of land for a private aircraft hangar at the Narrandera-Leeton Airport; and
2. Provides delegated authority to the Mayor and the General Manager to execute the document and place the Seal of Council on this and any other document relating to this matter if required.

18.4 COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT**Document ID: 581613****Author: General Manager****Authoriser: General Manager****Theme: Our Civic Leadership****Attachments: 1. UNDER REVIEW POL035 Councillor Training Development Policy****RECOMMENDATION**

That Council:

1. Endorses the draft policy Councillor Induction and Professional Development.
2. Authorises the General Manager to engage suitable consultants to prepare and deliver the first stages of the program.

PURPOSE

The purpose of this report is to advise Council of the commencement of the Local Government (General) Regulation 2021 and seek guidance on the implementation of the requirements of Part 8A Induction Training and Professional Development of Councillors.

SUMMARY

The Local Government (General) Regulation 2021 commenced on 20 August 2021 and, amongst many provisions, Part 8A provides for the education and development of candidates and subsequently Councillors.

The scheme of the regulation is to establish the following development programs.

- A candidate information program (optional)
- A new Councillor and Mayor induction (compulsory)
- A Councillor and Mayor development program (compulsory)
- Annual and term reporting of the programs

The Office of Local Government has produced a guide and handbook to assist in the facilitation of the requirements. That can be found at

[Councillor Induction and Professional Development Guidelines 2018 \(nsw.gov.au\)](https://www.nsw.gov.au/councillor-induction-and-professional-development-guidelines-2018)

BACKGROUND

The concept of professional development of councillors is not new and there have been plans for that development to occur, however those plans have lacked the backing of legislation. The enactment of the Regulation now mandates that training, although it remains very much a matter for Council and individual Councillors to agree on the content of the training delivered.

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

Our Civic Leadership

Strategy

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

Action

5.1.2 - A highly skilled and motivated workforce

ISSUES AND IMPLICATIONS**Policy**

The foundation document for the support for Councillors is the development and adoption of a policy "Councillor Induction and Professional Development Policy" a draft of which is attached.

The policy includes the following

- Purpose and Scope
- Commitment
- Induction Training
- Professional Development
- Responsibilities
- Budget
- Approval Process
- Evaluation
- Reporting

Council is requested to endorse the draft policy and its advertisement.

Financial

- LGNSW provides professionally delivered (either in-person or remotely) workshops catering for induction and professional development.
- Early estimates suggest that the cost of establishing a reasonable program to be up and running early next year would be in the order of \$15,000.
- That will require an adjustment to this year's budget allocation, which will be done in conjunction with the September budget review

Legal / Statutory

- The delivery of a program of this nature is now required by the Regulation.

Community Engagement / Communication

- The draft policy will be advertised for community comment following the endorsement by Council.

Human Resources / Industrial Relations

- It is proposed to have the main elements of the induction and development program delivered by consultants such as LGNSW. This will be augmented by specific familiarisation elements.
- There will be demands on staff in delivering the induction program in particular, as the program will include on-site inspection and familiarisation tours and briefing sessions on current projects and facilities

RISKS

The most relevant risk is the risk of having Councillors who are making poor decisions because they are not familiar with the issues surrounding Council activities and projects or who fail to understand their role.

OPTIONS

There is no option to not provide an induction program, as it is now mandated in the Regulation. Council does have options around the extent of the program, methods of delivery and cost effectiveness.

CONCLUSION

That Council endorses the policy for community consultation and authorises the General Manager to develop an appropriate program for delivery early in the life of the new Council.

RECOMMENDATION

That Council:

1. Endorses the draft policy Councillor Induction and Professional Development.
2. Authorises the General Manager to engage suitable consultants to prepare and deliver the first stages of the program.



Councillor Induction and Professional Development Policy 202X

POL035



NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700
Email: council@narrandera.nsw.gov.au

Phone: 02 6959 5510
Fax: 02 6959 1884



Policy No: POL035
Policy Title: Councillor Training and Development Policy
Section Responsible: Executive Services
Minute No: XXXXX
Doc ID: 8372

1. INTENT

The purpose of this policy is to demonstrate Narrandera Shire Council's commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 ('the Act').

2. SCOPE

This policy applies to all Councillors of Narrandera Shire Council, including the Mayor.

3. OBJECTIVE

The access to induction and ongoing professional development made available to Councillors will assist them in carrying out their local government duties.

4. POLICY STATEMENT

Narrandera Shire Council is committed to developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities (ie: their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

5. PROVISIONS

5.1 INDUCTION PROGRAM

Narrandera Shire Council will develop an induction program for new and returning Councillors, as well as a supplementary program for the Mayor, to ensure they are provided

all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover:

- an orientation to Council facilities and the local government area
- the legislation, rules, principles and political context under which councils operate
- the roles and responsibilities of Councillors and the Mayor
- an overview of the key issues and tasks for the new Council, including Council's
- community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures with which Councillors must comply, including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the Mayor and Councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the Mayor at the first Council meeting (where applicable).

In the case of the Mayor, the program will also cover:

- how to be an effective leader of the governing body and the Council
- the role of the Chair and how to chair Council meetings
- the Mayor's role in integrated planning and reporting
- the Mayor's role and responsibilities under the code of conduct
- the Mayor's role and responsibilities in relation to the General Manager's employment
- the Mayor's role at regional and other representative bodies, and
- the Mayor's civic and ceremonial role.

The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team, focused on a common purpose with shared values and goals. Activities will aim to ensure the Mayor and Councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body

- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body
- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the Mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The Mayor and Councillors, including those re-elected to office, must attend all induction sessions.

Narrandera Shire Council will evaluate the induction program at the end of each Council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

5.2 ONGOING PROFESSIONAL DEVELOPMENT PROGRAM

An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (ie: the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the Council's term and identify professional development activities in which the Mayor or Councillor will participate. Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required, in accordance with Council's Councillor and Expenses and Facilities Policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience; for example: on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice

- 20% of learning activities are provided via learning and training through others; for example: personal or professional networks, coaching, mentoring, feedback, memberships, and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs: for example: training courses, external or in-house workshops, seminars, webinars, and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the Mayor and Councillors will be designed in such a way to not overload Councillors with learning activities in the early part of Council's term. The timing will reflect what knowledge and skills Councillors and the Mayor need at various points in Council's term to undertake their roles.

The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

5.3 BUDGET

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the Mayor and Councillors. Expenditure will be monitored and reported quarterly.

NOTE: there is a \$2,000 budget allocation per Councillor per year to cover training and induction. Total fund is \$25,000 per year.

5.4 APPROVAL OF TRAINING AND/ OR EXPENSES

Professional development activities that require Council funds are to be approved by the General Manager in accordance with Narrandera Shire Council's Councillor Expenses and Facilities Policy.

5.5 EVALUATION

Council will evaluate the professional development program at the end of each Council term to assess whether it was effective in assisting the Mayor and Councillors to develop the capabilities required to fulfil their civic roles.

5.6 REPORTING

The General Manager will publicly report each year in Council's annual report:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and

- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council
- **OLG:** Office of Local Government

7. ROLES AND RESPONSIBILITIES

7.1 MAYOR AND COUNCILLORS

- The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan.
- The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.

7.2 GENERAL MANAGER

- The General Manager has overall responsibility for Narrandera Shire Council's induction and professional development program.

7.3 STAFF

- The Human Resources Manager and Executive Assistant are responsible for planning, scheduling and facilitating induction and professional development activities for the Mayor and Councillors in consultation with the General Manager.
- The Executive Assistant is responsible for recording training and maintaining the Councillor Training Register.

8. RELATED LEGISLATION

- Local Government Act 1993 s232

9. RELATED POLICIES AND DOCUMENTS

- CS270 Councillor and Expenses and Facilities Policy
- OLG Councillor Induction and Professional Development Guidelines 2018

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:

- ES130 Councillor Training and Development Policy.

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	DD Month 202X		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	1 December 2024		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	17/02/2009
2 Reviewed	2/10/2018	-	2/10/2018
3 Reviewed	13/10/2020	17/11/2020	13/01/2021
3 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

19.1 SEPTEMBER 2021 DEVELOPMENT SERVICES ACTIVITIES

Document ID: 579690

Author: Administration Assistant

Authoriser: Deputy General Manager Infrastructure

Theme: Statutory and Compulsory Reporting – Development Services

Attachments: Nil

RECOMMENDATION

That Council:

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

PURPOSE

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

BACKGROUND

Development & Complying Development Applications

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

Stage Reached	Number
Lodged	4
Stop-the-Clock / Under Referral / Awaiting Information	1
Under Assessment	4
Determined	2

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

Development Type	2021/2022			
	September		Year to Date	
	Number	Value \$	Number	Value \$
Residential	2	\$ 33,363	16	\$ 1,242,108
Industrial			0	\$ -
Commercial *			6	\$ 15,214,209
Rural Residential			2	\$ 817,000
Subdivisions			1	\$ -
Other			0	\$ -
TOTAL	2	\$ 33,363	25	\$ 17,273,317

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council consented to the following development applications, applications for modification of development consents and complying development certificate applications during September 2021.

No	Lot	Sec	DP/SP	Address	Development Type	Type	STC / RFI Days	ACTIVE Business Days
007 21-22	9	89	258663	4 Camelia Dr NARRANDERA	Demolition	L	-	4
009 21-22	1	-	326401	73-75 East St NARRANDERA	Change of use – beauty rooms	L	-	11

Type explanation

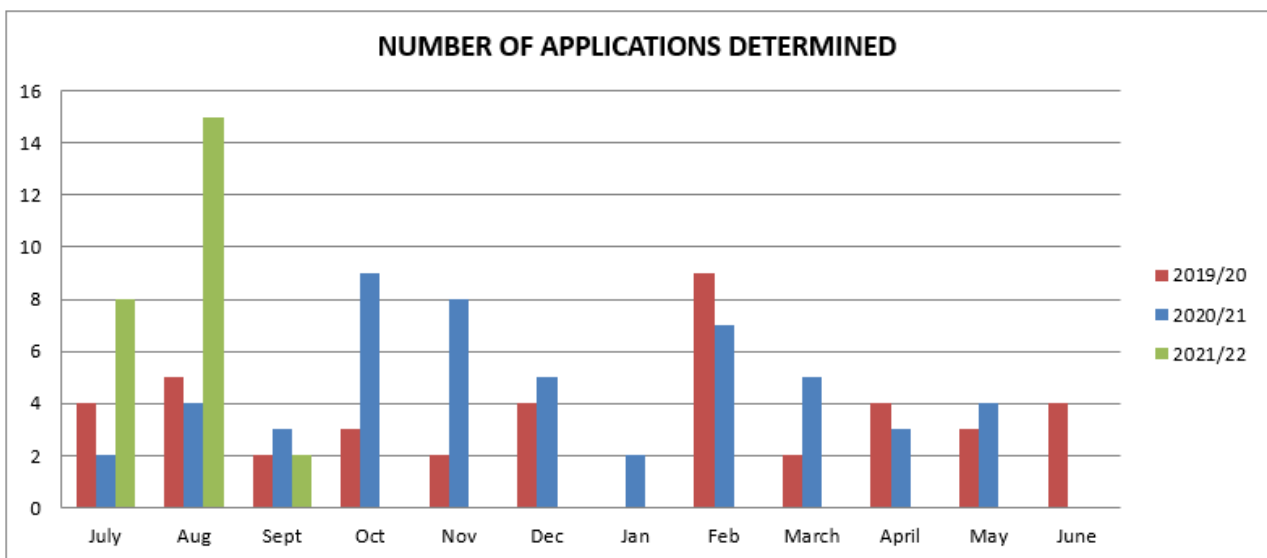
Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target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

Comparison determination times

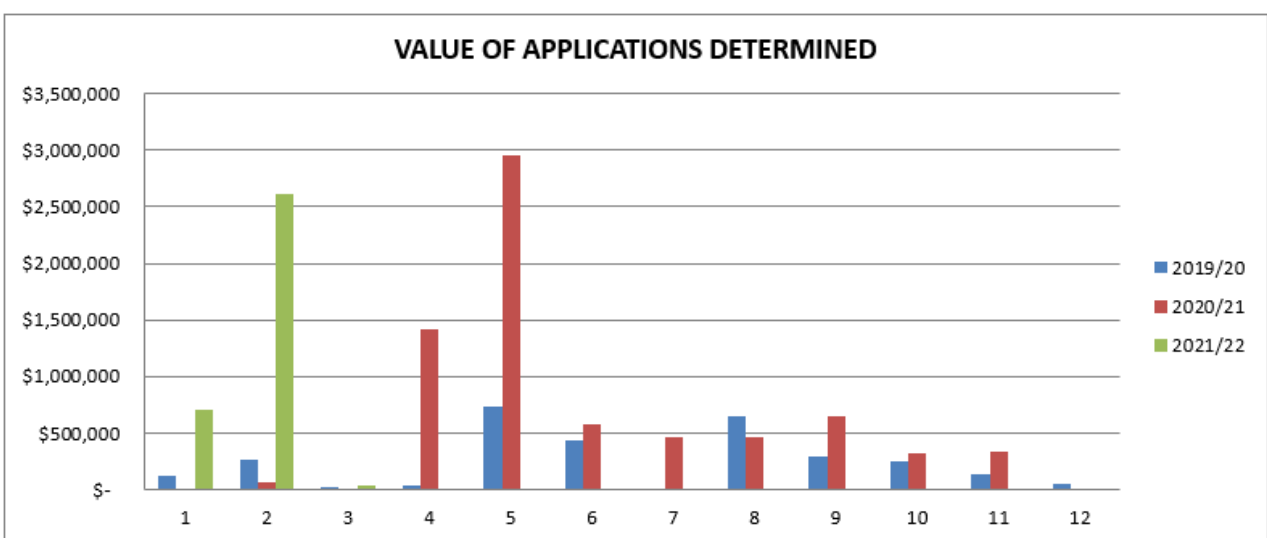
2014/15	Narrandera Shire Council average	42 days
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2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19	Narrandera Shire Council average	38 days
2019/20	Narrandera Shire Council average	32 days
2020/21	Narrandera Shire Council average	30 days
2021/22	Narrandera Shire Council average YTD	17 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2019/20.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2019/20.



*2021/22 August figures exclude \$13,915,445 for 2 micro solar farms

Certificates Issued

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

Certificate Type	Number Issued
Construction Certificates	-
Building Certificates	-
Subdivision Certificates	2
Occupation Certificates	1
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	28
Swimming Pool Compliance Certificates	1
On-Site Septic Management System Certificates	2

RECOMMENDATION

That Council:

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

20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

20.1 SEPTEMBER STATEMENT OF RATES AND RECEIPTS

Document ID: 580626

Author: Revenue Officer

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 September 2021.

RATES & CHARGES

Arrears as at 01.07.2021	864,910.14
21/22 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,465,521.72</u>
	9,330,431.86
Less Pensioner rebates	<u>207,065.95</u>
NET BALANCE	9,123,365.91
Less receipts to 30.09.2021	<u>3,323,077.81</u>
	<u><u>5,800,288.10</u></u>

Actual % Rate Collection to Net Balance as at 30.09.2021 = 36.42%

Comparative % Collection to Net Balance as at 01.10.2020 = 32.84%

Anticipated % Collection Rate as at 30.06.2022 = 94.00%

WATER CONSUMPTION / SEWER USAGE CHARGES

Arrears as at 01.07.2021	256,707.64
21/22 Water / Sewer usage charges, supplementary levies & interest	<u>2,578.19</u>
NET BALANCE	259,285.83
Less receipts to 30.09.2021	<u>77,568.95</u>
	<u><u>181,716.88</u></u>

PURPOSE

The purpose of this report is to present the Statement of Rates and Receipts as at 30 September 2021.

