



## **COVID 19**

### **Actions and efforts to reduce the spread of COVID 19 among staff, community members and visitors**

**Updated 3 April 2020  
Effective Immediately**

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#### **Council Meetings:**

- Closed to the public (meetings will continue to be recorded and placed on Council's website)
- Workshops suspended
- No in-person deputations
- To be run over video in three locations (Coleambally, Darlington Point and Jerilderie)

#### **Critical Services:**

- Water Supply is a critical service
- Waste Water is a critical service
- Waste collection and disposal is a critical service

#### **Operation of Critical Services:**

- Licenced and accredited operators not to work together
  - o Should there be a need for a second person to assist the accredited person it will be provided from other employees
- Licenced and accredited operators are not to perform functions that could place them at risk of contracting COVID 19 (other than what relates to the critical service):
  - o No cleaning of toilets
  - o No catching of dogs
  - o No working at the saleyards
- The Virus can survive in sewerage, so extra precautions are to be taken when dealing with these situations.

**Essential Services:**

- Bendigo Bank
- Development & Building Applications & Inspections
- Road Maintenance
- Maintenance of Public Areas
- Finance and Corporate Functions
- Maintenance of Plant and Fleet
- Weed Control
- Responding to Menacing or Nuisance Dogs
- Managing Funeral Grave Sites
- Meals on Wheels (Darlington Point and Coleambally)
- Emergency Management
- Stock Control
- Opening, closing and road access
- Public Health Inspections
- Responding to safety requests

**Travel:**

- All non-essential travel is to cease
  - o No conferences
  - o No training where potentially 2 or more are physically present
  - o No more than 5 present at prestart meetings maintain 1.5m social distancing (including Toolbox meetings)
  - o No meetings where potentially 2 or more are physically present
  - o Videoconferencing to be utilised wherever possible.

**Social distancing:**

- Keeping a distance of at least of 1.5m
- 4 sqm indoor space requirement to be adhered too.
- No shaking of hands
- No kissing/hugging
- No personal touch of any kind

**Gatherings:**

- No gatherings of more than 2
  - o If a function or meeting could potentially have more than 2 persons present, you are unable to attend.
  - o 4 sqm indoor space requirement to be adhered too.

**Meetings:**

- Restrictions on personal meetings

- All meetings that can be held via phone or video are to be held by that media
  - This includes residents and rate payers who may even only be next door

### **Hygiene practices:**

- Regular washing of hands
- Use of hand sanitizer
- Sneezing or coughing into clean tissue, dispose of immediately, then sanitize or clean your hands
- Hourly or before use wiping down surfaces and objects with disinfectant:
  - Benches
  - Door knobs
  - Phones
  - Computers
  - Debit and credit cards
  - ATM
  - EFTPOS
  - Printers
  - Filing cabinets
  - Taps
  - Basins
  - Fridges
  - Pens
  - Steering wheels
  - Gear shifts
  - Door handles
  - Dashes
  - Arm rests
  - Hand tools and equipment
  - Anything which can keep the virus active

(COVID 19 lingers for up to 4 hours on copper surfaces, 24 hours on cardboard, 48 hours on steel surfaces and 72 hours on plastic)

- Do not share food or drinks of any kind
- During office closure, 12.00noon to 5.00pm, entire offices to be sanitised.

### **Offices:**

- Coleambally Office be closed to the public
- Jerilderie and Darlington Point Office open by appointment only for Banking and where Development Applications cannot be submitted on line:
  - Appointments limited to 9 am to 12 noon
  - Bendigo Bank Jerilderie to make an appointment contact Eden
  - Bendigo Bank Darlington Point to make an appointment contact Sue

- Development Applications across Murrumbidgee Council contact Kelly
- Service requests or complaints contact
  - Jerilderie - Bryan Payne
  - Darlington Point & Coleambally – Shane Curphey
- No more than two staff to be present in any office at any time
  - Staff are required to work from home
  - Only during appointment times two staff must be present
    - One to be dealing with the customer
    - One to be within in the building for WHS
  - Staff are to be rostered
  - Office cleaner responsible for cleaning and sanitizing offices before 9 am and after 12 noon
  - Staff whom respond to an appointment responsible to clean and sanitize touch points
- Extra care and attention to PPE whilst sanitizing
- No eating or drinking at your desks
- No family or community members in the office area

### **Public Facilities, controlled by Council:**

- Library closed
- Swimming Pools closed
- Gymnasiums closed
- John McInnes Square fenced off
- Skate Parks fenced off
- Water fountains turned off and signed appropriately
- Halls to be unavailable for hire/use
- Museums closed
- Facilities run by a third party will not have a Council direction, they must decide themselves based on advice provided by the State and Federal Government
- Playgrounds fenced off
- Outside exercise equipment to be signed as closed
- Public BBQ's to be turned off and signed appropriately
- Signage on public seating and tables to state *"these facilities are not regularly sanitised and you must take your own precautions"*
- Public Toilets to close except:
  - Darlington Point: Toilet block behind Murrumbidgee Shire Hall to remain open 7 am to 9 pm; 7.00am to 7.00pm from 6 April.
  - Coleambally: John McInnes Square to remain open 7 am to 9 pm; 7.00am to 7.00pm from 6 April.



- Jerilderie: 63 Jerilderie Street (next to bakery) to remain open 7 am to 9 pm; 7.00am to 7.00pm from 6 April.

(Signage stating these facilities are cleaned and sanitised hourly between 7.00am and 9.00pm/7.00pm from 6 April)

### **Council Leased Facilities:**

- Waive the lease payments on all facilities operated by businesses in properties owned by Council. Effective 1<sup>st</sup> April 2020 until repealed.
- Sports teams not charged for facility use.

### **Working from home:**

- It might not be possible to provide Council owned computers
- We will however provide access to the network to staff members personal computers
- Staff members with access to the network via personal computers need to be mindful of security and to log out when getting up from the terminal.

(the lead time on purchasing laptops is about 4 weeks)

### **Front line Personnel:**

- Only one person at any office will perform front line tasks, the other person within the office will perform their different tasks.
- Each time of handling cash, hands must be disinfected with hand sanitiser
- Please request the use of credit or debit cards and do not handle others cards
- After each card transaction sanitize the EFTPOS machine
- Sanitise any pens or equipment used by members of the public after each use

### **Travelling to and from job sites:**

- No more than two persons in a two-door vehicle
- No more than two persons in a four-door vehicle
- Keep air circulating via windows whilst travelling
- Staff may be asked to travel in their own car to a work site (claim mileage)

### **Depot:**

- Work times will be staggered
- Where able, you are to travel directly to the job site
- No public or salespersons to enter the facility. Gates to remain closed to them
- Delivery drivers to pull up at closed gate and ring mobile number provided, the appropriate person who answers will make judgement call on how to unload. Where practicable delivery dockets to be rendered via electronic means reducing the need to exchange paper.
- No family or community members in the depot area

**All Staff:**

- During this time, staff may be asked to perform functions which are not normally your day to day functions. You are expected to perform, as we place our efforts into maintaining our services, especially our critical service.
- No employee will be asked to perform a task they are not capable of performing.
- Working closely with each other may be unavoidable, key is to not place others at risk. If you feel any of the symptoms, do not undertake these tasks. Better still stay at home, and seek medical advice.

**Approaches by members of the public:**

- If you are approached by members of the public please ensure you follow the social distancing rules
  - o Be courteous and respectful
  - o If they encroach on your social distancing space, ask them to stop
  - o If they continue to approach, and the job site is safe to do so take security in a vehicle. If no vehicle leave the area and call the police
    - Coleambally Police Station (02) 6954 4104
    - Darlington Point Police Station (02) 6968 4144
    - Jerilderie Police Station (03) 5886 1244

**Special Leave Provision:**

- Leave resulting from suspicion or actual COVID 19 exposure will be borne by a special leave provision. No employee will be required to take Sick, Annual or Long Service Leave. Staff who are concerned they may have contracted COVID 19 should contact the Department of Health's National Coronavirus Helpline, 1800 020 080
- Medical certificates will not be required.
- Requirement to isolate because of returning from overseas or exposure to a known source, or on advice of the medical profession will be via a special leave provision.
- If you display symptoms of COVID 19 self-isolate, speak to a medical professional. If determined not likely to be COVID 19, return to work if you are fit to do so.
- Flexible working arrangements will be made, early starts, late finishes, rostered days etc. Any arrangement where the employee is not performing duties or has been told not to come to work will be paid via the special leave provision.

**The above is subject to change at any time, at the direction of the General Manager.**



**Murrumbidgee**  
**COUNCIL**

**CODE OF MEETING PRACTICE**  
**(DRAFT)**

**2020**

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## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2 MEETING PRINCIPLES

### 2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### 3 BEFORE THE MEETING

#### Timing of ordinary council meetings

- 3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

#### Extraordinary meetings

- 3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

#### Notice to the public of council meetings

- 3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

- 3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

- 3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

### Notice to councillors of extraordinary meetings

- 3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

### Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **3 business days** before the meeting is to be held.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

### Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.9 ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

- 3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.



### Availability of the agenda and business papers to the public

- 3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.22 reflects section 9(2) and (4) of the Act.**

- 3.23 Clause 3.22 does not apply to the business papers for items of business that the general manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.23 reflects section 9(2A)(b) of the Act.**

- 3.24 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.24 reflects section 9(3) of the Act.**

- 3.25 A copy of an agenda, or of an associated business paper made available under clause 3.22, may in addition be given or made available in electronic form.

**Note: Clause 3.25 reflects section 9(5) of the Act.**

### Agenda and business papers for extraordinary meetings

- 3.26 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

- 3.27 Despite clause 3.26, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 3.28 A motion moved under clause 3.27(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

- 3.29 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.27(a) can speak to the motion before it is put.

- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.27(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.35 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## **4 PUBLIC FORUMS**

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.
- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **11.00am 5 business days** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than **2** items of business on the agenda of the council meeting.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 No more than **2** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.10 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **2 business days** before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12 Each speaker will be allowed **5 minutes** to address the council. This time is to be strictly enforced by the chairperson.
- 4.13 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.15 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker to each question are to be limited to **4 minutes**.
- 4.16 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **10 minutes** in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

- 4.18 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21 Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22 Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.23 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

## **5 COMING TOGETHER**

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

- 5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

#### The quorum for a meeting

- 5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.

- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2.

#### Entitlement of the public to attend council meetings

- 5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

### Webcasting of meetings

- 5.18 All meetings of the council and committees of the council are to be webcast on the council's website. Audio recording of council meetings to be uploaded on the council's website as soon as practicable following the meeting.
- 5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.21 A recording of each meeting of the council and committee of the council is to be retained on the council's website for **2 years**. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

### Attendance of the general manager and other staff at meetings

- 5.22 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.22 reflects section 376(1) of the Act.**

- 5.23 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.23 reflects section 376(2) of the Act.**

- 5.24 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.24 reflects section 376(3) of the Act.**

- 5.25 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

### The chairperson at meetings

- 6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## **7 MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].



## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the council shall be:

1. Opening
2. Recording of Meeting
3. Apologies and applications for a leave of absence by councillors
4. Confirmation of Minutes
5. Disclosure of Interest Declarations
6. Notice of Rescission
7. Notice of Motion
8. Mayoral Minute
9. Mayoral Report
10. Delegates' Reports
11. Officers' Reports for Consideration
12. Reports/Minutes of Council Committees
13. Officers' Reports for Noting
14. Questions with Notice
15. Confidential Matters
16. Items without Notice
17. Closure

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.9, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or

- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## **10 RULES OF DEBATE**

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

#### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

#### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## **11 VOTING**

### Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

#### Voting on planning decisions

- 11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.

**Note: Clauses 11.10-11.13 reflect section 375A of the Act.**

**Note: The requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.**

## **12 COMMITTEE OF THE WHOLE**

- 12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

### **13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.



## 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

### Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

## Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **11.00am, 5 business days** before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **2** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more **2** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **5 minutes** to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

### Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

## **15 KEEPING ORDER AT MEETINGS**

### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

#### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

#### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

#### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction

- of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11 (a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

#### How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

#### Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person

presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

#### Use of mobile phones and the unauthorised recording of meetings

- 15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

### **16 CONFLICTS OF INTEREST**

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

### **17 DECISIONS OF THE COUNCIL**

#### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act.**

- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

#### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

- 17.10 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.10 reflects section 372(6) of the Act.**

- 17.11 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.



17.12 A motion moved under clause 17.11(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.11(b) can speak to the motion before it is put.

17.13 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.11(c).

#### Recommitting resolutions to correct an error

17.14 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

17.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.14(a), the councillor is to propose alternative wording for the resolution.

17.16 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.14(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.17 A motion moved under clause 17.14 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.14 can speak to the motion before it is put.

17.18 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.14.

17.19 A motion moved under clause 17.14 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

### **18 TIME LIMITS ON COUNCIL MEETINGS**

18.1 Meetings of the council and committees of the council are to conclude no later than **8.00pm**.

18.2 If the business of the meeting is unfinished at **8.00pm** the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at **8.00pm**, and the council does not resolve to extend the meeting, the chairperson must either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the

meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### Implementation of decisions of the council

- 19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## **20 COUNCIL COMMITTEES**

### Application of this Part

- 20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

- 20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

### Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

### Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

#### Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

### Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

### Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) details of each motion moved at a meeting and of any amendments moved to it,
  - (b) the names of the mover and seconder of the motion or amendment,
  - (c) whether the motion or amendment was passed or lost, and
  - (d) such other matters specifically required under this code.
- 20.23 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.24 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.25 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.26 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.27 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## **21 IRREGULARITIES**

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act

quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**

**STATEMENT OF FINANCIAL PERFORMANCE-CONSOLIDATED**

	<b>Original Estimate</b>	<b>Projected to 30/6/20</b>
<b>Revenues from Ordinary Activities</b>		
Rates & Annual Charges	5,762,477	5,780,784
User Charges & Fees	2,703,324	2,691,199
Investment Revenues	552,768	552,768
Grants & Contributions	12,008,664	17,686,324
Other Revenues	459,734	509,798
Profit from Disposal of Assets	30,000	30,000
<b>Total Revenues from Ordinary Activities</b>	<u>21,516,967</u>	<u>27,250,873</u>
<b>Expenses from Ordinary Activities</b>		
Employee Costs	7,769,348	7,769,348
Materials & Contracts	2,819,033	3,567,171
Borrowing Costs	8,655	8,655
Depreciation & Amortisation	5,705,529	7,238,529
Other Expenses	1,704,511	1,733,206
Loss from Disposal of Assets	30,000	30,000
<b>Total Expenses from Ordinary Activities</b>	<u>18,037,076</u>	<u>20,346,909</u>
<b>Surplus/(Deficit) from Ordinary Activities</b>	<u><b>3,479,891</b></u>	<u><b>6,903,964</b></u>
Capital Grants & Contributions	5,283,165	8,843,516
<b>Surplus/(Deficit) from Ordinary Activities before Capital Grants</b>	<b>(1,803,274)</b>	<b>(1,939,552)</b>

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**

**STATEMENT OF FINANCIAL PERFORMANCE-WATER SUPPLY**

	<b>Original Estimate</b>	<b>Projected to 30/6/20</b>
<b>Revenues from Ordinary Activities</b>		
Rates & Annual Charges	619,747	619,747
User Charges & Fees	575,207	575,207
Investment Revenues	48,158	48,158
Grants & Contributions	3,013,149	3,013,149
Other Revenues	4,191	4,191
Profit from Disposal of Assets		
<b>Total Revenues from Ordinary Activities</b>	<u>4,260,452</u>	<u>4,260,452</u>
<b>Expenses from Ordinary Activities</b>		
Employee Costs	125,500	125,500
Materials & Contracts	544,974	544,974
Borrowing Costs	0	0
Depreciation & Amortisation	299,100	299,100
Other Expenses	199,167	199,167
Loss from Disposal of Assets		
<b>Total Expenses from Ordinary Activities</b>	<u>1,168,741</u>	<u>1,168,741</u>
<b>Surplus/(Deficit) from Ordinary Activities</b>	<u><b>3,091,711</b></u>	<u><b>3,091,711</b></u>
Capital Grants & Contributions	3,000,000	3,000,000
<b>Surplus/(Deficit) from Ordinary Activities before Capital Grants</b>	91,711	91,711

# Murrumbidgee Council

## Quarterly Budget Review as at 31 March 2020

### STATEMENT OF FINANCIAL PERFORMANCE-SEWER SERVICES

	Original Estimate	Projected to 30/6/20
<b>Revenues from Ordinary Activities</b>		
Rates & Annual Charges	553,036	553,036
User Charges & Fees	26,456	26,456
Investment Revenues	138,247	138,247
Grants & Contributions	13,458	13,458
Other Revenues	1,430	1,430
Profit from Disposal of Assets		
<b>Total Revenues from Ordinary Activities</b>	<u>732,627</u>	<u>732,627</u>
<b>Expenses from Ordinary Activities</b>		
Employee Costs	107,000	107,000
Materials & Contracts	221,815	221,815
Borrowing Costs	0	0
Depreciation & Amortisation	283,400	283,400
Other Expenses	96,716	96,716
Loss from Disposal of Assets		
<b>Total Expenses from Ordinary Activities</b>	<u>708,931</u>	<u>708,931</u>
<b>Surplus/(Deficit) from Ordinary Activities</b>	<u>23,696</u>	<u>23,696</u>
Capital Grants & Contributions		
Surplus/(Deficit) from Ordinary Activities before Capital Grants	23,696	23,696

# Murrumbidgee Council

## Quarterly Budget Review as at 31 March 2020

### STATEMENT OF FINANCIAL PERFORMANCE-GENERAL FUND

	Original Estimate	Projected to 30/6/20
<b>Revenues from Ordinary Activities</b>		
Rates & Annual Charges	4,589,694	4,608,001
User Charges & Fees	2,101,661	2,089,536
Investment Revenues	366,363	366,363
Grants & Contributions	8,982,057	14,659,717
Other Revenues	454,113	504,177
Profit from Disposal of Assets	30,000	30,000
<b>Total Revenues from Ordinary Activities</b>	<u>16,523,888</u>	<u>22,257,794</u>
<b>Expenses from Ordinary Activities</b>		
Employee Costs	7,536,848	7,536,848
Materials & Contracts	2,052,244	2,800,382
Borrowing Costs	8,655	8,655
Depreciation & Amortisation	5,123,029	6,656,029
Other Expenses	1,408,628	1,437,323
Loss from Disposal of Assets	30,000	30,000
<b>Total Expenses from Ordinary Activities</b>	<u>16,159,404</u>	<u>18,469,237</u>
<b>Surplus/(Deficit) from Ordinary Activities</b>	<u><b>364,484</b></u>	<u><b>3,788,557</b></u>
Capital Grants & Contributions	2,283,165	5,843,516
<b>Surplus/(Deficit) from Ordinary Activities before Capital Grants</b>	(1,918,681)	(2,054,959)

## **FORECAST BALANCE SHEET - Consolidated**

Proposed for  
30/6/20 as at

	<b>2019/20</b>	<b>31/03/2020</b>
<b>CURRENT ASSETS</b>		
Cash & cash equivalents/Investments	14593	8610
Cash/Investments - Externally Restricted	4922	5242
Receivables	2087	2890
Receivables - Externally Restricted	321	396
Inventories	3118	929
Inventories - Externally Restricted (Water Fund)	25	25
Inventories - Realisable > 12 months	0	0
Other	0	0
Non-current assets held for sale		
<b>TOTAL CURRENT ASSETS</b>	<b>25066</b>	<b>18092</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	5	5
Inventories	700	1083
Infrastructure, Property, Plant & Equipment	275376	278072
Equity accounted investments		
Investment Property		
Intangible Assets	313	1702
Other		
<b>TOTAL NON-CURRENT ASSETS</b>	<b>276394</b>	<b>280862</b>
<b>TOTAL ASSETS</b>	<b>301460</b>	<b>298954</b>
<b>CURRENT LIABILITIES</b>		
Payables	1320	1261
Borrowings	41	41
Provisions - Payable > 12 months	0	0
Provisions	2800	2705
<b>TOTAL CURRENT LIABILITIES</b>	<b>4161</b>	<b>4007</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables		
Borrowings	0	0
Provisions	70	61
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>70</b>	<b>61</b>
<b>TOTAL LIABILITIES</b>	<b>4231</b>	<b>4068</b>
<b>NET ASSETS</b>	<b>297229</b>	<b>294886</b>
<b>EQUITY</b>		
Accumulated Surplus	292986	289610
Revaluation Reserves	4243	5276
Council Equity Interest	297229	294886
Minority Equity Interest		
<b>TOTAL EQUITY</b>	<b>297229</b>	<b>294886</b>

## **FORECAST BALANCE SHEET - Water Fund**

	Proposed for 30/6/20 as at	
	<b>2019/20</b>	<b>31/03/2020</b>
<b>CURRENT ASSETS</b>		
Cash & cash equivalents/Investments	1604	1916
Cash/Investments - Externally Restricted		
Receivables	223	268
Receivables - Externally Restricted		
Inventories	25	25
Inventories - Externally Restricted (Water Fund)		
Inventories - Realisable > 12 months		
Other		
Non-current assets held for sale		
<b>TOTAL CURRENT ASSETS</b>	<b>1852</b>	<b>2209</b>
<b>NON-CURRENT ASSETS</b>		
Receivables		
Inventories		
Infrastructure, Property, Plant & Equipment	12286	12386
Equity accounted investments		
Investment Property		
Intangible Assets	210	789
Other		
<b>TOTAL NON-CURRENT ASSETS</b>	<b>12496</b>	<b>13175</b>
<b>TOTAL ASSETS</b>	<b>14348</b>	<b>15384</b>
<b>CURRENT LIABILITIES</b>		
Payables		
Borrowings		
Provisions - Payable > 12 months		
Provisions		
<b>TOTAL CURRENT LIABILITIES</b>	<b>0</b>	<b>0</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables		
Borrowings		
Provisions		
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>0</b>	<b>0</b>
<b>TOTAL LIABILITIES</b>	<b>0</b>	<b>0</b>
<b>NET ASSETS</b>	<b>14348</b>	<b>15384</b>
<b>EQUITY</b>		
Accumulated Surplus	14168	14494
Revaluation Reserves	180	890
Council Equity Interest	14348	15384
Minority Equity Interest		
<b>TOTAL EQUITY</b>	<b>14348</b>	<b>15384</b>

## **FORECAST BALANCE SHEET - Sewer Fund**

	Proposed for 30/6/20 as at	
	<b>2019/20</b>	<b>31/03/2020</b>
<b>CURRENT ASSETS</b>		
Cash & cash equivalents/Investments	3318	3326
Cash/Investments - Externally Restricted		
Receivables	98	128
Receivables - Externally Restricted		
Inventories		
Inventories - Externally Restricted (Water Fund)		
Inventories - Realisable > 12 months		
Other	25	25
Non-current assets held for sale		
<b>TOTAL CURRENT ASSETS</b>	<b>3441</b>	<b>3479</b>
<b>NON-CURRENT ASSETS</b>		
Receivables		
Inventories		
Infrastructure, Property, Plant & Equipment	10736	10850
Equity accounted investments		
Investment Property		
Intangible Assets		
Other	69	69
<b>TOTAL NON-CURRENT ASSETS</b>	<b>10805</b>	<b>10919</b>
<b>TOTAL ASSETS</b>	<b>14246</b>	<b>14398</b>
<b>CURRENT LIABILITIES</b>		
Payables		
Borrowings		
Provisions - Payable > 12 months		
Provisions		
<b>TOTAL CURRENT LIABILITIES</b>	<b>0</b>	<b>0</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables		
Borrowings		
Provisions		
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>0</b>	<b>0</b>
<b>TOTAL LIABILITIES</b>	<b>0</b>	<b>0</b>
<b>NET ASSETS</b>	<b>14246</b>	<b>14398</b>
<b>EQUITY</b>		
Accumulated Surplus	14040	14035
Revaluation Reserves	206	363
Council Equity Interest	14246	14398
Minority Equity Interest		
<b>TOTAL EQUITY</b>	<b>14246</b>	<b>14398</b>

## **FORECAST BALANCE SHEET - General Fund**

	Proposed for 30/6/20 as at	
	<b>2019/20</b>	<b>31/03/2020</b>
<b>CURRENT ASSETS</b>		
Cash & cash equivalents/Investments	14593	8610
Cash/Investments - Externally Restricted		
Receivables	2087	2890
Receivables - Externally Restricted		
Inventories	3118	929
Inventories - Externally Restricted (Water Fund)		
Inventories - Realisable > 12 months		
Other		
Non-current assets held for sale		
<b>TOTAL CURRENT ASSETS</b>	<b>19798</b>	<b>12429</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	5	5
Inventories	700	1083
Infrastructure, Property, Plant & Equipment	252354	254836
Equity accounted investments		
Investment Property		
Intangible Assets	103	913
Other		
<b>TOTAL NON-CURRENT ASSETS</b>	<b>253162</b>	<b>256837</b>
<b>TOTAL ASSETS</b>	<b>272960</b>	<b>269266</b>
<b>CURRENT LIABILITIES</b>		
Payables	1320	1261
Borrowings	66	66
Provisions - Payable > 12 months		
Provisions	2800	2705
<b>TOTAL CURRENT LIABILITIES</b>	<b>4186</b>	<b>4032</b>
<b>NON-CURRENT LIABILITIES</b>		
Payables		
Borrowings	69	69
Provisions	70	61
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>139</b>	<b>130</b>
<b>TOTAL LIABILITIES</b>	<b>4325</b>	<b>4162</b>
<b>NET ASSETS</b>	<b>268635</b>	<b>265104</b>
<b>EQUITY</b>		
Accumulated Surplus	264778	261081
Revaluation Reserves	3857	4023
Council Equity Interest	268635	265104
Minority Equity Interest		
<b>TOTAL EQUITY</b>	<b>268635</b>	<b>265104</b>



# FORECAST STATEMENT OF CASH FLOWS - CONSOLIDATED

	Original Estimate	As at 30/6/20
<b>Cash Flows from Operating Activities</b>		
<i>Receipts</i>		
Rates & Annual Charges	5,762,477	5,780,784
User Charges & Fees	2,703,324	2,691,199
Interest Received	552,768	552,768
Grants & Contributions	12,008,664	17,686,324
Other Operating Receipts	459,734	509,798
<i>Payments</i>		
Employee Costs	-7,769,348	-7,769,348
Materials & Contracts	-2,819,033	-3,567,171
Borrowing Costs	-8,655	-8,655
Other Operating Payments	-1,704,511	-1,733,206
<b>Net cash provided by (or used in) Operating Activities</b>	<b>9,185,420</b>	<b>14,142,493</b>
<b>Cash Flows from Investing Activities</b>		
<i>Receipts</i>		
Proceeds from sale of Property Plant & Equipment	936,000	884,909
Proceeds from sale of Real Estate	100,000	100,000
<i>Payments</i>		
Purchase of Property Plant & Equipment	-14,901,430	-32,899,897
Provision of Advances & Mortgages	0	0
<b>Net cash provided by (or used in) Investing Activities</b>	<b>-13,865,430</b>	<b>-31,914,988</b>
<b>Cash Flows from Financing Activities</b>		
<i>Receipts</i>		
Proceeds from Borrowings & Advances	25,000	25,000
<i>Payments</i>		
Repayments of borrowings & advances	-84,053	-84,053
<b>Net cash provided by (or used in) Financing Activities</b>	<b>-59,053</b>	<b>-59,053</b>
<b>Net Increase (Decrease) in cash held</b>	<b>-4,739,063</b>	<b>-17,831,548</b>
Cash Assets at beginning of reporting period	24,253,791	31,683,759
<b>Cash Assets at end of reporting period</b>	<b>19,514,728</b>	<b>13,852,211</b>