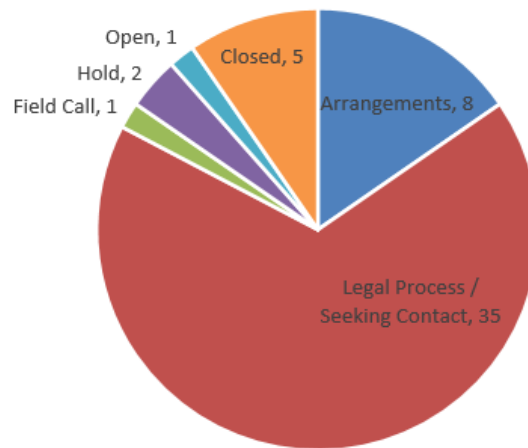
SUMMARY

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

OVERDUE RATES AND CHARGES

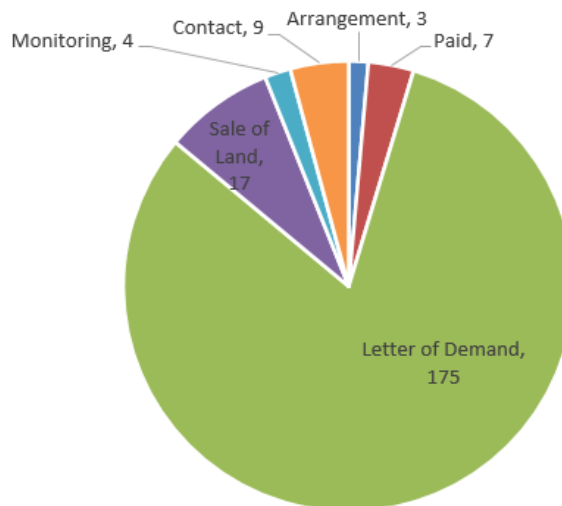
The table below provides information on the status of outstanding accounts under the management of Council’s debt recovery agency.

Debt Recovery Agency



The table below displays overdue accounts under review by Council staff, with the potential to be referred to Council’s debt recovery agency.

Narrandera Shire Council



RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 September 2021.

20.2 SUBMISSIONS GENERAL PURPOSE FINANCIAL STATEMENTS AND AUDITORS REPORT**Document ID: 580659****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting – Financial / Audit****Attachments: 1. Overview General Purpose Financial Statements 2020-2021****RECOMMENDATION**

That Council:

1. Notes that there were no submissions received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2021.
2. Concludes the 2020/2021 financial reporting process in accordance with the Local Government Act, 1993.

PURPOSE

The purpose of this report is to advise Council of any submissions that were received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2021. Council received no submissions for the 2020/2021 year, completing the financial reporting process.

The General Purpose Financial Statements and Auditors Report were adopted by Council at its September meeting and will form part of the Annual Report to be presented to Council in November 2021. Attached to this report is an overview of the Financial Statements and Audit report.

SUMMARY

The 2020/2021 Financial Statements were presented to Council at its September 2021 meeting. Council adopted the Financial Statements and Auditors Report as presented. Upon adoption by Council, any person may make a submission to Council regarding the Financial Statements or the Auditors Report. This was advertised in accordance with Section 420 of the Local Government Act 1993, which states:

1. Any person may make submission to the council with respect to the council's audited financial reports or with respect to the auditor's reports.
2. A submission must be in writing and must be lodged with the council within seven days after the date on which those reports are presented to the public.
3. The council must ensure that copies of all submissions received by it are referred to the auditor.
4. The council may take such action as it considers appropriate with respect to any such submission, including the giving of notice to the Director-General of any matter that appears to require amendment of the council's financial reports.

There were no submissions received in relation to the 2020/2021 General Purpose Financial Statements and Auditors Report.

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

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS**Policy**

- N/A

Financial

- NA

Legal / Statutory

- Compliance with the Local Government Act 1993 Section 420

Community Engagement / Communication

- The Local Government Act makes provision for the community to make submissions in regard to the General Purpose Financial Statements and Auditors Reports and directs how submissions will be reported.
- The attached overview of the General Purpose Financial Statements and Auditors Reports enhances the communication of the reports.

Human Resources / Industrial Relations

- N/A

RISKS

Not advertising for submissions would be in contravention to the Local Government Act and would limit the public's avenues to comment on the Financial Statements and Auditors Report.

CONCLUSION

Council note that no submissions were received and that no further action is required, concluding the 2020/2021 financial reporting process in accordance with the Local Government Act, 1993.

RECOMMENDATION

That Council:

1. Notes that there were no submissions received in regard to the General Purpose Financial Statements and Auditors Report for the period ending 30 June 2021.
2. Concludes the 2020/2021 financial reporting process in accordance with the Local Government Act, 1993.

General Purpose Financial Statements at 30 June 2021 - Overview

The N.S.W Audit Office has provided a commentary on the key performance ratios within the Audit Generals' report on the conduct of the audit. That commentary is reproduced below.

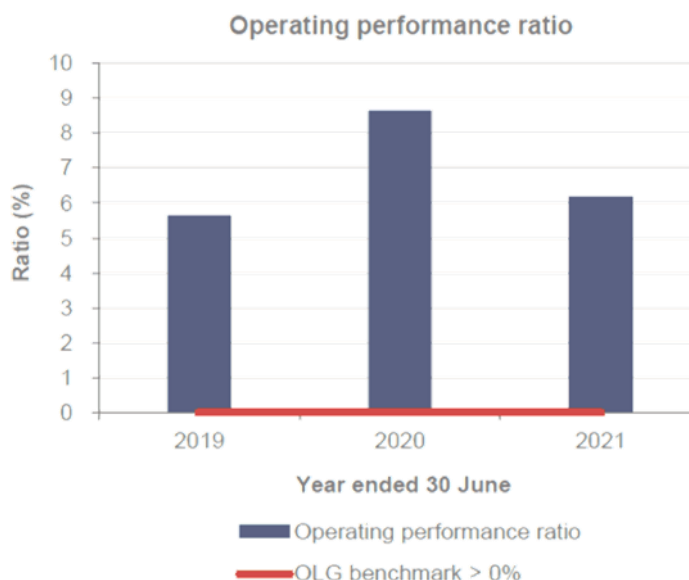
PERFORMANCE

Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Industry and Environment.

Operating performance ratio

- The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.
- Council exceeded the OLG benchmark for the current reporting period.
- The operating performance ratio decreased to 6.16 per cent (2020: 8.65 per cent), due to the \$1.3 million decrease in sale of water allocation income (within other revenue)



General Purpose Financial Statements at 30 June 2021 - Overview

Own source operating revenue ratio

- The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.
- Council did not meet the OLG benchmark for the current reporting period. This indicates that the Council is more reliant on external funding sources, such as grants and contributions.
- The own source operating revenue ratio decreased in 2021, due to the \$1.3 million decrease in sale of water allocation income (within other revenue), and the increased level in grants and contributions.



Unrestricted current ratio

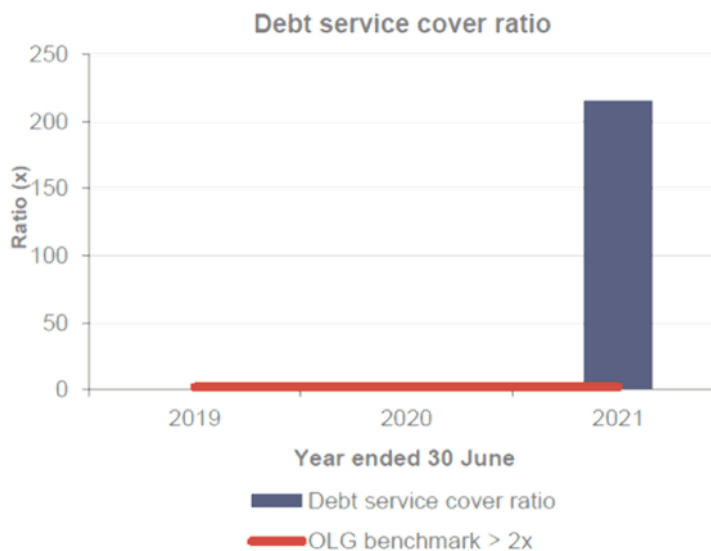
- The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.
- Council exceeded the OLG benchmark for the current reporting period.
- Council's unrestricted current ratio has remained relatively steady.



General Purpose Financial Statements at 30 June 2021 - Overview

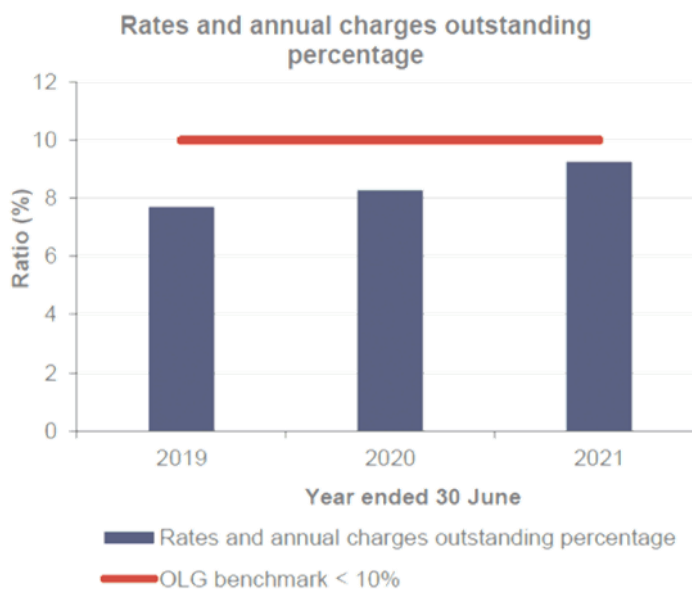
Debt service cover ratio

- The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.
- Council exceeded the OLG benchmark for the current reporting period.
- Council has external borrowings in 2021, compared to nil in 2019 and 2020. As such, there is a debt service cover ratio in 2021.



Rates and annual charges outstanding percentage

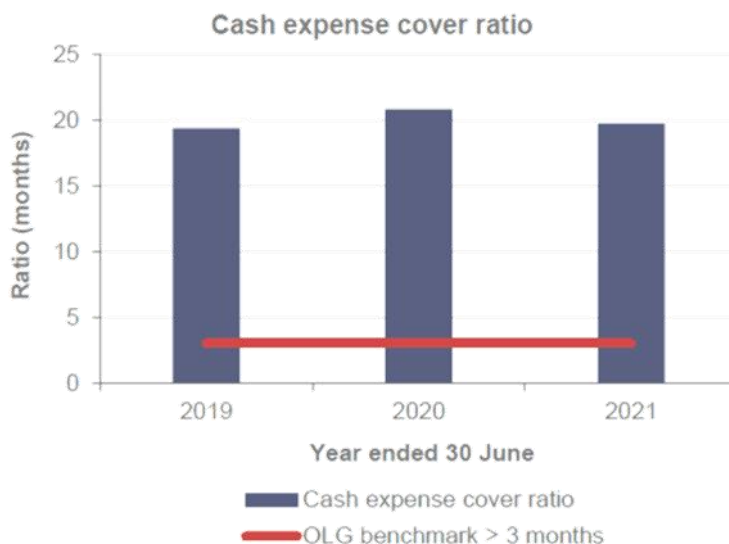
- The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional and rural councils.
- The Council met the OLG benchmark for the current reporting period which is a reflection of sound debt recovery procedures at the Council.
- The rates and annual charges outstanding percentage has increased from the previous year and this relates to regulations limiting some Council debt recovery actions due to COVID-19.



General Purpose Financial Statements at 30 June 2021 - Overview

Cash expense cover ratio

- This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.
- The Council exceeded the OLG benchmark for the current reporting period. This indicates that Council had the capacity to cover 19.7 months of operating cash expenditure without additional cash inflows at 30 June 2021.
- The cash expense cover ratio has remained steady.



Infrastructure, property, plant and equipment renewals

The Council renewed \$8.9 million of assets in the 2020–21 financial year, compared to \$5.0 million of assets in the 2020–21 financial year. The increase is primarily due to:

- \$1.5 million more of capital work in progress renewals that were subsequently transferred, predominately to roads, other structures and swimming pools;
- \$1.4 million of direct renewals for swimming pools; and
- \$1.0 million more of direct renewals for roads.

20.3 LOAN FUNDING BARELLAN SEWER PROJECT**Document ID: 580765****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Receives and notes the loan funding options available to Council along with the associated costs.
2. Under Section 621 LG Act 1993, borrows \$1,620,000 for the Barellan Sewer Project to be funded by the NSW Treasury Corporation on a 15-year term at an indicative rate of 2.45% interest per annum with quarterly repayments of approximately \$32,346.
3. Acknowledges that the proposed loans are included in Council's Long-Term Financial Plan with provision to meet repayments.
4. Acknowledges that the proposed loans are within the 2020-21 loan borrowing request submitted to the Office of Local Government
5. Notifies the Director General (OLG) of the borrowings within seven days of Council borrowing money under the loan contract.
6. Notes under Local Government (General) Regulations 2021 Sec 229 that the repayment of money borrowed by Council, and the payment of any interest on that money, is a charge on the income of Council.
7. Acknowledges that the proposed borrowing complies with the Ministerial Borrowing Order issued under Section 624 LG Act 1993.

PURPOSE

The purpose of this report is to present to Council a review of loan funding options available to Council for the Barellan Sewer Project.

SUMMARY

This report contains information on the options available to Council for Barellan Sewer loan funds and the associated costs of obtaining this loan funding.

BACKGROUND

Loan borrowings provide an important source of funding for Council works as an alternative to accumulated reserves, where external grants or contributions are not available. The funds can be borrowed from both internal and external sources and there are several legislative requirements and financial principles that need to be considered when determining if and how funds are to be borrowed and repaid.

Council must:

- Ensure that all borrowings (both internal and external) are in accordance with legislative requirements
- Minimise the cost of borrowings
- Ensure the total amount of loan borrowings is sustainable in terms of ability to meet future repayments, budgetary obligations, and industry financial benchmarks.

1.

Council, in accordance with CS230 Borrowing/Loans Policy when sourcing external loans, will assess Treasury Corporation facilities against commercial lenders where it will seek at least three written quotations and only use providers and funds allowed under the legislation and directions below.

2.

Written quotes must include:

- Interest rate
- Term of the loan
- Repayment intervals (monthly, quarterly etc)
- Repayment instalment amount
- Any applicable fees.

3.

In considering loan terms, Council will be guided by:

- The estimated economic life of the asset
- The minimisation of interest rate exposure
- Budgeting requirements.

4.

The adopted 2021/2022 budget has proposed external borrowings for the Barellan Sewer (\$1,620,000).

Quotes were requested from the following funding providers: NSW Treasury Corporation, Commonwealth Bank, Westpac Bank, National Australia Bank, St George Bank, Bendigo Bank and IMB. Quotes were received from NSW Treasury Corporation, Commonwealth Bank and National Australia Bank. Westpac Bank, Bendigo Bank, St George and IMB were unable to quote on this occasion.

Treasury Corporation

Treasury Corporation provides lending to NSW government entities that have been deemed as fit for the future, assessed as meeting the financial benchmarks set by the NSW government, or submitted and had approved an improvement plan showing how they plan to meet the financial benchmarks set by the NSW Government. The minimum loan funding amount is \$1,000,000 available for approved infrastructure which forms part of Council's annual capital expenditure program. A loan facility will be provided for up to 100% of the cost of the individual project, provided the annual overall borrowing programme does not exceed 80% of its annual capital expenditure. The minimum loan term is three years with no application, establishment, or ongoing fees. Loan types available include:

- Amortising loan – fixed rate paid at regular quarterly or semi-annual instalments to a maximum term of 20 years. Each instalment includes a principal and interest component
- Principal paid at maturity – fixed rate interest paid quarterly or semi-annually, and principal paid at maturity. Maximum loan term 10 years.

Loan facilities made available to Council by Treasury Corporation fall under the Local Government Act 1993 No 30 Section 623 and Local Government (General) Regulation 2021 – Reg 229 and will be entitled to the security of a charge over the income of the borrowing council. The loan agreement refers to the existence of this charge.