# **FORECAST STATEMENT OF CASH FLOWS - WATER FUND**

## **Cash Flows from Operating Activities**

	Original Estimate	As at 30/6/20
<u>Receipts</u>		
Rates & Annual Charges	619,747	619,747
User Charges & Fees	575,207	575,207
Interest Received	48,158	48,158
Grants & Contributions	3,013,149	3,013,149
Other Operating Receipts	4,191	4,191
<u>Payments</u>		
Employee Costs	-125,500	-125,500
Materials & Contracts	-544,974	-544,974
Borrowing Costs	0	0
Other Operating Payments	-199,167	-199,167
<b>Net cash provided by (or used in) Operating Activities</b>	<b>3,390,811</b>	<b>3,390,811</b>

## **Cash Flows from Investing Activities**

<u>Receipts</u>		
Proceeds from sale of Property Plant & Equipment	0	0
Proceeds from sale of Real Estate	0	0
<u>Payments</u>		
Purchase of Property Plant & Equipment	-3,685,333	-3,735,303
Provision of Advances & Mortgages	0	0
<b>Net cash provided by (or used in) Investing Activities</b>	<b>-3,685,333</b>	<b>-3,735,303</b>

## **Cash Flows from Financing Activities**

<u>Receipts</u>		
Proceeds from Borrowings & Advances	0	0
<u>Payments</u>		
Repayments of borrowings & advances	0	0
<b>Net cash provided by (or used in) Financing Activities</b>	<b>0</b>	<b>0</b>
<b>Net Increase (Decrease) in cash held</b>	<b>-294,522</b>	<b>-344,492</b>
Cash Assets at beginning of reporting period	1,898,125	1,927,513
<b>Cash Assets at end of reporting period</b>	<b>1,603,603</b>	<b>1,583,021</b>

# **FORECAST STATEMENT OF CASH FLOWS - SEWER FUND**

## **Cash Flows from Operating Activities**

	Original Estimate	As at 30/6/20
<u>Receipts</u>		
Rates & Annual Charges	553,036	553,036
User Charges & Fees	26,456	26,456
Interest Received	138,247	138,247
Grants & Contributions	13,458	13,458
Other Operating Receipts	1,430	1,430
<u>Payments</u>		
Employee Costs	-107,000	-107,000
Materials & Contracts	-221,815	-221,815
Borrowing Costs	0	0
Other Operating Payments	-96,716	-96,716
<b>Net cash provided by (or used in) Operating Activities</b>	<b>307,096</b>	<b>307,096</b>

## **Cash Flows from Investing Activities**

<u>Receipts</u>		
Proceeds from sale of Property Plant & Equipment	0	0
Proceeds from sale of Real Estate	0	0
<u>Payments</u>		
Purchase of Property Plant & Equipment	-822,000	-871,670
Provision of Advances & Mortgages	0	
<b>Net cash provided by (or used in) Investing Activities</b>	<b>-822,000</b>	<b>-871,670</b>

## **Cash Flows from Financing Activities**

<u>Receipts</u>		
Proceeds from Borrowings & Advances	25,000	25,000
<u>Payments</u>		
Repayments of borrowings & advances	0	
<b>Net cash provided by (or used in) Financing Activities</b>	<b>25,000</b>	<b>25,000</b>
<b>Net Increase (Decrease) in cash held</b>	<b>-489,904</b>	<b>-539,574</b>
Cash Assets at beginning of reporting period	3,808,191	3,865,867
<b>Cash Assets at end of reporting period</b>	<b>3,318,287</b>	<b>3,326,293</b>

# FORECAST STATEMENT OF CASH FLOWS - GENERAL FUND

	Original Estimate	As at 30/6/20
<b>Cash Flows from Operating Activities</b>		
<i>Receipts</i>		
Rates & Annual Charges	4,589,694	4,608,001
User Charges & Fees	2,101,661	2,089,536
Interest Received	366,363	366,363
Grants & Contributions	8,982,057	14,659,717
Other Operating Receipts	454,113	504,177
<i>Payments</i>		
Employee Costs	-7,536,848	-7,536,848
Materials & Contracts	-2,413,218	-3,163,356
Borrowing Costs	-8,655	-8,655
Other Operating Payments	-1,047,654	-1,074,349
<b>Net cash provided by (or used in) Operating Activities</b>	<b>5,487,513</b>	<b>10,444,586</b>
<b>Cash Flows from Investing Activities</b>		
<i>Receipts</i>		
Proceeds from sale of Property Plant & Equipment	936,000	884,909
Proceeds from sale of Real Estate	100,000	100,000
<i>Payments</i>		
Purchase of Property Plant & Equipment	-10,394,097	-28,292,924
Provision of Advances & Mortgages	0	0
<b>Net cash provided by (or used in) Investing Activities</b>	<b>-9,358,097</b>	<b>-27,308,015</b>
<b>Cash Flows from Financing Activities</b>		
<i>Receipts</i>		
Proceeds from Borrowings & Advances	0	0
<i>Payments</i>		
Repayments of borrowings & advances	-84,053	-84,053
	-84,053	-84,053
<b>Net cash provided by (or used in) Financing Activities</b>	<b>-3,954,637</b>	<b>-16,947,482</b>
<b>Net Increase (Decrease) in cash held</b>		
Cash Assets at beginning of reporting period	18,547,475	25,890,378
<b>Cash Assets at end of reporting period</b>	<b>14,592,838</b>	<b>8,942,896</b>

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Operating Income</b>						
Governance & Admin	13,255,894	8,417,786	4,838,108	13,255,894	0	
Public Order & Safety	177,519	147,969	29,550	177,519	0	
Health	13,708	5,398	8,310	13,708	0	
Environment	395,263	388,512	9,883	398,395	3,132	
Community Services & Education	388,157	217,666	170,491	388,157	0	
Housing & Community Amenities	353,414	218,561	141,953	360,514	7,100	
Recreation & Culture	88,630	82,457	6,173	88,630	0	
Mining, Manufacturing & Construction	70,236	32,017	38,219	70,236	0	
Transport & Communication	3,789,949	1,836,446	1,953,503	3,789,949	0	
Economic Affairs	484,337	114,423	365,728	480,151	-4,186	
Water Supply	1,260,452	991,253	269,199	1,260,452	0	
Sewer Supply	732,627	592,565	140,062	732,627	0	
<b>Total Income</b>	<b>21,010,186</b>	<b>13,045,053</b>	<b>7,971,179</b>	<b>21,016,232</b>	<b>6,046</b>	
<b>Operating Expenses</b>						
Governance & Admin	8,498,865	5,863,159	2,676,305	8,539,464	40,599	
Public Order & Safety	668,811	425,800	243,011	668,811	0	
Health	49,945	31,823	12,523	44,346	-5,599	
Environment	953,898	680,788	273,110	953,898	0	
Community Services & Education	467,625	313,744	153,881	467,625	0	
Housing & Community Amenities	497,385	423,710	73,675	497,385	0	
Recreation & Culture	1,847,959	1,342,766	501,012	1,843,777	-4,182	
Mining, Manufacturing & Construction	37,186	52,517	-15,331	37,186	0	
Transport & Communication	7,318,252	4,578,196	2,740,056	7,318,252	0	
Economic Affairs	742,368	589,356	118,012	707,368	-35,000	
Water Supply	1,168,741	852,719	316,022	1,168,741	0	
Sewer Supply	708,931	500,211	208,720	708,931	0	
<b>Total Expenditure</b>	<b>22,959,966</b>	<b>15,654,789</b>	<b>7,300,996</b>	<b>22,955,784</b>	<b>-4,182</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Review of Operating Income</b>						
<b>Governance &amp; Admin</b>						
Governance	0	0	0	0	0	
Administration	1,155,229	602,687	552,542	1,155,229	0	
Merger Funding	0	0	0	0	0	
General Manager	0	0	0	0	0	
General Purpose Revenue	9,279,947	6,274,234	3,005,713	9,279,947	0	
Insurance Clearing	0	0	0	0	0	
Overhead Clearing	19,646	19,646	0	19,646	0	
Oncost Clearing	11,239	11,239	0	11,239	0	
Disposal of Fixed Assets	30,000	0	30,000	30,000	0	
Engineering Admin	0	0	0	0	0	
DES Admin	0	0	0	0	0	
Depots	2,607	0	2,607	2,607	0	
Plant Clearing	2,757,226	1,509,980	1,247,246	2,757,226	0	
	<b>13,255,894</b>	<b>8,417,786</b>	<b>4,838,108</b>	<b>13,255,894</b>	<b>0</b>	
<b>Public Order &amp; Safety</b>						
Animal Control	11,139	5,389	5,750	11,139	0	
Emergency Services	0	0	0	0	0	
Fire Control	166,380	142,580	23,800	166,380	0	
	<b>177,519</b>	<b>147,969</b>	<b>29,550</b>	<b>177,519</b>	<b>0</b>	
<b>Health</b>						
Health & Food Control	7,099	5,398	1,701	7,099	0	
Medical Services	6,609	0	6,609	6,609	0	
	<b>13,708</b>	<b>5,398</b>	<b>8,310</b>	<b>13,708</b>	<b>0</b>	
<b>Environment</b>						
Noxious Plants	42,500	45,132	500	45,632	3,132	1
Environment Protection	0	0	0	0	0	
Solid Waste Management	352,763	343,380	9,383	352,763	0	
Street Cleaning	0	0	0	0	0	
Drainage & Stormwater Management	0	0	0	0	0	
	<b>395,263</b>	<b>388,512</b>	<b>9,883</b>	<b>398,395</b>	<b>3,132</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Community Services &amp; Education</b>						
Community Services	388,157	217,666	170,491	388,157	0	
<b>Housing &amp; Community Amenities</b>						
Housing	158,222	83,298	74,924	158,222	0	
Public Cemeteries	40,899	30,211	10,688	40,899	0	
Public Conveniences	0	0	0	0	0	
Street Lighting	45,000	0	45,000	45,000	0	
Town Planning	109,293	105,052	11,341	116,393	7,100	2
	<b>353,414</b>	<b>218,561</b>	<b>141,953</b>	<b>360,514</b>	<b>7,100</b>	
<b>Recreation &amp; Culture</b>						
Museum	0	0	0	0	0	
Parks Gardens & Lakes	4,500	4,500	0	4,500	0	
Public Halls	9,297	5,410	3,887	9,297	0	
Public Library	55,561	55,177	384	55,561	0	
Swimming Pool	0	0	0	0	0	
Sporting Grounds	5,705	4,539	1,166	5,705	0	
Other Cultural Services	567	567	0	567	0	
Other Sports & Recreation	13,000	12,264	736	13,000	0	
	<b>88,630</b>	<b>82,457</b>	<b>6,173</b>	<b>88,630</b>	<b>0</b>	
<b>Mining, Manufacturing &amp; Construction</b>						
Building Control	25,236	32,017	-6,781	25,236	0	
Quarries & Pits	45,000	0	45,000	45,000	0	
	<b>70,236</b>	<b>32,017</b>	<b>38,219</b>	<b>70,236</b>	<b>0</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Transport &amp; Communication</b>						
Aerodrome	0	0	0	0	0	
Bridges	0	0	0	0	0	
Footpaths	0	0	0	0	0	
State & National Highways	1,397,918	131,508	1,266,410	1,397,918	0	
Sealed Rural Roads Local	0	0	0	0	0	
Sealed Rural Roads Regional	880,000	880,000	0	880,000	0	
Unsealed Rural Roads Local	0	0	0	0	0	
Urban Roads	0	0	0	0	0	
Car Parking Areas	0	0	0	0	0	
Roads to Recovery	1,512,031	824,938	687,093	1,512,031	0	
Transport Other	0	0	0	0	0	
	<b>3,789,949</b>	<b>1,836,446</b>	<b>1,953,503</b>	<b>3,789,949</b>	<b>0</b>	
<b>Economic Affairs</b>						
Caravan Parks	8,695	2,509	0	2,509	-6,186	3
Industrial Development	0	0	0	0	0	
Real Estate Development	0	0	0	0	0	
Saleyards & Markets	17,642	19,259	383	19,642	2,000	4
Tourism & Area Promotion	8,000	416	7,584	8,000	0	
Sharefarming	0	0	0	0	0	
Private Works	450,000	92,239	357,761	450,000	0	
Other Business Undertakings	0	0	0	0	0	
	<b>484,337</b>	<b>114,423</b>	<b>365,728</b>	<b>480,151</b>	<b>-4,186</b>	
<b>Water Supply</b>						
Water Supply	<b>1,250,452</b>	<b>991,253</b>	<b>269,199</b>	<b>1,260,452</b>	<b>0</b>	
<b>Sewer Supply</b>						
Sewer Supply	<b>732,627</b>	<b>592,565</b>	<b>140,062</b>	<b>732,627</b>	<b>0</b>	



**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

Review of Operating Expenditure					
	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance
<b>Governance &amp; Admin</b>					
Governance	228,992	177,618	51,374	228,992	0
Administration	1,648,879	1,182,855	501,024	1,683,879	35,000
Merger Funding	965,570	431,767	533,803	965,570	0
General Manager's Department	919,988	815,476	104,512	919,988	0
General Purpose Revenue	0	0	0	0	0
Insurance Clearing	119,054	170,342	-51,288	119,054	0
Overhead Clearing	324,906	192,824	132,082	324,906	0
Oncost Clearing	-15,254	-145,724	130,470	-15,254	0
Disposal of Fixed Assets	30,000	0	30,000	30,000	0
Engineering Admin	771,661	647,701	123,960	771,661	0
DES Admin	523,106	369,116	159,589	528,705	5,599
Depot	297,035	179,215	117,820	297,035	0
Plant Clearing	2,684,928	1,841,969	842,959	2,684,928	0
	<b>8,498,865</b>	<b>5,863,159</b>	<b>2,676,305</b>	<b>8,539,464</b>	<b>40,599</b>
<b>Public Order &amp; Safety</b>					
Animal Control	37,250	28,928	8,322	37,250	0
Emergency Services	21,148	15,656	5,492	21,148	0
Fire Control	610,413	381,216	229,197	610,413	0
	<b>668,811</b>	<b>425,800</b>	<b>243,011</b>	<b>668,811</b>	<b>0</b>
<b>Health</b>					
Health & Food Control	7,390	146	1,645	1,791	-5,599
Medical Services	42,555	31,677	10,878	42,555	0
	<b>49,945</b>	<b>31,823</b>	<b>12,523</b>	<b>44,346</b>	<b>-5,599</b>
<b>Environment</b>					
Noxious Plants	224,381	123,408	100,973	224,381	0
Environment Protection	119,344	103,732	15,612	119,344	0
Solid Waste Management	325,440	280,298	45,142	325,440	0
Street Cleaning	68,946	16,447	52,499	68,946	0
Drainage & Stormwater Management	215,787	156,903	58,884	215,787	0
	<b>953,898</b>	<b>680,788</b>	<b>273,110</b>	<b>953,898</b>	<b>0</b>
<b>Community Services &amp; Education</b>					
Community Services	467,625	313,744	153,881	467,625	0

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Housing &amp; Community Amenities</b>						
Housing	159,469	150,624	8,845	159,469	0	
Public Cemeteries	70,495	71,264	-769	70,495	0	
Public Conveniences	78,567	85,505	-6,938	78,567	0	
Street Lighting	119,415	60,331	59,084	119,415	0	
Town Planning	69,439	55,986	13,453	69,439	0	
	<b>497,385</b>	<b>423,710</b>	<b>73,675</b>	<b>497,385</b>	<b>0</b>	
<b>Recreation &amp; Culture</b>						
Museum	16,819	10,946	5,873	16,819	0	
Parks Gardens & Lakes	464,199	380,109	84,090	464,199	0	
Public Halls	219,636	106,234	113,402	219,636	0	
Public Library	272,547	207,014	65,533	272,547	0	
Swimming Pool	379,046	320,293	58,753	379,046	0	
Sporting Grounds	400,938	259,307	137,450	396,756	-4,182	8
Other Cultural Services	27,995	17,261	10,734	27,995	0	
Other Sports & Recreation	66,779	41,602	25,177	66,779	0	
	<b>1,847,959</b>	<b>1,342,766</b>	<b>501,012</b>	<b>1,843,777</b>	<b>-4,182</b>	
<b>Mining, Manufacturing &amp; Construction</b>						
Building Control	0	0	0	0	0	
Quarries & Pits	37,186	52,517	-15,331	37,186	0	
	<b>37,186</b>	<b>52,517</b>	<b>-15,331</b>	<b>37,186</b>	<b>0</b>	
<b>Transport &amp; Communication</b>						
Aerodrome	34,646	9,231	25,415	34,646	0	
Bridges	100,673	66,258	34,415	100,673	0	
Footpaths	79,000	50,602	28,398	79,000	0	
State & National Highways	1,397,918	687,639	710,279	1,397,918	0	
Sealed Rural Roads Local	1,706,720	1,198,068	508,652	1,706,720	0	
Sealed Rural Roads Regional	2,028,445	1,124,678	903,767	2,028,445	0	
Unsealed Rural Roads Local	1,466,459	1,077,474	388,985	1,466,459	0	
Urban Roads	424,115	311,217	112,898	424,115	0	
Car Parking Areas	2,276	0	2,276	2,276	0	
Roads to Recovery	0	0	0	0	0	
Transport Other	78,000	53,029	24,971	78,000	0	
	<b>7,318,252</b>	<b>4,578,196</b>	<b>2,740,056</b>	<b>7,318,252</b>	<b>0</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Operating Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Economic Affairs</b>						
Caravan Parks	37,487	38,758	3,729	42,487	5,000	9
Industrial Development	3,861	4,838	-977	3,861	0	
Real Estate Development	45,325	45,193	132	45,325	0	
Saleyards & Markets	50,721	33,638	17,083	50,721	0	
Tourism & Area Promotion	197,220	36,371	120,849	157,220	-40,000	10
Sharefarming	1,870	0	1,870	1,870	0	
Private Works	400,000	430,558	-30,558	400,000	0	
Other Business Undertakings	5,884	0	5,884	5,884	0	
	<b>742,368</b>	<b>589,356</b>	<b>118,012</b>	<b>707,368</b>	<b>-35,000</b>	
<b>Water Supply</b>						
Water Supply	<b>1,168,741</b>	<b>852,719</b>	<b>316,022</b>	<b>1,168,741</b>	<b>0</b>	
<b>Sewer Supply</b>						
Sewer Supply	<b>708,931</b>	<b>500,211</b>	<b>208,720</b>	<b>708,931</b>	<b>0</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Capital Income</b>						
Governance & Admin	13,153,405	2,365,549	10,872,476	13,238,025	84,620	
Public Order & Safety	0	0	0	0	0	
Health	0	0	0	0	0	
Environment Protection	1,616,817	160,455	1,908,453	2,068,908	452,091	
Community Services & Education	995,390	10,000	1,024,740	1,034,740	39,350	
Housing & Community Amenities	155,000	41,555	113,445	155,000	0	
Recreation & Culture	3,295,344	865,522	2,462,822	3,328,344	33,000	
Mining, Manufacturing & Construction	0	0	0	0	0	
Transport & Communication	2,116,563	697,601	1,418,962	2,116,563	0	
Economic Affairs	1,600,000	152,509	1,447,491	1,600,000	0	
Water Supply	3,333,333	0	3,333,333	3,333,333	0	
Sewer Supply	25,000	18,750	6,250	25,000	0	
<b>Total Income</b>	<b>26,290,852</b>	<b>4,311,941</b>	<b>22,587,972</b>	<b>26,899,913</b>	<b>609,061</b>	
<b>Capital Expenses</b>						
Governance & Admin	14,782,532	3,156,365	11,675,787	14,832,152	49,620	
Public Order & Safety	0	0	0	0	0	
Health	5,985	5,985	0	5,985	0	
Environment Protection	1,766,060	1,293,702	924,449	2,218,151	452,091	
Community Services & Education	994,000	49,350	984,000	1,033,350	39,350	
Housing & Community Amenities	251,611	119,446	139,265	258,711	7,100	
Recreation & Culture	3,345,885	1,067,965	2,315,102	3,383,067	37,182	
Mining, Manufacturing & Construction	0	0	0	0	0	
Transport & Communication	5,212,324	2,601,588	2,610,736	5,212,324	0	
Economic Affairs	1,550,000	18,750	1,531,250	1,550,000	0	
Water Supply	3,735,303	78,825	3,656,478	3,735,303	0	
Sewer Supply	871,670	49,670	822,000	871,670	0	
<b>Total Expenditure</b>	<b>32,515,370</b>	<b>8,441,646</b>	<b>24,659,067</b>	<b>33,100,713</b>	<b>585,343</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Review of Capital Income</b>						
<b>Governance &amp; Admin</b>						
Governance						
Administration	277,630	33,350	244,280	277,630	0	
Merger Funding	11,336,625	1,296,185	10,040,440	11,336,625	0	
General Manager	0	0	0	0	0	
General Purpose Revenue	0	0	0	0	0	
Insurance Clearing	0	0	0	0	0	
Overhead Clearing	60,290	7,745	52,545	60,290	0	
Oncost Clearing	0	0	0	0	0	
Disposal of Fixed Assets	0	0	0	0	0	
Engineering Admin	0	0	0	0	0	
DES Admin	0	0	0	0	0	
Depots	190,000	0	190,000	190,000	0	
Plant Clearing	1,288,860	1,028,269	345,211	1,373,480	84,620	11
	<b>13,153,405</b>	<b>2,365,549</b>	<b>10,872,476</b>	<b>13,238,025</b>	<b>84,620</b>	
<b>Public Order &amp; Safety</b>						
Animal Control	0	0	0	0	0	
Emergency Services	0	0	0	0	0	
Fire Control	0	0	0	0	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Health</b>						
Health & Food Control	0	0	0	0	0	
Medical Services	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Environment</b>						
Noxious Plants	16,757	16,757	0	16,757	0	
Environment Protection	1,600,060	143,698	1,908,453	2,052,151	452,091	12
Solid Waste Management	0	0	0	0	0	
Street Cleaning	0	0	0	0	0	
Drainage & Stormwater Management	0	0	0	0	0	
	<b>1,616,817</b>	<b>160,455</b>	<b>1,908,453</b>	<b>2,068,908</b>	<b>452,091</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Community Services &amp; Education</b>						
<b>Community Services</b>	<b>995,390</b>	<b>10,000</b>	<b>1,024,740</b>	<b>1,034,740</b>	<b>39,350</b>	<b>13</b>
<b>Housing &amp; Community Amenities</b>						
Housing	5,000	0	5,000	5,000	0	
Public Cemeteries	150,000	41,555	108,445	150,000	0	
Public Conveniences	0	0	0	0	0	
Street Lighting	0	0	0	0	0	
Town Planning	0	0	0	0	0	
	<b>155,000</b>	<b>41,555</b>	<b>113,445</b>	<b>155,000</b>	<b>0</b>	
<b>Recreation &amp; Culture</b>						<b>14</b>
Museum	0	33,000	0	33,000	33,000	
Parks Gardens & Lakes	0	0	0	0	0	
Public Halls	50,000	0	50,000	50,000	0	
Public Library	28,179	28,179	0	28,179	0	
Swimming Pool	1,331,250	160,686	1,170,564	1,331,250	0	
Sporting Grounds	1,880,440	640,215	1,240,225	1,880,440	0	
Other Cultural Services	5,475	3,442	2,033	5,475	0	
Other Sports & Recreation	0	0	0	0	0	
	<b>3,295,344</b>	<b>865,522</b>	<b>2,462,822</b>	<b>3,328,344</b>	<b>33,000</b>	
<b>Mining, Manufacturing &amp; Construction</b>						
Building Control	0	0	0	0	0	
Quarries & Pits	0	0	0	0	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Transport &amp; Communication</b>						
Aerodrome	0	0	0	0	0	0
Bridges	0	0	0	0	0	0
Footpaths	40,000	24,652	15,348	40,000	0	0
State & National Highways	0	0	0	0	0	0
Sealed Rural Roads Local	1,376,000	49,812	1,326,188	1,376,000	0	0
Sealed Rural Roads Regional	608,263	606,617	1,646	608,263	0	0
Unsealed Rural Roads Local	0	0	0	0	0	0
Urban Roads	92,300	16,520	75,780	92,300	0	0
Car Parking Areas	0	0	0	0	0	0
Roads to Recovery	0	0	0	0	0	0
Transport Other	0	0	0	0	0	0
	<b>2,116,563</b>	<b>697,601</b>	<b>1,418,962</b>	<b>2,116,563</b>	<b>0</b>	
<b>Economic Affairs</b>						
Caravan Parks	0	0	0	0	0	0
Industrial Development	0	0	0	0	0	0
Real Estate Development	1,600,000	152,509	1,447,491	1,600,000	0	0
Saleyards & Markets	0	0	0	0	0	0
Tourism & Area Promotion	0	0	0	0	0	0
Sharefarming	0	0	0	0	0	0
Private Works	0	0	0	0	0	0
Other Business Undertakings	0	0	0	0	0	0
	<b>1,600,000</b>	<b>152,509</b>	<b>1,447,491</b>	<b>1,600,000</b>	<b>0</b>	
<b>Water Supply</b>						
Water Supply	<b>3,333,333</b>	<b>0</b>	<b>3,333,333</b>	<b>3,333,333</b>	<b>0</b>	
<b>Sewer Supply</b>						
Sewer Supply	<b>25,000</b>	<b>18,750</b>	<b>6,250</b>	<b>25,000</b>	<b>0</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Review of Capital Expenditure</b>						
<b>Governance &amp; Admin</b>						
Governance	0	0	0	0	0	
Administration	1,154,215	493,104	626,111	1,119,215	-35,000	
Merger Funding	10,371,055	864,418	9,506,637	10,371,055	0	<b>15</b>
General Manager	0	0	0	0	0	
General Purpose Revenue	0	0	0	0	0	
Insurance Clearing	0	0	0	0	0	
Overhead Clearing	0	0	0	0	0	
Oncost Clearing	26,493	0	26,493	26,493	0	
Disposal of Fixed Assets	0	0	0	0	0	
Engineering Admin	3,000	2,909	91	3,000	0	
DES Admin	2,000	654	1,346	2,000	0	
Depots	190,909	2,309	188,600	190,909	0	
Plant Clearing	3,034,860	1,792,971	1,326,509	3,119,480	84,620	<b>16</b>
	<b>14,782,532</b>	<b>3,156,365</b>	<b>11,675,787</b>	<b>14,832,152</b>	<b>49,620</b>	
<b>Public Order &amp; Safety</b>						
Animal Control	0	0	0	0	0	
Emergency Services	0	0	0	0	0	
Fire Control	0	0	0	0	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Health</b>						
Health & Food Control	5,985	5,985	0	5,985	0	
Medical Services	<b>5,985</b>	<b>5,985</b>	<b>0</b>	<b>5,985</b>	<b>0</b>	
<b>Environment</b>						
Noxious Plants	10,000	0	10,000	10,000	0	
Environment Protection	1,600,060	1,293,288	758,863	2,052,151	452,091	<b>17</b>
Solid Waste Management	1,000	414	586	1,000	0	
Street Cleaning	0	0	0	0	0	
Drainage & Stormwater Management	0	0	0	0	0	
	<b>1,611,060</b>	<b>1,293,702</b>	<b>769,449</b>	<b>2,063,151</b>	<b>452,091</b>	



**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Community Services &amp; Education</b>						
<b>Community Services</b>	<b>994,000</b>	<b>49,350</b>	<b>984,000</b>	<b>1,033,350</b>	<b>39,350</b>	<b>18</b>
<b>Housing &amp; Community Amenities</b>						
Housing	38,441	12,621	25,820	38,441	0	
Public Cemeteries	155,000	41,555	113,445	155,000	0	
Public Conveniences	0	0	0	0	0	
Street Lighting	0	0	0	0	0	
Town Planning	58,170	65,270	0	65,270	7,100	<b>19</b>
	<b>251,611</b>	<b>119,446</b>	<b>139,265</b>	<b>258,711</b>	<b>7,100</b>	
<b>Recreation &amp; Culture</b>						<b>20</b>
Museum	0	25,228	7,772	33,000	33,000	
Parks Gardens & Lakes	9,611	7,134	2,477	9,611	0	
Public Halls	30,000	0	30,000	30,000	0	
Public Library	26,584	14,441	12,143	26,584	0	
Swimming Pool	1,396,250	178,355	1,217,895	1,396,250	0	
Sporting Grounds	1,880,440	842,807	1,041,815	1,884,622	4,182	<b>21</b>
Other Cultural Services	0	0	0	0	0	
Other Sports & Recreation	3,000	0	3,000	3,000	0	
	<b>3,345,885</b>	<b>1,067,965</b>	<b>2,315,102</b>	<b>3,383,067</b>	<b>37,182</b>	
<b>Mining, Manufacturing &amp; Construction</b>						
Building Control	0	0	0	0	0	
Quarries & Pits	0	0	0	0	0	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Capital Income & Expenses**

	Total Vote	Consolidated to 31/03/20	Remaining	Revised Estimate	Variance	Note
<b>Transport &amp; Communication</b>						
Aerodrome	0	0	0	0	0	0
Bridges	0	0	0	0	0	0
Footpaths	100,000	76,588	23,412	100,000	0	0
State & National Highways						
Sealed Rural Roads Local	2,086,000	241,553	1,844,447	2,086,000	0	0
Sealed Rural Roads Regional	739,818	962,439	-222,621	739,818	0	0
Unsealed Rural Roads Local	633,033	597,032	36,001	633,033	0	0
Urban Roads	141,442	93,086	48,356	141,442	0	0
Car Parking Areas	0	0	0	0	0	0
Roads to Recovery	1,512,031	630,890	881,141	1,512,031	0	0
Transport Other						
	<b>5,212,324</b>	<b>2,601,588</b>	<b>2,610,736</b>	<b>5,212,324</b>	<b>0</b>	
<b>Economic Affairs</b>						
Caravan Parks	0	0	0	0	0	0
Industrial Development	0	0	0	0	0	0
Real Estate Development	1,550,000	18,750	1,531,250	1,550,000	0	0
Saleyards & Markets	0	0	0	0	0	0
Tourism & Area Promotion	0	0	0	0	0	0
Sharefarming	0	0	0	0	0	0
Private Works	0	0	0	0	0	0
Other Business Undertakings						
	<b>1,550,000</b>	<b>18,750</b>	<b>1,531,250</b>	<b>1,550,000</b>	<b>0</b>	
<b>Water Supply</b>						
Water Supply	<b>3,735,303</b>	<b>78,825</b>	<b>3,656,478</b>	<b>3,735,303</b>	<b>0</b>	
<b>Sewer Supply</b>						
Sewer Supply	<b>871,670</b>	<b>49,670</b>	<b>822,000</b>	<b>871,670</b>	<b>0</b>	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Report on recommended changes to Budget**

	Financial Performance	Cash Flow	Item No
<b>Income variations</b>			
Additional Grant Funding			
Weeds Action Program Grants	3,132		1
Flood Levee Grant	401,859		12
Crown Lands - Pre School Fencing	39,350		13
Crown Lands - DP Museum Restumping	33,000		14
	477,341	0	
Increased Income			
Additional Contribution Levies	7,100		2
Truck Wash income	2,000		4
Decreased Grant Funding	9,100	0	
Decreased Income	0		
Caravan Park Lease income	-6,186		3
	-6,186	0	
<b>Expenditure variations</b>			
Increased expenditure			
Operational			
Drought Program Operational Expenditure	-35,000		5
Salaries & Wages - Environmental Services	-5,599		6
Caravan Park Maintenance	-5,000		9
	-45,599	0	
Capital Expenditure			
Plant purchases		-84,620	16
Darlington Point Flood Levee Variations		-452,091	17
Pre School Fencing Upgrade		-39,350	18
DP Museum Restumping		-33,000	20
Security System at Monash Park		-4,182	21
		-613,243	

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Report on recommended changes to Budget**

	Financial Performance	Cash Flow	Item No
Expenditure savings			
Food Premises Inspections by Consultants	5,599		7
Sporting Ground Building Maintenance	4,182		8
Tourism Officer Salaries	40,000		10
	<u>49,781</u>	0	
Capital Expenditure Savings			
Drought Communities Manufacturing Component		35,000	15
		<u>35,000</u>	
Financial Performance Variation	484,437	-578,243	
Total Cash Flow Variance		<u>-93,806</u>	
Funded from Reserves			
Plant Replacement Reserve	84,620		11
Infrastructure Reserve	50,232		12
	<u>134,852</u>		
Transfers to Reserves			
Contributions Levy	-7,100		19
	<u>-7,100</u>		

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Cash and Investments**

	Original Budget 2019/20	Sub Vote to 30/9/19	Sub Vote to 31/12/19	Total Vote	Actual to Date	Remaining	Revised Estimate	Variance
<b>Unrestricted</b>	<b>824,042</b>	<b>-517,663</b>	<b>3,040,408</b>	<b>3,346,787</b>	<b>1,018,215</b>	<b>2,328,538</b>	<b>3,346,753</b>	<b>-34</b>
<b>Externally Restricted</b>								
RTA Contributions				0		0	0	
Unexpended Grants				0	1,449,713	-1,449,713	0	
Unexpended Grants-SCF	6,671,785	-54,018	-6,451,101	166,666	727,426	-560,760	166,666	
Unexpended Grants-NCIF	54,018	-6,671,785	6,617,767	0	10,618,350	-10,618,350	0	
Water Supply Funds	1,603,603		-20,582	1,583,021	2,334,002	-750,981	1,583,021	
Sewerage Funds	3,318,287		8,006	3,326,293	4,119,398	-793,105	3,326,293	
Domestic Waste Management	73,804			73,804	73,804	0	73,804	
Coleambally Town Development	431,703			431,703	431,703	0	431,703	
Contributions Reserve Sec 94a			403,620	403,620	440,720	-30,000	410,720	7,100
<b>Included in liabilities</b>								
Unexpended loans				0		0	0	
Other				0		0	0	
	<b>12,153,200</b>	<b>-6,725,803</b>	<b>557,710</b>	<b>5,985,107</b>	<b>20,195,116</b>	<b>-14,202,909</b>	<b>5,992,207</b>	<b>7,100</b>
<b>Internally Restricted</b>								
Employee Entitlements	1,482,122	-482,122	494,493	1,494,493	1,468,000	26,493	1,494,493	
Infrastructure Replacement	3,446,572	-3,446,572	1,315,405	1,315,405	2,711,233	-1,446,060	1,265,173	-50,232
Plant Replacement	1,608,792	-1,608,792	1,779,225	1,779,225	1,694,605	0	1,694,605	-84,620
Residential Housing Replacement			0	0	0	0	0	
Real Estate Development			25,000	25,000	25,000	25,000	25,000	
Uncompleted Works			0	0	0	0	0	
FAG Advance Payment								
	<b>6,537,486</b>	<b>-5,537,486</b>	<b>3,614,123</b>	<b>4,614,123</b>	<b>5,873,838</b>	<b>-1,394,567</b>	<b>4,479,271</b>	<b>-134,852</b>
<b>Total Restricted Funds</b>	<b>18,690,686</b>	<b>-12,263,289</b>	<b>4,171,833</b>	<b>10,599,230</b>	<b>26,068,954</b>	<b>-15,597,476</b>	<b>10,471,478</b>	<b>-127,752</b>
<b>Total Cash and Investments</b>	<b>19,514,728</b>	<b>-12,780,952</b>	<b>7,212,241</b>	<b>13,946,017</b>	<b>27,087,169</b>	<b>-13,268,938</b>	<b>13,818,231</b>	<b>-127,786</b>

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Cash and Investments**

Restricted funds are invested in accordance with Council's investment policies.

Restricted funds have been invested as at 31 March 2020 as presented at meeting of this date.

A reconciliation of cash with the bank statement to 31 March 2020 has been made as per meeting of this date.

Cash and investments were reconciled with funds invested and cash at bank to 31 March 2020 as per item presented at meeting of this date.

**Murrumbidgee Council**  
**Quarterly Budget Review as at 31 March 2020**  
**Key Performance Indicators Statement**

All current statutory financial requirements have been met.  
Lodgement of the 2018/19 financial statement was deferred until 13 March 2020.

# **Murrumbidgee Council** **Quarterly Budget Review as at 31 March 2020** **Contracts and Other Expenses**

Contracts entered into during the quarter and yet to be fully performed, excluding contractors that are on Council's 'Preferred Supplier List'

<b>Contractor</b>	<b>Detail and purpose</b>	<b>\$ Value</b>	<b>Commenced</b>	<b>Duration</b>	<b>Budgeted</b>
Kennedy Builders	Yamma Hall Toilet & Kitchen upgrade	159,820	1/02/2020	3 months	\$159,820
NSW Public Works Advisory	Preparation of Integrated Water Cycle Management Plan	172,000	1/03/2020	18 months	\$172,000



# Murrumbidgee Council

## Quarterly Budget Review as at 31 March 2020

### Consultancy and Legal Expenses

Consultancies	Expenditure YTD	Budgeted
Building & Environmental Services Today P/L	\$37,214	Yes
Habitat Planning	\$40,638	Yes
Xeros Piccolo Consulting Engineers	\$72,162	Yes
Peter Kennard Consulting	\$12,548	Yes
JCAD Design	\$5,635	Yes
SGS Economics & Planning	\$24,344	Yes
PHL Surveyors	\$15,709	Yes
Mastertek	\$27,104	Yes
Steven Murray Architect	\$126,929	Yes
Red Belly	\$2,376	Yes
DSB Landscape Architects	\$6,160	Yes
Hunter H2O Holdings P/L	\$13,907	Yes
Docherty Surveying	\$3,300	Yes
<b>Legal Fees</b>		
Kell Moore Lawyers	\$9,789	Yes
Sparke Helmore Lawyers	\$2,116	Yes
Farrell Goode Solicitors	\$5,257	Yes



**Fight Cancer Foundation™**  
*Giving hope. Saving lives.*

**JOINT PATRONS-IN-CHIEF**

His Excellency the Honourable  
Hieu Van Le AC  
Governor of South Australia

His Excellency  
General the Honourable  
David Hurley AC DSC (Ret'd)  
Governor of New South Wales

Her Excellency  
Professor the Honourable  
Kate Warner AC  
Governor of Tasmania

Her Excellency the Honourable  
Linda Dessau AC  
Governor of Victoria

**PATRONS**

Sir Gustav Nossal AC CBE  
Deborra-lee Furness  
Hugh Jackman

23 March 2020

Mr John Scarce  
General Manager  
Murrumbidgee Council  
35 Jerilderie Street  
JERILDERIE NSW 2716

Dear John

**RE: Fight Cancer Foundation's Hilltop Accommodation Centre**

The purpose of my letter is to invite you to join us in our task to raise funds for the development of Stage II of Fight Cancer Foundation's Hilltop Accommodation Centre.

Fight Cancer Foundation's Hilltop Accommodation Centre provides high quality, cost effective accommodation to regional cancer patients and their carers undergoing treatment at the Albury Wodonga Regional Cancer Centre.

In the last 23 months, residents from Murrumbidgee Council alone have benefitted from 2,328 bed nights at Hilltop, paying as little as \$15 a night for their accommodation.

Located on Keene Street, in the medical precinct along Borella Road, Fight Cancer Foundation and its partners Rotary, Lions and Zonta are embarking on a second stage of development to provide ten more rooms to meet an ever growing demand.

Having secured Commonwealth Government funding of \$1.9 million, the Foundation is able to make a contribution of \$1.1 million towards the cost of Stage II; scheduled for completion August 2020.

The community is being asked to help fund the balance of the cost, a task of raising \$1.0 million.

As leaders in your community it is appropriate that Murrumbidgee Council be given a leadership opportunity in this fantastic community legacy project. We acknowledge that Shires and Councils, particularly in your region have been confronted with a number of significant impacts, more specifically in the past year.

Now more than ever, we can all appreciate just how small the world truly is and the importance of coming together to protect our community in times of great need. It is imperative that Stage II of the build is completed to enable vulnerable patient's access to the low cost accommodation available at Hilltop during their treatment.

For your reference, please find attached a news article from December 2019 that provides a summary of the project; Stage II of the build.

I welcome the opportunity for us to present the project plans and to gauge your interest to help drive awareness and lead the campaign, to raise the vital funds to make a difference in our community.

Yours Sincerely

  
Eric Wright  
Managing Director

**POST:** Locked Bag AAA, PO Carlton South VIC 3053  
**OFFICE:** Ground Floor, Rotary Bone Marrow Research Centre  
1d Royal Parade, Parkville VIC 3052  
ABN 93 097 333 018 ACN 097 333 018

**P:** +61 3 9342 7888  
**F:** +61 3 9342 7842  
**E:** [savealife@fightcancer.org.au](mailto:savealife@fightcancer.org.au)  
**W:** [www.fightcancer.org.au](http://www.fightcancer.org.au)



# FIGHT CANCER FOUNDATION

Fight Cancer Foundation is a registered national charity dedicated to providing practical care and support for cancer patients and their families, and funding medical research into better treatment methods and ultimately cures.

Formed in 1989, the Foundation has responded to community needs for over thirty years.

Our projects include:

- Creation of the Australian Bone Marrow Donor Registry giving blood cancer patients a second chance of life, with over 175,000 Australians registered donors, and access to over 20 million potential donors world-wide.
- Creation of the Melbourne Cord Blood Bank providing an alternative treatment method for blood cancer patients and therapeutic stem cell options for a variety of genetic disorders.

- A network of accommodation centres located near major treating hospitals providing patients and their families with a home away from home when needing to travel long distances to access treatment.
- Education programmes for children and young people living with cancer and facing long absences from school while undergoing treatment and recovery. Providing them with the best opportunity to reach their full potential.

Funding for medical research programmes into better treatment methods and ultimately cures for cancers. Annual competitive grants ensure our funding goes to the most promising research programmes.



**Fight Cancer Foundation™**  
*Giving hope. Saving lives.*



# HILLTOP ACCOMMODATION CENTRE — ALBURY

Hilltop Accommodation Centre in Albury is a joint project of Fight Cancer Foundation, the Zonta Club of Albury Wodonga, Rotary Club of Albury North and Lions District 201V6.

Stage I was completed in 2012 at a cost of \$5.2 million. The facility provides twenty motel style suites each with ensuite bathroom, sleeping, lounge and dining facilities. Hilltop also offers guests communal areas—fully equipped kitchens, dining spaces, BBQ areas, lounge areas, a library, children's playground and meeting facilities for community groups.

Located adjacent to Albury Base Hospital and a short walk to the Albury Wodonga Regional Cancer Centre, Hilltop offers first class facilities and provides a safe, comfortable and affordable home away from home for cancer patients from outlying towns across southern New South Wales and north eastern Victoria.



**Rotary Club of  
Albury North**



**Zonta Club of  
Albury-Wodonga**  
*Member of Zonta International*



**Lions District  
201V6**



# HILLTOP STAGE II DEVELOPMENT

Hilltop is currently able to offer 7,300 nights of accommodation per annum and is fast approaching capacity.

In response, Fight Cancer Foundation, Zonta Club of Albury Wodonga, Rotary Club of Albury North and Lions District 201V6 have decided to expand the facility to provide a further 3,650 room nights to meet the increasing demand.

The expansion will see the creation of a further ten accommodation suites, a lounge / library, gymnasium, guest laundries and new reception area and administrative office.

The estimated cost of the improvements is \$3.8 million. The Federal Government has, through the Building Better Regions Fund, committed \$1.9 million. The Fight Cancer foundation is able to commit \$1.1 million and we are seeking community support to raise \$1.0 million to completed the building project and provide furnishings and equipment.

The building project is now underway with completion estimated in early August 2020.





# PARTNERSHIP OPPORTUNITIES

All gifts to Fight Cancer Foundation Hilltop Appeal are tax deductible under Section 78(1)(q)(ii) of the Income Tax Assessment Act 1936.

A range of partnership opportunities are available to individuals, families, service clubs and businesses.

Naming rights will be granted for the following gifts:

Stage II Development	\$ 250,000
Stage II Floor	\$ 125,000
Lounge / Library	\$ 50,000
Reception / Administration	\$ 40,000
Accommodation Suite	\$ 35,000
Gymnasium	\$ 25,000
Guest Lift	\$ 20,000
Guest Laundry	\$ 10,000

Gifts of \$5,000 and more will be acknowledged on the perpetual Honour Boards and prominently displayed in the foyer.

Gifts to assist with the furnishings and equipment will be gratefully received.

Fully Furnish Lounge Library	\$9,500
Fully Furnish Accommodation Suite	\$6,800
Heavy Duty Washer Dryer	\$5,000
Gymnasium Equipment	\$2,500
Electrical Package Accommodation Suite	\$1,800
Original Artwork Accommodation Suite	\$1,000

## FURTHER INFORMATION

To discuss your involvement in this vital community project, or for further information, please contact:

Alice Glachan

Hilltop Fundraising Campaign Director

Fight Cancer Foundation

600 Keene Street, East Albury NSW 2640

Email: [Alice.Glachan@fightcancer.org.au](mailto:Alice.Glachan@fightcancer.org.au)

Telephone: 0439 583 805



**Fight Cancer Foundation**  
*Giving hope. Saving lives.*



## FURTHER

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2640

Email:

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# HILLTOP ACCOMMODATION CENTRE ALBURY



## STAGE II DEVELOPMENT



**Fight Cancer Foundation™**  
*Giving hope. Saving lives.*



**Fight Cancer Foundation™**  
*Giving hope. Saving lives.*



IN PARTNERSHIP WITH



Rotary Club of  
Albury North



Zonta Club of  
Albury-Wodonga  
Member of Zonta International



Lions District  
201V6



Rotary Club of  
Albury North



Zonta Club of  
Albury-Wodonga  
Member of Zonta International



Lions District  
201V6

## HILLTOP

### ACCOMMODATION

#### CENTRE

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## HILLTOP

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Guest Laundry	\$ 10,000

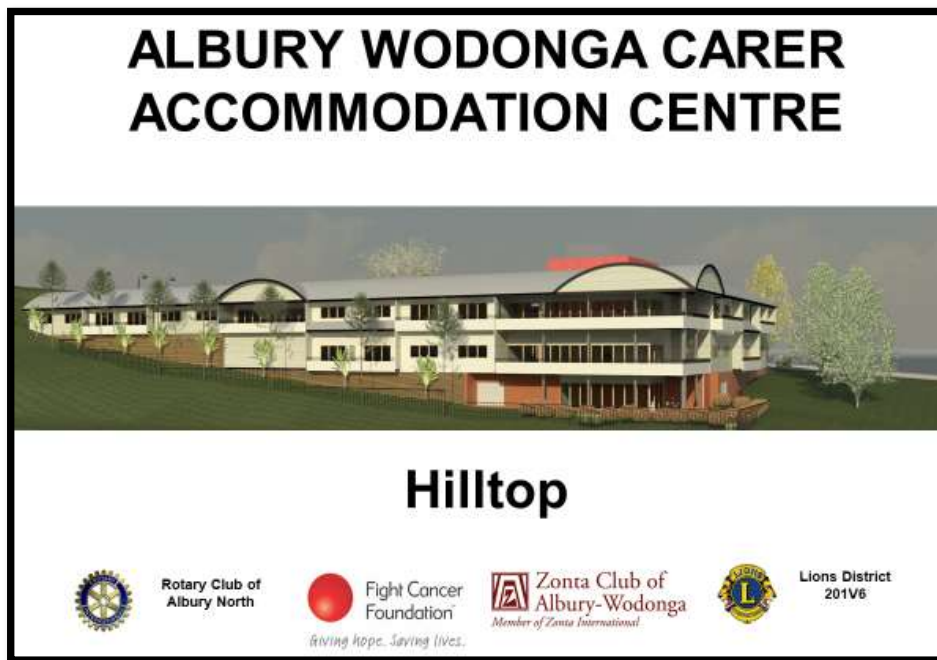
Gifts of \$5,000 and more will be acknowledged on the perpetual Honour Boards and prominently displayed in the foyer.

\* Subject to availability



## Hilltop – Albury Wodonga’s Accommodation Centre for patients and carers attending the Regional Cancer Centre for treatment

In 2010 the Rotary Club of Albury North, Fight Cancer Foundation, Lions District 201V6 and the Zonta Club of Albury Wodonga joined forces with a plan to address a community need; accommodation for cancer patients, and their carers, attending Albury for treatment.



The site selected was on the same block as the Albury Base Hospital and a short walk from where the planned Regional Cancer Centre was to be built.



**Hilltop Stage I** was completed in 2012 at a cost of \$5.2 million. The facility provides 20 modern motel style rooms with ensuites, lounge and kitchenette facilities. **Hilltop** also offers communal areas including fully equipped kitchens, dining, lounge, library, BBQ and children's play area.



Accommodation is safe, comfortable and available for all regional cancer patients and their carers coming to Albury for their treatment, at a vastly subsidised rate. Hilltop has been incredibly successful and with now frequent occurrences of the accommodation being 'full'.

## Stage 1 – 24 Month Snapshot

- 11,077 room nights provided.
- 893 families assisted.

Wangarratta 1224 / 39	Shepparton 625 / 44	Tocumwal 359 / 40	Griffith 275 / 32	Tumbarumba 121 / 12
Yarrowonga Mulwala 1213 / 77	Bright 553 / 43	Euroa 336 / 17	Wagga Wagga 227 / 31	Corowa 115 / 16
Cobram Barooga 1087 / 74	Finley 445 / 42	Jerilderie 331 / 37	Albury Wodonga 204 / 36	Leeton 113 / 16
Deniliquin 944 / 85	Corryong 375 / 46	Berrigan 322 / 28	Numurkah 181 / 12	Tallangatta 109 / 14
Benalla 841 / 63	Myrtleford 363 / 29	Mansfield 320 / 15	Lake Eildon 170 / 10	Hay 98 / 16

Room nights provided / families assisted



Rotary Club of  
Albury North



Fight Cancer  
Foundation

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Zonta Club of  
Albury-Wodonga

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201V6

**Stage II** (an additional 10 rooms) has been brought forward by 4 years, construction has begun, with occupation anticipated for August 2020.



The community is being asked to raise 25% of the funds required for **Stage II**.

## Stage 2 Plans

- Additional 10 accommodation suites
- Library / quiet room
- Gymnasium
- Additional Laundry Facilities
- Additional Utility Rooms
- Additional Administrative Area

Below the list are the same five logos as in the previous image: Rotary Club of Albury North, Fight Cancer Foundation, Zonta Club of Albury-Wodonga, and Lions District 201V6.

All gifts to the **Hilltop** Appeal are tax deductible and a range of partnership opportunities are available to individuals, families, clubs and businesses.

## Stage 2 – Cost & Funding

Total Costing	\$3,808,000
Commonwealth Government Grant	\$1,904,000
Cash on hand	\$1,134,796
Shortfall	\$769,204
Public Appeal Target	\$1,000,000

Projected surplus funding to go to Future Fund –  
preliminary planning for Stage 3 is underway!



Rotary Club of  
Albury North



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Zonta Club of  
Albury-Wodonga

*Member of Zonta International*



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201V6

Gifts of \$5,000 and more will be acknowledged on the perpetual Honour Boards with specific Naming rights (subject to availability) possible from \$10,000 and range up to \$250,000 for various components of Stage II.

Gifts to assist with furnishings and equipment are also possible.

Donations can be made over one or a number of years so as to assist donors with phasing their gift to suit their personal circumstances. Payment is possible by cheque, Direct Bank Transfer or card.

To discuss your involvement in this vital community project, or for further information, please contact:

**Alice Glachan**

**Hilltop Fundraising Campaign Director**

**[alice.glachan@fightcancer.org.au](mailto:alice.glachan@fightcancer.org.au)**

**0439 583 805**

We are seeking our communities continued support of this charitable regional facility that helps so many patients and carers at what is a desperately difficult time for them and their families.



# DRAFT

## COVID-19 Financial Hardship Policy

	Name	Position	Signature	Date
Responsible Officer	<b>Vicki Sutton</b>	<b>Manager Finance</b>		
Authorised By	<b>John Scarce</b>	<b>General Manager</b>		

Document History	
Version Number:	1
Previous Reviews:	0
Next Review Date:	
Date adopted by Council:	
Minute No:	
Review Date:	
Minute Number:	
Review Date:	
Minute Number:	

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OBJECTIVES.....	3
SCOPE OF POLICY .....	3
POLICY IMPLEMENTATION.....	3
PROCEDURES.....	4
PRIVACY .....	4



## **Purpose**

To provide a process for assisting ratepayers, businesses, individuals and community groups who may, due to the economic impacts of the COVID-19 pandemic, encounter difficulties with payment of their rates, fees and charges.

## **Objectives**

To provide temporary relief and assistance to ratepayers, businesses, individuals and community groups during the time of the COVID-19 pandemic and until further notice.

## **Scope of Policy**

This policy shall be applicable to all ratepayers, businesses, individuals and community groups within the Murrumbidgee Council Local Government Area.

## **Policy Implementation**

### **Guidelines**

Utilising the process recognised by the Federal Government's Job Keeper eligibility criteria, ratepayers, businesses and individuals may apply for a deferred payment arrangement for outstanding rates, fees and charges as at/from 1 April 2020.

Those assessments, fees or charges deemed eligible for the payment arrangement will also be provided with a penalty interest waiver for the same period.

Community and sporting groups will have rents, fees and charges for Council owned land, buildings and/or facilities waived until further notice.

### **Rates, Fees and Charges eligible for payment arrangements**

The following Council rates fees and charges will be considered for deferred payment arrangements, subject to eligibility of applicant:

- Residential rates
- Rural residential rates
- Business rates
- Farmland rates
- Town Improvement rates
- Stormwater levy
- Waste annual charge
- Water annual charge
- Sewerage annual charge
- Water usage charges
- Sewer usage charges
- Lease of Council land, building or facility
- Food Inspection fee

## **Application for COVID-19 Hardship**

Each individual case will be considered on merit.

Residents and ratepayers seeking concessions for COVID-19 financial hardship are to submit an application to Council outlining their particular circumstances and providing supporting documentation proving a loss of 30% or more of their revenue compared to a comparable period a year ago, or some other time as deemed appropriate.

Supporting documentation may include but not be limited to:

- Copies of bank/financial institution statements
- Copies of comparable Business Activity Statements
- Details of income and expenditure (including monthly budget analysis)

Supporting documentation in the case of a corporation may include but not be limited to:

- Details of ownership and directorship
- Subsequent details or further information if owner is another corporation
- Financial details and proof of hardship of corporation and directors

Applications will be assessed individually by Council's finance staff.

## **Procedures**

All COVID-19 financial hardship applicants shall be advised in writing of Council's decision within 30 days of receipt of the application.

Where a scheduled repayment default occurs, interest will be calculated and levied from the date of the last payment made in accordance with the repayment schedule. The ratepayer will be contacted in regard to the repayment default

## **Privacy**

Personal information collected as a consequence of this policy will only be used for the purposes of assessing eligibility under the policy and will not be used for any other purpose or disclosed to any person unless we are required by law to do so, or authorised to do so by the person to whom the personal information relates.



# ELLIOTT PARK

*Draft Plan of  
Management  
2020-2025*

---



**Murrumbidgee**  
COUNCIL

**MARCH 2020**

---

**March 2020**

Plan of Management prepared for **Murrumbidgee Council**

Plan of Management prepared by:

**PARISPLAN Urban & Regional Planning**

63 Hillam Drive

GRIFFITH NSW 2680

Email: [parisplan@icloud.com](mailto:parisplan@icloud.com)

ABN: 66 527 814 168

**Disclaimer:**

PARISPLAN Urban & Regional Planning has prepared this Plan of Management for Elliott Park on behalf of Murrumbidgee Council in good faith relying upon information and/or data supplied by the client or other parties. PARISPLAN Urban & Regional Planning however cannot warrant or verify that information provided is truly accurate and as such expressly disclaims any and all liability to any person or persons in reliance on the report and its contents in part or in whole.