Treasury Corporation credit committee requires that a council can commit to their balanced investment framework as a loan condition. Should Council not meet this criteria, Treasury Corporation does not expect Council to dispose of investments but improve the investment rating as maturities fall due. Council must advise it is willing to comply with this framework before the credit process commences. The balanced portfolio guidelines in the BBB+ and below categories are as follows:

- Limit BBB+ investments to 30% (if no BBB exposure) or 20% (with 10% BBB exposure)
- Limit BBB- and below investments to 5% – with counterparty limits of 5% if the investments are with local Authorised Deposit-Taking Institutions (ADIs), or \$250,000 for all other ADIs rated BBB- and below

The rating is based on S&P long term issuer debt ratings. Council can also request that the 5% from the BBB- and below category is included in the BBB+/BBB segment, provided Council is willing to have 0% investments in the BBB- and below space.

TCorp		Portfolio Limit	Counterparty Limit	Max Tenor
Core TCorpIM Funds***	Unrated	100%	100%	N/A
S&P Long Term**	S&P Short Term**	Portfolio Limit	Counterparty Limit	Max Tenor
AAA	A-1+	100%	100%	N/A
AA+ to AA-	A-1+	100%	100%	5 years
A+ to A	A-1	100%	30%	3 years
A-	A-2	40%	20%	3 years
BBB+	A-2	30%*	10%	3 years
BBB	A-3		5%	12 months
BBB- & below - local ADIs	A-3 & below - local ADIs	5%	5%	12 months
BBB- & below - other	A-3 & below - other		\$250k	12 months

Council’s investment framework is detailed in CS40 Investments Policy and is based on Treasury Corporations balanced investments framework. Furthermore, compliance within this framework is reported monthly to Council in the investment report.

Portfolio Credit Limits			
Long Term Credit Ratings	Short Term Credit Ratings	Direct Investments Maximum	TCorp Managed Funds Maximum
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2*	30%	60%
BBB*	A-2*	30%	
Unrated*	Unrated*	0%	20%**

Commercial Banks

Loan funding provided by commercial banks do not require Council to meet the investment portfolio guidelines, fit for the future benchmarks, and there is no set minimum funding amount. The ability for Council to meet financial benchmarks and obligations would still be reviewed. There are no application, establishment, or ongoing fees for the providers. Loan facilities will fall under the Local Government Act 1993 No 30 Section 623 and Local Government (General) Regulation 2021 – Reg 229 and will be entitled to the security of a charge over the income of the borrowing council.

After quotations were received, an analysis was performed on the total cost of the loan over the term, as well as the quarterly payment amount required to ensure financial obligations can be met and these are detailed in the table below.

PROVIDER	15 YEARS		20 YEARS	
	INTEREST RATE	INTEREST VALUE	INTEREST RATE	INTEREST VALUE
TCORP	2.45%	\$ 320,768	2.80%	\$ 501,235
CBA	2.75%	\$ 362,516	2.96%	\$ 532,374
NAB	2.91%	\$ 384,999	3.38%	\$ 615,368

It is recommended that Council externally loan funds \$1,620,000 for the Barellan Sewer Project from NSW Treasury Corporation. The estimated application processing time is six week with an early December 2021 drawdown. The recommendation is based on the competitive rate received from NSW Treasury Corporation.

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

- CS230 Borrowing/Loans Policy
- CS40 Investments Policy

Financial

- Minimise the cost of borrowing, whilst ensuring the total amount of the loan borrowing is sustainable in terms of ability to meet future repayments, budgetary obligations, and industry financial benchmarks.

Legal / Statutory

- Compliance with the Local Government Act 1993 and Local Government Regulation 2021.

Community Engagement / Communication

- N/A

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

N/A

OPTIONS

1. Approve \$1,620,000 for the Barellan Sewer project funded by NSW Treasury Corporation on a 15-year term with quarterly instalments.
2. Approve \$1,620,000 for the Barellan Sewer project funded by an alternate provider on a 15-year term with quarterly instalments.
3. Request staff to re-review loan term and/or interest terms and return to Council.

CONCLUSION

Loan borrowings provide an important source of funding for Council works, as an alternative to accumulated reserves, grants and contributions. The review of loan funding options in this report provides a recommendation for the Barellan Sewer Project to be externally funded from NSW Treasury Corporation at an indicative rate of 2.45% with repayment by quarterly instalments over a term of 15 years.

RECOMMENDATION

That Council:

1. Receives and notes the loan funding options available to Council along with the associated costs.
2. Under Section 621 LG Act 1993, borrows \$1,620,000 for the Barellan Sewer Project to be funded by the NSW Treasury Corporation on a 15-year term at an indicative rate of 2.45% interest per annum with quarterly repayments of approximately \$32,346.
3. Acknowledges that the proposed loans are included in Council's Long-Term Financial Plan with provision to meet repayments.
4. Acknowledges that the proposed loans are within the 2020-21 loan borrowing request submitted to the Office of Local Government
5. Notifies the Director General (OLG) of the borrowings within seven days of Council borrowing money under the loan contract.
6. Notes under Local Government (General) Regulations 2021 Sec 229 that the repayment of money borrowed by Council, and the payment of any interest on that money, is a charge on the income of Council.

- | |
|--|
| <p>7. Acknowledges that the proposed borrowing complies with the Ministerial Borrowing Order issued under Section 624 LG Act 1993.</p> |
|--|

20.4 SEPTEMBER INCOME STATEMENT**Document ID:** 580767**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. September 2021 Income Statement**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 September 2021.

PURPOSE

The purpose of this report is to present Council with the Statement of Income for the period ending 30 September 2021.

SUMMARY

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

BACKGROUND**Adopted Budget**

The original budget was adopted by Council on 27 May 2021. The budget will be reviewed at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

Rates & Annual Charges

Rates & Charges are reported as fully received because revenue is accounted for once the rates levy has been run. Rates notices for 2021/2022 were issued on 2 July 2021.

Depreciation

Depreciation is run on a quarterly basis and has been calculated to September.

Major Variations to Budget

There are no major variations to budget evident.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 September 2021.

Narrandera Shire Council

Consolidated Income Statement

for the period ending 30 September 2021

	Original Budget	Actual YTD
Income from continuing operations		
Rates and annual charges	8,253	8,463
User charges and fees	3,338	665
Other revenues	524	452
Grants and contributions provided for operating purposes	7,043	1,004
Grants and contributions provided for capital purposes	7,199	(296)
Interest and investment revenue	214	(6)
Other income	277	53
Net gain from the disposal of assets	91	23
Total income from continuing operations	26,939	10,358
Expenses from continuing operations		
Employee benefits and on-costs	8,414	1,962
Materials and services	3,489	1,199
Borrowing costs	9	-
Depreciation and amortisation	5,705	1,426
Other expenses	1,852	764
Net loss from the disposal of assets	-	-
Total expenses from continuing operations	19,469	5,351
Operating result from continuing operations	7,470	5,007
Operating result from discontinued operations	-	-
Net operating result for the year attributable to Council	7,470	5,007
Net operating result for the year before grants and contributions provided for capital purposes	271	5,303

Narrandera Shire Council

General Fund Income Statement

for the period ending 30 September 2021

	Original Budget	Actual YTD
Income from continuing operations		
Rates and annual charges	6,044	6,175
User charges and fees	1,712	656
Other revenues	524	452
Grants and contributions provided for operating purposes	7,000	1,004
Grants and contributions provided for capital purposes	5,516	(272)
Interest and investment revenue	139	(1)
Other income	277	53
Net gain from the disposal of assets	91	23
Total income from continuing operations	21,303	8,090
Expenses from continuing operations		
Employee benefits and on-costs	6,844	1,794
Materials and services	2,845	1,039
Borrowing costs	9	-
Depreciation and amortisation	4,868	1,217
Other expenses	1,476	697
Net loss from the disposal of assets	-	-
Total expenses from continuing operations	16,042	4,747
Operating result from continuing operations	5,261	3,343
Operating result from discontinued operations	-	-
Net operating result for the year attributable to Council	5,261	3,343
Net operating result for the year before grants and contributions provided for capital purposes	(255)	3,615

Narrandera Shire Council

Water Fund Income Statement

for the period ending 30 September 2021

	Original Budget	Actual YTD
Income from continuing operations		
Rates and annual charges	771	812
User charges and fees	1,464	9
Other revenues	-	-
Grants and contributions provided for operating purposes	23	-
Grants and contributions provided for capital purposes	10	16
Interest and investment revenue	65	(6)
Other income	-	-
Net gain from the disposal of assets	-	-
Total income from continuing operations	2,333	831
Expenses from continuing operations		
Employee benefits and on-costs	949	83
Materials and services	434	120
Borrowing costs	-	-
Depreciation and amortisation	521	130
Other expenses	220	37
Net loss from the disposal of assets	-	-
Total expenses from continuing operations	2,124	370
Operating result from continuing operations	209	461
Operating result from discontinued operations	-	-
Net operating result for the year attributable to Council	209	461
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	199	445

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 30 September 2021

	Original Budget	Actual YTD
Income from continuing operations		
Rates and annual charges	1,438	1,476
User charges and fees	162	-
Other revenues	-	-
Grants and contributions provided for operating purposes	20	-
Grants and contributions provided for capital purposes	1,673	(40)
Interest and investment revenue	10	1
Other income	-	-
Net gain from the disposal of assets	-	-
Total income from continuing operations	3,303	1,437
Expenses from continuing operations		
Employee benefits and on-costs	621	85
Materials and services	210	40
Borrowing costs	-	-
Depreciation and amortisation	316	79
Other expenses	156	30
Net loss from the disposal of assets	-	-
Total expenses from continuing operations	1,303	234
Operating result from continuing operations	2,000	1,203
Operating result from discontinued operations	-	-
Net operating result for the year attributable to Council	2,000	1,203
Net operating result for the year before grants and contributions provided for capital purposes	327	1,243

20.5 SEPTEMBER STATEMENT OF BANK BALANCES

Document ID: 580864
Author: Costing Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 September 2021.

PURPOSE

The purpose of this report is to make Council aware of the amount of funds held in its operating account.

BACKGROUND

Opening Cashbook Balance	1,390,958.58
Plus Receipt	3,125,066.81
Less Payments	4,307,954.81
Current Cashbook Balance	<u>208,070.58</u>
Statement Summary	
Opening Statement Balance	1,063,698.88
Plus Receipts	3,449,346.24
Less Payments	4,337,264.85
Current Statement Balance	<u>175,780.27</u>
Plus Unpresented Receipts	33,090.10
Less Unpresented Payments	799.79
Reconciliation Balance	<u>208,070.58</u>
GL BALANCE	<u>208,070.58</u>
Unpaid Creditors	50,939.63
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 September 2021.

20.6 SEPTEMBER STATEMENT OF INVESTMENTS

Document ID: 581013
Author: Senior Finance Officer
Authoriser: Deputy General Manager Corporate and Community
Theme: Statutory and Compulsory Reporting – Financial / Audit
Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 30 September 2021.

PURPOSE

The purpose of this report is to enable Council to track the progress of its investments.

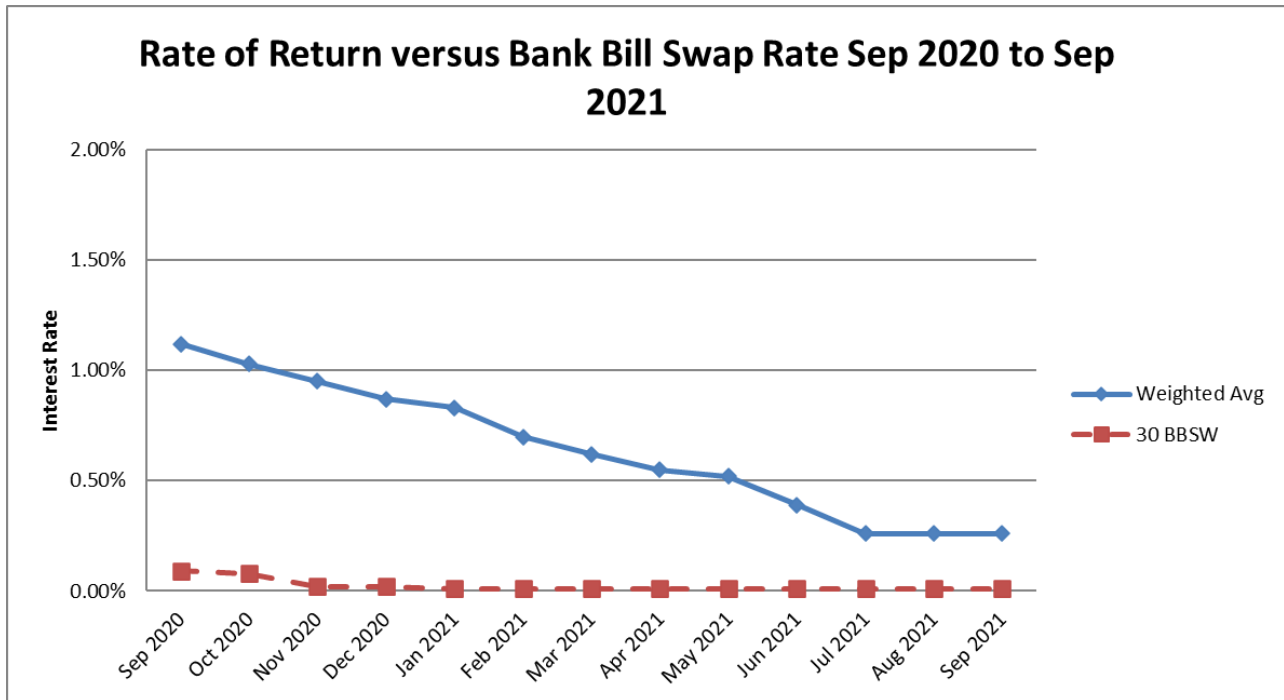
SUMMARY

Fund Balance (GL)	
General	16,423,159.17
Water	7,611,388.90
Sewerage	1,069,457.66
Trust	85,725.48
	25,189,731.21

BACKGROUND

Council Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments A to BBB-				
Elders Rural Bank	1,000,000.00	3.98%	1.51%	18 Oct 2021
Elders Rural Bank	1,000,000.00	3.98%	0.70%	18 Nov 2021
Elders Rural Bank	1,000,000.00	3.98%	0.30%	3 Dec 2021
Bendigo Bank	1,000,000.00	3.98%	0.50%	3 Dec 2021
Bendigo Bank	1,000,000.00	3.98%	0.30%	16 May 2022
Bendigo Bank	750,000.00	2.99%	0.30%	11 Aug 2022
Direct Investments AA- to A	5,750,000.00	22.89%		

Direct Investments AAA to AA-				
NAB Cashmaximiser	1,354,005.73	5.39%	0.10%	30 Sep 2021
NAB	1,000,000.00	3.98%	0.50%	1 Oct 2021
NAB	1,000,000.00	3.98%	0.30%	4 Jan 2022
NAB	1,000,000.00	3.98%	0.32%	24 Jan 2022
NAB	1,000,000.00	3.98%	0.35%	19 Apr 2022
NAB	1,000,000.00	3.98%	0.35%	9 Aug 2022
NAB	1,000,000.00	3.98%	0.35%	30 Sep 2022
St George	1,000,000.00	3.98%	0.60%	23 Nov 2021
St George	1,000,000.00	3.98%	0.37%	18 Jun 2022
St George	1,000,000.00	3.98%	0.37%	14 Jul 2022
St George	1,000,000.00	3.98%	0.37%	10 Sep 2022
CBA	1,000,000.00	3.98%	0.42%	24 Feb 2022
CBA	1,000,000.00	3.98%	0.42%	24 Feb 2022
CBA	1,000,000.00	3.98%	0.38%	14 Mar 2022
CBA	1,000,000.00	3.98%	0.42%	16 Mar 2022
CBA	1,000,000.00	3.98%	0.38%	14 Apr 2022
CBA	1,000,000.00	3.98%	0.40%	8 Jun 2022
Westpac	1,000,000.00	3.98%	0.34%	26 May 2022
Westpac	1,000,000.00	3.98%	0.31%	1 Sep 2022
	19,354,005.73	77.03%		
Council Funds	25,104,005.73	100%		
Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Sep 2020	26,909,579.32	1.12%	0.090%	1.03%
Oct 2020	26,959,617.52	1.03%	0.080%	0.95%
Nov 2020	27,209,684.39	0.95%	0.020%	0.93%
Dec 2020	26,009,696.10	0.87%	0.020%	0.85%
Jan 2021	24,259,702.13	0.83%	0.010%	0.82%
Feb 2021	24,659,709.71	0.70%	0.010%	0.69%
Mar 2021	23,659,720.19	0.62%	0.010%	0.61%
Apr 2021	23,668,951.65	0.55%	0.010%	0.54%
May 2021	22,418,960.75	0.52%	0.010%	0.51%
Jun 2021	25,718,971.87	0.39%	0.010%	0.38%
Jul 2021	25,104,005.73	0.26%	0.010%	0.25%
Aug 2021	24,159,715.34	0.26%	0.010%	0.25%
Sep 2021	25,189,731.21	0.26%	0.010%	0.25%
Trust Funds				
Banking Authority	Amount	%	Yield	Due Date
Direct Investments AAA to AA-				
National Australia Bank (Art Trust)	53,323.12	67.62%	0.35%	2 Aug 2022
Bendigo Bank (Tourist Trust)	32,402.36	32.38%	0.30%	21 Mar 2022
Trust Funds	85,725.48			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 2,782,402.36	11.1%	Max 20%
Elders Rural Bank	BBB+	A2	\$ 3,000,000.00	11.9%	Max 20%
IMB	BBB	A2	\$ -	0.0%	Max 20%
NAB	AA-	A1+	\$ 7,407,328.85	29.4%	Max 35%
Suncorp	A+	A1	\$ -	0.0%	Max 25%
StGeorge	AA	A1+	\$ 4,000,000.00	15.9%	Max 35%
Macquarie Bank	A-	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ 6,000,000.00	23.8%	Max 35%
Westpac	AA	A1+	\$ 2,000,000.00	7.9%	Max 35%

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

The investments listed above have been made in accordance with the Local Government Act, the Regulations and Council’s Investment Policy.

ISSUES AND IMPLICATIONS

Policy

- N/A

Financial

- N/A

Legal / Statutory

- Compliance with Clause 212 Local Government Regulation 2005

Community Engagement / Communication

- N/A

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

The Reserve Bank has announced interest rates are anticipated to remain low for two years. This presents a risk to the return received on future investments placed.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Statement of Investments report as at 30 September 2021.

20.7 SEPTEMBER CAPITAL WORKS PROGRAM

Document ID:	581036
Author:	Senior Finance Officer
Authoriser:	Deputy General Manager Corporate and Community
Theme:	Statutory and Compulsory Reporting – Financial / Audit
Attachments:	1. September 2021 Capital Expenditure 2. September 2021 Operational Expenditure 3. September 2021 Capital Program

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 September 2021.

PURPOSE

The purpose of this report is to enable Council to track the progress of capital works programs. This report is for the period ending 30 September 2021.

BACKGROUND

Works listed in the attachment are for works against new budgeted projects for the 2021/2022 year. Key operational expenses are also included in this report and have been highlighted separately.

PROGRESS TO DATE IN EACH AREA**Administration**

Administration projects are scheduled as follows:

- IT Review and Software Licencing will be reviewed throughout the year.
- The SQL Server Software Licenses project is underway and MagiQ has been migrated to the new 2019 Server.
- Staff are being migrated to Multi Factor Authentication for the Azure Premium P1 Implementation.
- The SSA implementation is complete for the GDA and SSA implementation project, data and tasks are currently being migrated from Exponare.
- iPads for selected staff and ELT have been ordered as part of the Councillor iPad Project.
- The grant submission for the main street CCTV system has been reviewed, awaiting outcome prior to project commencement.
- Current plans are being reviewed for the Disaster Recovery Plan before organising consultant.
- Quotes are being organised for Mobile Device Management

- Investigation into an Integrated Software System has commenced and will continue through the financial year.
- Secure Wireless Network and Replace Firewall projects will commence in October.
- GIS Imagery acquisition will commence in December.
- Replacement of Network Switches will commence in January 2022.
- Replacement of Desktops and Laptops will commence in May 2022.

Public Order & Safety

- Quotations for the purchase and installation of a gatekeeper's shelter for the Waste Depot Improvement Works at Barellan Landfill are currently being sought.
- Construction is complete for the Pound Cattery Holding system, with some additional works to be undertaken with remaining funds.

Environment

- Narrandera West Drainage Improvements are subject to an easement over the existing basin; awaiting Land Council's approval.
- Works to provide erosion protection for Padman Stop to commence early November for the Larmer Street Flood Mitigation Works - Stage 2.
- The design for an internal road is nearly complete for the Narrandera Waste Facility Masterplan improvement works.
- Design has been finalised for Drainage Improvements at Driscoll Road. Pipes to be ordered and construction of detention basin to commence mid-October.
- Scope and quotation specifications are currently being developed for the Cemetery Management Plans, Master planning, Management and Mapping software, as per the cemetery service review. Quotations will be planned for October.

Housing & Community Amenities

- Additional furniture to be ordered in October for the Narrandera and Grong Grong Cemetery.
- Seeking quotes again due to contractor unavailability for the Barellan Cemetery entrance gate.

Recreation & Culture

- Project Scope is being defined for the Lake Talbot Pool Remediation works.
- Book & Resources annual replacement purchasing is on target.
- Council's Building Maintenance Coordinator is providing a scope and timeframe for delivery for the Narrandera Park Oval Grandstand upgrade.
- Project investigation commenced in August for the Lake Talbot Pool installation of Shade Structures and seating located on Plant Room, anticipated completion is before Christmas, subject to availability.
- Works are progressing in accordance with the timeline for the Narrandera Sportsground Clubrooms.
- The Outdoor Court Furniture and shelters expected completion is March 2022.

- Barellan Netball Courts design is under review by the football/netball club. Additional funds required with grant application submitted.
- OSR New Shed design is under review and ready for procurement.
- Signs are to be installed at Grong Grong Earth Park and Henry Mathieson Oval for the Remote Signage Project.
- Meeting has taken place with representatives for the Marie Bashir Park Irrigation Management System. Quotation specification to be developed in October.
- The festive decorations will be ordered in October for the Barellan Playground Upgrades and festive decorations project.
- Marie Bashir Park drinking fountains/bottle fillers to be ordered in October.
- Other Town Park upgrades landscaping is scheduled for November 2021.
- The Tree Audit is 95% complete; all data is being reviewed.
- IT is ensuring the Biosecurity Mapping Systems are compatible with Council's spatial systems.
- Quotations to be sought in October for the Boat purchase.
- Design has been reviewed for the Narrandera Sportsground drainages and soak. Works are scheduled for October.
- Procurement is expected in November for the Narrandera Playgrounds Upgrades.
- Scope of works is being developed for the Lake Talbot Recreation toilet block landscaping, works planned for November.
- Scope of works to be developed the Lake Talbot seating and shelter revamp.
- Additional seating and soft fall upgrades will be ordered in November for the Narrandera Adventure Playground Upgrades.
- Replacement Computer Seating for the library was purchased in 2020-2021 financial year. Funds have been transferred to Lake Talbot Pool expenses.

Drought Community Funding (Round 2)

- Narrandera Stadium Upgrade works are 75% complete.

Stronger Country Communities (Round 3)

- Creating Future Farmers has been delayed due to COVID-19. It is anticipated that the workshops will commence in Term 4 pending availability of Tocal.
- Youth Food Trailer project is nearing completion. The artwork has been completed and wrap applied. A suitable time and location are being considered for a soft launch.

Playground on the Murrumbidgee

- Tender documents for the build of the Destination and Discovery Hub are being completed, with tender to be called late October. Quotes for the demolition to be called mid-October.
- Construction of the new building is underway at the Lake Talbot Tourist Park Amenity Block and Camp Kitchen.
- The Northbank Walking Track – Bike and Hike trails project scope is being defined.

- Detailed design being completed for the Northbank Pedestrian Bridge prior to the procurement process.
- Materials have been ordered for the Lake Talbot Tourist Park playground, construction commencing late October.
- Development Application has been submitted and heritage assessment has been referred for approval for the Lattice Railway Bridge.
- Lake Talbot deepening works are grant dependant.

Local Roads and Community Infrastructure Round 1

- The Parks and Gardens Committee has determined the scope for the Kiesling Lane Beautification; Planter boxes are complete with painting to be completed October.
- Storage and decking have been completed for the Art Centre Storage; final fit out to be completed by late October.
- Melbourne Street kerb and gutter works are nearing completion.
- Laneway Upgrades: Drain and seal selected laneway works to be scheduled.
- Drainage works (various) new culverts and causeways works to be scheduled.
- Completed Projects include Weir Park Road 1200m gravel Resheet and Otta Seal works, Brewery Flat Improvements, Water Tower Surrounds, and Tree planting – all towns.

Local Roads and Community Infrastructure Round 2

- Barellan Pump Track – Pump track modular units have been ordered; expected arrival April 2022.
- Procurement of the shed is complete for the Grong Grong Village storage facility, toilet and associated equipment for Grong Grong residents to maintain trees and public areas. Quotes for electrical and wastewater are underway.
- Revised plans to be developed for the Wiradjuri Memorial Wall stage 1 due to the lack of available black granite.
- Narrandera Sportsground – awaiting grant confirmation for a disabled spectator access area and installation of a digital scoreboard with video capability.
- Barellan Cemetery – works are well underway for the installation of an accessible unisex toilet at the cemetery, including onsite sewerage management system. Procurement of modular toilet structure has been committed and water and septic contracted works have commenced.
- Narrandera Flora and Fauna Reserve – awaiting grant confirmation for the upgrade of the carpark and entrance to the reserve.

Community Building Partnership

- Quotes are being finalised with the funding body for the Art on the Water Tower Stage 2.

Crown Lands Infrastructure

- Works to commence in October to construct drainage and seal the remaining access road at Rocky Water Hole.

Fixing Local Roads Round 1

- Design is complete for the Brewarrana Bridge Retrofitting. Works to be scheduled when water levels drop. Currently in the process to obtain necessary approvals.
- Completed works: Paintings Bridge.

Fixing Local Roads Round 2

- Settlers Road is sealed for the FCR - Sandigo Kywong School Bus Route. Rosedale Road works nearly complete, awaiting seal.

Fixing Local Roads Round 3

- Roads Resheeting (Unsealed Rural Roads Resheeting) and Rural Road reseals (Kamarah Road Heavy Vehicle, Erigolia Road Heavy Vehicle and Cowabbie Road Northern Bus Route) and Boree Road is co-contribution to match Fixing Local Roads Round 3 grant application.

Fixing Country Bridges

- Mollys Bridge and Somerset Bridge are at design and tender phase.

Transport & Communication

- Works to be scheduled are: Urban Roads Construction – Laneways, Arthur Lane – Victoria to Bolton Street and Arthur Lane – King to Whitton Street. Urban Pavement Rehabilitation, Culvert/Bridge assessment works and Urban reseals including Bendee, Bolton, Boundary, Dalgetty, Douglas, Mallee, Shady, Wilga Streets and Victoria Avenue. Improvement of Water Haulage, Innovation for Rural Infrastructure Management, Urban Laneway Upgrade – Additional, Urban Kerb and Gutter Replacement, Urban Footpath Replacement, Active transport – Walking, and PAMP – Urban Footpath Cadell Street (Twynam and Audley Street).
- Urban Roads Construction is awaiting seal for Arthur St (Victoria to Audley) and Baylis St (Jonsen St to May St) Extend to Kerb.
- Awaiting Seal for carryover works Urban Road Construction: Arthur Lane – Victoria St and Baylis St extend to Kerb.
- Completed works are Red Hill and Bassetts Roads.
- Awaiting grant funding announcement for Urban Footpath to railway overpass.
- Works to commence in October are Rural Sealed Roads Construction which includes culvert Manderlay road 7.78km and culvert McKenzies Road. Driscoll Road works have commenced.
- Roads to Recovery resheeting projects to be scheduled include: Druces, Pethers, Galore Park, Mcdonalds, Holloway, Bogolong, Pinehope, Baldwins Roads. Reseal Works to be scheduled include: Strontian, Federal Park and Sandy Creek Roads.
- Regional Roads Capital component of block grant include MR243, MR370, MR596 and MR7608, which will be completed as required. Barellan Road works to be completed in the second quarter.
- Awaiting grant approval notification for the LED Street Lighting Replacement which is expected mid-October.
- Completed works include: Box Street and Banner Poles Leeton Road.

Economic Affairs

- Works to be scheduled include: Carpark, Apron and Hangar Lighting improvements, Red Hill Signage and Gateway Entrance Signs.
- Council Chambers cleanout of storage facility works activities delayed due to COVID-19 restrictions.
- Building Renewal and Upgrades annual program has been identified, scoped and procurement is underway. Barellan Street Stall is underway, various building fixture and renewal procurement activities are underway or have been committed.
- Parkside Museum renewal works are underway. Internal renewal works are committed with the replacement of kitchen cabinets. Procurement of external painting is underway.
- Brief finalised in August for the Solar Panels; awaiting grant approval in mid-October.
- Shed and concrete procurement is underway for the Workshop Vehicle Wash Bay. Works expected to commence by early November.
- Works are nearing completion for the Runway, Taxiway and Apron resealing and remark project and the Installation (3) of Apron Flood lights.
- Quotes are currently being sought to undertake works for the Security and Wildlife Perimeter fencing.
- Scope is being developed for Light Vehicles, Trucks and Trailers, Heavy Plant Sales and Other Plant Capital.

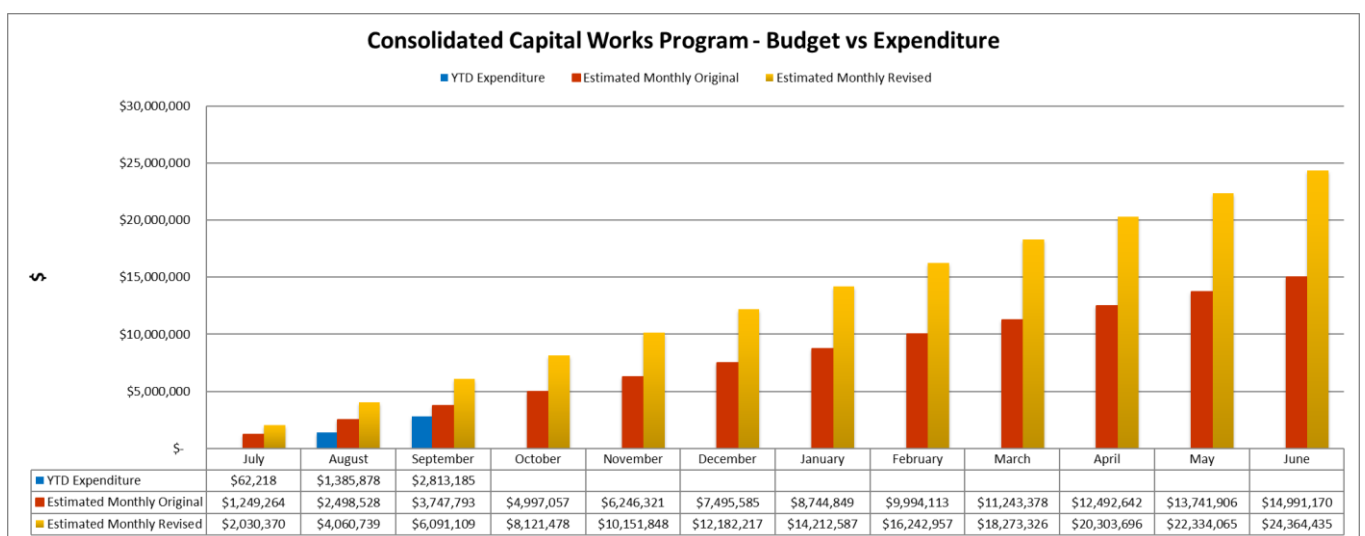
Water Supplies

- Hydrant and Valve replacements program is being developed.
- Service replacements will commence as required.
- Hydraulic model is complete for the North Zone Pressure Pump low pressure issues. Specifications are being developed.
- Adams, King and Elwin Street Water Main Replacement is continuing. Final details of the 2021/22 program are being developed.
- Grosvenor St Watermain replacement design and planning is underway, anticipated commencement October.
- WTP filter/Upgrade design has no progress - IWCM additional works still underway with Public Works expected completion October.
- Pine Hill Reservoir Upgrade construction is underway.
- Pine Hill Reservoir fencing project to commence upon completion of the new Reservoir.
- The Pine Hill Pumps Replacement to be programmed after the Reservoir construction is complete.
- Program for the cul-de-sac ring mains is being developed, works to commence upon completion of the watermain replacements.
- Gordon Street fencing procurement is underway.
- DPIE concurrence for Groundwater Study has been provided for the IWCM Additional works; consultant has been engaged.