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## EXECUTIVE SUMMARY

Elliott Park is a small area of public open space located at the junction of the Newell Highway (A39) and Conargo Road at the western edge of the commercial strip of Jerilderie, in the southern part of New South Wales. The reserve is currently managed for the purpose of public recreation, and the park frequently used as a rest stop for travelers. Elliott Park value to the local community has been diminished with the removal of the former tennis courts however provides further opportunities to promote and facilitate recreational, cultural, social and educational pastimes.

Elliott Park is a Crown reserve (R9922) and owned by the State Government that is managed as community land by Murrumbidgee Council for the benefit of the local community.

The intention of this plan of management is to provide Council with a framework that enables decisions in regard to part of Elliott Park, to be made on an informed, consistent and equitable basis. The plan of management satisfies the requirements of the Local Government Act 1993 as amended by the Local Government Amendment (Community Land Management) Act 1998.

The land at Elliott Park is categorised in this plan of management, as:

- Park; and
- General community use

The current use patterns; condition of the existing built and natural assets; emerging needs, constraints and opportunities, have been considered in this plan of management. The plan of management identifies appropriate objectives and actions, as well as measures that enable the successful implementation of key outcomes provided by the plan and a means for the effective ongoing management of the reserve to meet the needs of the Jerilderie community. One of those objectives is to facilitate opportunities for the provision multi-purpose community facilities, including the development of a *centre-based childcare facility* to meet the growing needs of the township.

The plan of management has been prepared with due regard to *Developing Plans of Management for Community Land Crown Reserves—Guideline for Council Crown Land Managers* issued in November 2019 and the sample for a site-specific Crown reserve plan of management outline, in order achieve a balanced, responsible and ecologically sustainable use of the land and to ensure that it addresses the needs of the local neighbourhood, the broader community, and the environment. It has been prepared to meet the requirements of the Local Government Act, 1993 (LG Act), as amended by the Local Government Amendment (Community Land Management) Act 1998.

## PART 1: INTRODUCTION AND GENERAL INFORMATION

### 1. KEY INFORMATION

- This Plan of Management Plan is for the whole of Lot 7017 DP 1019596, being Crown Land Reserve No. 9922 and known as Elliott Park, Jerilderie.
- Murrumbidgee Council is the Crown Land Manager pursuant to the relevant provisions of the Crown Land Management Act 2016 and has the responsibility for the ongoing management and care of Elliott Park.
- The Plan of Management for Elliott Park was adopted on **[insert date]**.

Terms that are *italicised* throughout the document are terms defined by legislation. Where relevant these definitions are included in Appendix A.

### 2. ABOUT PLANS OF MANAGEMENT

A *plan of management* provides information about public land and its user groups stating what, why, how and by whom the integrity of any particular parcel of community land is to be managed. It establishes the values, uses, management practices and broad intent for the public purpose for which the land has been reserved or dedicated.

All plans of management are prepared in accordance with the provisions of the Crown Land Management Act 2016 for Ministerial approval. A plan of management provides a framework for the future management, use and development of reserved Crown land and should be consistent with the public purpose for the reserve and the principles of Crown land management, as well as other guidelines, policies, and any other legal requirements that may apply to the reserve.

The Crown land covered under this plan of management is a community resource that provides a direction that will enable ongoing use of the reserve for passive outdoor recreation for the enjoyment of all members the local community, a rest stop for visitors stopping or passing through Jerilderie and facilitate opportunities for general community use as a childcare centre.

#### 2.1 Why is Murrumbidgee Council preparing a Plan of Management?

Murrumbidgee Council was established on 12 May 2016 following the merger of Murrumbidgee Shire Council and Jerilderie Shire Council and under the provisions of the Crown Land Management Act, 2016 has been identified as a Crown Land Manager. Under the provisions of the aforementioned Act, the responsibilities that fall upon a Crown Land Manager is to ensure that land resources are to be



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shared equitably in accordance with the principles of environmental protection, conservation and ecological sustainability, public use and enjoyment as well as encouraging multiple use of the land. As Crown Land Manager, Murrumbidgee Council is required to prepare a plan of management for over 30 parcels of Crown land it is responsible for, including Elliott Park.

A plan of management can fulfil many purposes and a Crown Land Manager may, for example, use a plan of management to:

- Provide a single document that collates information held by Council to enable a single point of reference;
- Expand upon the Council's corporate objectives and direction set out in its Community Strategic Plan;
- Provide an outline the day-to-day use and management of community land;
- Ensure that the environment is properly managed in accordance with the principles of sustainable development;
- Incorporate a masterplan that provides directions for future development, including landscaping and the provision of infrastructure;
- Identify risks associated with the use of the land and incorporate mitigation measures including emergency response actions;
- Explain how the provisions of a local environmental plan or development control plan are to be applied to the particular reserve and if required provide additional guidelines;
- Provide for an additional purpose for a reserve; and
- Create a concept design for future developments;

It is not intended that the Plan of Management for Elliott Park will cover all of the items listed above.

## **2.1 Corporate objectives of Murrumbidgee Council**

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The management actions in this Plan of Management are have been formulated so that they align with Murrumbidgee Council's Community Strategic Plan (CSP) that was adopted in 2019, which has been adopted on two guiding tenants, one being the principle of social justice and the other being sustainability.

Social justice principles underpinned the Murrumbidgee Council CSP are:

**Equity** – there should be fairness in decision making, prioritizing and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community.

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The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

**Access** – all people should have fair access to services, resources and opportunities to improve their quality of life.

**Participation** – everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives

**Rights** – equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

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## **2.2 Land to which this plan applies**

This Plan of Management applies to Crown Land Reserve No. 9922, which can be legally described as Lot 7017 DP 1019596 and known as Elliott Park, Jerilderie. The Crown Land Reserve (No. 9922) is for the purpose of public recreation and was gazetted on 26 October 1889.

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### **2.2.1 Jerilderie**

The township of Jerilderie is the largest centre in the Murrumbidgee Council local government area with a population of 1029 people<sup>1</sup>. It is located in the southern part of the Riverina area of New South Wales on the Newell Highway, approximately 675km km south-west of Sydney and 45km north of the border with Victoria.

The Jerilderie region is part of Wiradjuri country and prior to European exploration and settlement was home Jeithi aborigines and the name is believed to be derived from the word ‘reedy place’.

Established in 1859, Jeridlerie is now an irrigated agricultural centre that produces a diverse range of crops, including rice, wheat, canola, soybeans, tomatoes and grapes as well as being a cattle and prime merino stud region.

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<sup>1</sup> 2016 Census QuickStats sourced from Australian Bureau of Statistics, 3 January 2020.



Notable in the history of Jerilderie was the hold-up of the town in 1879 by Ned Kelly and his band of bushrangers, which culminated in the drafting of Kelly's famous manifesto – *The Jerilderie Letter* – which outlined his pleas of innocence and desires for justice.

### 2.2.2 Elliott Park

Elliott Park, highlighted in Figure A on page 8, is a small area of public open space located in the western part of the town. It comprises an area of approximately 11,190m<sup>2</sup> and is bounded by Newell Highway (A39) to the west, Jerilderie Street (part of the A39) to the north, Kennedy Street to the east and Mahonga Street to the south. The reserve is located within easy walking access from the commercial centre, which includes the Murrumbidgee Council administration building, a number of food and drink premises, motels and hotels.

**Figure 2A – Location of Elliott Park<sup>2</sup>**



<sup>2</sup> Extract from Property Report for Lot 7017 DP 101959 dated 3 January 2020, NSW Department of Planning, Industry and Environment, Planning Portal

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Elliott Park provides the local community open space for the purpose of passive outdoor recreation, providing landscaped gardens feature grassed areas, mature trees and shrubs and associated walkways. Interspersed amongst the garden are park seating including picnic tables, children's playground equipment (swings), examples of historic machinery associated with the development of Jerilderie, and a brick amenities' building.

The park was formerly used by the Jerilderie Tennis Club and contained six (6) courts. These courts were ultimately abandoned following the construction of synthetic grass courts at the Jerilderie Sports Centre.

Elliott Park is named after William Elliott (1852-1954) a schoolteacher and proprietor of the Jerilderie Herald from 1885 until his death in 1954. As a schoolteacher, William Elliott taught Lt General, Sir John Monash in his primary school years. William Elliott was also detained by Ned Kelly and his gang of bushrangers at Royal Mail Hotel, during their raid on 10 February 1879, of which he wrote "*The Kelly Raid on Jerilderie*" in 1913. A small stone monument honouring William Elliot stands near the western end of the park.

### **2.3 Owner of the land**

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For the purpose of Section 37 of the Local Government Act, 1993 it must be identified that Elliott Park is owned by the Crown and that Murrumbidgee Council has been appointed as Crown Land Manager under the provisions of Division 3.2 of the Crown Land Management Act, 2016.

The subject land is not subject to any trust, estate, interest, dedication, condition, restriction or covenant referred to in clause 37(b) of the Local Government Act, 1993. Further there is no condition or restriction imposed by the owner in respect to the use of management of the land as referenced in clause 37(c) of the Act.

### **2.4 Categorisation of the reserve**

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Elliott Park is public land and for the purpose of clause 26 of the Local Government Act, 1993 is classified as community land and the reserve, which was gazetted on 26 October 1889, has been identified as being for the purpose of *public recreation*.

The following categories will apply to the reserve:

- Park
- General community use



The section of Elliott Park designated for general community use (coloured purple in Figure B on the following page) will align with that part of the site occupied by the former tennis courts, being an area of approximately 4125m<sup>2</sup> (75m x 55m). The fence line of the proposed *centre-based child care facility* to be built once consent is granted to Development Application No. 21/19-20 and issue of a subsequent construction certificate. The area measures approximately 57.5m along the Kennedy Street boundary and 44.35 metres along the Mahonga Street boundary, giving it an area of approximately 2550m<sup>2</sup>. The plans of the childcare facility set out in Appendix B.

The residue of Elliott Park (blue in Figure B below), being an irregular shape has an area of 7065m<sup>2</sup>, will continue to be used as open space for passive outdoor recreation.

**Figure 2B – Local Government Act categorisations within Elliott Park**



**Legend**

	Park
	General community use

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### 3. Relevant legislation, policies and procedures

The statutory framework for the preparation and operation of the Plan of Management for Elliott Park is primarily guided by:

- Local Government Act, 1993
- Crown Land Management Act, 2016
- Crown Land Management Regulation, 2018

Other legislation, regulations and environmental planning instruments that may be of relevance to the Plan of Management for Elliott Park include:

- Environmental Planning and Assessment Act, 1979;
- Environmental Planning and Assessment Regulation, 2000;
- State Environmental Planning Policy (Infrastructure) 2007;
- State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017;
- Jerilderie Local Environmental Plan, 2012;
- Murrumbidgee Local Environmental Plan, 2013;
- Companion Animals Act, 1998;
- Disability Discrimination Act, 1992.

#### 3.1 Local Government Act 1993

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Section 3.23(6) of the Crown Land Management Act, 2016 requires Murrumbidgee Council to adopt a Plan of Management for any Crown reserve for which it is the appointed Crown Land Manager, and that is classified as community land under the Local Government Act 1993 (LG Act). These PoMs must be prepared and adopted in accordance with the provisions of Division 2 of Part 2 of Chapter 6 of the LG Act.

The core objectives for the management of community land categorized as a park and for general community use are set out in Clause 36G and 36I respectively. These core objectives are as follows:

#### **36G Core objectives for management of community land categorized as a park**

*The core objectives for management of community land categorised as a park are—*

- (a) to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and*



- (b) to provide for passive recreational activities or pastimes and for the casual playing of games, and*
- (c) to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management*

### **36I Core objectives for management of community land categorised as general community use**

*The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public—*

- (a) in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and*
- (b) in relation to purposes for which a lease, license or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).*

It should be noted that primary objectives for both a *park* and *general community use* have the underlying intention of promoting and encouraging the use of these reserves for public recreation, including those benefiting the cultural, social, intellectual and education welfare for individual members of the public and the local community.

While the Local Government Act 1993 (LG Act) contains many provisions that have an impact on the management of the Reserve there is one aspect of particular importance: the approval requirements certain activities specified in the Table from Section 68 of the Act, in particular those listed under Part D Community land.

Section 68 of the Act requires a person, wanting to carry out an activity specified in the Table D, to obtain approval from Council to undertake in any of the following activities:

- 1 *Engage in a trade or business*
- 2 *Direct or procure a theatrical, musical or other entertainment for the public*
- 3 *Construct a temporary enclosure for the purpose of entertainment*
- 4 *For fee or reward, play a musical instrument or sing*
- 5 *Set up, operate or use a loudspeaker or sound amplifying device*
- 6 *Deliver a public address or hold a religious service or public meeting*

The Crown Land Management Act 2016 specifies that approvals of activities under the Local Government Act 1993 must comply with plans of management and that a local council cannot grant an approval for an activity on dedicated or reserved Crown land under Part 1 of Chapter 7 (including Section 68) of the Local Government Act 1993 that contravenes a plan of management for the land. There is nothing in the Plan of Management for Elliott Park that would prevent it from grant an approval to any of the activities listed in Table D.

### **3.2 Crown Land Management Act 2016**

Section 3.23(6) of the Crown Land Management Act, 2016 (CLM Act) requires Murrumbidgee Council to adopt a Plan of Management for any Crown reserve for which it is the appointed Crown Land Manager and that is classified as community land under the Local Government Act 1993 (LG Act).

The objects and principles of Crown Land Management are listed in Sections 1.3 and 1.4 of the CLM Act 2016 provide a legislative starting point for preparation of a plan of management. The principles of Crown Land Management are:

- (a) that environmental protection principles be observed in relation to the management and administration of Crown land, and*
- (b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible, and*
- (c) that public use and enjoyment of appropriate Crown land be encouraged, and*
- (d) that, where appropriate, multiple use of Crown land be encouraged, and*
- (e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and*
- (f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt within the best interests of the State consistent with the above principles.*

Crown Land Managers have a statutory responsibility for the care, control and management of the Crown Land for the purposes for which the land is reserved or dedicated or other purposes as authorised by the Act. In this instance the statutory responsibilities assigned to Murrumbidgee Council, as Crown Land Manager, are drawn from Division 3.4 of CLM Act. In this regard Murrumbidgee Council is authorised to:

- Classify and manage its dedicated or reserved Crown land as if it were public land within the meaning of the Local Government Act 1993, subject to this Division (see section 3.21(1)).

- To manage its dedicated or reserved Crown land as if it were community land or operational land, but only as permitted or required by this Division including those functions ascribed to it pursuant to section 3.22 of the CLM Act.
- Assign an initial category or categories to the Crown Land in accordance with sections 3.23(2) & (3) of the CLM Act that Council considers to most closely relate to the purpose for which the land is dedicated or reserved.
- Prepare the first plan of management applicable to the land, either by amending an existing plan of management that applies to the land or adopt a new plan of management in accordance with sections 3.23 (6) & (7) of the CLM Act

On 25 February 2020 Murrumbidgee Council resolved to provide written notice to the Minister of the initial categorisation of the Crown Land pursuant to section 3.23(4) Murrumbidgee Council. The copy of the initial categorisation of Elliott Park and other land managed by Murrumbidgee Council was sent to the Department of Planning, Industry & Environment (Crown Lands) on 4 March 2020. Their response is set out in Appendix C.

This Plan of Management for Elliott Park, being a new plan of management for Crown Land Reserve No. 9922, is based on the initial for categorisation of the reserve as a *park* and *general community use*, which was approved by Minister on **[insert date]** and as such Murrumbidgee was not required to hold a public hearing as required under Section 40A of the LG Act, however was subject to public notification as prescribed by Section 38 of the same Act.

### ***3.3 Other relevant legislation and statutory controls***

The following is an overview of any other relevant legislation and statutory controls including the provision of relevant factors listed in an environmental planning instrument, including the provisions of Jerilderie Local Environmental Plan 2012 and in other council plans, strategies, policies and procedures.

#### ***3.3.1 Environmental planning & assessment act, 1979***

The Environmental Planning and Assessment Act, 1979 (EP&A Act) provides the fundamental framework for which planning and development in NSW takes place, with Part 3 of the Act providing the mechanism for how environmental planning instruments are made; Part 4 relating to development assessment and consent; and Part 5 address infrastructure and environmental assessment.

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### 3.3.1.1 *State environmental planning policies*

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A state environmental planning policy is an environmental planning instrument made under Part 3 of the EP&A Act that guides development and land use within NSW. There are presently 38 State environmental planning policies in force, not all of which apply to the local government area of Murrumbidgee Council. Those applying to Murrumbidgee Council are:

- State Environmental Planning Policy (Affordable Rental Housing) 2009
- State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
- State Environmental Planning Policy (Concurrences) 2018
- State Environmental Planning Policy (Educational Establishments and Child Care Facilities)
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004
- State Environmental Planning Policy (Infrastructure) 2007
- State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007
- State Environmental Planning Policy (Miscellaneous Consent Provisions) 2007
- State Environmental Planning Policy (Primary Production and Rural Development) 2019
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017
- State Environmental Planning Policy No 1—Development Standards
- State Environmental Planning Policy No 21—Caravan Parks
- State Environmental Planning Policy No 33—Hazardous and Offensive Development
- State Environmental Planning Policy No 36—Manufactured Home Estates
- State Environmental Planning Policy No 50—Canal Estate Development
- State Environmental Planning Policy No 55—Remediation of Land
- State Environmental Planning Policy No 64—Advertising and Signage
- State Environmental Planning Policy No 65—Design Quality of Residential Apartments

It should be noted that not all these would be applied to the development within Elliott Park, as many relate to development that is inconsistent with the categorisation of the land and this plan of management. State Environmental Planning Policy (Infrastructure) 2007 and SEPP (Educational Establishments and Child Care Facilities) are two which most likely would require consideration when evaluating a development on the land.



### 3.3.1.1 Jerilderie local environmental plan 2012

Jerilderie Local Environmental Plan 2012 (JLEP) is an environmental planning instrument made under Part 3 of the EP&A Act that guides development and land use within part of the Murrumbidgee Council local government area.

Under JLEP 2012 Elliott Park is zoned RU5 Village (refer to the extract from Planning Report in Appendix D). The sole objective of the zone is to provide for a range of land uses, services and facilities that are associated with a rural village.

**Figure 3A - Zoning Map**



The zone is considered to be an open zone, that is one where a broad range of land uses and typically lists any number of uses, including any other development not specified in item 2 of 4, where item 2 refers to development permitted without consent and item 4 identifies development that is prohibited. Specifically, the Land Use Table in JLEP 2012 states:

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## **2 Permitted without consent**

*Environmental protection works; Home-based childcare; Home occupations; Roads; Water reticulation systems*

## **3 Permitted with consent**

*Centre-based childcare facilities; Community facilities; Dwelling houses; Liquid fuel depots; Neighbourhood shops; Oyster aquaculture; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Respite day care centres; Schools; Tank-based aquaculture; Any other development not specified in item 2 or 4*

## **4 Prohibited**

*Agriculture; Air transport facilities; Airstrips; Animal boarding or training establishments; Boat launching ramps; Boat sheds; Cellar door premises; Cemeteries; Charter and tourism boating facilities; Electricity generating works; Farm buildings; Farm stay accommodation; Forestry; Heavy industrial storage establishments; Heavy industries; Jetties; Marinas; Mooring pens; Moorings; Pond-based aquaculture Rural industries; Rural workers' dwellings; Sex services premises; Waste or resource management facilities; Wharf or boating facilities*

Under JLEP 2012 *centre-based childcare facilities, community facilities, and recreation areas* are all permitted within Elliott Park.

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### **3.3.1.2 Development Control Plan**

A development control plan provides detailed planning and design guidelines to support the planning controls in a local environmental plan. Development control plans are prepared in accordance with Section 3.43 of the Environmental Planning and Assessment Act, 1979.

Murrumbidgee Council has two (2) development control plans in force, with the Jerilderie Development Control Plan 2012 (DCP) being relevant to Elliott Park. This document is published on the NSW Planning Portal and on Council's website.

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### 3.4 Review of this plan

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This Plan of Management has been prepared pursuant to the provisions of the Crown Land Management Act 2016 to provide an appropriate statutory basis for the continuing improvement and function of Elliott Park.

This Plan provides a medium-term strategy for the management and improvement of the Elliott Park. It is anticipated most of the works described will be implemented over a five to ten-year period. Priorities for works and funding are to be addressed on an annual basis to meet development priorities and community needs.

This Plan is to be reviewed approximately every five years or as required to ensure it continues to be relevant to and consistent with government legislation and policy and community expectation.

### 3.5 Community consultation

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Murrumbidgee Council acknowledges that community participation is essential and how Council engages the community in terms of its legislative requirements and has adopted a *Community Participation Plan (CPP)* and a Communication Strategy. Both documents have been designed to provide the community an understanding of how to participate in planning and other matters, including the management of community land.

The level and extent of community participation will vary depending on the community, the nature of the proposal under consideration and potential impacts of the decision. As a minimum, the CPP and Communication Strategy demand that its statutory obligations are properly met. In this respect Section 38 of the LG Act requires:

- (1) Council must give public notice of a draft plan of management.*
- (2) The period of public exhibition of the draft plan must be not less than 28 days.*
- (3) The public notice must also specify a period of not less than 42 days after the date on which the draft plan is placed on public exhibition during which submissions may be made to Council.*
- (4) Council must, in accordance with its notice, publicly exhibit the draft plan together with any other matter which it considers appropriate or necessary to better enable the draft plan and its implications to be understood.*

In accordance with section 39 of the LG Act Council must, before giving public notice of the draft plan of management forward a copy of the draft to the Crown, as Council is not the owner of the land.

Council must also hold a public hearing as required under Section 40A of the LGA. This plan is over Crown land and proposes a change in categorisation.

With regard to the provisions of sections 38 and 39 of the LG Act, Council resolved on **[insert date]** to adopt the draft plan of management and to:

- Provide the landowner with a copy of the draft PoM. This was done on **[insert date]**.
- Place the draft PoM on public exhibition for 28 days. The exhibition date commenced on **[insert date]** and ended on **[insert date]**. The public noticed advised that submissions would be received up until **[insert date]** which is 42 days after the commencement of the public exhibition period.

The exhibition included advertisement in local newspapers, on Council's website and documents being made available at its administration buildings in Coleambally, Darlington Point and Jerilderie.

Following consideration of submissions, Council resolved on **[insert date]** to adopt the Plan of Management for Elliott Park.

#### ***4. Land comprising the habitat of endangered species or threatened species***

The provisions of sections 36A and 36B of the Local Government Act, 1993 do not apply to Elliott Park for the following reasons:

- that no part of the reserve has been declared to be an area critical habitat under the Threatened Species Conservation Act, 1995, and
- that no part of the reserve has been declared to be an area of critical habitat under Part 7A of the Fisheries Management Act, 1994, and
- the reserve is not affected by a recovery plan for the purpose of Part 4 of the Threatened Species Conservation Act, 1995 or Division 5 of Part 7A of the Fisheries Management Act, 1994, and
- the reserve is not affected by a threat abatement plan for the purpose of Part 5 of the Threatened Species Conservation Act, 1995 or Division 5 of Part 7A of the Fisheries Management Act, 1994, and

#### ***5. Land containing significant natural features***

The provisions of section 36C of the Local Government Act, 1993 does not apply to Elliott Park as the land is not subject to a resolution of Murrumbidgee Council that declared the land, being a site of:

- a known natural, geological, geomorphological, scenic or other feature that is considered by the council to warrant protection or special management considerations, or
- a wildlife corridor.

## 6. Culturally significant land

The provisions of section 36D of the Local Government Act, 1993 does not apply to Elliott Park as the land is not subject to a resolution of Murrumbidgee Council declaring the land, because of the presence on the land of any item the Council considers to be of Aboriginal, historical or cultural significance.

A search of the NSW Environment & Heritage Aboriginal Heritage Management Information System on 3 December 2019 indicates that:

- no Aboriginal sites are recorded in or near<sup>3</sup> the above location; and
- no Aboriginal places have been declared in or near the above location.

A copy of the AHIMS report is set out in Appendix E.

[This space has been deliberately left blank]

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<sup>3</sup> The search parameter applied was within 200m of Lot 7017 DP1019596

## **PART 2: DETAILED INFORMATION REGARDING CATEGORIES OF LAND**

This Plan of Management applies to Crown Land Reserve No. 9922 known as Elliott Park, Jerilderie was gazetted on 26 October 1889 is owned by the state of New South Wales and Murrumbidgee Council has been appointed the Crown Land Manager. Part 2 provides detailed information regarding the proposed park and general community use categorisation of the land, Murrumbidgee Council's vision for the reserve, existing site conditions and current use of the land, identification of appropriate development within the reserves and directions of how the land will be managed for and on behalf of the community.

### **7. Vision for Elliott Park**

The vision for the use of Elliot Park is best described as:

***“Providing a place that fosters well-being of the community through recreational, social and educational pursuits”***

The vision for Elliott Park aligns with Murrumbidgee Council's *Statement of Vision & Priorities – Three Towns One Community* that seeks to promote “community built by an innovative mindset delivering appropriate and reliable services”.

### **8. Management directions**

Murrumbidgee Council acknowledges that Elliott Park provides the local community with a strong sense of its link to the past, honouring William Elliott (1852-1954) a schoolteacher and newspaper proprietor. Currently the reserve provides opportunities for passive recreational use of the land and a rest stop for passing motorists. In this regard the current use of the land is limited and does not provide significant benefit to the community in order to realise Council's vision for the land.

This section aims to provide an overview of Murrumbidgee Council's broad development and management strategies for Elliott Park. It will identify the existing condition of the land and structures on the adoption of the plan, identify existing uses of the land as well as additional matters dealing with the day-to-day management and maintenance of the reserve.

In order to realise the potential of the land and provide a greater benefit for the local community the following directions for the management of the reserve are proposed:

- Use of the land as a *recreation area* particularly one that incorporates a children's playground, public park, reserve or garden or the like including any ancillary buildings.
- Enable the erection of a building and use a *centre-based childcare facility* and provide opportunities to use of that building as a community facility outside the hours of operation of the childcare facility (or if the use as a childcare facility should cease) by community groups or individuals.
- To provide a safe and pleasant venue for all, by enable activities identified in Table D under Section 68 of the LG Act.
- To maintain and enhance the visual aesthetics of the reserve through proper maintenance of lawns, gardens and structures.
- To provide spaces for public sculptures.

### **8.1 Statutory guidelines for development of Elliott Park**

Section 36(3A)(b) of the Local Government Act requires that any site-specific plan of management must:

- (i) *specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used*
- (ii) *specify the purposes for which any further development of the land will be permitted, whether under lease or license or otherwise*
- (iii) *describe the scale and intensity of any such permitted use or development.*

The current use of the land as a *recreation area*, as defined in JLEP 2012, that incorporates a children's playground, public park, reserve or garden is consistent with the categorisation of the land as a *park*. Further the development of Elliott Park to incorporate a centre-based childcare facility is consistent with the categorisation of part of the reserve as *general community use*.

The provisions of State Environmental Planning Policy (Infrastructure) 2007 (SEPP) identifies certain development that is exempt or may be carried out without consent. All other development is legislated in Jerilderie Local Environmental Plan 2012 as being permissible without consent, permitted with consent or otherwise is prohibited. With regard to clause 65(1)(d)(ii) of the SEPP, development for any purpose may be carried out without consent on Crown managed land by or on behalf of the Crown land manager of the land if the development is for the purposes of implementing a plan of management adopted under the Local Government Act 1993 in relation to Crown managed land managed by a Council. Irrespective of the categorisation of the land, the provisions of clause 65(3)(a) and 66(1) allows

certain development that may be carried out by or on behalf of a council without consent on a public reserve under the control of or vested in the council.