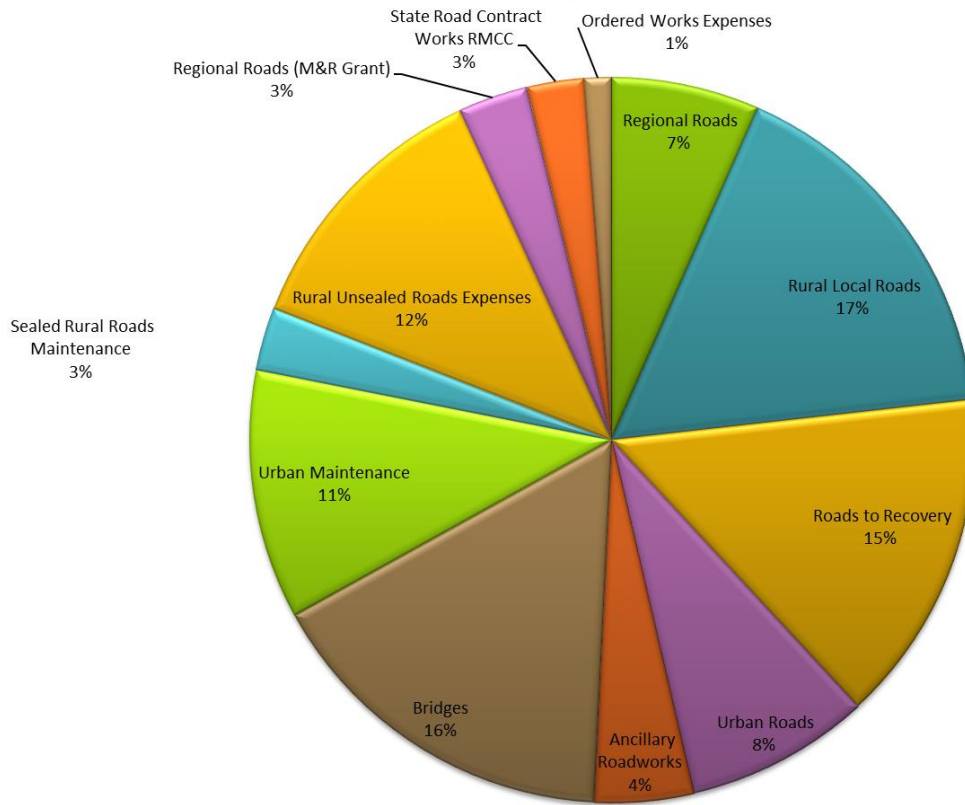
- Taggle Software and implementation is underway. Taggle is implementing Council data into software.
- The third batch of filter housings arrived in July for the Household Filter Project. Installation is underway.
- Telemetry Software Upgrade and Hardware Upgrade specifications are complete, works to be programmed prior to Christmas.
- Procurement is underway for the Valve Exerciser.
- Solar Panel funds to be held as co-contribution to Building Better Regions grant application.
- Completed projects: Reservoir cleaning and structural assessments.

Sewerage Supplies

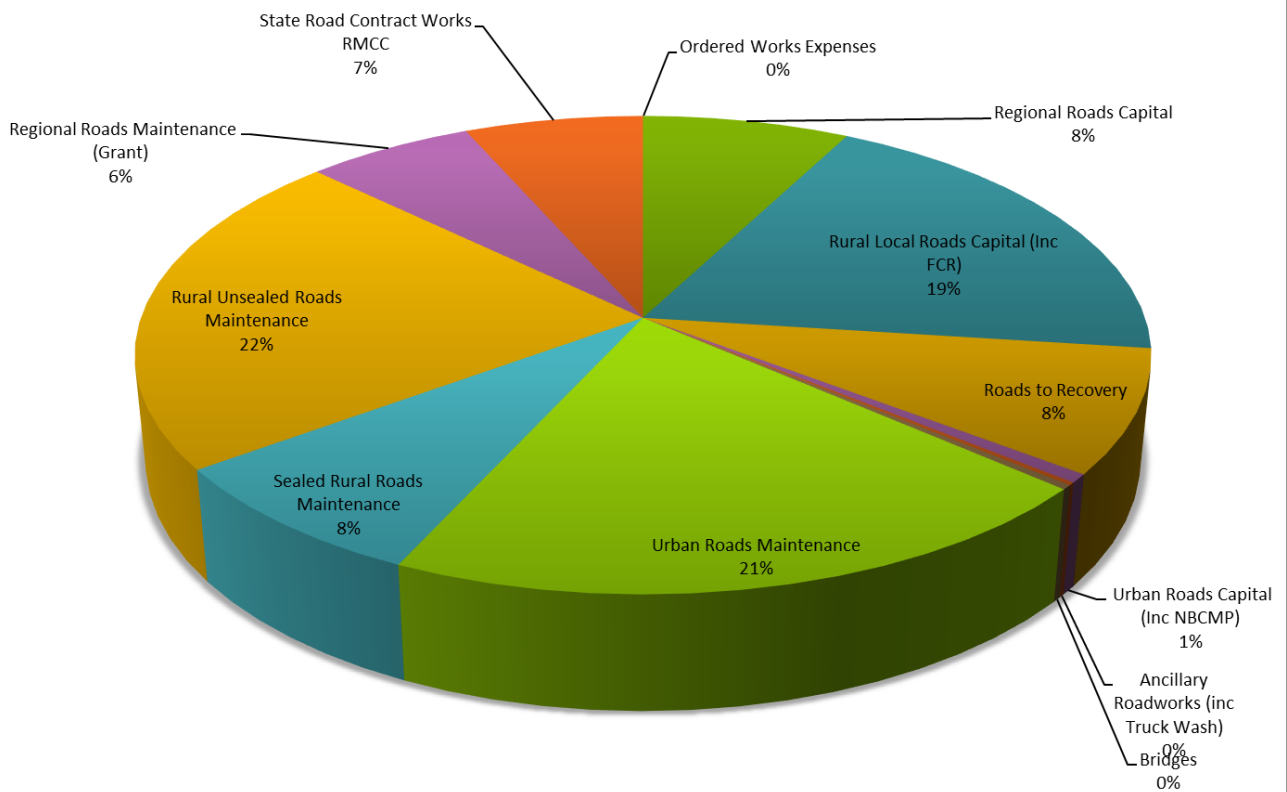
- The Barellan Sewer design tender has been awarded and is underway with anticipated completion in December.
- The design has been updated for the Primary Filter EPA with procurement to begin in November.
- Manhole replacements will be performed as required.
- Scoping is being undertaken for the Flow Meters for Sewer Pump Stations 2, 3 and 4.
- Awaiting public consultation of the report for the Narrandera West Sewer Extension to complete the project.
- Works on the Sewer Main relines are continuing from last financial year, to be completed in October.
- Solar Panel funds to be held as co-contribution to Building Better Regions grant application.
- Telemetry Software Upgrade and Hardware Upgrade specifications are complete, works to be programmed prior to Christmas.

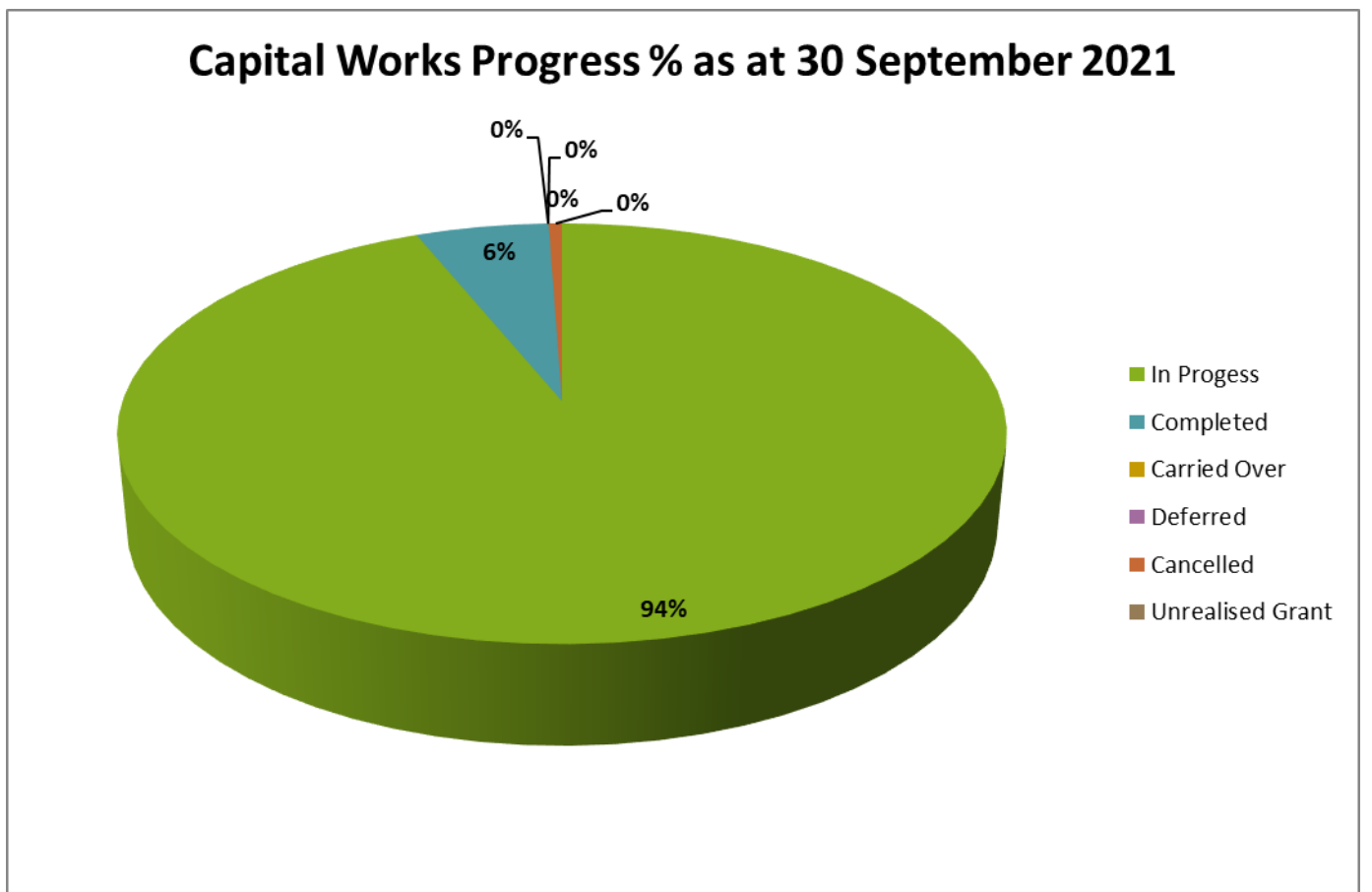
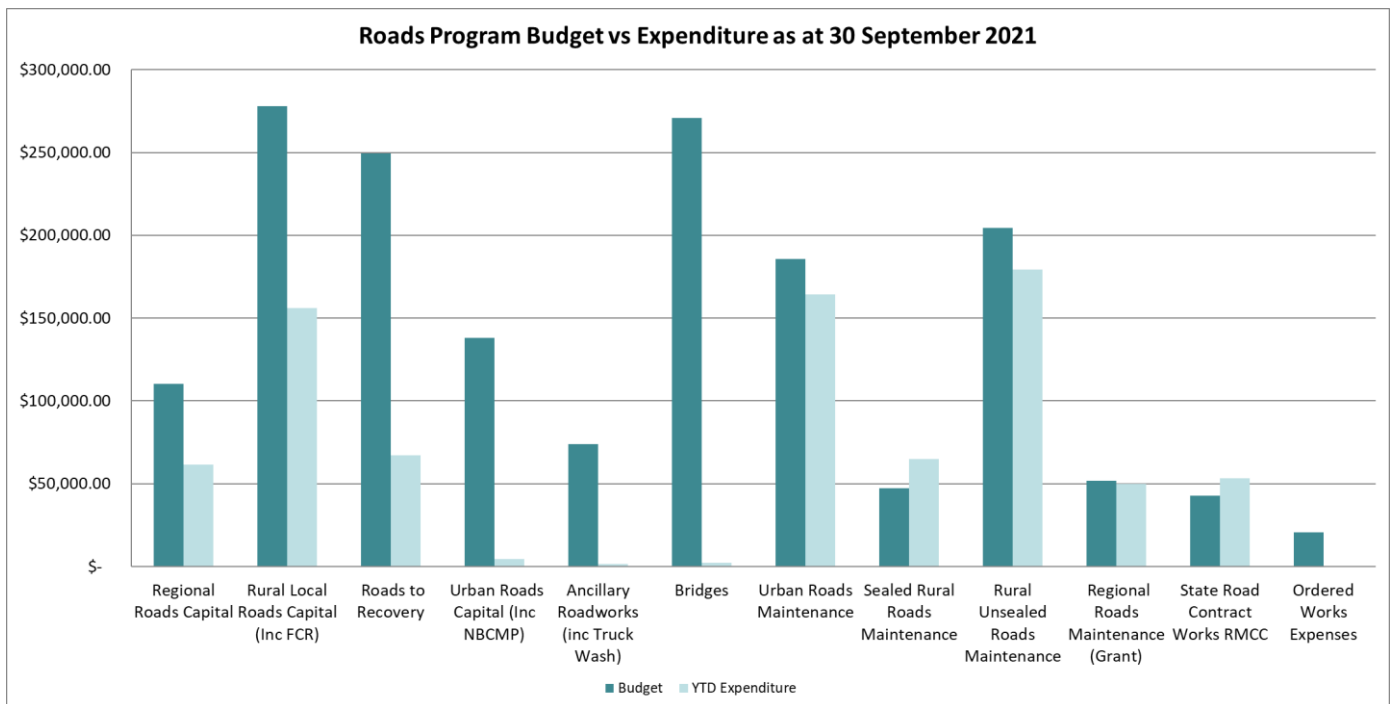


% Total Roads Budget as at 30 September 2021 - 25% of year lapsed



% of Roads Expenditure as at 30 September 2021 - 25% of year lapsed





TERMINOLOGY

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

Ledger Number - This is a reference number for staff to link the report to Council's accounting records.

Capital works are funded from several sources. Codes that denote revenue sources are:

- **Revenue** – Projects funded from revenue raised from Rates & Annual charges, User Fees and Other Revenue.
- **Reserve** – Jobs funded from Council's reserves and unspent grants.
- **Grant & Contributions** - Funding from other Government departments, Councils or organisations.

Budget – This is the total allocation to complete the project.