Under JLEP 2012 Elliott Park is zoned RU5 Village and sole objective of the zone is to provide for a range of land uses, services and facilities that are associated with a rural village. Table 8A below identifies the uses that are exempt development, permitted with or without the consent in an environmental planning instrument and Council's plan of management of the Elliott Park in terms of what it will permit.

**Table 8A - Preferred uses of land categorised as park and general community use**

<b>Land Use</b>	<b>Provisions of an environmental planning instrument</b>	<b>Allowed under Elliott Park Plan of Management</b>	<b>Reason</b>
<b><i>Centre-based childcare facilities</i></b>	Permitted with consent under JLEP 2012.	Allowed only within the area designated as general community use.	<i>Centre-based childcare facilities</i> are consistent with the <i>general community use</i> category.
<b><i>Community facilities</i></b>	Permitted with consent under JLEP 2012.	Allowed only within the area designated as general community use.	<i>Community facilities</i> are consistent with the <i>general community use</i> category.
<b><i>Dwelling house</i></b>	Permitted with consent under JLEP 2012.	Not allowed.	A <i>dwelling house</i> is inconsistent with categorisation of the reserve.
<b><i>Environmental protection works</i></b>	Permitted without consent under JLEP 2012.	Allowed.	<i>Environmental protection works</i> are in keeping with the categorisation of the reserve.
<b><i>Home-based childcare</i></b>	Permitted without consent under JLEP 2012.	Not allowed.	<i>Home-based childcare</i> is only permitted in conjunction with a <i>dwelling house</i> . On the basis that a <i>dwelling house</i> is inconsistent with the categorisation of the reserve so too is <i>home-based childcare</i> .
<b><i>Home occupations</i></b>	Permitted without consent under JLEP 2012.	Not allowed.	<i>Home occupations</i> are only permitted in conjunction with a <i>dwelling house</i> . On the basis that a <i>dwelling house</i> is inconsistent with categorisation of the reserve so too are <i>home occupations</i> .



Land Use	Provisions of an environmental planning instrument	Allowed under Elliott Park Plan of Management	Reason
<b>Liquid fuel depots</b>	Permitted with consent under JLEP 2012.	Not allowed.	Liquid fuel depots are inconsistent with the categorisation of the reserve.
<b>Neighbourhood Shops</b>	Permitted with consent under JLEP 2012.	Not allowed.	Neighbourhood shops are inconsistent with the categorisation of the reserve.
<b>Oyster aquaculture</b>	Permitted with consent under JLEP 2012.	Not allowed.	Oyster aquaculture is inconsistent with the categorisation of the reserve.
<b>Places of public worship</b>	Permitted with consent under JLEP 2012.	Not allowed, except for outdoor ecumenical or other non-denominational services.	The construction of a place of public worship is considered inconsistent with the categorisation of the reserve.
<b>Recreation areas</b>	Permitted with consent under JLEP 2012.	Allowed.	The use as a recreation area is consistent with the current use and categorisation of the reserve.
<b>Recreation facilities (indoor)</b>	Permitted with consent under JLEP 2012.	Not allowed.	The use of the land as an indoor recreation facility is inconsistent with the categorisation of the land and would potentially impact on nearby residential development.
<b>Recreation facilities (outdoor)</b>	Permitted with consent under JLEP 2012.	Not allowed.	The use of the land as an outdoor recreation facility is inconsistent with the categorisation of the reserve and would potentially impact on nearby residential development.
<b>Respite day care centres</b>	Permitted with consent under JLEP 2012.	Allowed only within the area designated as general community use.	The use as a <i>respite day care centre</i> is consistent with the general community use category.
<b>Roads</b>	Permitted without consent under JLEP 2012.	Not allowed, except for road widening purposes.	The construction of a road is considered inconsistent with the categorisation of the reserve.
<b>SEPP Infrastructure</b>	Exempt development or permitted without consent.	Allowed, subject to satisfying the requirements of clause 65 & 66 of SEPP (Infrastructure).	Identified in SEPP (Infrastructure) 2007 as exempt development or development permitted without consent.
<b>Schools</b>	Permitted with consent under JLEP 2012.	Not allowed.	The use of the land as school is categorisation of the reserve.

Land Use	Provisions of an environmental planning instrument	Allowed under Elliott Park Plan of Management	Reason
<b><i>Tank-based aquaculture</i></b>	Permitted with consent under JLEP 2012.	Not allowed	Tank based aquaculture is inconsistent with the categorisation of the reserve.
<b><i>Water reticulation systems</i></b>	Permitted without consent under JLEP 2012.	Allowed.	Water reticulation systems are consistent with the categorisation of the reserve.
<b><i>Any other development</i></b>	Permitted with consent under JLEP 2012.	Not allowed without an amendment to the Plan of Management.	The open zone of the RU4 provides an opportunity for a wide range of land uses some of which may or may not be compatible with the categorisation of the land for general community uses or as a park. Should a use be proposed that is consistent with the objectives of general community use or a park, then Council will consider amending the Plan of Management.

## 8.2 Use of the land and structures at the date of adoption of the plan

As this plan of management applies only to Elliott Park, the plan of management must, in accordance with section 36(3A)(a) of the LG Act include a brief outline of the current usage is reserve, including any details of current leases/licenses or other arrangements for the use of the land.

At the time of preparing the land was being used as a *recreation area*, which is defined term under JLEP 2012 and the structures in the park include an amenities' building, picnic tables and park benches, playground equipment comprising of a steel framed swing, examples of historic steam powered equipment, footpaths throughout the park, monuments, signage along with trees, gardens, lawn areas and garbage receptacles. The landscaped areas are watered via an underground irrigation system.

The buildings and the associated equipment are consistent with development that falls under the definition of a *recreation area* and the land is being used for its permitted purpose.

Other development that is permissible within the zone, and thus upon the land, includes a *centre-based childcare facility* which is subject to a development application (DA 21-19/20) and a future lease

arrangement. The building is approximately 450m<sup>2</sup> and approximately 2552m<sup>2</sup> of Elliott Park is to be leased.

### **8.3 Condition of the land and structures on adoption of the plan**

The provisions of Section 36(3A)(a) of the LG Act requires a plan of management to include a description of the condition of the land and structures on adoption of the plan.

At the date of adoption of the Plan of Management for Elliott Park, grass cover in the park was generally good although the impact of the prolonged drought has effect grass cover in the northern corner and eastern part of the site formerly occupied by the tennis courts (see Figures 8A & 8B). Elsewhere within the park the lawns, trees and garden beds are well maintained and in a very good condition. (see Figures 8C & 8D).

**Figure 8A - Eastern part of Elliott Park<sup>4</sup>**



**Figure 8B - North-eastern part of Elliott Park**



**Figure 8C - Central part of Elliott Park**



**Figure 8D - North-western part of Elliott**



**Park**

<sup>4</sup> Images in Figures 8A to 8H taken on 9 December 2019 © Steven Parisotto Photography



There is little in the way of playground equipment, with only an old metal swing and an old piece of machinery that appears to act as a climbing frame (as shown in Figures 8E and 8F). While the equipment appears to be structurally sound and in good condition, it is doubtful that they would comply with current Australian Standards. The footpaths throughout the park and along its southern perimeter are all in good condition, however there are potential trip hazards which would require further investigations. The amenities block is dated, however from outward appears seems structurally sound with the toilet facilities in fair condition.

**Figure 8E - Existing swings**



**Figure 8F - Old steam powered machinery**



**Figure 8G - Footpath adjacent to north of park**



**Figure 8H - Existing amenities' building**



Picnic tables and park benches throughout Elliott Park are in good condition and rubbish receptacles generally empty as a result of routine collection.

### **8.3 Permitted use and future use**

Section 36(3A)(b) of the Local Government Act requires that any site-specific plan of management must:

- (iv) *specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used*

- (v) *specify the purposes for which any further development of the land will be permitted, whether under lease or license or otherwise*
- (vi) *describe the scale and intensity of any such permitted use or development.*

### **8.3.1 Elliott Park as a park**

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The purpose of this section is to provide and understanding of the core objectives for community land as a park, identify the legislative requirements concerning the development of the land and otherwise identify key matters that set out the strategy for managing Elliott Park. This section applies to that part of Elliott Park highlighted in blue in aerial image set out in Figure 2 on page 10.

The core objectives for management of community land categorized as a park set down in section 36G of the LG Act are as follows:

- (a) *to encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and*
- (b) *to provide for passive recreational activities or pastimes and for the casual playing of games, and*
- (c) *to improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.*

### **8.3.2 Elliott Park as general community use**

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The purpose of this section is to provide and understanding of the core objectives for community land as a *general community use*, identify the legislative requirements concerning the development of the land and otherwise identify key matters that set out the strategy for managing Elliott Park. This section applies to that part of Elliott Park highlighted in purple in aerial image set out in Figure 2 on page 10.

The core objectives for management of community land categorized as *general community use* set down in section 36I of the LG Act are as follows:

#### **36I Core objectives for management of community land categorised as general community use**

*The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public—*

- (a) *in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and*
- (b) *in relation to purposes for which a lease, license or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).*

#### **8.3.2.1 Specific use: centre-based childcare facility**

The use of the land as a *centre-based childcare facility* is permissible with the RU5 Village zone which applies to the reserve and would be consistent with the categorisation of the land for *general community use*. This type of development is listed in Jerilderie Local Environmental as development that can be carried out, but only with the consent. That is to say a development application must be lodged with the consent authority for assessment and determination in accordance with sections 4.15 and 4.16 of the Environmental Planning and Assessment Act, 1979 (EP&A)

Murrumbidgee Council has already received a development application, being DA 21-19/20, for the erection of a building and use as a *centre-based childcare facility*. At the time of drafting the Plan of Management for Elliott Park, assessment of the development application had been undertaken in accordance with Section 4.15 of the EP&A Act, however no determination had been made in accordance with Section 4.16. The assessment included notification of the proposed development in accordance with Council's Community Participation Plan (CPP) and no objections were received, which provides strong indication that the nearby residents and the broader community are satisfied with the development of the land. The plans of the proposed development are set out in Appendix B and upon completion the development will cater for 43 children between the age of 0-5.

In accordance with written advice from the Department of Planning, Industry & Environment any draft plan of management amendment to initial categorisation are subject to the 'material harm' test that is based on the criteria set out in section 2.14(3) of the CLM Act which states:

*"Without limitation, the following considerations are relevant to the question of whether the use of dedicated or reserved Crown land for an additional purpose would not be likely to materially harm its use for an existing purpose:*

- (a) the proportion of the area of the land that may be affected by the additional purpose,*
- (b) if the activities to be conducted for the additional purpose will be intermittent, the frequency and duration of the impacts of those activities,*
- (c) the degree of permanence of likely harm and in particular whether that harm is irreversible,*
- (d) the current condition of the land,*

- 
- (e) *the geographical, environmental and social context of the land,*
  - (f) *any other considerations that may be prescribed by the regulations.”*

The proportion of the land that will be affected by the additional purpose is approximately 4125m<sup>2</sup> which represents 36% of the total area of the park. The area of Elliott Park to be occupied and ultimately leased by the centre-based childcare facility is less than 20% of the park.

The activities to be conducted are not considered intermittent, in that the use as a centre-based childcare facility will be carried out for 5 days per week, between the hours of 8.00am and 5.30pm and will be defined by a fenced area aligning with the lease of the land.

The proposed building will result in a permanent structure being erected, however despite the permanency there is no perceived harm and ultimately can be reversed. It should be stressed, that while the building is built purposely for the use as a child care centre, design is such that it can be used or adapted for use for other general community uses permitted within the zone. The proposed development will minor cut and fill which will ultimately alter the existing ground level for the purpose building footings and the construction of the of car park and stormwater disposal. The extent of these work would generally fall within the category of exempt development as set out in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and as such would not involve irreversible harm to the land.

The land is flat, and landscaping comprises of lawns, mature shrubs and trees. That part of the site in the south-eastern corner of the site is devoid of any tree and is sparsely planted with lawn having been formerly part of the Jerilderie tennis courts. It is this part of the reserve which has been categorised as general community use. The site is occupied by a amenities block, located in the north-eastern corner of the site, along with park benches playground equipment and commemorative structures.

The provisions of State Environmental Planning Policy No. 55 Remediation of Land (SEPP 55) were taken into consideration as part of the assessment of DA 21/19-20 and on the basis that there have been no activities listed in Table 1 of the *Contaminated Land Planning Guidelines* have been carried out, then the land is unlikely to be contaminated.

Elliott Park is not prone to natural hazards such as tidal inundation, subsidence, slip, mass movement, flooding or bushfires. Further the land has not been mapped as being area of high biodiversity, nor is the groundwater system identified as being vulnerable.

The design of the proposed childcare facility is functional in the sense that it has been designed meet statutory requirements of SEPP ((Educational Establishments and Child Care Facilities) 2017 however is also aesthetically pleasing and complements the prevailing streetscape characteristics. The scenic

quality and features of the landscape are not negatively impacted upon by the building proposed, and it is not considered that the character and amenity of the locality will be affected.

The use of part of Elliott Park for general community use, and specifically a centre-based childcare centre is unlikely to have an unreasonable adverse impact on public recreation or the amount, location, design, use and management of public spaces.

## 9. Administration of Plan and Performance Targets

Section 36(3) of the LG Act requires, as a minimum, for all plans of management, include the following:

- a) *category of the land*
- b) *objectives and performance targets of the plan with respect to the land*
- c) *means by which the council proposes to achieve the plan's objectives and performance targets*
- d) *manner in which the council proposes to assess its performance with respect to the plan's objectives and performance targets.*

The land has been categorised partly as a park and partly as general community use (see Figure B on page 10).

The following table identifies the management issues; objectives and performance targets; the means in which Council will achieve the stated objectives and the manner in how the performance target is assessed.

**Table 9 - Objectives and performance targets**

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Access</b>	<p>Provide defined paths for pedestrian access, including where practical assess and facilities for people with disabilities, to and within reserve.</p> <p>Allow an access network for pedestrians and cyclists that contribute to the aesthetic quality of Elliott Park.</p> <p>Except for maintenance and emergency vehicles prohibit vehicular access without permit/ licence.</p>	<p>Appropriate design and construction for pavements, facilities and other structures to comply with relevant Australian Standards.</p> <p>Provision of shared facility where safe and appropriate, including the segregation of cyclists and pedestrians where appropriate.</p> <p>Use of regulatory signs.</p>	<p>Assess useability of Elliott Park by wheelchair users through surveys and observation.</p> <p>Record and review all accidents and near misses as a result of inappropriate use.</p> <p>Record all illegal or unauthorised vehicular entry and where necessary take appropriate regulatory action.</p>



<b>Management Issues</b>	<b>s.36(3)(b) Objectives and Performance Targets</b>	<b>s.36(3)(c) Means of achievement of objectives</b>	<b>s.36(3)(d) Manner of assessment of performance</b>
<b><i>Alcohol</i></b>	Implement controls to prohibit the consumption and/or possession of alcohol, except within designated or leased areas.	Use of regulatory signs and enforcement.	Record all complaints and investigations and where necessary take appropriate regulatory action.
<b><i>Animal control</i></b>	Impound all animals that are not under the full control of owner or handler.	Community education and involvement in monitoring.  Use of regulatory signs and enforcement.	Record all complaints about loose dogs, attacks and animal waste, and where required take regulatory action.
<b><i>Anti-Social behaviour</i></b>	Minimise and manage anti-social behaviour in the park and the general community use areas	Encourage community involvement and surveillance.  Implement community health measures.  Appropriate design and lighting of common areas.	Record the number of complaints received and undertake investigations, and where necessary take appropriate regulatory action.
<b><i>Artworks and monuments</i></b>	Allow for public and community artworks and monuments in appropriate settings.  Maintain existing monuments.	Engage appropriate persons to engage the community to identify, commission & erect artworks.  Undertake repairs to existing monuments as required.	Document comments received in respect to artworks.  Install artworks based on any budgetary funding or State and Federal grants  Record the number incidents of vandalism and damage to artworks and monuments.
<b><i>Barbeques</i></b>	Allow the installation and use of gas or electric barbeques.  Allow the use of portable barbeques (with the exception of wood fire barbeques).	Design, locate and maintain permanently installed barbeques.  Use of regulatory signs regarding the use of barbeque facilities, both permanent and portable.	Record the number of reported failures and accidents, including reported near misses.

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
<b>Buildings</b>	<p>Allow safe, clean, convenient and hygienic public amenity facilities for persons of all abilities.</p> <p>Allow new buildings, ancillary to the use of the <i>park</i>, are to complement to the design of the Elliott Park.</p> <p>Allow the erection of a purpose-built centre-based childcare facility building within the <i>general community use</i> area and in accordance with any development consent issued.</p> <p>Allow for multi-purpose use of buildings &amp; facilities within the <i>general community use</i> area.</p>	<p>Undertake regular cleaning and maintenance of the public amenities within Elliott Park.</p> <p>Provision and maintenance of security lighting in an around the amenities' building.</p> <p>Undertaking an appropriate review of environmental factors when considering development listed in State Environmental Planning Policy (Infrastructure) 2007, where Council is to carry out the works.</p> <p>Assess and determine any development application in accordance with the provisions of the Environmental Planning &amp; Assessment Act, 1979.</p>	<p>Undertake daily cleaning of the public amenities, and identify any new maintenance matters out or incidents of vandalism.</p> <p>Record and respond to complaints about hygiene and maintenance.</p> <p>Undertake regular of maintenance of the amenities in accordance with any operational plan for upkeep of all parks and recreational facilities within the local government area.</p> <p>Record all incidents of accidents and near misses as a result of damage or wear and tear to the amenity facilities.</p> <p>Undertake regular maintenance of any other Council asset within the <i>park</i> and the <i>general community use</i> areas.</p>
Buskers	Allow buskers to perform within the <i>park</i> area.	Regulation by Council.	<p>Number of comments.</p> <p>Number of unauthorised buskers/ bands.</p>

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Hours of Usage	<p>Allow unrestricted use of the <i>park</i> by individuals.</p> <p>Allow for the management of <i>park</i> usage times for special events and user groups.</p> <p>Allow for the use of the <i>general community use</i> area as a <i>centre-based childcare facility</i> in accordance with the hours of operation approved in DA 21-19/20.</p>	Council approval and regulatory signs for special events and group activities.	<p>Record and investigate the number of unauthorised special events and group activities and where necessary take appropriate regulatory action.</p> <p>Investigate any reported breaches relating to the use of the <i>general community use</i> area as a <i>centre-based childcare facility</i> of approval conditions in respect to hours of operation and where necessary take the necessary regulatory action.</p>
Informal Recreation	Allow games which are suitable within Parks.	Allow games which are suitable within Parks.	Number of comments about activity.
Irrigation Systems	Allow watering systems to optimise water usage, minimise maintenance and enable appropriate vegetative growth.	Design, install and operate the system.	Number of incidents of failure of the irrigation system.

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Landscaping	<p>Allow use of suitable species and use of landscape materials, including mulching and edge treatments, to achieve the desired landscape character and complement the character of existing plantings.</p> <p>Allow minor earthworks to provide mounding for aesthetic appeal, space definition and visual barriers.</p> <p>Provide a positive contribution to the local character both physically and visually.</p> <p>Retain existing endemic species.</p> <p>Control and protect existing exotic species within Elliott Park by minimising weed infestation and associated impacts.</p>	<p>Augment existing indigenous planting. Use exotic species in suitable locations.</p> <p>Use shade trees for user comfort and protection.</p> <p>Use screen planting for visual acoustic and physical buffers.</p> <p>Use of suitable organic mulches at an appropriate depth.</p> <p>Use of suitable materials and design.</p> <p>Incorporation of mounding in landscape design where appropriate.</p> <p>Preserve and reinforce indigenous planting.</p> <p>Identify species endemic to the area.</p> <p>Use recognised suitable species.</p> <p>Application of correct horticultural and tree surgery techniques.</p> <p>Minimise rubbish dumping within the local area via community education.</p> <p>Implementation of the Noxious Weeds Act.</p>	<p>Number of comments about public acceptance and level of park usage.</p> <p>Degree of turf encroachment into planted areas.</p> <p>Number of comments about maintenance, durability and public acceptance of the landscape character.</p> <p>Number of reported incidents of infestation of exotic plant species.</p> <p>Number of comments about quality of vegetation.</p> <p>Number of reported incidents of sick trees.</p> <p>Number of reported incidents of rubbish dumping</p>

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Lighting	<p>Allow security lighting which will enable safe movement of pedestrians along major access routes at night.</p> <p>Prevent excessive lighting impacts on adjoining land uses.</p> <p>Allow for lighting of special events at night.</p> <p>Allow for the lighting of architectural or landscaped features.</p>	<p>Set appropriate illumination levels.</p> <p>Design, site and install light facilities.</p> <p>Regulate times for lighting of special events.</p> <p>Council approval.</p>	<p>Number of comments from adjoining residents and Park users.</p> <p>Number of problems related to inadequate lighting.</p>
Outdoor Furniture	<p>Allow for the provision of adequate furniture, such as bubblers, tables, seats, bins, bollards, cycle racks, tree guards and planter tubs, etc at suitable locations.</p> <p>Create a comfortable setting for users both aesthetically and functionally.</p>	<p>Complement and be consistent with the theme for surrounding Public Open Space Areas.</p> <p>Appropriate design, siting, use of materials and erection of furniture.</p>	<p>Number of comments about acceptance by the community with regard to the suitability of the location and the style.</p> <p>Number of incidents of non-compliance with relevant Council Codes, Policies and Regulations.</p>
Playgrounds	<p>Provide safely designed and sited playgrounds.</p>	<p>Playground design, materials and layout to relevant safety standards.</p> <p>Playgrounds sited away from physical hazards.</p>	<p>Number of accidents and injuries attributed to unsafe design, siting and layout.</p>

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Refreshment kiosks (mobile and fixed)	<p>Allow the licensing or leasing of <i>kiosks</i> or <i>food &amp; drink premises</i> as approved by Council.</p> <p>Permissible on area defined in lease or licence agreement.</p> <p>Control and regulate the entry of casual vendors (eg: ice-cream carts) within Parks and pedestrian areas where appropriate.</p> <p>Appropriate control measures. Council approval.</p> <p>Enter into appropriate licensing/leasing Agreements.</p>	<p>Council approval. Licensing/Leasing Agreement.</p> <p>Lease or license holders take precedence over casual street vendors.</p>	<p>Managing and reporting incidence of non-compliance with terms of Council approval, license or lease agreement.</p> <p>Number of licences issued.</p> <p>Number of public comments about vendors in public places.</p> <p>Number of reported illegal or unauthorised entries.</p> <p>Number of licences granted per annum.</p>
Rubbish Dumping and Littering.	Prohibit rubbish dumping and littering.	<p>Regulatory signage at appropriate locations.</p> <p>Community education on the environmental impacts of rubbish dumping.</p>	<p>Number of incidents of illegal dumping</p> <p>Cost of clean-up and litter collection per annum</p>
Shade structures and other shelters	<p>Allow structures which will provide shade and shelter for Park users in appropriate areas</p> <p>Allow integration of structures that are harmonious, functional and aesthetically in keeping with the character of the Park</p>	Appropriate design, location and erection of structures.	<p>Number of comments about the effectiveness of the structures in all weather conditions.</p> <p>Number of community responses to appearance of the structures.</p> <p>Number of structures erected.</p>

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Signage	<p>Allow suitable information, regulatory, identification, interpretive and directional signage relating to the Park.</p> <p>Regulate advertising signage.</p>	<p>Appropriate design and siting of signage in accordance with the relevant DCP for Advertising, Structures &amp; Signs.</p> <p>Council approval.</p>	<p>Number of user comments.</p> <p>Number of ordinance investigations and prosecutions.</p>
Site Utility Services	<p>Allow for the installation of all services as required by site usage.</p>	<p>Approval by the appropriate Statutory Authorities.</p> <p>Construction and installation of all necessary services.</p> <p>Registration of appropriate easements.</p>	<p>All facilities are adequately serviced, identified and located.</p> <p>Number of objections received from service authorities about the location and quality of services.</p> <p>Number of site utility service installations constructed.</p>
Special Events	<p>Allow special events within the <i>park</i> with minimal adverse visual, physical, social and environmental impact.</p>	<p>Council approval as required under Environmental Planning &amp; Assessment Act, 1979 and/or Local Government Act, 1993</p>	<p>Number of comments about special events.</p> <p>Attendance levels at special events.</p>
Vandalism	<p>Minimise vandalism within the Park and or playgrounds.</p>	<p>Appropriate landscape design techniques.</p> <p>Appropriate use of materials.</p> <p>Encouragement of community involvement and education.</p> <p>Appropriate use of signage. Prompt repair of vandalised areas.</p>	<p>Number of reported incidents of vandalism</p>

Management Issues	s.36(3)(b) Objectives and Performance Targets	s.36(3)(c) Means of achievement of objectives	s.36(3)(d) Manner of assessment of performance
Waste Management	Minimise litter within the Park. Encourage recycling.	<p>Provide and service enough waste management facilities in strategic locations.</p> <p>Provide a recycling station for glass, aluminium, PET plastics etc.</p> <p>Community education.</p>	<p>Number of garbage and recycling bins provided.</p> <p>Number of comments in relation to inadequate waste facilities.</p>



## APPENDICIES

### APPENDIX A - Definitions

Term	Legislative definition
<b>centre-based childcare facility</b>	<p>means –</p> <p>(a) a building or place used for the education and care of children that provides any one or more of the following—</p> <ul style="list-style-type: none"> <li>(i) long day care,</li> <li>(ii) occasional childcare,</li> <li>(iii) out-of-school-hours care (including vacation care),</li> <li>(iv) preschool care, or</li> </ul> <p>(b) an approved family day care venue (within the meaning of the <a href="#">Children (Education and Care Services) National Law (NSW)</a>),</p> <p><i>Note. An approved family day care venue is a place, other than a residence, where an approved family day care service (within the meaning of the <a href="#">Children (Education and Care Services) National Law (NSW)</a>) is provided.</i></p> <p>but does not include –</p> <p>(c) a building or place used for home-based childcare or school-based childcare, or</p> <p>(d) an office of a family day care service (within the meanings of the <a href="#">Children (Education and Care Services) National Law (NSW)</a>), or</p> <p>(e) a babysitting, playgroup or child-minding service that is organised informally by the parents of the children concerned, or</p> <p>(f) a child-minding service that is provided in connection with a recreational or commercial facility (such as a gymnasium) to care for children while the children's parents are using the facility, or</p> <p>(g) a service that is concerned primarily with providing lessons or coaching in, or providing for participation in, a cultural, recreational, religious or sporting activity, or providing private tutoring, or</p> <p>(h) a child-minding service that is provided by or in a health services facility, but only if the service is established, registered or licensed as part of the institution operating in the facility.</p>
<b>community facility</b>	<p>means a building or place—</p> <p>(a) owned or controlled by a public authority or non-profit community organisation, and</p> <p>(b) used for the physical, social, cultural or intellectual development or welfare of the community,</p>

	<i>but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation.</i>
<b>community land</b>	<p><i>means –</i></p> <p><i>land that is classified as community land under Division 1 of Part 2 of Chapter 6. (Local Government Act, 1993)</i></p>
<b>community participation plan</b>	<p><i>means –</i></p> <p><i>a community participation plan prepared and published under Division 2.6. (Environmental Planning and Assessment Act, 1979)</i></p>
<b>environmental planning instrument</b>	<p><i>means –</i></p> <p><i>an environmental planning instrument (including a SEPP or LEP but not including a DCP) made, or taken to have been made, under Part 3 and in force. (Environmental Planning and Assessment Act, 1979)</i></p> <p><i>Note. SEPP is an acronym for State Environmental Planning Policy, a LEP is a Local Environmental Plan, and a DCP is a Development Control Plan.</i></p>
<b>plan of management</b>	<p><i>means –</i></p> <p><i>a plan of management adopted by a council under Division 2 of Part 2 of Chapter 6 and in force in relation to an area of public land. (Local Government Act, 1993)</i></p>
<b>public reserve</b>	<p><i>means –</i></p> <ul style="list-style-type: none"> <li><i>(a) a public park, or</i></li> <li><i>(b) any land conveyed or transferred to the council under section 340A of the <a href="#">Local Government Act 1919</a>, or</i></li> <li><i>(c) any land dedicated or taken to be dedicated as a public reserve under section 340C or 340D of the <a href="#">Local Government Act 1919</a>, or</i></li> <li><i>(d) any land dedicated or taken to be dedicated under section 49 or 50, or</i></li> <li><i>(e) any land vested in the council, and declared to be a public reserve, under section 37AAA of the <a href="#">Crown Lands Consolidation Act 1913</a>, or</i></li> <li><i>(f) any land vested in the council, and declared to be a public reserve, under section 76 of the <a href="#">Crown Lands Act 1989</a>, or</i></li> <li><i>(g) Crown managed land that is dedicated or reserved—</i> <ul style="list-style-type: none"> <li><i>(i) for public recreation or for a public cemetery, or</i></li> <li><i>(ii) for a purpose that is declared to be a purpose that falls within the scope of this definition by means of an order published in the Gazette by the Minister administering the <a href="#">Crown Land Management Act 2016</a>,</i></li> </ul> </li> </ul>

**recreation area**

*being Crown managed land in respect of which a council has been appointed as its Crown land manager under that Act or for which no Crown land manager has been appointed, or*

- (h) land declared to be a public reserve and placed under the control of a council under section 52 of the [State Roads Act 1986](#), or*
- (i) land dedicated as a public reserve and placed under the control of a council under section 159 of the [Roads Act 1993](#),*

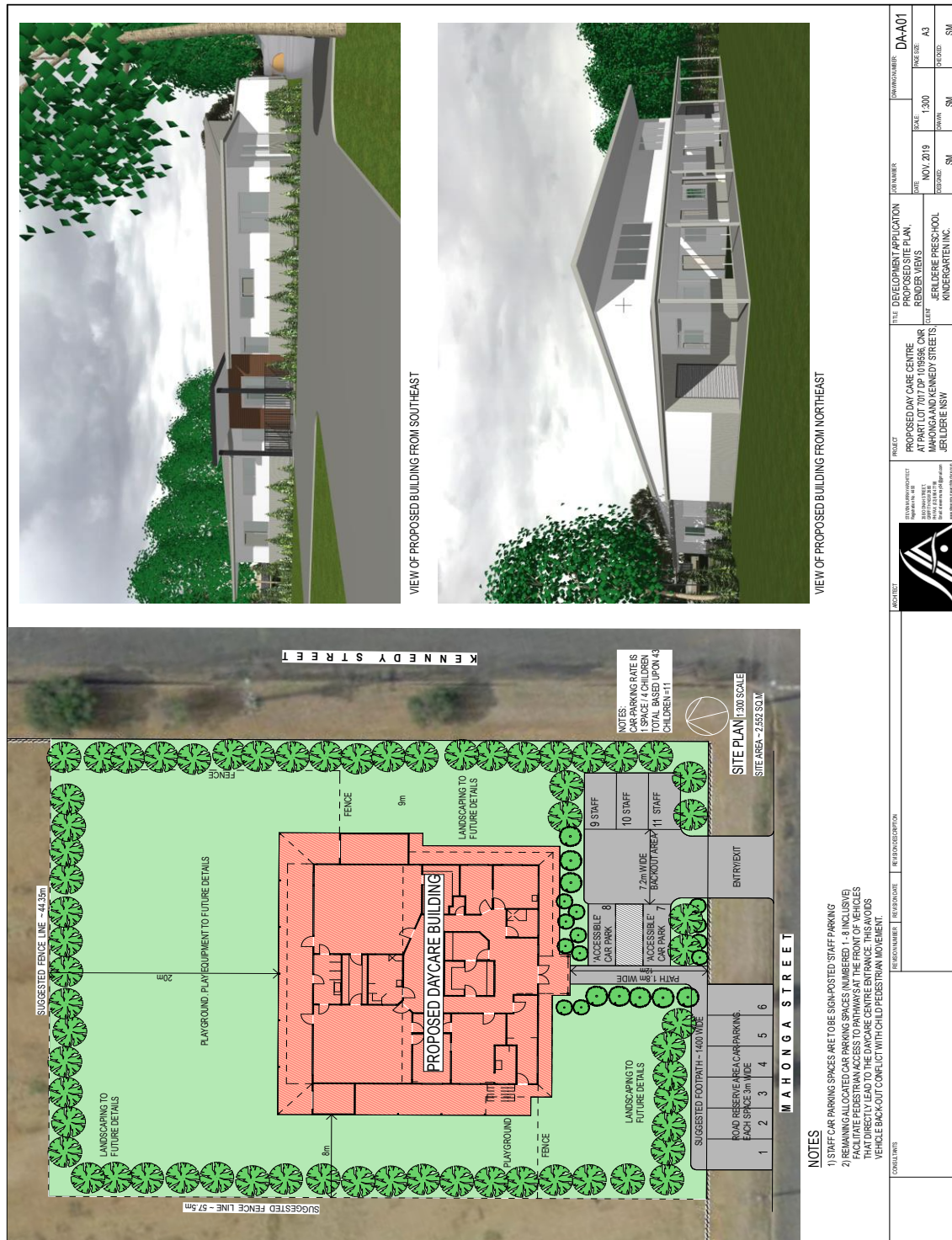
*and includes a public reserve of which a council has the control under section 344 of the [Local Government Act 1919](#) or section 48, but does not include a common.*

*means a place used for outdoor recreation that is normally open to the public, and includes –*

- (a) a children's playground, or*
- (b) an area used for community sporting activities, or*
- (c) a public park, reserve or garden or the like,*

*and any ancillary buildings but does not include a recreation facility (indoor), recreation facility (major) or recreation facility (outdoor).*

## APPENDIX B - Proposed centre-based childcare facility concept plans<sup>5</sup>



<sup>5</sup> © Steven Murray Architect, 2019

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## Property Report

2 JERILDERIE STREET JERILDERIE 2716



### Property Details

Address: 2 JERILDERIE STREET JERILDERIE 2716  
 Lot/Section 7017/-/DP101959  
 /Plan No: 6  
 Council: MURRUMBIDGEE COUNCIL

### Summary of planning controls

Planning controls held within the Planning Database are summarised below. The property may be affected by additional planning controls not outlined in this report. Please contact your council for more information.

Local Environmental Plans	Jerilderie Local Environmental Plan 2012 (pub. 22-6-2012)
Land Zoning	RU5 - Village: (pub. 22-6-2012)
Height Of Building	NA
Floor Space Ratio	NA
Minimum Lot Size	600 m <sup>2</sup>
Heritage	NA
Land Reservation Acquisition	NA
Foreshore Building Line	NA

### Detailed planning information

#### State Environmental Planning Policies which apply to this property

State Environmental Planning Policies can specify planning controls for certain areas and/or types of development. They can also identify the development assessment system that applies and the type of environmental assessment that is required.

This report provides general information only and does not replace a Section 10.7 Certificate (formerly Section 149)



## APPENDIX E - Aboriginal Heritage Information Management System Search Results



Office of  
Environment  
& Heritage

### AHIMS Web Services (AWS) Search Result

Purchase Order/Reference : MC POM RN9922

Client Service ID : 469249

Steven Parisotto  
63 Hillam Dr  
Griffith New South Wales 2680  
Attention: Steven Parisotto  
Email: parisplan@icloud.com

Date: 03 December 2019

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot : 7017, DP:DP1019596 with a Buffer of 200 meters, conducted by Steven Parisotto on 03 December 2019.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

## Stronger Communities Funding as at 31 March 2020

Stronger Communities Fund		Jerilderie Budget	Expend to date	Coleambally Budget	Expend to date	Darlington Pt Budget	Expend to date	Still to be Expended		
Jerilderie Community Gym	Purchase of gym equipment	43,358.97	43,358.97							
Jerilderie Tennis Club	Construct shed/disabled toilet	45,454.55	45,454.55						Complete	
Jerilderie Tennis Club	Re-roof Jerilderie Sports Club building	44,708.69	44,708.69						Complete	
Jerilderie CWA	Upgrade toilet facility	18,003.61	18,003.61						Complete	
Jerilderie Cricket Club	Install seating, shade & access	21,500.00	21,500.00					0.00	Complete	
Jerilderie Football Club	Replace boundary fencing & interchange facility	39,674.00	39,674.00						Complete	
Jerilderie Pre School	Refurbish indoor areas	44,098.40						44,098.40		On hold as a larger project is under consideration
Jerilderie Swimming Club	Upgrade lane ropes & storage box	5,859.73	5,859.73						Complete	
Jerilderie Public School P & C	Soft fall rubber in playground	49,280.00	49,280.00						Complete	
Jerilderie Arts & Talent Society	Purchase sound equipment & etc	9,868.22	9,868.22						Complete	
Jerilderie Tennis Club	Disabled toilet within the Jerilderie Sports Club	27,272.73	27,272.73						Complete	
Jerilderie Tennis Club	Upgrade golf green flags & putting cups	1,340.00	1,340.00						Complete	
Jerilderie Public School P & C	Development of computer & musical skills	7,946.36	7,946.36						Complete	
Jerilderie Men's Shed	Purchase of property	50,000.00	50,000.00						Complete	
Jerilderie RSL Sub Branch	2 Honour Boards and glass display cabinet	4,577.27	4,577.27						Complete	
St Joseph's Parent's and Friends Inc	Play area soft fall and shade sail	35,374.74	35,374.74						Complete	
Sweatbox Community Gym	Purchase gym equipment, rubber flooring etc			30,340.00	30,340.00				Complete	
Coleambally Pistol Club	Build a clubhouse, range & water tank			46,538.00	41,463.60			5,074.40		Works substantially completed. Some minor works to be undertaken
Coleambally Clay Target Club	Construct new trap houses			45,260.00	45,260.00				Complete	
Coleambally Pre School	Install solar panels			7,233.44	7,233.44				Complete	
Coleambally Pre School	Resurface floor & install storage shed			11,412.73	11,412.73				Complete	
Coleambally Lions Club	Purchase of ride on lawn mower			7,520.00	7,520.00				Complete	
Coleambally Lions Club	Painting of Bucyrus Dragline			4,632.65	4,632.65				Complete	
Coleambally Chamber of Commerce	Equipment for community events			10,116.20	10,116.20					
Coleambally Chamber of Commerce	Quilting workshops			4,250.00	4,250.00				Complete	
Coleambally Chamber of Commerce	Purchase of sewing machines, overlockers & tables									
Riverina Vintage Machinery Club	Purchase of portable building with disabled access			21,122.73	21,122.73				Complete	
				41,000.00	41,000.00				Complete	



Stronger Communities Funding as at 31 March 2020

Stronger Communities Fund		Jerilderie Budget	Expend to date	Coleambally Budget	Expend to date	Darlington Pt Budget	Expend to date	Still to be Expended		
Coleambally Community Club	Installation of playground & outdoor family area			45,454.55	45,454.55				Complete	
Coleambally Central School P & C	Build sandpit & resurface basketball court			50,000.00	50,000.00				Complete	
Coleambally Water Ski Club	Construct new Shade Shelter			0.00						
Coleambally Golf Club Inc	Automatic watering for fairways 3 & 9			44,600.00	44,600.00				Complete	
Coleambally Golf Club Inc	Automatic watering for fairways 1 & 6			25,450.00	25,450.00				Complete	
St Peters Primary School	Replace school quadrangle			28,172.73	28,172.73				Complete	
Coleambally Mens Shed	Construct storage facility			44,463.19	44,463.19				Complete	
Murrumbidgee Experimental Farm	Develop 22ha for farming			45,454.55	45,454.55				Complete	
Coleambally Pre School	Floor resurfacing			13,594.55	13,594.55				Complete	
Coleambally Pre School	Shade sails & shed storage			12,272.73	12,272.73				Complete	
Coleambally Lions Club	Jumping castle & trailer project			5,835.00	5,835.00				Complete	
Coleambally Community Club	Level Bowling Greens, Upgrade Main Bar & Toilet area			21,909.09	21,909.09				Complete	
Coleambally Central School P & C	Outdoor Settings			18,840.00	18,840.00				Complete	
St Peters Primary School	Multi purpose court			5,000.00	5,000.00				Complete	
Coleambally Darlington Point Country Education Fund	Oral History Book Production			3,000.00	3,000.00				Complete	
Coleambally Motorcycle Club Inc	Construct club house & install watering system to track			50,000.00	50,000.00				Complete	
Coleambally Pony Club	Grounds upgrade & revamp			6,642.86	6,642.86				Complete	
Fusion Drop in Centre	Coleambally youth development			4,545.45	4,545.45				Complete	
St Peters Catholic Church	Replacement of chairs			6,363.64	6,363.64				Complete	
Coleambally Tennis Club	Replacement of synthetic courts			50,000.00	50,000.00				Complete	
Anglican Parish of Coly/Darlington Point	Install air conditioning to Darlington Point Hall					17,423.59	17,423.59		Complete	
Darlington Point Mens Shed	Construct meeting room & improve stormwater					45,454.55	45,454.55		Complete	
Darlington Point Lions Club	Addition of BBQ & bench					20,000.00	20,000.00		Complete	
Darlington Point Mens Shed	Installation of solar panels					8,547.55	8,547.55		Complete	
Apex Club of Darlington Point	Flag pole installation and fingerling purchase					12,659.00	12,659.00		Complete	
Darlington Point Club Ltd	Bowling green & club grounds irrigation					45,454.55	45,454.55		Complete	
Darlington Point Club Ltd	Workshop for maintenance staff					36,363.64	36,363.64			
Darlington Point Club Ltd	Machinery storage shed					25,650.00	25,650.00			
Darlington Point Public School P & C	Classroom board upgrade throughout the school					43,928.00	43,928.00		Complete	
		448,317.27	404,218.87	711,024.09	705,949.69	255,480.88	255,480.88	49,172.80		

Stronger Communities Funding as at 31 March 2020

Stronger Communities Fund		Jerilderie Budget	Expend to date	Coleambally Budget	Expend to date	Darlington Pt Budget	Expend to date	Still to be Expended	
<b>Community Infrastructure Fund (Major Projects)</b>									
<b>Jerilderie</b>									
Tidy Towns Committee	Solar Lighting Walkway Project	13,167.00	13,167.00						
Jerilderie Netball Club	Netball Courts Upgrade	204,535.30	204,535.30						Complete
Central Coree Hall	Upgrade Hall and Play Equipment	45,363.42	45,363.42						Complete
Balmorunga Senior Citizens Units	Kerbing & sealing of driveway & carpark	41,100.15	41,100.15						Complete
Tidy Towns Committee	Installation of playground at Luke Park	76,516.71	76,516.71						Complete
Tidy Towns Committee	Installation of exercise stations around Lake	53,420.72	53,420.72						Complete
Tidy Towns Committee	Installation of additional seating in Luke Park	29,029.00	21,725.04					7,303.96	Works substantially completed. Some minor works to be undertaken
Tidy Towns Committee	Purchase of equipment/ride on mower	9,552.13	9,552.13						Complete
Tidy Towns Committee	Construction of footpath through Luke Park	20,067.53	20,067.53						Complete
Yamma Management Committee	Yamma Hall Toilet Block/Kitchen Redevelopment	160,000.00	29,315.80					130,684.20	Works commenced
Water Filtration Plant Replacement	Water Filtration Plant Replacement	800,000.00						800,000.00	Partial funding for IWCM to be sourced from this grant
Inc	Independent Living Units	550,000.00	550,000.00					0.00	Complete
Jerilderie Civic Hall	Kitchen Upgrade	182,309.00	135,963.60						Additional works now complete. Further works to be undertaken
Jerilderie Town Water Supply	Purchase of water entitlement	686,470.63	686,470.63					46,345.40	Complete
Jerilderie Swimming Pool	Swimming Pool Restoration	454,150.00	-					0.00	Complete
Jerilderie Racecourse	Showground Amenities Upgrade	70,332.17	70,332.17						Demolition commenced
Jerilderie Pre School & Long Day Care	Long Day Care Centre	300,000.00							Plans of management to be finalised. DA to be approved
<b>Coleambally</b>									
Coleambally Squash Club	Resurface existing walls			54,057.39	54,057.39				Complete
Coleambally Sports Ground Upgrade	Coleambally Netball Court Upgrade			282,318.57	282,318.57				Complete
Coleambally Sports Ground Upgrade	Coly Sports Precinct Upgrade			600,000.00	213,255.12			386,744.88	Tenders advertised. Tender determination expected June 2020

Stronger Communities Funding as at 31 March 2020

Stronger Communities Fund		Jerilderie Budget	Expend to date	Coleambally Budget	Expend to date	Darlington Pt Budget	Expend to date	Still to be Expended	
Bolga Place Streetscape/Masterplan Upgrade	Streetscape Upgrade			1,500,000.00				1,500,000.00	Awaiting further masterplan upgrades
Coleambally Water Treatment	Treatment Works Upgrade			600,000.00				600,000.00	
Bencubbin Avenue	Rehabilitation			750,000.00	49,812.00			700,188.00	Plans finalised and works to commence soon
Coleambally Sports Ground Upgrade	Multipurpose indoor gym/sports centre			500,000.00				500,000.00	Tenders advertised. Tender determination expected June 2020
Coleambally Community Hall	Community Hall Upgrade			565,000.00				565,000.00	Draft plans to be determined
<b>Darlington Point</b>									
Heritage Darlington Point Anglican Parish of Coleambally & Darlington Point	Purchase & install solar panelling					6,544.41	6,544.41		Complete
	Upgrade to Op Shop Community Hub					400,000.00	792.28	399,207.72	Draft schedule of works to be determined
Darlington Point Townlife Committee	Town information boards & tourism maps					58,000.00		58,000.00	Signs erected & costings to be finalised
Darlington Point Townlife Committee	Entrance Signs to Darlington Point					22,000.00		22,000.00	Signs erected & costings to be finalised
Apex Boat Ramp	Boat Ramp Installation								DA approved and contractor to confirm commencement date
Lions Park Facilities & Display	Lions Park Facilities Upgrade & Display					750,000.00	81,597.74	668,402.26	
Town Water Treatment	Update Water Treatment Facilities					582,250.00	195,227.84	387,022.16	Works commenced Partial funding for IWCW to be sourced from this grant
Waddi Community Centre	Demolition/Cultural Garden					800,000.00		800,000.00	Agreement signed and works commenced
Darlington Point Caravan Park	Management Plan					80,000.00	52,707.61	27,292.39	Purchase undertaken. Masterplan to be prepared
						350,000.00	197,525.85	152,474.15	Upgrade to amenities block substantially complete. Further works to be undertaken following completion of
Darlington Point Sports Precinct	Upgrade to Facilities					367,750.00		367,750.00	

Stronger Communities Funding as at 31 March 2020

Stronger Communities Fund		Jerilderie Budget	Expend to date	Coleambally Budget	Expend to date	Darlington Pt Budget	Expend to date	Still to be Expended		
Waddi Community Centre	Stage 1 & 2 Education Arts & Cultural Centre					300,000.00	69,851.56	230,148.44		Agreement signed and contract awarded by Waddi . Plans provided and preliminary works commenced.
Young Street Subdivision	Young Street Subdivision					1,500,000.00	6,350.00	1,493,650.00		Draft plans approved and designs and engineering plans to be undertaken
		3,696,013.76	1,957,530.20	4,851,375.96	599,443.08	5,216,544.41	610,597.29	10,596,363.56		
		4,144,331.03	2,361,749.07	5,562,400.05	1,305,392.77	5,472,025.29	866,078.17	10,645,536.36		



### **1.1 Building and Supporting a Diverse Community:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.1.1</b>	Improve and increase community and public transport access and availability options throughout the Council area including services outside our Local Government Area	<b>Action: 1.1.1.1: Actively liaise and coordinate with public transport providers to ensure improved public transport services</b> <ul style="list-style-type: none"> <li>Initiate 3 meetings with public transport providers annually to better understand community transport needs and issues – 30 June 2019</li> </ul>	CCSM	Meeting held with Transport for NSW representative to discuss needs.	Limited public transport in Local Government area – data being collated across region to identify needs.
		<b>Action 1.1.1.2: Undertake analysis of public and/or community transport needs to assist in planning service provision</b> <ul style="list-style-type: none"> <li>Incorporate a community transport analysis into the Community Services Plan to be developed – 30 June 2019</li> </ul>	CCSM	Ongoing	Community transport needs identified and further funding being sought.
<b>Strategy 1.1.2</b>	Engage and encourage the disadvantaged members of Murrumbidgee communities by supporting the work of regional government agencies and NGOs	<b>Action 1.1.2.1: Partner with organizations to develop a strategy supporting the supply of affordable accessible and adaptable housing</b> <ul style="list-style-type: none"> <li>Initiate discussions with key stakeholders including Waddi Housing Inc. to identify the role Council can play in regards to developing such a strategy – 30 June 2019</li> </ul>	CCSM	Ongoing	Discussions previously held with potential private developer in Darlington Point.

		<b>Action 1.1.2.2: Identify suitable land for residential development by other stakeholders</b>	MPE	33% complete. Darlington Point Structure Plan in place.  Ongoing	Land Use Strategic Planning has commenced with a survey being made available in various mediums to encourage community feedback. This references affordable housing and aims to help identify the planning issues and priorities important to the community.
<b>Strategy 1.1.3</b>	Foster and provide community opportunity through the performing and visual arts	<b>Action 1.1.3.1 Identify a program or program of events in partnership with arts and community groups within Murrumbidgee</b> <ul style="list-style-type: none"> <li>Work with stakeholders including Western Riverina Arts to identify and cost the potential for a program to be developed – 30 June 2019</li> </ul>	CCSM	"Murrumbidgee Arts Kinship Enterprise" MAKE group formed under the Respite Program to foster community arts.	Western Riverina Arts membership continued with input into regional programs.
<b>Strategy 1.1.4</b>	Build a culture of respect for diversity and differences	<b>Action 1.1.4.1 Support programs that celebrate and strengthen multiculturalism in the community</b> <ul style="list-style-type: none"> <li>Work with key stakeholders to identify ways and programs that Council can celebrate and strengthen community diversity and multiculturalism – 30 June 2019</li> </ul> <b>Action 1.1.4.2 Conduct Australian Citizenship ceremonies in accordance with guidelines set by the Department of Immigration.</b> <ul style="list-style-type: none"> <li>Deliver citizenship ceremonies at all three towns annually – 30 June 2019</li> </ul>	CCSM/MCO  EA/CCSM	Ongoing  Citizenship ceremonies conducted in Darlington Point and Jerilderie only. 3 ceremonies in past 6 months, with 10 conferees.	Events and achievements promoted on social media and the community newsletter.  Citizenship ceremonies promoted by media release, social media, website and e-newsletter.

**1.2 Protecting and Embracing Cultural Identity and Heritage:**

<b>Strategic Activity</b>	<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.2.1</b> Provide opportunities for our community to showcase their heritage and diversity	<b>Action 1.2.1.1 Work with key stakeholders to promote and celebrate Murrumbidgee's heritage and diversity</b> <ul style="list-style-type: none"> <li>Promote Harmony Day – 21 March 2019</li> <li>Partner with key stakeholders to promote targeted events and promotions – 30 June 2019</li> <li>Promote NAIDOC week – July 2019</li> </ul>	CCSM	Promotion of events undertaken.	Events and achievements promoted on social media.
<b>Strategy 1.2.2</b> Value-add to our historic places and spaces	<b>Action 1.2.2.1 Create/include Murrumbidgee's heritage assets into Councils asset and risk registers – June 2019</b>	AM	Ongoing	Combining and updating current Asset Registers
<b>Strategy 1.2.3</b> Unique historic stories from across the Council area are celebrated and protected	<b>Action 1.2.3.1 Partner with key stakeholders to collect and collate Murrumbidgee's unique stories</b> <ul style="list-style-type: none"> <li>Create/identify/incorporate Murrumbidgee's significant indigenous sites and history into Councils Tourism and Heritage documents and planning – 30 June 2020</li> </ul>	EDM	Commenced	Information and images being collated for Australian Tourism Data Warehouse/ Council website and Murrumbidgee Trails Visitor Guide.  Working with Waddi Housing to deliver the Waddi Heritage and Culture Centre.

**1.3 Creating Community Opportunities and Equitable Access to Council and Community Services and Programs:**

Strategic Activity	Action	Accountable Officer	Status	Comment
<b>Strategy 1.3.1</b>	Foster current sporting, social, recreational and cultural events and activities increasing participation and inclusion.			
	<b>Action 1.3.1.1.1 Develop/publish/distribute a yearly calendar of community events using the results of the community services analysis and plan – 31 January 2019</b>	EDM	Ongoing	Calendar of events on Council website/ Thrive Riverina website, social media and newsletter and Visit NSW website
	<b>Action 1.3.1.1.2 Proactively manage Council's social media forums and plans to promote participation, events and activities - 30 June 2019</b>	Media & Communications Officer	Ongoing	11% increase in page likes. Average of 90 daily engaged users.
	<b>Action 1.3.1.1.3 Support planned cultural and wellbeing activities and events in the Murrumbidgee Local Government Area -30 June 2019</b>	EDM	Ongoing	Drought Support Officer ran wellbeing events as part of Drought Communities Program funding.
	<b>Action 1.3.1.1.4 Consider developing a "Welcome to Murrumbidgee" pack for new residents - 31 December 2018</b>	MCO	Average of two posts per day	Information being collated across entire Council area.
	<b>Action 1.3.1.1.5 Develop a database of all community services and identify service groups -30 June 2019</b>	EDM	Ongoing	Current databases being combined and updated.
	<b>Action 1.3.1.1.6 Create a brochure of all community services groups across the Murrumbidgee Local Government Area -30 June 2019</b>	CCSM	Commenced	Brochures being combined and updated.



Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 1.3.1.7 Promote and celebrate national events</b> <ul style="list-style-type: none"> <li>• Deliver 1 IWD event annually</li> <li>• Deliver 3 Youth events – 1 per town annually</li> </ul>	CCSM  MCO	As at 31/12/2019 International Women's Day Event organised. Youth Week activities organised.	Funding to be provided by Drought program. Youth Week activities to be held in Griffith. Events promoted on social media and website.
	<b>Action 1.3.1.8 Plan activities for Murrumbidgee's ageing population</b> <ul style="list-style-type: none"> <li>• Deliver Seniors Week annually – 4 – 15 April 2019</li> <li>• Maintain respite, meals on wheels, home modifications and community transport services- 30 June 2019</li> </ul>	EA/CCSM MCO	As at 31/12/2019 Two Seniors Week events organised.	Activities promoted on social media, website and community newsletter.
	<b>Action 1.3.1.9 Support existing service providers to present activities and social initiatives for senior residents</b> <ul style="list-style-type: none"> <li>• Initiate 4 meetings with target service providers annually – January 2019</li> <li>• Initiate 4 meetings with community transport service providers – January 2019</li> </ul>	CCSM	Ongoing	Community Services maintained – additional funding being sought.
	<b>Action 1.3.1.10 Promote a published calendar of events specifically for senior residents – 31 January 2019</b>	CCSM	Completed for Respite Groups under Murrumbidgee Council Multi Service Outlet	Meeting of the Berrigan Jerilderie Community Network Interagency attended.
		CCSM	Completed for Respite Groups under Murrumbidgee Council MSO	All activities for seniors advertised via Council's facebook page.