YTD Exp – Total expenditure allocated to project as of report date, including commitments.

Balance – Amount of unspent funds for each program at reporting date.

Graph – The graph at the top of the report displays the original budget adopted by Council, the revised budget and year to date expenditure, including commitments.

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

Theme

Our Infrastructure

Goal

To have an improved and adequately maintained road network

Strategy

56 - Commence identified actions from the Roads Review including implementation of an effective road hierarchy

Action

56.1 - Funding for and any identified projects and opportunities from the strategy to be included and considered by Council as part of the annual budget process

ISSUES AND IMPLICATIONS

Policy

- N/A

Financial

- Advises Council of the status of the Capital Works Program.

Legal / Statutory

- N/A

Community Engagement / Communication

- N/A

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

N/A

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as of 30 September 2021.

Capital Expenditure as at 30 September 2021

	Sum of Adopted Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
Administration				
Information Technology	\$ 225,000.00	\$ 273,256.64	\$ 37,485.50	\$ 218,017.14
Environment				
Stormwater	\$ 88,000.00	\$ 98,930.99	\$ 3,414.64	\$ 95,516.35
Barellan Waste	\$ 87,000.00	\$ 87,000.00	\$ -	\$ 87,000.00
Narrandera Landfill	\$ -	\$ 149,963.91	\$ -	\$ 149,963.91
Housing & Community Amenities				
Narrandera Cemetery	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
Street Lighting	\$ 350,000.00	\$ 350,000.00	\$ -	\$ 350,000.00
Barellan Cemetery	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
Grong Grong Cemetery	\$ -	\$ 3,834.00	\$ -	\$ 3,834.00
Local Roads Comm. & Infrastructure R2	\$ -	\$ 183,200.00	\$ 7,372.16	\$ 175,827.84
Transport & Communication				
Ancillary Roadworks	\$ 295,000.00	\$ 307,003.83	\$ 1,539.90	\$ 305,463.93
Regional Roads	\$ 441,400.00	\$ 441,400.00	\$ 61,586.58	\$ 379,813.42
Rural Roads	\$ 1,112,423.00	\$ 1,823,686.97	\$ 156,021.59	\$ 1,448,027.28
Urban Roads	\$ 551,638.00	\$ 640,478.48	\$ 4,656.61	\$ 635,796.60
Roads to Recovery	\$ 997,362.00	\$ 997,362.00	\$ 67,234.67	\$ 911,945.51
Bridges	\$ 1,083,532.00	\$ 1,083,532.00	\$ 2,420.88	\$ 1,053,547.48
Local Roads Comm. & Infrastructure	\$ -	\$ 77,603.40	\$ 86,109.02	-\$ 9,101.26
Crown Reserves Improvement Fund Program	\$ -	\$ 86,435.90	\$ 709.23	\$ 85,726.67
Economic Affairs				
Airport	\$ -	\$ 648,069.57	\$ 234,646.90	\$ 413,422.67
Buildings	\$ 346,000.00	\$ 395,003.81	\$ 107,609.10	\$ 208,506.11
Plant	\$ 1,493,072.00	\$ 1,493,072.00	\$ 48,964.54	\$ 1,444,107.46
Local Roads Comm. & Infrastructure R2	\$ -	\$ 54,975.00	\$ -	\$ 54,975.00
Economic Development	\$ -	\$ 41,183.52	\$ -	\$ 41,183.52
Recreation and Culture				
Lake Talbot Pool	\$ 196,000.00	\$ 196,000.00	\$ 37,080.18	\$ 158,738.00
Lake Talbot Recreation Area	\$ 2,030,000.00	\$ 2,040,000.00	\$ -	\$ 2,040,000.00
Library	\$ 33,896.00	\$ 34,613.91	\$ 1,822.88	\$ 30,438.71
Marie Bashir Park	\$ 285,000.00	\$ 293,000.00	\$ -	\$ 293,000.00
Narrandera Sportsground	\$ 115,000.00	\$ 1,074,925.02	\$ 765,404.37	\$ 309,520.65
Barellan Park	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Playground on the Murrumbidgee	\$ 1,167,606.00	\$ 5,453,335.83	\$ 374,570.29	\$ 5,056,447.36
Narrandera Parks	\$ 7,500.00	\$ 73,000.00	\$ 18,000.00	\$ 45,250.00
Lake Talbot Tourist Park	\$ 60,741.00	\$ 60,741.00	\$ 32,089.44	-\$ 57,474.80
Outdoor Courts	\$ -	\$ 103,500.00	\$ -	\$ 103,500.00
Stronger Country Community Funding	\$ -	\$ 29,111.78	\$ 7,872.80	\$ 21,238.98
Noxious Weeds	\$ -	\$ 23,060.00	\$ -	\$ 23,060.00
Drought Community Funding	\$ -	\$ 56,289.50	\$ 52,469.08	\$ 3,820.42
Local Roads Comm. & Infrastructure	\$ -	\$ 36,562.22	\$ 20,726.94	\$ 11,011.64
Community Building Partnership	\$ -	\$ 25,859.90	\$ -	\$ 25,859.90
Local Roads Comm. & Infrastructure R2	\$ -	\$ 599,404.18	\$ 108,592.13	\$ 490,812.05
Water Supply Network				
Water	\$ 1,135,000.00	\$ 1,822,939.24	\$ 382,860.76	\$ 714,670.91
Sewerage Network				
Sewer	\$ 2,805,000.00	\$ 3,081,240.61	\$ 191,812.83	\$ 2,563,890.39

Capital Expenditure as at 30 September 2021

Public Order and Safety				
Pound	\$ -	\$ 3,120.07	\$ 112.00	\$ 3,008.07
Rural Fire Service	\$ -	\$ 28,739.54	\$ -	\$ 28,739.54
Grand Total	\$ 14,991,170.00	\$ 24,364,434.82	\$ 2,813,185.02	\$ 20,012,105.45

Key Operational as at 30 September 2021

Row Labels	Sum of Adopted Budget	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
Economic Affairs				
Economic Development	\$ 12,308.00	\$ 17,308.00	\$ 7,000.00	\$ 10,308.00
Housing & Community Amenities				
Noxious Weeds	\$ 158,711.00	\$ 158,711.00	\$ 44,126.63	\$ 114,584.37
Public Toilets	\$ 75,333.00	\$ 75,333.00	\$ 29,486.68	\$ 45,846.32
Cemetery Expenses	\$ 129,123.00	\$ 129,123.00	\$ 39,103.45	\$ 90,019.55
Transport & Communication				
Ordered Works	\$ 82,000.00	\$ 82,000.00	\$ -	\$ 82,000.00
Regional Roads	\$ 207,600.00	\$ 207,600.00	\$ 49,850.49	\$ 157,749.51
State Roads	\$ 170,500.00	\$ 170,500.00	\$ 53,188.05	\$ 107,657.52
Urban Roads	\$ 641,600.00	\$ 742,650.00	\$ 164,320.35	\$ 570,219.29
Sealed Rural Roads	\$ 188,700.00	\$ 188,700.00	\$ 64,821.77	\$ 117,262.98
Unsealed Rural Roads	\$ 817,800.00	\$ 817,800.00	\$ 179,359.61	\$ 637,135.53
Water Supplies				
Water	\$ 913,295.00	\$ 913,295.00	\$ 162,972.06	\$ 706,294.66
Sewer Supplies				
Sewer	\$ 684,356.00	\$ 684,356.00	\$ 148,284.96	\$ 486,385.41
Recreation and Culture				
Sports Ground Expenses	197603	197603	49914.73	147688.27
Parks Expenses	531552	541647.1	185238.66	356408.44
Lawn Areas	27307	27307	9129.6	16614.08
Lake Talbot Expenses	24000	24000	0	24000
Sports Stadium Expenses	100671	100671	19647.2	81023.8
Street Scaping	17000	17000	882.51	16078.68
Street Trees	228727	228727	64494.38	108151.44
Grand Total	\$ 5,208,186.00	\$ 5,324,331.10	\$ 1,271,821.13	\$ 3,875,427.85

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at 30 September 2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

25.00%

	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1	IT Review	-		\$ 2,453.00	\$0.00	\$ 2,453.00	0%	Will review throughout the year.
2	SQL Server Software Licenses	-		\$ 17,530.00	\$5,915.00	\$ 11,615.00	34%	Migrating software to new SQL 2019 server as time allows.
3	Azure Premium P1 Implementation	-		\$ 12,220.00	\$7,881.00	\$4,339.00	64%	James is migrating staff to MFA when they are available.
4	GDA and SSA Implementation	-		\$ 16,053.64	\$14,331.00	\$1,722.64	89%	Migrating scheduled tasks and data from Exponare.
5	Replace Desktops/Laptops	20,000	\$ 12,602.00	\$ 20,000.00	\$1,524.50	\$5,873.50	8%	Will commence in May.
6	Software Licencing	20,000		\$ 20,000.00	\$2,700.00	\$17,300.00	14%	Will review throughout the year.
7	Councillor iPad Project	5,000	\$ 5,152.00	\$ 5,000.00	\$1,658.00	-\$1,810.00	33%	New iPads for ELT and selected staff have been ordered.
8	Replace Firewall	35,000		\$ 35,000.00	\$0.00	\$35,000.00	0%	Will commence in October.
9	Secure Wireless Network	15,000		\$ 15,000.00	\$0.00	\$15,000.00	0%	Will commence in October.
10	Replace Network Switches	25,000		\$ 25,000.00	\$0.00	\$25,000.00	0%	Will commence in January.
11	Disaster Recovery Planning	5,000		\$ 5,000.00	\$0.00	\$5,000.00	0%	James is reviewing the current plans before organising consulting.
12	Mobile Device Management	10,000		\$ 10,000.00	\$0.00	\$10,000.00	0%	Organising Quotes.
13	Integrated Software System	20,000		\$ 20,000.00	\$0.00	\$20,000.00	0%	Will commence in August and continue through the financial year.
14	GIS Imagery	10,000		\$ 10,000.00	\$0.00	\$10,000.00	0%	Will commence in December.
15	Pound: Cattery Holding System	-		\$ 3,120.07	\$143.59	\$2,976.48	90%	Construction complete, with some additional works to be undertaken with remaining funds.
16	CCTV system for the Main Street	60,000		\$ 60,000.00	\$5,134.00	\$54,866.00	9%	Completed a review of the public CCTV systems for Grant submission. Now awaiting outcome of Grant submission before starting.
17	Barellan RFS Station Amenities	-		\$ 28,739.54	\$0.00	\$28,739.54	0%	
18	Waste Depot Improvement Works Barellan	87,000		\$ 87,000.00	\$0.00	\$87,000.00	0%	Quotations for the purchase and installation of a gatekeepers shelter are currently being sought for the Barellan Landfill.
19	Ndra Landfill Masterplan improvement works	-		\$ 149,963.91	\$0.00	\$149,963.91	10%	Design for internal road nearly complete.
20	Larmer St Flood Mitigation Works - Stage 2	-		\$ 5,303.75	\$805.36	\$4,498.39	15%	Works to provide Erosion Protection for Padman Stop to commence early November
21	Narrandera West Drainage Improvements	28,000		\$ 28,000.00	\$0.00	\$28,000.00	0%	Subject to an easement over existing basin awaiting Land Councils approval.
22	Drainage Improvements Driscoll Road	60,000		\$ 65,627.24	\$2,995.88	\$62,631.36	5%	Design finalised - Pipes to be ordered and construction detention basin to commence Mid October
23	Cemetery management plans, master planning, management and mapping software - as per cemetery service review	70,000		\$ 70,000.00	\$0.00	\$70,000.00	0%	Scope and quotation specification currently being developed. Quotations will be planned for October.
24	Book & Resources annual replacement	30,896	\$ 2,352.32	\$ 34,613.91	\$1,822.88	\$30,438.71	5%	Purchasing on target.
25	Replacement of Computer Seating	3,000		\$ -	\$0.00	\$0.00	#DIV/0!	replacement computer/desk seats for clients and staff were purchased and received in the 2020-2021 financial year. Assembly and installation are underway.
26	LT Pool Remediation Works	136,000	\$ 181.82	\$ 136,000.00	\$37,163.18	\$98,655.00	27%	Project scope being defined.
27	LT Pool Install shade structures and seating located on Plant Room	60,000		\$ 60,000.00	\$0.00	\$60,000.00	0%	Project investigation to commence in August with project planned to be completed before Christmas, subject to availability.
28	Narrandera Sportsground Drainages & Soak	95,000		\$ 95,000.00	\$0.00	\$95,000.00	0%	Works schedules for October 2021.
29	Ndra Park Oval Grandstand upgrade	20,000		\$ 25,000.00	\$1,062.58	\$23,937.42	4%	Councils Carpenter is providing a scope and timeframe for delivery.
30	Ndra Sportsground Clubrooms	-		\$ 939,925.02	\$764,341.79	\$175,583.23	81%	
31	Outdoor Courts Furniture/Shelters	-		\$ 15,000.00	\$0.00	\$15,000.00	0%	expected completion March 2022
32	Barellan Netball Courts	-		\$ 103,500.00	\$0.00	\$103,500.00	0%	Waiting on grants submission for additional funds.
33	MBP Irrigation management system	125,000		\$ 125,000.00	\$0.00	\$125,000.00	0%	Meeting has taken place with representatives, quotation spec to be developed October.
34	OSR New Shed	125,000		\$ 125,000.00	\$0.00	\$125,000.00	0%	Design under review and ready for procurement.
35	Narrandera Playgrounds Upgrades	10,000		\$ 10,000.00	\$0.00	\$10,000.00	0%	Procurement expected November.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at 30 September 2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