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 1.3.2	Encourage the development of a range of sporting options, particularly for young people, and enhance the capacity of community organizations and sporting groups to access external grants and funding opportunities.	<b>1.3.2.1 Develop new events to attract those with interests in special areas</b> <ul style="list-style-type: none"> <li>Continue to meet with stakeholders to source 'special interest' opportunities, events -30 June 2019</li> </ul>	EDM	Impracticable – no budget allocated to develop and deliver a new event. Action should read – support attraction of new events.	Promotion of Destination NSW Incubator Fund to Community.  Support for Waddi Housing with planning for Bunyip Festival.
	Provide opportunities for the towns to interact more to ensure a greater sense of connectedness including fostering, supporting and recognizing volunteers and their organizations within the community	<b>Action 1.3.3.1 Promote recognition of volunteers and diversity in the community</b> <ul style="list-style-type: none"> <li>Promote volunteer organisations and the benefits of volunteering on Councils social media platforms-30 June 2019</li> </ul> <b>Action 1.3.3.2 Strengthen an awards program for volunteers in Councils current events schedule</b> <ul style="list-style-type: none"> <li>Partner with the community to deliver the following awards in all towns: Australia Day – 26 January 2019</li> </ul>	Media and Communications Officer   EA/CCSM	Ongoing   Completed	Shared posts of community organisations, promoted achievements of community organisations, promoted Volunteer grants   Ceremonies held in all 3 towns.

Strategic Activity	Action	Accountable Officer	Status	Comment
	<p><b>Action 1.3.3.3 Host an annual volunteer information session in partnership with community and sporting groups</b></p> <ul style="list-style-type: none"> <li>Partner with local sporting and volunteer groups and run three volunteer sessions – one per town-30 June 2019</li> <li>Insert 2 articles on volunteering in community newsletter – 30 June 2019</li> </ul> <p><b>Action 1.3.3.4 Encourage and support aged care facilities across Murrumbidgee and/or encourage private enterprise development of a retirement facility -30 June 2019</b></p>	CCSM	<p>Volunteer sessions held with Community Services volunteers only.</p> <p>Ongoing</p> <p>Balmeringa Senior Citizens Units recipient of Stronger Communities Fund Grant. Four (4) blocks transferred to Independent Living Units in Jerilderie to aid development and discussions held with Cypress View Lodge, Coleambally</p>	Information to be included as received.

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.3.4</b>	Provide a range of community entertainment activities including activities for youth, seniors and people with disabilities	<b>Action 1.3.4.1 Establish, manage and promote membership of a Youth Council(s)</b> <ul style="list-style-type: none"> <li>Investigate the establishment of youth councils in Murrumbidgee – 30 June 2019</li> </ul>	CCSM	No action as at 31 December, 2019	Fusion Group in Coleambally supported with use of Council Facilities
		<b>Action 1.3.4.2 Partner with other organisations to deliver more events in Youth and Senior Weeks – April 2019</b>	CCSM	Activities held on stand-alone basis	Neighbouring Councils contacted regarding partnering in Youth Week activities – no interest received
		<b>Action 1.3.4.3 Provide support for employment opportunities for people with disabilities through partnerships with relevant organisations</b> <ul style="list-style-type: none"> <li>Initiate meetings with relevant stakeholders to see how Council might work with them – 30 June 2019</li> </ul>	CCSM	Ongoing	Meetings to be arranged with relevant organisations.
		<b>Action 1.3.4.3 Review Council's Disability Inclusion Action Plan</b> 1. Review and amend Disability Inclusion Action Plan with KPIs – 30 June 2019	CCSM	Not completed	Current plan not due to be reviewed until 2021.

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.3.5</b>	Strengthen community pride through honours and awards nominations and ensure Council-provided grants and in kind support is efficiently and equitably distributed to support community and sporting groups efforts and activities	<b>Action 1.3.5.1 Conduct/host workshops assisting community organisations in fund raising, grant writing, governance and other support activities</b> <ul style="list-style-type: none"> <li>• Deliver 3 fund or grant writing workshops for community groups annually- 30 June 2019</li> <li>• Develop Community Grants policy and guidelines – 31 December 2018</li> </ul>	EDM  CCSM	Commenced  Policy available	Promotion of grant writing workshops.  Current policy to be reviewed and updated.
<b>Strategy 1.3.6</b>	Ensure Murrumbidgee libraries are a cultural, recreational and learning centres of the communities of Murrumbidgee	<b>Action 1.3.6.1 Partner with Western Riverina Libraries to provide and enhance library services</b> <ul style="list-style-type: none"> <li>• Undertake a library user profile review to inform service development and delivery – 31 December 2018</li> <li>• Implement quarterly customer service review for Murrumbidgee Library users – 30 June 2019</li> <li>• Partner with Western Riverina Libraries to develop and promote education opportunities in all Murrumbidgee towns using shared resource</li> </ul>	CCSM  CCSM  CCSM	No action  No action	Events promoted on social media and website  Undertaken by Western Riverina Libraries  Undertaken by Western Riverina Libraries  Author visits being arranged by Jerilderie Library and Western Riverina Libraries
		<b>Action 1.3.6.2 Identify and pursue grant opportunities</b> <ul style="list-style-type: none"> <li>- 30 June 2019</li> </ul>	CCSM	Ongoing	In conjunction with WRL

**1.4 Enhancing Health and Wellbeing:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.4.1</b>	Manage and maintain the amenity of parks, garden and the environs of all Council communities	<b>Action 1.4.1.1 Review/Develop a parks and gardens Plan including proactive maintenance schedules and budgets</b> - 30 June 2019	OM	Ongoing	Maintenance schedules and levels of services to be updated in Asset Management Plans.
<b>Strategy 1.4.2</b>	Ensure that we have access to a broad range of mental health services	<b>Action 1.4.2.1 Liaise with health service providers at least annually -</b> 30 June 2019  <b>Action 1.4.2.2 Lobby for increased mental health services in Murrumbidgee Local Government Area -</b> 30 June 2019  <b>Action 1.4.2.3 Initiate or attend relevant interagency committees on mental health initiatives and programs -</b> 30 June 2019	GM  GM  GM		Mental health services provided in conjunction with local GP's and Community Health in Council area.
<b>Strategy 1.4.3</b>	Promote and support health services	<b>Action 1.4.3.1 Identify key stakeholders and partners involved in supporting and promoting health services across Murrumbidgee -</b> 30 June 2019	GM	Ongoing	Surgeries and housing provided for doctors in all three towns.

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 1.4.4</b>	Maintain public health inspection and licensing programs and compliance	<b>Action 1.4.4.1 Undertake compliance activities in accordance with current public health regulations – 30 June 2019</b>	MPE	Completed annually	Part of annual reporting and compliance requirements
<b>Strategy 1.4.5</b>	Diversify engagement to increase awareness and participation in education including investigating opportunities for developing partnerships with TAFE and regional universities	<b>Action 1.4.5.1 Council works with education and training organizations to support skills focused groups and training opportunities in the Murrumbidgee Local Government Area – 30 June 2019</b>	CCSM/EDM	Ongoing	
<b>Strategy 1.4.6</b>	Support the continuity of health services from public and private sector across Murrumbidgee	<b>Action 1.4.6.1 Ensure we retain our local GP</b> <ul style="list-style-type: none"> <li>Assist GP with Accreditation by providing furniture and fitting upgrades on Council premises and maintaining surgeries and dwellings in all towns – 30 June 2019</li> </ul>	GM/AM	Currently identifying ongoing requirements.	Surgeries and dwellings available in Jerilderie and Coleambally and surgery in Darlington Point to support retention of GPs.
<b>Strategy 1.4.7</b>	Support a community health facility where allied and specialist health service providers can operate an MPS service model	<b>Action 1.4.7.1 Engage with community service providers and facilitate meetings at least annually - 30 June 2019</b>	GM	Discussions held with Cypress View Lodge	

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.4.8</b>	Support our community services programs and encourage collaboration and communication linkages between service providers across the region	<b>Action 1.4.8.1 Proactively engage and promote programs through Councils social media platforms</b> <ul style="list-style-type: none"> <li>Work with other councils and regional providers to identify and support regional community and communication initiatives – 30 June 2021, with annual review.</li> </ul>	Media and Communications Officer	Ongoing	Promoted on social media, website, e-newsletter. Represented Council at community events.
<b>Strategy 1.4.9</b>	Provide support to community funded cultural and wellbeing activities and events across Murrumbidgee	<b>Action 1.4.9.1 Create a list of community events to publish and promote through Council – 30 June 2019</b> <ul style="list-style-type: none"> <li>Support the Taste of Coly Festival and Committee – October 2018</li> </ul>	EDM	Completed	Events listed on Council website.



### **1.5 Creating a Safe Community:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 1.5.1</b>	Working with relevant agencies (including police and schools), to maintain and develop existing road safety initiatives within the Council area to keep our children safe	<b>Action 1.5.1.1 Develop an approved Road Safety Action Plan aligned with Council's Community Strategic Plan – 30 June 2019</b>  <b>Action 1.5.1.2 Implement the initiatives identified in the Road Safety Action Plan - 30 June 2020</b>	OM	Commenced	Investigate collaboration with neighbouring Council's Road Safety Officers for support.
			OM	No action to date	
<b>Strategy 1.5.2</b>	Liaise with local police and State government to increase police presence and visibility in our area	<b>Action 1.5.2.1 Engage with Murray and Murrumbidgee Local Area Command Police through regular meetings</b> <ul style="list-style-type: none"> <li>Attend regular LAN meetings annually – 30 June 2021, with annual reviews.</li> </ul>	GM	Meetings attended	
		<b>Action 1.5.2.2 Partner with Local Police to raise community awareness about public and traffic safety and other issues impacting on Murrumbidgee's populations – 30 June 2019</b>	OM	Ongoing	Regular traffic committee meetings held with Council staff, Councillors, Police and RMS.
		<b>Action 1.5.2.3 Lobby to maintain timely responses to incidents through regular reporting</b> <ul style="list-style-type: none"> <li>Initiate dialogue with Police and other service providers regarding statistical reporting across the region – 30 June 2020, with annual review</li> </ul>	AM		Developing reporting systems

Strategic Activity		Action	Accountable Officer	Status	Comment
		<b>Action 1.5.2.4 Seek Police presence at key public events - 30 June 2019</b>	OM	Ongoing	Police advised when events are held.
<b>Strategy 1.5.3</b>	Provide adequate street and security lighting in our towns	<b>Action 1.5.3.1 Review/Develop a town street lighting program and maintenance schedule aligned to the LTFP - 30 June 2020</b>	OM	No action	Essential Energy responsible for maintenance program
<b>Strategy 1.5.4</b>	Council supports, and where appropriate, seeks funding for community safety programs and initiatives	<b>Action 1.5.4.1 Support the initiatives of Neighbourhood Watch and similar organisations and committees – 30 June 2021 with annual review</b>  <b>Action 1.5.4.2 Consider/review CCTV network in the CBD including applying for grants – 30 June 2021 with annual review</b>	CCSM  OM	No action as at 31 December, 2019.  No action	Not required at present time.
<b>Strategy 1.5.5</b>	Provide adequate activities for young people and facilities they can use to keep them entertained in a safe environment	<b>Action 1.5.5.1 Work with relevant organisations to develop activities for young people in the Murrumbidgee Local Government Area</b> <ul style="list-style-type: none"> <li>Investigate capital projects supporting activities in Murrumbidgee towns for young people e.g. aquatic playgrounds – 30 June 2019</li> </ul>	CCSM	Upgrades to netball courts in Jerilderie and Coleambally completed. Infrastructure additions in Luke Park Jerilderie completed.	Stronger Communities and other grant funding has been secured to upgrade sporting facilities in Coleambally and Darlington Point, swimming pool in Jerilderie.

Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 1.5.5.2 Work with local Police Area Command to investigate entertainment and safety initiatives for schools and young people</b> <ul style="list-style-type: none"> <li>Partner with local police to deliver 'Stranger Danger' and 'Traffic Safety' sessions to schools across Murrumbidgee – 30 June 2019</li> </ul>	CCSM	No action as at 31 December, 2019.	Working with schools to identify needs.

## ENVIRONMENT

### 2.1 Protecting Existing Natural Environments for Future Generations:

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 2.1.1</b>	Ensure the conservation of the Council's natural beauty and ecology for future generations and visitor attractions	<b>Action 2.1.1.1 Develop a waterway tourism plan incorporating education, aquatic recreation and walking opportunities – 30 June 2020</b>	EDM	No action as at 31 December, 2019.	Part of the new Murrumbidgee Trails Visitor Guide.
		<b>Action 2.1.1.1 Create and support management plans for lakes, rivers across Murrumbidgee -30 June 2021</b>	OM	No action as at 31 December, 2019.	
		<b>Action 2.1.1.1 Support the creation of the concept and implementation of the lake at Coleambally – 30 June 2021, with annual review</b>	EDM/ MPE	Awaiting onsite inspection and face to face meeting to determine best direction.	Liaising with stakeholders to set a direction for moving forward with this Project.
<b>Strategy 2.1.2</b>	Expand our network bush land walking trails to encourage active experiences of our river side location and protect the surrounding bush	<b>Action 2.1.2.1 Incorporate biodiversity and other walking trails into Councils tourism strategy and promotions</b> Investigate grant opportunities for developing walking trails and biodiversity programs-30 June 2019	EDM	Ongoing	Darlington Point walking trails have been resurfaced.
<b>Strategy 2.1.3</b>	Foster learning about and celebrate the Council's natural resources	<b>Action 2.1.3.1 Partner in environment education programs provided by organisations such as Local Land Services and Landcare</b> <ul style="list-style-type: none"> <li>Attend required Landcare and Local Land Service meetings and investigate identified programs – 30 June 2019</li> </ul>	MPE	Ongoing	Biodiversity officers attend when possible and relevant.

Strategic Activity		Action	Accountable Officer	Status	Comment
		<b>Action 2.1.3.2 Collaborate with LLS and community groups to “adopt” areas of bush land that need restoration and regeneration – 30 June 2019</b>	MPE	Awaiting finalisation of Landscape Master Plan to guide the works to be undertaken As part of the village beautification project.	Interest has been expressed by a community group at Darlington Point to revegetate and rehabilitate roadsides.
<b>Strategy 2.1.4</b>	Manage environmental opportunities and challenges – exploring native fish stocking and carp elimination opportunities	<b>Action 2.1.4.1 Collaborate with local community groups to support environmental projects</b> <ul style="list-style-type: none"> <li>Support local volunteers and organisations addressing these challenges through various support including community and other grant applications (where appropriate) – 30 June 2019</li> </ul> <b>Action 2.1.4.1 Improve knowledge and understanding of the environmental issues facing the Murrumbidgee Local Government Area – 30 June 2022, with annual review</b> <b>Action 2.1.4.2 Support the development and implementation of environmental management programs and plans – 30 June 2022, with annual review</b>	MPE/EDM	Ongoing	Local Grants from Council and DPI Grant funding provided to Riverina Classic Fishing Competition for restocking of Murray Cod.  Opportunities taken through day to day work activities.
			MPE	Ongoing	Engagement through the LEP process in the planned biodiversity conservation
			MPE		

## 2.2 Exploring and Promoting Alternate, Sustainable Energy Sources and Practices:

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 2.2.1</b>	Engage with RAMROC and support sustainable energy initiatives (including funding opportunities), including green waste, bio waste and sustainable street lighting	<b>Action 2.2.1.1 Actively participate in New waste or other initiatives</b> – 30 June 2022 with annual review	MPE	Pre commencement	RAMJO currently investigating contractual or in-house service provision.  Waste Strategy planning being undertaken.
<b>Strategy 2.2.2</b>	Continue to encourage investment into solar power and other sustainable energies	<p><b>Action 2.2.2.1 Source potential grant funding for energy audits and other sustainable energy projects</b> -30 June 2022, with annual review</p> <p><b>Action 2.2.2.2 Partner with relevant organisations to develop education programs assisting the community in reducing energy consumption and alternative energy practices</b> -30 June 2021, with annual review</p> <p><b>Action 2.2.2.3 Develop a Council energy consumption reduction plan or concept</b> – 30 June 2020</p>	<p>MPE</p> <p>MPE</p> <p>OM/MPE</p>	<p>No action as at 31 December, 2019.</p> <p>No action to date.</p> <p>No action as at 31 December, 2019.</p>	<p>Opportunities taken as they come to hand.</p>

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 2.2.3</b>	Rationalise waste management and recycling priorities in accordance with relevant legislation	<b>Action 2.2.3.1 Maximise diversion of waste through Councils kerb collection programs</b> -30 June 2022, with annual review	MPE, OM	Ongoing	Kerbside pickup available and continuing in Darlington Point and Coleambally.
		<b>Action 2.2.3.2 Identify/Provide opportunities for the diversion of waste from landfill</b> – 30 June 2020	MPE	Project commenced	LEMP Currently being prepared to guide future opportunities to reuse renew and recycle
		<b>Action 2.2.3.3 Investigate landfill management options across the Local Government Area</b> <ul style="list-style-type: none"> <li>Maintain ongoing management of tips across all three towns in Murrumbidgee -30 June 2022, with annual review</li> </ul>	MPE	Ongoing	LEMP (and AMP) currently being undertaken to understand future direction of Council waste management facilities
		<b>Action 2.2.3.4 Undertake upgrade works at Coleambally and Darlington Point landfills</b> – 30 June 2019	MPE		
		<b>Action 2.2.3.5 Implement expansion plan for Darlington Point Landfill site</b> - -30 June 2020	MPE		Including Community Recycling Centres
		<b>Action 2.2.3.6 Create a rural landfill plan for the Murrumbidgee local government area</b> - 30 June 2021	MPE		To be considered as part of AMP

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 2.2.4</b>	Conduct principal certifying authority functions in the local government area	<b>Action 2.2.4.1 Undertake mandatory inspections as required by legislation and issue construction certificates, complying development certificates, occupation certificate and subdivision certificates -30 June 2022, with annual review</b>	MPE	Ongoing	



### 2.3 Maintaining a Balance between Growth, Development and Environmental Protection:

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 2.3.1</b>	Stimulate the conservation of important heritage assets of Murrumbidgee Council	<b>Action 2.3.1.1 Identify/incorporate heritage assets into Councils asset management planning and reporting</b> -30 June 2020	AM	Complete	
		<b>Action 2.3.1.2 Create/maintain a heritage advisory service</b> – 30 June 2021	MPE	Ongoing	Contracted on an as needed basis.
		<b>Action 2.3.1.3 Provide a local heritage assistance fund to support the conservation of local heritage items</b> - 30 June 2021	CCSM		Grant opportunities being explored.
<b>Strategy 2.3.2</b>	Encourage and support sustainable land use, planning and development	<b>Action 2.3.2.1 undertake periodic review of Council's planning policies and delegations</b> – 30 June 2020	GM/MPE	Policies being revised to accommodate merged Council.	
		<b>Action 2.3.2.2 Utilise and update Council's Section 94A Plan</b> • Plan Complete and Schedule 1 to be reviewed annually with budget – 30 June 2019	MPE	Complete	
		<b>Action 2.3.2.3 Review the Murrumbidgee Development Control Plan and Merge Jerilderie LEP 2012 and Murrumbidgee LEP 2013</b> – 30 June 2020	MPE	Commenced	Consultants currently being contracted to undertake this.

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 2.3.3</b>		<b>Action 2.3.2.4 Review the Murrumbidgee Town Development Plans for residential and industrial development in Coleambally (2019) and Jerilderie (TBC) – 30 June 2020</b>	MPE	Funding received to develop the Development Control Plan	Consultants currently being contracted to undertake this.
		<b>Action 2.3.2.5 Provide a development application pre-lodgement service – 30 June 2019</b>	MPE	Ongoing	
		<b>Action 2.3.3.1 Create master plans for each of Murrumbidgee's towns and/or critical areas within the towns - 30 June 2020</b>	OM	Master Plan created for Brolga Place, Coleambally.	Master plans being developed for all three towns.
		<b>Action 2.3.3.2 Consider developing working groups to support Council's focus and programs -30 June 2022 with annual review</b>	OM	Working group formed for Brolga Place Beautification.	
<b>Strategy 2.3.4</b>	Ensure best practice public and environmental health controls	<b>Action 2.3.4.1 Review/ Implement a food safety program in accordance with the NSW food Authority – 30 June 2019</b>	MPE	Complete	
		<b>Action 2.3.4.2 Act on complaints received in relation to pollution and public health - 30 June 2022 with annual review</b>	MPE	Ongoing	
		<b>Action 2.3.4.3 Record and process statistics for management reporting to Council and for compliance – 30 June 2019</b>	MPE	Ongoing	

Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 2.3.4.4 Conduct investigations as requested and required - 2022 with annual review and reports</b>	MANAGEMENT	Ongoing	
<b>Strategy 2.3.4</b>  Maintain a responsible animal management program and service ensuring stray and illegally-kept animals are not allowed to become a nuisance to community	<b>Action 2.3.4.1 Undertake regular patrols to encourage a reduction in the numbers of stray or lost animals - 30 June 2022 with annual review and reporting</b>	OM	Ongoing	
	<b>Action 2.3.4.2 Develop, implement and continuously improve partnerships and program to rehome impounded animals – 30 June 2022 with annual review and reporting</b>	OM	Ongoing	Working with several agencies to rehome animals.
	<b>Action 2.3.4.3 Maintain and operate a compliant facility for keeping companion animals and straying stock - 30 June 2022 with annual review and reporting</b>	OM	Ongoing	
	<b>Action 2.3.4.4 Regularly record and report on the number of companion animals accommodated at the Pound as per Animal Act Requirements - 30 June 2022 with annual review and reporting</b>	OM	Ongoing	Legislative requirement

**2.5 Protecting and Managing Waterways and Catchments:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 2.5.1</b>	Promote responsible water usage particularly in town areas	<b>Action 2.5.1.1 Finalise draft floodplain risk management study and plans for all Murrumbidgee's towns and/or implement the recommendations - 30 June 2020</b>	MPE/AM	30% completed.	

**2.6 Valuing and Conserving Native Flora and Fauna:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 2.6.1</b>	Continue to promote flora and fauna conservation through Councils road network maintenance program	<b>Action 2.6.1.1 Develop partnerships with State and Federal Authorities around wild animal control</b> - 30 June 2022 with annual review	MPE	Current	Currently talking to NPWS about kangaroos – as actioned as required.
<b>Strategy 2.6.2</b>	Educate and inform the community on weed management	<b>Action 2.6.2.1 Promote biosecurity and weed management reduction through Councils weed management program</b> - 30 June 2022 with annual review	MPE	Ongoing	Legislative requirement
		<b>Action 2.6.2.1 Undertake inspections of rural properties to identify the existence of noxious weeds, advise and monitor for weed control</b> - 30 June 2022 with annual review	MPE	Ongoing	Legislative requirement
		<b>Action 2.6.2.3 Undertake weekly infestations inspections on Council and State controlled land (including roads) and implement eradication measures</b> - 30 June 2022 with annual review	MPE	Ongoing	
		<b>Action 2.6.2.4 Effectively manage flood and water management for Murrumbidgee Local Government Area over the longer term</b> - 30 June 2022 with annual review	OM/MPE/AM	Impracticable	Emergency Management and Drought plans should cover this.

## INFRASTRUCTURE:

### 3.1 Responsible, Sustainable Asset Management:

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.1.1</b>	Maintain a comprehensive asset management capability framework	<b>Action 3.1.1.1 Review Councils asset management framework, policy and plan – 30 June 2019</b>	AM/OM	Ongoing	
		<b>Action 3.1.1.2 Develop integrated registers for each asset class incorporating the 2017 asset management review - 30 June 2021 – ongoing annual review with contractor's quotations being sought</b>	AM	Ongoing	Consolidated Asset Registers within the Authority System will be operational by end 2019/20.
		<ul style="list-style-type: none"> <li>Consolidate all data for the following assets classes into a consolidated asset management register as part of a staged roll out – 30 June 2022 with annual review and reporting</li> <li>Identify critical assets in each of these asset classes and incorporate them into the registry – 30 June 2022 with annual review and reporting</li> </ul>	AM	Ongoing	
		<b>Action 3.1.1.3 Incorporate the financial impacts from the 2017 asset management review into Council's LTFP to reflect current and future community needs and priorities – 30 June 2021</b>	AM	Ongoing	
			AM/FM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
Strategy 3.1.2		<b>Action 3.1.1.4 Develop a ten-year maintenance and renewal budget and program (separate to capital works) aligned to the LTFP - 30 June 2022 – with annual review and reporting</b>  <b>Action 3.1.1.5 Incorporate/develop asset management reporting and monitoring regime – 30 June 2019</b>	AM/FM/OM  AM/OM	Ongoing  Ongoing	
		<b>Action 3.1.2.1 Integrate community survey and other annual feedback opportunities to improve and review Councils Asset management plan and performance – 30 June 2019</b> <ul style="list-style-type: none"> <li>Identify measurable KPIs for inclusion in the customer service survey, community strategic plan and other IP&amp;R documents – 30 June 2019</li> </ul>	GM/CCSM/AM	Ongoing	
	Continue to engage with the community and stakeholders in relation to acceptable service levels for all public assets				

**3.2 Infrastructure (Council Building & Facilities) which meets community and public safety needs:**

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.2.1</b>	Manage and maintain community and sporting building facilities for the benefit of the community	<b>Action 3.2.1.1 Implement or review facilities maintenance schedules and incorporate into the LTFP - 30 June 2019</b>	OM/AM	Ongoing	Maintenance schedules and levels of services to be updated in Asset Management Plans
		<b>Action 3.2.2.2 Identify/ upgrade/ develop a proactive maintenance plan for all facilities in a staged approach</b>	OM/AM	Ongoing	Maintenance plans constantly being updated.
		<ul style="list-style-type: none"> <li>Develop a proactive maintenance plan for all facilities in 3 towns including costings and incorporate into the LTFP – 30 June 2019</li> </ul>			
		<b>Action 3.2.2.3 Consider undertaking energy audits of all council buildings and facilities</b>	AM	Ongoing	
		<ul style="list-style-type: none"> <li>Develop a four-year audit plan encompassing energy audits of all council buildings and facilities - 30 June 2022 with annual review and reports</li> <li>Identify and research alternative, cost effective energy options for council buildings and facilities e.g. solar power - 30 June 2022 with annual review and reports</li> </ul>	AM	Ongoing	



Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.2.2</b>	Efficiently manage and maintain Council's building and specific purpose facilities	<b>Action 3.2.2.1 Develop/implement a programmed maintenance schedules for Councils operational buildings within budget - 30 June 2021</b> with annual review and reporting <ul style="list-style-type: none"> <li>• Implement maintenance, renewal and management plans for all and each of Councils sites and buildings</li> <li>• Undertake maintenance as per annual plan</li> <li>• Complete capital improvements to within business requirements and budget</li> <li>• Deliver Councils street cleaning program in all towns</li> <li>• Develop maintenance plans and works for sale yards, caravan parks</li> <li>• Operate and maintain swimming pools across all three towns as part of Councils maintenance and renewal program and budget</li> </ul>	OM/AM/FM	Ongoing	Maintenance schedules and levels of services to be updated in Asset Management Plans  Maintenance plans constantly being updated.  Contractor services utilised for street cleaning.
<b>Strategy 3.2.3</b>	Efficiently manage and maintain Council's plant and equipment	<b>Action 3.2.3.1 Optimize the procurement, usage and disposal of Council's plant and equipment within budget</b> <ul style="list-style-type: none"> <li>• Review current processes, reporting and monitoring and forms for Councils plant and equipment procurement, maintenance and management at all sites - 30 June 2022 with annual review and reporting</li> <li>• Deliver Council's street cleaning service across all Murrumbidgee towns - 30 June 2022 with annual review and reporting</li> </ul>	OM	Ongoing	Contractor services utilised for street cleaning.