25.00%

	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
36	Narrandera Adventure Playground Upgrades	25,000		\$ 25,000.00	\$0.00	\$25,000.00	0%	Additional seating, Softfall upgrades to be ordered November.
37	Brln Playground Upgrades and festive decorations	10,000		\$ 10,000.00	\$0.00	\$10,000.00	0%	Festive decorations will be ordered October.
38	MBP Drinking fountains/ bottle fillers	-		\$ 8,000.00	\$0.00	\$8,000.00	0%	Drink station to be ordered October 2021
39	DCF/LCRI - Narrandera Stadium Upgrade	-		\$ 56,289.50	\$52,469.08	\$3,820.42	93%	
40	SCCF - Youth Food Van Project	-		\$ 9,161.78	\$10,053.28	-\$891.50	110%	Youth Food Trailer project is nearing completion. The artwork has been completed and wrap applied a suitable time and location is being considered for a soft launch.
41	SCCF3A - 0009- Creating Future Farmer	-		\$ 19,950.00	\$0.00	\$19,950.00	0%	Creating future farmers has been delayed due to COVID. It is anticipated that the workshops will commence in Term 4 pending availability of Tocal.
42	POM - Destination & Discovery Hub	-		\$ 3,061,303.30	\$117,173.68	\$2,944,129.62	4%	Tender documents for build being completed, with Tender to be called late October.
43	POM - Lattice Railway Bridge	822,000		\$ 831,545.16	\$9,547.10	\$821,998.06	1%	Request for Quotes for demolition to close mid October.
44	POM - LTTP Upgrades to Amenity block & Camp Kitchen	-		\$ 833,690.72	\$196,113.86	\$637,576.86	24%	DA submitted with Heritage assessment referred for approval.
45	POM - LTTP New Playground	60,741	\$ 86,126.36	\$ 60,741.00	\$32,089.44	-\$57,474.80	53%	Construction underway. Works are on Track.
46	POM - Extension of Bike & Hike Trails	61,967		\$ 424,615.58	\$53,941.27	\$370,674.31	13%	Materials ordered, construction to commence late October.
47	POM - Northbank Pedestrian Bridge	283,639	\$ 22,318.18	\$ 302,181.07	\$126.71	\$279,736.18	0%	Project scope being defined.
48	Other Town Park upgrades	-		\$ 20,000.00	\$0.00	\$20,000.00	0%	Detailed design being completed, prior to the procurement process.
49	2020-25 Tree Audit	-		\$ 38,000.00	\$18,000.00	\$20,000.00	47%	Landscaping scheduled for November 2021
50	Biosecurity Mapping System	-		\$ 23,060.00	\$0.00	\$23,060.00	0%	95% complete, reviewing all data
51	Remote Signage	7,500	\$ 9,750.00	\$ 15,000.00	\$0.00	\$5,250.00	0%	IT review systems to ensure they are compatible with Councils document management system
52	LRCI - Brewery Flat Improvements - Fire Pits, Seating, Shelters.	-		\$ 3,147.55	\$1,295.07	\$1,852.48	41%	Signs to be installed at Grong Grong Earth Park and Henry Mathieson Oval by November 2021
53	LRCI - Art Centre Storage - Deck and Storage at the rear of the Art centre	-		\$ 5,012.22	\$1,426.55	\$3,585.67	28%	Complete
54	LRCI - Kiesling Lane Beautification	-	\$ 2,460.00	\$ 19,620.00	\$6,221.83	\$10,938.17	32%	Storage and decking completed - Final fitout to be completed by late October.
55	LRCI - Water Tower Surrounds - Tidy up and make usable (Gardens, paths, seating)	-	\$ 2,363.64	\$ 7,926.44	\$831.09	\$4,731.71	10%	Planter boxes complete, painting to be completed October.
56	LRCI - Tree planting - All towns (Subject to consultation)	-		\$ 856.01	\$11,086.58	-\$10,230.57	1295%	Complete
57	LRCI - Melbourne Street - Kerb & Gutter works,	-	\$ 595.64	\$ 54,587.88	\$85,676.75	-\$31,684.51	157%	Works nearing completion
58	LRCI - Laneway Upgrade - Drain and seal a selected laneway.	-		\$ 7,974.66	\$0.00	\$7,974.66	0%	Works to be scheduled
59	LRCI - Drainage Works (Various) - New Culverts and causeways	-		\$ 12,058.35	\$40.22	\$12,018.13	0%	Works to be scheduled
60	LRCI - Weir Park Road - 1200m gravel Resheet and Otta seal	-		\$ 2,982.51	\$1,350.00	\$1,632.51	45%	Complete
61	Art on the Water Tower Stage 2	-		\$ 25,859.90	\$0.00	\$25,859.90	0%	
62	LCRI R2 - Barellan Pump Track	-		\$ 160,000.00	\$52,529.53	\$107,470.47	33%	Pump Track modular units order committed expected to arrive April 2022 -
63	LCRI R2 - Grong Grong Village - Storage facility, toilet, and associated equipment	-		\$ 108,200.00	\$553.18	\$107,646.82	1%	Procurement of Shed competed and Quotes for electrical and waste water underway.
64	LCRI R2 - Wiradjuri Memorial Wall Stage 1	-		\$ 279,964.00	\$8,400.00	\$271,564.00	5%	Revised plans to be developed due to the lack of available black granite.
65	LCRI R2 - Ndra Sportsground - Disabled spectator access areas.	-		\$ 39,440.18	\$112.60	\$39,327.58	0%	Awaiting grant confirmation
66	LCRI R2 - Ndra Sportsground - Installation of a digital scoreboard, with video capability.	-		\$ 120,000.00	\$47,550.00	\$72,450.00	40%	Awaiting grant confirmation
67	LCRI R2 - Brln Cemetery - Install unisex toilet & sewerage management system.	-		\$ 75,000.00	\$7,532.03	\$67,467.97	10%	Works well underway - Procurement of modular Toilet structure committed, Water and Septic contracted works have commenced.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at 30 September 2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

25.00%

	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
68	LCRI R2 - Ndra Flora and Fauna reserve - Upgrade carpark & entrance	-		\$ 54,975.00	\$0.00	\$54,975.00	0%	Awaiting grant confirmation
69	CRIF - Construct drainage and seal the remaining access road at Rocky Water Hole	-		\$ 86,435.90	\$709.23	\$85,726.67	1%	Works to commence October
70	LT Rec Seating and Shelter Revamp	-		\$ 10,000.00	\$0.00	\$10,000.00		Scope of works to be developed
71	LT Rec Toilet block landscaping	20,000		\$ 20,000.00	\$0.00	\$20,000.00	0%	Developing scope of works landscaping planned for November.
72	LT Deepening Works	2,000,000		\$ 2,000,000.00	\$0.00	\$2,000,000.00	0%	Grant dependent
73	Boat Purchase	10,000		\$ 10,000.00	\$0.00	\$10,000.00	0%	Quotations to commence October.
74	Barellan Cemetery Entrance gate	-		\$ 8,000.00	\$0.00	\$8,000.00	0%	Seeking quotes again due to contractor unavailability
75	GG Cemetery Furniture	-		\$ 3,834.00	\$0.00	\$3,834.00	0%	Additional furniture to be ordered October.
76	Furniture - Narrandera Cemetery	5,000		\$ 5,000.00	\$0.00	\$5,000.00	0%	Furniture will be ordered October.
77	Urban Roads Construction	131,381		\$ 141,709.37		\$ 137,376.78	0%	Works to be scheduled
78	Arthur St (Victoria to Audley) Extend to kerb	-			\$0.00			awaiting seal
79	Baylis St (Jonsen St to May St) Extend to kerb	-			\$4,332.59			awaiting seal
80	Box Street (Barellan)	-			\$0.00			Completed
81	Culvert/bridge assessment works	-		\$ 15,683.00	\$0.00	\$15,683.00	0%	Works to be scheduled
82	Urban Roads Construction - Laneways	40,922		\$ 40,922.00		\$ 40,922.00	0%	Works to be scheduled
83	Arthur Ln - Victoria to Bolton	-		\$ -	\$0.00			Works to be scheduled
84	Arthur Lane - King to Whitton Street	-		\$ -	\$0.00			Works to be scheduled
85	Urban Reseals	120,612		\$ 120,612.00		\$ 120,612.00	0%	
86	Bendee Street	-		\$ -	\$0.00			Works to be scheduled
87	Bolton Street	-		\$ -	\$0.00			Works to be scheduled
88	Boundary Road	-		\$ -	\$0.00			Works to be scheduled
89	Dalgety Street	-		\$ -	\$0.00			Works to be scheduled
90	Douglas Street	-		\$ -	\$0.00			Works to be scheduled
91	Mallee Street	-		\$ -	\$0.00			Works to be scheduled
92	Shady Street	-		\$ -	\$0.00			Works to be scheduled
93	Victoria Avenue	-		\$ -	\$0.00			Works to be scheduled
94	Wilga Street	-		\$ -	\$0.00			Works to be scheduled
95	Urban Pavement Rehabilitation	132,458		\$ 132,458.00	\$0.00	\$ 132,458.00	0%	Works to be scheduled
96	Improvement of water haulage	-		\$ 15,000.00	\$0.00	\$ 15,000.00	0%	Works to be scheduled
97	Innovation for Rural infrastructure Mgmt	-		\$ 11,995.00	\$0.00	\$ 11,995.00	0%	Works to be scheduled
98	Urban Laneways Upgrade - additional	-		\$ -	\$0.00	-\$0.00	#DIV/0!	Works to be scheduled
99	Urban K&G Replacement	15,759		\$ 51,593.11	\$270.61	\$51,322.50	1%	Works to be scheduled
100	Urban Footpath Add. Funds requested - To railway overpass	100,000		\$ 100,000.00	\$0.00	\$100,000.00	0%	Awaiting Grant Funding announcement
101	Urban Footpath Replacement	10,506	\$ 25.27	\$ 10,506.00	\$53.41	\$10,427.32	1%	Works to be scheduled
102	Roads Resheeting - (Unsealed rural roads resheeting)	297,368		\$ 297,368.00		\$ 269,475.00	0%	Co contribution to match Fixing Local Roads Road 3 grant application
103	HVSPP Kamarah Road	-	\$ 7,116.00	\$ -	\$20,777.00			Complete
104	FLR R1 - Brewarrana Bridge Retrofitting	-	\$ 7,878.79	\$ 7,878.79	\$1.00	-\$1.00	0%	design complete works to be scheduled when water levels drop. Current in process to obtain necessary approvals.
105	Roads to Recovery	997,362		\$ 997,362.00		\$ 897,158.67	0%	
106	Strontian Road - Reseal	-		\$ -	\$408.24			Works to be scheduled
107	Federal Park Road - Reseal	-		\$ -	\$0.00			Works to be scheduled
108	Sandy Creek Road - Reseal	-		\$ -	\$0.00			Works to be scheduled
109	Druces Road (4.35 to 5.35) Resheeting	-		\$ -	\$22,185.13			Works to be scheduled

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at 30 September 2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

25.00%

	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
110	Pethers Road (0.0 to 0.3) Resheeting	-		\$ -	\$4,031.37			Works to be scheduled
111	Galore Park Road (0.0 to 1.3) Resheeting	-		\$ -	\$4,640.17			Works to be scheduled
112	Mcdonalds Road (0.0 to 1.97) Resheeting	-		\$ -	\$0.00			Works to be scheduled
113	Bogolong Road (6.94 to 9.8) Resheeting	-	\$ 18,181.82	\$ -	\$31,125.02			Works to be scheduled
114	Pinehope Road (1.69 to 2.69) Resheeting	-		\$ -	\$13,867.64			Works to be scheduled
115	Baldwins Road (0.0 to 0.75) Resheeting	-		\$ -	\$2,927.06			Works to be scheduled
116	Holloway Road (2.5 to 4.0) Resheeting	-		\$ -	\$2,836.88			Works to be scheduled
117	Galore Forest Rd (0.0 to 1.97) Resheeting	-		\$ -	\$0.00			
118	Birrego Rd (7.7 to 9.7) Resheeting	-		\$ -	\$0.00			
119	Jackson Rd (1.0 to 1.67) Resheeting	-		\$ -	\$0.00			
120	The Gap Rd (6.55 to 9.55) Resheeting	-		\$ -	\$0.00			
121	Donaldsons Rd (0.5 to 2.6) Resheeting	-		\$ -	\$0.00			
122	Rural Roads Reseals	153,995		\$ 153,995.00		\$ 122,116.55	0%	
123	FLR - Kamarah Road Heavy vehicle	-		\$ -	\$0.00			Co contribution to match Fixing Local Roads Road 3 grant application
124	FLR - Erigolia Road Heavy Vehicle	-		\$ -	\$0.00			Co contribution to match Fixing Local Roads Road 3 grant application
125	FLR - Cowabbie Road Northern bus route	-		\$ -	\$0.00			Co contribution to match Fixing Local Roads Road 3 grant application
126	Red Hill Road	-			\$15,808.95			Completed
127	Bassetts Road	-			\$16,069.50			Completed
128	FCR - Sandigo Kywong school bus route	454,440	\$ 189,168.00	\$ 901,347.03	\$135,149.46	\$ 577,029.57	15%	Settlers Road sealed. Rosedale Road works nearly complete, awaiting seal.
129	Boree Road	-		\$ 37,395.81	-\$0.01	\$37,395.82	0%	Co contribution to match Fixing Local Roads Road 3 grant application
130	Rural Sealed Roads Construction	206,620		\$ 206,620.00	\$0.00	\$206,620.00	0%	
131	Driscoll Road	-	\$ 22,591.31	\$ 175,000.00	\$8,428.30	\$143,980.39	5%	Works commenced
132	Culvert Manderlay Road 7.78 km	-		\$ 8,440.00	\$0.00	\$8,440.00	0%	Works to commence October
133	Culvert McKenzies	-		\$ 6,255.00	\$0.00	\$6,255.00	0%	Works to commence October
134	FLR R1 - Paintings Bridge	-		\$ 29,387.34	\$0.00	\$29,387.34	0%	Completed
135	Regional Roads Capital Works	441,400		\$ 441,400.00		\$ 379,579.95	0%	
136	MR243 - Canola Way to (GG, Gainain, Matong & Coolamon)			\$ -	\$18,284.73			As required.
137	MR370 - To Lockhart			\$ -	\$15,535.60			As required.
138	MR596 - Back Yamma Road (south-west of Morundah)			\$ -	\$0.00			As required.
139	MR7608 - Barellan Road			\$ -	\$27,999.72			Barellan Road works to be completed second quarter
140	Fixing Country Bridges	1,083,532		\$ 1,083,532.00		\$ 1,052,977.88	0%	
141	FCB - Molly's Bridge	-	\$ 13,781.82	\$ -	\$1,329.11			design and tender phase
142	FCB - Somerset Bridge	-	\$ 13,781.82	\$ -	\$1,661.37			design and tender phase
143	LED Street Lighting Replacement	350,000		\$ 350,000.00	\$0.00	\$350,000.00	0%	Waiting grant approval notification expected Mid October
144	Active Transport - Walking	270,000		\$ 273,727.79	\$452.51	\$273,275.28	0%	Works to be scheduled
145	PAMP - Urban Footpath Cadell st (Tywnam and Audley Sts)	25,000		\$ 25,000.00	\$0.00	\$25,000.00	0%	Works to be scheduled
146	SZI - Larmer Street	-		\$ -	\$0.00	\$0.00	#DIV/0!	
147	SZI - Adams and Douglas Street	-		\$ -	\$0.00	\$0.00	#DIV/0!	
148	Banner Poles Leeton Road	-		\$ 8,276.04	\$1,087.39	\$7,188.65	13%	Complete
149	Red Hill Signage	-		\$ 37,000.00	\$0.00	\$37,000.00	0%	
150	Gateway/Entrance signs	-		\$ 4,183.52	\$0.00	\$4,183.52	0%	
151	Building renewal and upgrades in portfolio of Manager of Works	146,000	\$ 14,718.87	\$ 163,354.84	\$50,826.79	\$97,809.18	31%	Annual program has been identified scoped and procurement underway. Barellan Street stall replacement underway, Various building fixture and renewal procurement activities are under way or have been committed.

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at 30 September 2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

25.00%

	Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
152	Museum - Ext. paint, disabled ramp, public toilets	-		\$ 25,939.83	\$8,411.02	\$17,528.81	32%	Internal renewal works are committed with the replacement of kitchen cabinets, Procurement of external painting underway.
153	Council Chambers Cleanout of Storage Facility	-		\$ 5,709.14	\$0.00	\$5,709.14	0%	Works activities delayed due to Covid restrictions.
154	Solar Panels	100,000		\$ 100,000.00	\$0.00	\$100,000.00	0%	Brief finalised August. Awaiting grant approval in Mid October.
155	Workshop vehicle washbay	100,000	\$ 64,169.73	\$ 100,000.00	\$55,450.47	-\$19,620.20	55%	Shed and concrete procurement committed - works to expect to commence by early November.
156	Building Renewal Works and Paint Roof	-		\$ -	\$0.00	\$0.00	#DIV/0!	
157	Runway, Taxiway & Apron resealing & re-mark	-		\$ 210,932.55	\$209,041.48	\$1,891.07	99%	Works nearing completion
158	Installation (3) Apron Flood Lights	-		\$ 27,479.29	\$24,199.15	\$3,280.14	88%	Works nearing completion
159	Security & Wildlife Perimeter fencing	-		\$ 409,657.73	\$1,979.79	\$407,677.94	0%	currently seeking quotes to undertake works.
160	Carpark, Apron and hangar lighting improvements	-		\$ -	\$0.00	\$0.00	#DIV/0!	
161	Light Vehicles	462,509		\$ 462,509.00	\$45,454.54	\$417,054.46	10%	Scope being developed
162	Trucks & Trailers	517,600		\$ 517,600.00	\$0.00	\$517,600.00	0%	Scope being developed
163	Heavy Plant Sales	492,963		\$ 492,963.00	\$0.00	\$492,963.00	0%	Scope being developed
164	Other Plant Capital	20,000		\$ 20,000.00	\$3,510.00	\$16,490.00	18%	Scope being developed
165	Water Main Replacements	300,000	\$ 20,928.61	\$ 300,000.00	\$137,017.38	\$ 101,657.12	46%	Adams, King and Elwin Street main replacements continuing. Program for 2021/22 being developed.
166	Grosvenor St Watermain replacement	-	\$ 2,475.86	\$ -	\$37,921.03			Design and planning underway. October start.
167	Hydrant and Valve replacements	65,000	\$ 2,272.73	\$ 65,000.00	\$2,616.42	\$60,110.85	4%	Program for 2021/22 being developed.
168	North Zone Pressure Pump - low pressure issues	40,000		\$ 40,000.00	\$204.48	\$39,795.52	1%	Hydraulic model complete, specification being developed.
169	Solar	95,000		\$ 95,000.00	\$0.00	\$95,000.00	0%	
170	Services Replacements	20,000	\$ 734.28	\$ 20,000.00	\$8,604.34	\$10,661.38	43%	As required.
171	Reservoir cleaning and structural assessment	-		\$ 11,559.60	\$25,696.33	-\$14,136.73	222%	Complete
172	WTP filter/Upgrade design	-		\$ 41,912.00	\$0.00	\$41,912.00	0%	
173	Pine Hill reservoir upgrade	-	\$ 843,829.50	\$ 392,576.88	\$207,117.53	-\$658,370.15	53%	Construction underway.
174	Pine Hill Pumps Replacement	50,000		\$ 50,000.00	\$0.00	\$50,000.00	0%	Still to be programmed after reservoir construction is complete.
175	Gordon St fencing	50,000	\$ 2,820.00	\$ 50,000.00	\$10,375.78	\$36,804.22	21%	Procurement underway
176	Pine Hill reservoir fencing/ demolition	50,000		\$ 50,000.00	\$0.00	\$50,000.00	0%	Project will start once new reservoirs are complete.
177	Solar	-		\$ 5,000.00	\$0.00	\$5,000.00	0%	
178	IWCM additional works	-		\$ 130,774.00	\$0.00	\$130,774.00	0%	DPIE concurrence for Groundwater Study provided, consultants engaged.
179	Taggle Software and implementation	-		\$ 59,217.91	\$507.30	\$58,710.61	1%	Underway - Taggle implementing council data into software database.
180	Household Filter Project	-		\$ 46,898.85	\$11,298.72	\$35,600.13	24%	Third batch of filter housings arrived in July, installation underway.
181	Cul-de-sac ring mains	140,000		\$ 140,000.00	\$0.00	\$140,000.00	0%	Program for 2021/22 being developed. To start once watermain replacements are complete.
182	Valve Exerciser + Non destructive digger	135,000		\$ 135,000.00	\$544.65	\$134,455.35	0%	Procurement underway
183	Telemetry software upgrade	40,000		\$ 40,000.00	\$0.00	\$40,000.00	0%	Specifications complete, works to be programmed prior to Christmas.
184	Telemetry hardware upgrade	150,000		\$ 150,000.00	\$0.00	\$150,000.00	0%	Specifications complete, works to be programmed prior to Christmas.
185	LTP Fire Service Watermain	-		\$ -	\$0.00	\$0.00	#DIV/0!	
186	Primary Filter EPA	-		\$ 117,459.12	\$4,220.24	\$113,238.88	4%	Design updated with procurement to begin in November.
187	Manhole replacements	-		\$ 8,103.95	\$0.00	\$8,103.95	0%	As required.
188	Flowmeters for sewer pump stations 2,3 and 4	-		\$ 35,455.78	\$0.00	\$35,455.78	0%	
189	Narrandera West Sewer Extension	-		\$ 16,511.74	\$0.00	\$16,511.74	0%	Awaiting public consultation of report to complete project
190	Sewer Main Relines	350,000	\$ 120,472.65	\$ 350,000.00	\$187,422.67	\$42,104.68	54%	Works continuing on from last financial year, to be completed in October
191	Solar	95,000		\$ 100,000.00	\$166.38	\$99,833.62	0%	

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2021-22 - as at 30 September 2021

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

25.00%

Project	Adopted Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
192 Barellan Sewer	2,220,000	\$ 205,064.74	\$ 2,313,710.02	\$37,755.91	\$2,070,889.37	2%	Design tender awarded and design underway. Design to be complete by December 2021.
193 Telemetry software upgrade	40,000		\$ 40,000.00	\$0.00	\$40,000.00	0%	Specifications complete, works to be programmed prior to Christmas.
194 Telemetry hardware upgrade	100,000		\$ 100,000.00	\$0.00	\$100,000.00	0%	Specifications complete, works to be programmed prior to Christmas.
195 Branding Strategy	2,350		\$ 2,350.00	\$0.00	\$ 2,350.00	0%	Ongoing operational costs
196 Mountain Bike Park Rocky Water	-		\$ 5,000.00	\$7,000.00	-\$ 2,000.00	140%	Ongoing operational costs
197 Aust Airline Airport Academy	9,958		\$ 9,958.00	\$0.00	\$ 9,958.00	0%	Ongoing operational costs
198 Grong Grong Earth Park - RMS	-		\$ 10,095.10	\$1,563.64	\$ 8,531.46	15%	Ongoing operational costs
199 Newell Hwy Contribution Grong Grong Reseal	-		\$ 93,050.00	\$0.00	\$ 93,050.00	0%	Ongoing operational costs
200 Newell Hwy Contribution Grong Grong town entrance signs	-		\$ 8,000.00	\$0.00	\$ 8,000.00	0%	Ongoing operational costs
201 Urban Roads Maintenance	\$641,600.00	\$ 8,110.36	\$ 641,600.00	\$190,241.23	\$ 443,248.41	30%	Ongoing operational costs
202 Sealed Rural Roads Maintenance	\$188,700.00	\$ 6,615.25	\$ 188,700.00	\$71,354.52	\$ 110,730.23	38%	Ongoing operational costs to be rectified with the introduction of the taggle software.
203 Rural Unsealed Roads Expenses	\$817,800.00	\$ 1,304.86	\$ 817,800.00	\$207,720.41	\$ 608,774.73	25%	Ongoing operational costs
204 Regional Roads (M&R Grant)	\$207,600.00		\$ 207,600.00	\$51,952.93	\$ 155,647.07	25%	Ongoing operational costs
205 State Road Contract Works RMCC	\$170,500.00	\$ 9,654.43	\$ 170,500.00	\$58,899.89	\$ 101,945.68	35%	Ongoing operational costs
206 Ordered Works - MR80 Irrigation Way & MR84 Burley Griffin Way	\$82,000.00		\$ 82,000.00	\$0.00	\$ 82,000.00	0%	Ongoing operational costs
207 Noxious Weeds Expenses	\$158,711.00		\$ 158,711.00	\$49,811.73	\$ 108,899.27	31%	Ongoing operational costs
208 Public Toilets Expenses	\$75,333.00		\$ 75,333.00	\$29,748.26	\$ 45,584.74	39%	Ongoing operational costs
209 Cemetery Expenses	\$129,123.00		\$ 129,123.00	\$45,702.70	\$ 83,420.30	35%	Ongoing operational costs
210 Sports Ground Expenses	\$197,603.00		\$ 197,603.00	\$52,086.25	\$ 145,516.75	26%	Ongoing operational costs
211 Parks Expenses	\$531,552.00		\$ 531,552.00	\$211,134.68	\$ 320,417.32	40%	Ongoing operational costs
212 Lawn Areas	\$27,307.00	\$ 1,563.32	\$ 27,307.00	\$12,737.26	\$ 13,006.42	47%	Ongoing operational costs
213 East Street - Street Scaping	\$17,000.00	\$ 38.81	\$ 17,000.00	\$921.32	\$ 16,039.87	5%	Ongoing operational costs
214 Street Trees	\$228,727.00	\$ 56,081.18	\$ 228,727.00	\$71,604.73	\$ 101,041.09	31%	Ongoing operational costs
215 Lake Talbot Expenses	\$24,000.00		\$ 24,000.00	\$0.00	\$ 24,000.00	0%	Ongoing operational costs
216 Sports Stadium Expenses	\$100,671.00		\$ 100,671.00	\$20,829.23	\$ 79,841.77	21%	Ongoing operational costs
217 Bores Expenses	\$57,395.00	\$ 24,650.00	\$ 57,395.00	\$9,907.64	\$ 22,837.36	17%	Ongoing operational costs
218 Pump Station Expenses	\$86,900.00	\$ 221.24	\$ 86,900.00	\$29,088.73	\$ 57,590.03	33%	Ongoing operational costs
219 Mains Expenses	\$316,239.00	\$ 9,379.16	\$ 316,239.00	\$82,230.29	\$ 224,629.55	26%	Ongoing operational costs
220 Recycled Water	\$49,200.00	\$ 70.00	\$ 49,200.00	\$1,216.30	\$ 47,913.70	2%	Ongoing operational costs
221 Reservoirs Expenses	\$62,990.00	\$ 2,548.59	\$ 62,990.00	\$7,906.97	\$ 52,534.44	13%	Ongoing operational costs
222 Water Supply Licence	\$31,263.00		\$ 31,263.00	\$4,104.82	\$ 27,158.18	13%	Ongoing operational costs
223 Chlorine & Chemicals Expenses	\$30,750.00	\$ 3,689.29	\$ 30,750.00	\$1,423.01	\$ 25,637.70	5%	Ongoing operational costs
224 Meter Reading Expenses	\$10,250.00		\$ 10,250.00	\$7,109.39	\$ 3,140.61	69%	Ongoing operational costs to be rectified with the introduction of the taggle software.
225 Telemetry System Maintenance	\$11,788.00	\$ 3,470.00	\$ 11,788.00	\$54.36	\$ 8,263.64	0%	Ongoing operational costs
226 Pump Stations Electricity Expenses	\$256,520.00		\$ 256,520.00	\$45,282.95	\$ 211,237.05	18%	Ongoing operational costs
227 Pump Station Expenses	\$69,162.00	\$ 9,363.64	\$ 69,162.00	\$23,321.77	\$ 36,476.59	34%	Ongoing operational costs
228 Mains Expenses	\$258,906.00	\$ 9,807.84	\$ 258,906.00	\$63,037.69	\$ 186,060.47	24%	Ongoing operational costs
229 Treatment Works Expenses	\$209,688.00	\$ 30,514.15	\$ 209,688.00	\$62,910.22	\$ 116,263.63	30%	Ongoing operational costs
230 Sewer Heating & Electricity	\$139,600.00		\$ 139,600.00	\$18,054.55	\$ 121,545.45	13%	Ongoing operational costs
231 Telemetry System Maintenance	\$7,000.00		\$ 7,000.00	\$0.00	\$ 7,000.00	0%	Ongoing operational costs

21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**21.1 PROPOSED SALE OF LAND FOR OVERDUE RATES AND CHARGES****Document ID: 580817****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting - Other****Attachments: 1. Proposed Sale of Land for Overdue Rates and Charges - Confidential****RECOMMENDATION**

That Council:

1. Resolves to sell the nine (9) identified properties detailed within the confidential memorandum addressed to Councillors in accordance with Section 713 (2)(a) of the Local Government Act, 1993.
2. That the General Manager, be granted delegated authority to review and withdraw, where deemed appropriate, those properties where payment of all overdue rates and charges is received or a satisfactory payment arrangement has been formalised by an interested party for the payment of all rates and charges.
3. Approval is given to affix the Common Seal of Council, if required, to any future documentation necessary relating to this matter.

PURPOSE

The purpose of this report is to seek Council's approval to commence legal proceedings for the recovery of overdue rates and charges by selling nine (9) properties which are vacant land at public auction.

SUMMARY

Section 713 (2)(a) of the Local Government Act, 1993 permits Council to sell land if a rate or charge has remained unpaid for more than five years or, in the case of vacant land, one year from the date on which it became payable.

BACKGROUND

Council has undertaken a review of properties that meet the criteria for sale of land in accordance with Section 713 (2)(a) of the Local Government Act. The process for 2021-2022 will comprise in two stages: the first being the sale of vacant land; with the second of occupied land to occur if attempts for further resolution through the debt recovery process prove unsuccessful.

A report regarding stage two will be provided to Council at its March 2022 meeting to seek approval for the sale of properties that meet the criteria of Section 713 (2)(a) without a successful resolution through the debt recovery process.

Details of the nine (9) identified properties for sale by public auction in stage one (attachment 1) are contained in the confidential attachment issued to Councillors

(enclosed with the October 2021 Business Paper). Unfortunately, payment has not been made by the property owners to reduce the arrears.

Should Council resolve to proceed to sale to recover arrears the process will run for approximately three months with the following milestones:

1. Obtain title searches and issue General Manager's Certificate to registered property owner(s)
2. Notify all interested parties of the proposal to sell the land for overdue rates and charges
3. Seek expressions of interest from locally based licenced property auctioneers with an auctioneer appointed
4. Publicly advertise the properties for sale by public auction through social media and newspaper methods
5. Publicly advertise the properties for sale by public auction within the NSW Government Gazette
6. Conduct of public auction
7. Settlements are anticipated to occur prior to 30 June 2022.

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

Theme

Our Civic Leadership

Strategy

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

Action

5.1.4 - Financial sustainability is critical with maximum rate revenue to be achieved and other income sources maximised

ISSUES AND IMPLICATIONS

Policy

- POL017 Debt Recovery Policy
- CS300 Rates and Charges Financial Hardship Policy
- CS340 Rates and Charges Financial Hardship COVID-19 Policy

Financial

The process of sale of land for overdue rates and charges will reduce the amount of arrears of rates and charges payable to Council as at 30 June annually. The benchmark set by the Office of Local Government for overdue rates and charges is less than 10% for regional and rural councils. Council's position in the 2020-2021 annual accounts is 9.25%, an increase on previous years: 8.28% (2019-20) and 7.7% (2018-19).

Council must remain focused on recovering overdue rates to sustain cash flow and remain within acceptable parameters for outstanding amounts. During the process, it may be

necessary for Council to abandon residual arrears of rates and charges where sale proceeds do not cover the amount payable; however, a provision for such abandonments has been allowed for in the current 2021-2022 budget.

Legal / Statutory

- Section 713 (2)(a) of the Local Government Act, 1993.

Community Engagement / Communication

- The community shall be advised of the forthcoming auction by way of advertisement within the local print media, Council's website and social media, and the NSW Government Gazette.

Human Resources / Industrial Relations

- The sale of land process is prescriptive with costs around legal process and sale. Undertaking this work expends considerable staff resources, however staff must pursue these debts given the extent of the arrears.

RISKS

The arrears will continue to grow should Council not address these outstanding rates and the current situation is unchanged.

OPTIONS

1. Council approves the sale of land for all properties listed in the attachment.
2. Council does not approve the sale of land for all properties listed in the attachment.
3. Council approves the sale of land for select properties listed in the attachment.

CONCLUSION

It is recommended that Council commences sale of land proceedings in accordance with Section 713 (2)(a) of the Local Government Act, 1993 upon the nine (9) identified vacant land properties. It is also recommended that the General Manager, be granted delegated authority to review and withdraw, where deemed appropriate, those properties where payment of all rates and charges is received or a satisfactory repayment arrangement has been formalised by an interested party for the payment of all rates and charges.

RECOMMENDATION

That Council:

1. Resolves to sell the nine (9) identified properties detailed within the confidential memorandum addressed to Councillors in accordance with Section 713 (2)(a) of the Local Government Act, 1993.
2. That the General Manager, be granted delegated authority to review and withdraw, where deemed appropriate, those properties where payment of all overdue rates and charges is received or a satisfactory payment arrangement has been formalised by an interested party for the payment of all rates and charges.
3. Approval is given to affix the Common Seal of Council, if required, to any future documentation necessary relating to this matter.

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PUBLIC MEETING CLOSES

At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.

22 CONFIDENTIAL BUSINESS PAPER REPORTS**RECOMMENDATION**

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

22.1 Economic Development Updates

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

22.2 Sale of Land - Red Hill Industrial Estate

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

RETURN TO PUBLIC MEETING

At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.