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.2.4</b>	Manage public (safety) liability and risks associated with public infrastructure	<b>Action 3.2.4.1 Review and include all assets in Councils risk register including the identification of critical assets</b> <ul style="list-style-type: none"> <li>• Ensure all assets and asset-related risks are reviewed and included in Councils risk register – 30 June 2019</li> <li>• Identify and incorporate priority or critical risks into Councils risk register – 30 June 2019</li> <li>• Review develop and implement Council-wide risk reporting and monitoring procedure and format – 30 June 2019</li> </ul>	AM	Ongoing	Working with Statewide to identify shortfalls and develop Continuous Improvement Program.
		<b>Action 3.2.4.2 Continue to provide bushfire and emergency protection in partnership with the community and State Government</b> <ul style="list-style-type: none"> <li>• Develop transparent reporting and monitoring of budgets, works and other support provided in partnership with emergency management agencies – RFS, SES – 30 June 2022 with annual review and reporting</li> </ul>	FM/OM/LEMO	Ongoing	Organisation and Operational Risk Registers developed and implemented.
		<b>Action 3.2.4.3 Review, develop and implement incident and hazard reporting and investigations procedures</b> <ul style="list-style-type: none"> <li>• Review develop and implement Council-wide incident reporting and investigation procedures - 30 June 2019</li> </ul>	AM	Completed	Template provided to all staff in book form. Investigation procedures documented. StateCover support
				Completed	

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.2.5</b>	Manage and Murrumbidgee cemeteries	maintain Council's			
		<p><b>Action 3.2.5 Implement a Murrumbidgee cemetery plan and budget and ensure works undertaken are within budget</b></p> <ul style="list-style-type: none"> <li>Implement Cemetery plans and works programs and budgets for all towns in Murrumbidgee including ongoing maintenance and renewals and capital works – 30 June 2019</li> </ul>	OM	Ongoing	<p>Darlington Point and Coleambally Cemeteries Master Plans presented to Council – amendments required.</p>

**3.3 Providing the Community With Open Space to be Active:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 3.3.1</b>	Develop riverside locations for the enjoyment of all and to promote tourism	<b>Action 3.3.1.1 Develop an aquatic recreation plan as part of Councils Tourism strategy</b> - 30 June 2022 with annual review and reporting	EDM	No Action	Action 3.3.1.1 is same as Action 2.1.1 Develop a waterway tourism plan incorporating education, aquatic recreation and walking opportunities
		<b>Action 3.3.1.3 Ensure adequate signage and representation of Councils aquatic locations and facilities</b> - 30 June 2019 • Develop/Review Councils town sign strategy – 30 June 2019	EDM/OM/AM	Ongoing	Signage updated as part of merger implementation.
		<b>Action 3.3.1.4 Increase the number of walking tracks in all towns and their surrounds</b> • Subject to funding implement the Goanna Walking Trail in Darlington Point – 30 June 2022 with annual review and reporting • Work in partnership to identify other walking tracks for grants and development opportunities – 30 June 2022 with annual review and reporting	Management	Ongoing. Funding received and Goanna Walking Trail upgraded and signage provided.	Cycleway plans to be updated to include walking tracks. Upgrade of tracks carried out following flooding.

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.3.2</b>	Enhance and expand sporting opportunities	<b>Action 3.3.2.1 Review/Develop masterplans for sporting, showgrounds and recreational facilities and precincts in all towns – 30 June 2020</b>	OM/AM/MPE	Ongoing	Monash Park completed. Coleambally and Darlington Point sportsgrounds to be commenced.  Funding received for upgrades to sporting facilities.
		<b>Action 3.3.2.2 Develop business cases (where appropriate) and funding options for new or multipurpose sports and recreation facilities – 30 June 2021</b>		Ongoing	
<b>Strategy 3.3.3</b>	Provide and maintain a range of community recreation facilities	<b>Action 3.3.3.1 Develop a Recreational facilities management plan and align it to the LTFP</b> <ul style="list-style-type: none"> <li>Undertake a costed lifecycle review of all council recreational facilities including maintenance and rental costs for incorporation into the LTFP – 30 June 2019</li> <li>Develop rolling maintenance schedules for each facility and site – 30 June 2019</li> <li>Maintain and operate halls, museums, and other cultural, arts and sporting facilities as part of Councils maintenance, renewals and capital works programs and budgets - 30 June 2021 with annual review and reporting</li> </ul>	AM/FM  AM/OM AM/OM	Ongoing  Ongoing Ongoing	Maintenance schedules and levels of services to be updated in Asset Management Plans  Maintenance plans constantly being updated.

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.3.4</b>	Ensure public places are clean and well maintained	<b>Action 3.3.4.1 Consider developing an Open Spaces Strategy in conjunction with Councils Open Space Asset Management Plan</b> – 30 June 2019	AM/MPE	Plans of Management designations awaiting support from Crown Lands	Funding received for Crown Land Plans of Management
		<b>Action 3.3.4.2 Operate and maintain a forward works plan for constructing or upgrading public toilet facilities annually</b> – 30 June 2022 with annual review and reporting <ul style="list-style-type: none"> <li>Investigate cost effective street cleaning options – 30 June 2019</li> </ul>	AM	Ongoing	Contractor services utilised for street cleaning.
		<b>Action 3.3.4.3 Review/develop Councils parks and gardens asset management plans and budgets</b> – 30 June 2019	AM/FM	Ongoing	
<b>Strategy 3.3.5</b>	Maintain our Crown Land resources responsibly	<b>Action 3.3.5.1 Develop/review Councils Crown Land Strategy</b> – 30 June 2020	MPE	75% complete	Draft designations provided to Crown Lands.
		<b>Action 3.3.5.2 Develop a management plan for Crown Lands under Council control aligned with the LTFP</b> – 30 June 2021	MPE		

### 3.4 Maintaining and Improving Transport Infrastructure:

<b>Strategic Activity</b>	<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 3.4.1</b>	Maintain roads to agreed standards and ensure that school bus routes are our highest priority	AM/OM	Ongoing	Asset Manager has developed hierarchy inspection program and defect model for all road assets.
	<b>Action 3.4.1.1 Review/Deliver a staged program of accessibility and maintenance improvement to Murrumbidgee's rural and town road network and road hierarchy</b> <ul style="list-style-type: none"> <li>Identify and develop improvement plans for all three towns to be rolled out and incorporate these into Councils maintenance and renewal schedules – 30 June 2022 with annual review and reporting</li> </ul>	AM/OM	Ongoing	
<b>Strategy 3.4.2</b>	Provide and maintain footpaths, cycle ways, kerb and guttering	AM/OM	Ongoing	Kerb and gutter and footpath renewals are being developed based on condition assessment
	<b>Action 3.4.2.1 Carry out routine and programmed maintenance for footpaths, cycle ways, kerb and gutter</b> <ul style="list-style-type: none"> <li>Replace 150m of kerb gutter annually – 30 June 2022 with annual review and reporting</li> <li>Identify and program works for high priority footpath renewal – 30 June 2022 with annual review and reporting</li> </ul>	AM/OM AM/OM AM/OM	Ongoing Ongoing Ongoing	
<b>Strategy 3.4.3</b>	Maintain partnerships to ensure the Newell and Sturt Highways and the Kidman Way remains open at all times	OM/AM	Ongoing	Meetings with these relevant parties are held regularly.
	<b>Action 3.4.3.1 Continue to strengthen relationships with the RMS, Newell Highway Taskforce and relevant parties to address flood impact and access issues through meeting attendance</b> <ul style="list-style-type: none"> <li>Attend taskforce meetings annually–30 June 2019</li> <li>Create meetings with relevant stakeholders and Government representatives annually – 30 June 2019</li> </ul>			

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.4.4</b>	Maintain local, regional and state roads and bridges in accordance with Councils' asset management plan	<b>Action 3.4.4.1 Review and implement an annual work program and budget for routine and programmed maintenance for local and regional roads and bridges</b> <ul style="list-style-type: none"> <li>• Gravel re-sheeting</li> <li>• Resealing</li> <li>• Heavy patching</li> </ul>	OM/AM/FM	Ongoing	Maintenance schedules and work plans being updated continuously.
		<b>Action 3.4.4.2 Deliver the minimum service levels identified for roads and bridges in Council Asset Management Plan within budget</b> - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	Being developed and budgets monitored.
		<b>Action 3.4.4.3 Deliver the annual RMS contract works to a standard that consistently meets the contract requirements</b> - 30 June 2022 with annual review and reporting	AM	Ongoing	Waiting for RMS to propose new Road Maintenance Council Contract July 2020. Working towards RMS approval for Councils System Management Plan. Submitted chain of Responsibility. Completed RMAP for 2018/19.



Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.4.5</b>	Improve street and building accessibility for the disability and mobility impaired	<p><b>Action 3.4.5.1 Review/Deliver a staged program of accessibility improvements to the Murrumbidgee Council's town road network</b></p> <ul style="list-style-type: none"> <li>Develop programs for all three towns to be rolled out in stages and incorporated into Councils maintenance and renewals programs – 30 June 2022 with annual review and reporting</li> <li>Develop/implement an accessibility road works program – 30 June 2019</li> <li>Link works to Council's Disability Plan – 30 June 2019</li> </ul>	OM/AM	Ongoing	Accessibility options are constantly being identified.
		<p><b>Action 3.4.5.2 Review/develop a staged program of accessibility improvement to the parking bays, areas and access in Murrumbidgee Council's towns and environments</b></p> <ul style="list-style-type: none"> <li>Develop programs for all three towns to be rolled out in stages and incorporated into Councils maintenance and renewals programs – 30 June 2022 with annual review and reporting</li> <li>Develop/implement an accessibility parking works program – 30 June 2019</li> <li>Link works to Council's Disability Plan – 30 June 2019</li> </ul>	AM/OM	Ongoing	

**3.5 Local Utilities and Communications Infrastructure and Connectivity:**

Strategic Activity	Action	Accountable Officer	Status	Comment
<b>Strategy 3.5.1</b> Manage water assets in line with best practice standards and agreed priorities	<b>Action 3.5.1.1 Review Council's water treatment works operational plan and budget</b> - - 30 June 2022 with monthly review and reporting <ul style="list-style-type: none"> <li>• Complete monthly review of operational water monitoring</li> <li>• Complete annual review of drinking water quality</li> <li>• Implement drinking water system improvement plan</li> </ul>	OM/FM		
		OM	Ongoing	
		OM/MPE	Ongoing	Legislative requirement
	<b>Action 3.5.1.2 Maintain water supply to Murrumbidgee's towns. Plan for 100% compliance of ADWQ requirements with chemical and micro biological monitoring</b> - 30 June 2022 with monthly review and reporting <ul style="list-style-type: none"> <li>• Conduct regular testing of water supply to achieve 100% compliance with health requirements of Water NSW</li> <li>• Maintain Monitoring of system and routine maintenance and repairs to ensure water is available.</li> </ul>	OM/MPE	Ongoing	Legislative requirement
	<b>Action 3.5.1.3 Maintain water supply for Murrumbidgee's parks and gardens and review ongoing system monitoring and routine maintenance and repairs to ensure water is available</b> - 30 June 2022 with monthly review and reporting Incorporate relevant costings into Councils parks and gardens plans and budget – 30 June 2019	OM	Routine maintenance and repairs completed	Locations have been identified for automated sprinkler systems to be installed.
		OM/FM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
		<b>Action 3.5.1.4 Complete the annual capital works program on water assets</b> 30 June 2022 with annual review and reporting	AM/OM	Ongoing	
<b>Strategy 3.5.2</b>	Manage sewer assets in line with best practice standards and agreed priorities	<b>Action 3.5.2.1 Review Council's Sewer Treatment Works Operational Plan to ensure 100% compliance with EPA requirements</b> - 30 June 2022 with annual review and reporting	OM/MPE	Ongoing	Legislative and EPA licence requirement
		<b>Action 3.5.2.2 Maintain systems to efficiently operate Murrumbidgee's town sewers.</b> - 30 June 2022 with annual review and reporting	OM	Ongoing	
		<b>Action 3.5.2.3 Complete annual capital works program on sewer assets</b> - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	
<b>Strategy 3.5.3</b>	Manage Stormwater in line with the agreed priorities	<b>Action 3.5.3.1 Complete the annual capital works program on stormwater assets in line with agreed priorities.</b> - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	
		<b>Action 3.5.3.2 Upgrade stormwater facilities and system in line with agreed priorities.</b> - 30 June 2022 with annual review and reporting	OM/AM	Ongoing	

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 3.5.4</b>	Advocate and improve mobile information and communications technology and infrastructure across the Murrumbidgee Local Government Area	<b>Action 3.5.4.1 Initiate engagement with telecoms service providers to support Councils new tower infrastructure</b> <ul style="list-style-type: none"> <li>• Apply for funding to improve capacity of Bundure tower – 30 June 2021</li> </ul>	GM	Funding received - feasibility study being undertaken by Telstra	
		<b>Action 3.5.4.2 Engage with relevant stakeholders and Government to lobby for new communication networks</b> <ul style="list-style-type: none"> <li>• Continue to lobby stakeholders for improved communications connectivity and infrastructure funding. – 30 June 2022 with annual review and reporting</li> </ul>	GM	Ongoing	Murrumbidgee Council convenor of the Digital Connectivity Subcommittee of RAMJO

**ECONOMY:**

**1.5 Promoting Businesses and Industries Growth, Diversity and Productivity:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 4.1.1</b>	Partner with local business to create market opportunity for local product through high technology, improved freight and logistics pathways and cooperation with other local government areas	<b>Action 4.1.1.1.1 Lobby government for improved freight corridor</b> 30 June 2022 with annual review and reporting	EDM/GM	No Action as at 31 December, 2019.	Member of Newell Highway Taskforce Committee
		<b>Action 4.1.1.1.2 Support opportunities for freight and distribution and warehousing to Eastern seaboard airports or centres</b> – 30 June 2022 with annual review and reporting	EDM	No action as at 31 December, 2019.	
		<b>Action 4.1.1.1.3 Develop and implement a business attraction program for Murrumbidgee for industrial, logistics and manufacturing areas</b> – 30 June 2020	EDM	No action as at 31 December, 2019.	Same as Action 4.1.3.1
<b>Strategy 4.1.2</b>	Promote Murrumbidgee and its towns and potential light manufacturing wholesale and retail business opportunities to diversify industry and stimulate employment growth	<b>Action 4.1.2.1 Engage with the Office of Small Business Commissioner to create programs for locating new businesses in Murrumbidgee</b> <ul style="list-style-type: none"> <li>Fully implement the 'Easy to Do Business Initiative' – 30 June 2019</li> </ul>	EDM	Completed	

Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 4.1.2.2 Implement the goals of Council's Economic Development Strategy</b> <ul style="list-style-type: none"> <li>• Ensure the goals and KPIs of Councils Economic Development Strategy are aligned and incorporated into the CSP, Delivery Program, Operational Plan and LTFP – 30 June 2022 with annual review and reporting</li> </ul>	EDM	Commenced	
	<b>Action 4.1.2.3 Engage with the Murrumbidgee Council business communities</b> <ul style="list-style-type: none"> <li>• Create chamber of commerce or similar committee in Darlington Point – 30 June 2019</li> </ul>	EDM	Ongoing	METAG Meetings held
	<b>Action 4.1.2.4 Council representatives to actively participate in Murrumbidgee's Business Committees and Chambers – 30 June 2022 with annual review and reporting</b>	EDM	Ongoing	
	<b>Action 4.1.2.5 Encourage the development of affordable housing so it is available for employees of new developments</b> <ul style="list-style-type: none"> <li>• Continue progressing the Young Street sub division project in Darlington Point – 30 June 2022 with annual review and reporting</li> </ul>	GM	Young Street Subdivisions alternatives presented to Council	Further report to be presented to Council

Strategic Activity		Action	Accountable Officer	Status	Comment
		<ul style="list-style-type: none"> <li>Proactively sell remaining Wunnamurra sub division blocks – 30 June 2022 with annual review and reporting</li> </ul>	GM	Ongoing	Nine (9) blocks sold and further four (4) transferred to Independent Living Units
<b>Strategy 4.1.3</b>	Progress the sale and development of blocks of industrial land in Murrumbidgee's industrial areas	<b>Action 4.1.3.1 Develop and implement a business attraction program for Murrumbidgee industrial areas - 30 June 2020</b>	EDM	No Action as at 31 December, 2019	Same as Action 4.1.1.3
		<b>Action 4.1.3.2 Implement a promotional program for local industrial estates – particularly Darlington Point – 30 June 2020</b>	EDM		
		<b>Action 4.1.3.3 Implement a sales strategy for Murrumbidgee's industrial areas – 30 June 2020</b>	EDM		
		<b>Action 4.1.3.4 Create a promotional program for land available at industrial sites or areas 30 June 2020</b>	EDM		

**4.2 Promoting a Regional Economy and Growth:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 4.2.1</b>	Work with other levels of government and private industry to build the Murrumbidgee Council profile and maximize cooperative opportunities	<b>Action 4.2.1.1 Champion a “transport hub” at the intersection of the Sturt Highway and the Kidman Way</b> <ul style="list-style-type: none"> <li>Initiate 3 meetings with relevant stakeholders annually including advocating in Canberra and to local members and business groups. – 30 June 2019</li> </ul>	GM	Id in regional plan by Department of Planning	
		<b>Action 4.2.1.2 Maintain membership of regional government and non-government organisations and participate in meetings</b> <ul style="list-style-type: none"> <li>Work with surrounding councils and RAMROC to deliver outcomes of the Riverina regional plan focused on contributing to regional growth – 30 June 2022 with annual review and reporting</li> </ul>	EDM/GM	Ongoing	Now RAMJO – General Manager is Council representative
		<b>Action 4.2.1.3 Encourage strong partnerships between businesses, education and government agencies</b> <ul style="list-style-type: none"> <li>Initiate at least four contacts with businesses, education, government agencies and other stakeholders which are focused on contributing to regional growth – 30 June 2022 with annual review and reporting</li> </ul>	EDM	Ongoing	



Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 4.2.2</b>	Work collaboratively with regional stakeholders to build Murrumbidgee Council profile	<b>Action 4.2.2.1 Support and value-add to regional strengths to create a 'destination experience' - 30 June 2019</b>	EDM		
		<b>Action 4.2.2.2 Contribute the Murrumbidgee perspectives to regional meetings and forums -30 June 2019</b>			
		<ul style="list-style-type: none"> <li>Attend Thrive Riverina Meetings – 30 June 2019</li> <li>Attend Destination Riverina Murray meetings – 30 June 2019</li> </ul>	EDM EDM	Ongoing Ongoing	Also attended Kidman Way Promotional Committee meetings
<b>Strategy 4.2.3</b>	Contribute to regional tourism initiatives and major events in the region	<b>Action 4.2.3.1 Participate in regional tourism initiatives and major events</b> <ul style="list-style-type: none"> <li>Maintain membership and attend quarterly meetings of key organizations and stakeholder groups – 30 June 2022 with annual review and reporting</li> </ul>	EDM	Ongoing	Thrive Riverina, Destination Riverina Murray, Kidman Way Promotional Committee, Newell Highway Promotions Committee, Ned Kelly Touring Route

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 4.2.4</b>	4.2.4 Ensure there is adequate supply of residential and industrial land to stimulate business and population growth	<b>Action 4.2.4.1 Plan for future housing and business needs in the Murrumbidgee towns</b> <ul style="list-style-type: none"> <li>Review/develop/implement Town Plans for three towns identifying and incorporating residential and industrial land needs and opportunities – 30 June 2019</li> <li>Develop promotion strategy for housing and industrial land developments across Murrumbidgee – 30 June 2019</li> </ul>	MPE	Commencing 2019/20	Funding received
			MPE		
<b>Strategy 4.2.5</b>	Support local business with access to available training, workforce skills and technology	<b>Action 4.2.5.1 Review and implement Council policies of the support of new and existing employment in the Local Government Area</b> <ul style="list-style-type: none"> <li>Undertake/develop/review industry investment and incentive policy – 30 June 2019</li> </ul>	EDM	No Action on Action 4.2.5.1	Promotion of business support offered by third parties eg RDA, Business.gov.au, BEC, Business Connect
<b>Strategy 4.2.6</b>	Build data and analysis of business and industry in the Murrumbidgee Local Government Area	<b>Action 4.2.6.1 Maintain economic and statistical databases and share with local business and service providers</b> <ul style="list-style-type: none"> <li>Proactively use .id and other economic data in Council publications and social media and other documents supporting business cases for funding, grants – 30 June 2022 with annual review and reporting</li> <li>Use economic data with other stakeholders to identify suitable locations of vacant land suitable for housing and industrial developments in all of Murrumbidgee's towns. – 30 June 2022 with annual review and reporting</li> </ul>	EDM	Ongoing	Economic and Community data available on Council website
			MPE	Ongoing	Will be part of Land use strategy for the Council area

#### 4.3 Promoting Tourism Strategies and Opportunities:

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 4.3.1</b>	Provide professional services information promoting tourism, visitor ventures and activities in our towns	<b>Action 4.3.1.1 Develop and implement a Visitor Information operational plan in consultation with relevant stakeholders – including face to face and online options – 30 June 2019</b>	EDM	Complete	Part of Economic Development Strategy
		<b>Action 4.3.1.2 Develop targeted promotion campaigns to enable and educate visitors and business - 30 June 2022 with annual review and reporting</b>	EDM		Part of a targeted campaign to promote Riverina through Destination NSW
		<b>Action 4.3.1.3 Provision of emergency services information for the benefit of residents and visitors – SMS messaging - 30 June 2019</b>	DEMO/LEMO	Available currently	
<b>Strategy 4.3.2</b>	Provide promotion and resources for tourism service providers	<b>Action 4.3.2.1 Engage with and support accommodation providers in the Murrumbidgee Local Government Area – 30 June 2019</b>	EDM	Ongoing	
		<b>Action 4.3.2.2 Support tourism service providers with relevant guides, website promotions and publications - 30 June 2022 with annual review and reporting</b>	EDM	Ongoing	Murrumbidgee Trails Visitor Guide in conjunction with Lockhart, Leeton and Narrandera.
		<b>Action 4.3.2.3 Consider developing a visitor guide aligned to Councils branding strategy - 30 June 2019</b>	EDM	Commenced	

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 4.3.2</b>	Provide promotion and support for major events within our Destination Management Plan	<b>Action 4.3.2.1 Create a prioritised active program of, promotion and participation in major events – 30 June 2019</b>	EDM	Ongoing	
		<b>Action 4.3.2.2 Incorporate focus as a regional destination in Council economic development and tourism documents - 30 June 2022 with annual review and reporting</b>	EDM	Complete	Part of Economic Development Strategy
		<b>Action 4.3.2.3 Measure event success, analysis and report results -30 June 2022 with annual review and reporting</b>	EDM	Ongoing	
<b>Strategy 4.3.4</b>	Develop and implement a Murrumbidgee tourism strategic plan aligned with regional, state and federal priorities including outcomes of relevant evaluation reports and reviews	<b>Action 4.3.4.1 Implement a branding strategy for Murrumbidgee - 30 June 2019</b>	EDM	No Action as at 31 December, 2019.	
		<b>Action 4.3.4.2 Implement an advertising and editorial program for key tourism attractions (public art)</b>			
		<ul style="list-style-type: none"> <li>Initiate 2 marketing/editorial/advertising features annually – 30 June 2019</li> <li>Contribute 1 article to RV Australian publications to promote RV friendly tourism – 30 June 2019</li> </ul>	EDM EDM	Commenced Commenced	
<b>Strategy 4.3.5</b>	Encourage opportunities for further recreation activities on or around the rivers and lakes	<b>Action 4.3.5.1 Engage new providers and start-up operations - 30 June 2022 with annual review and reporting</b>	EDM	Ongoing	
		<b>Action 4.3.5.2 Apply or assist organisations for grants supplying or supporting aquatic recreational activities as requested and required. 30 June 2020</b>	EDM	Ongoing	

Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 4.3.5.3 Investigate the viability of a business case supplying aquatic recreation activities (river tours, paddleboards) and infrastructure in the Local Government Area.</b> 30 June 2022 & annual review and reporting	EDM	No action as at 31 December, 2019.	

#### 4.4: [Supporting Access to Education and Training and Future Opportunities:](#)

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 4.4.1</b>	Raise awareness of community of TAFE, university and other regional education providers	<p><b>Action 4.4.1.1 Develop and implement a Council communication plan assisting in raising community awareness of TAFE, university and other regional education providers and programs</b></p> <ul style="list-style-type: none"> <li>2 meetings annually with TAFE and other regional education service providers to fully understand the interrelationship with Murrumbidgee Council and use this data to create a communication plan aligned to Councils CSP, Delivery Program and operational Plan – 30 June 2019</li> </ul>	EDM	Meeting held with TAFE providers.	Community awareness raised by sharing course details on facebook and Council's website.
		<p><b>Action 4.4.1.2 Initiate regular engagement with TAFE, regional colleges and university to partner them on promotion, programs relevant to the region</b></p> <ul style="list-style-type: none"> <li>Initiate at least two contacts with TAFE hierarchy, state and federal government departments, local member and other stakeholders to support existing regional TAFEs and TAFE programs – 30 June 2019</li> </ul>	EDM	Ongoing	

Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 4.4.1.2 Initiate regular engagement with business including new businesses to promote potential apprenticeship or trainee or other employment opportunities</b> <ul style="list-style-type: none"> <li>Initiate 2 meetings or contacts with existing and new Murrumbidgee businesses around apprenticeship trainee and other employment opportunities – 30 June 2019</li> <li>Hold annual business lunches in three towns to seek feedback on opportunities, risk and challenges for business support and development – 30 June 2019</li> </ul>	EDM	No Action as at 31 December, 2019.	
		EDM	Commenced	
<b>Strategy 4.4.2</b> Identify opportunities to enhance community and business's access to internet, broadband and mobile services through the Local Government Area	<b>Action 4.4.2.1 Work with service providers to identify opportunities to improve community connectivity</b> <ul style="list-style-type: none"> <li>Proactively identify and develop business cases for grant funding for infrastructure and community infrastructure projects improving connectivity across Murrumbidgee – 30 June 2022 with annual review and reporting</li> </ul>	GM	Ongoing	Continued representation to Telecommunications Authorities to enhance Black Spots

#### 4.5: Fostering a Resilient, Vibrant Agricultural Sector:

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 4.5.1</b>	Actively support development which is congruent with our lifestyle	<b>Action 4.5.1.1 Encourage private development of retirement villages and aged care facilities</b> <ul style="list-style-type: none"> <li>Investigate other rural locations who have successful attracted investment or providers to their towns - 30 June 2022 with annual review and reporting</li> </ul>	MPE/EDM	No action as at 31 December, 2019.	Only one enquiry received.
<b>Strategy 4.5.2</b>	Enhance and maintain key economic drivers to the agricultural supply chain including our road networks	<b>Action 4.5.2.1 Work with stakeholders to identify targeted agribusiness promotion opportunities</b> - 30 June 2022 with annual review and reporting	EDM	No action as at 31 December, 2019.	
<b>Strategy 4.5.3</b>	Link Council's Economic Development Plan within the Regional Plan to develop regional initiatives stimulating interest in Murrumbidgee as an agribusiness hub for the Riverina and/or upper Murray regions	<b>Action 4.5.3.1 Develop an investment strategy/policy supporting new agribusiness in Murrumbidgee</b> – 30 June 2019	EDM	No action as at 31 December, 2019.	
<b>Strategy 4.5.4</b>	Influence the protection and enhancement of Murrumbidgee's agricultural supply chain's economic output, investment and employment	<b>Action 4.5.4.1 Undertake industry profiling and gap analysis of local agriculture sector</b> - 30 June 2019  <b>Action 4.5.4.2 Engagement with other stakeholders to identify and increase supply chain protections</b> – 30 June 2022 with annual review and reporting	EDM EDM	Commenced  No action as at 31 December, 2019.	.id economic profile report



**LEADERSHIP:**

**5.1 Transparent Leadership, Sustainability, Accountability and Community Representation:**

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 5.1.1</b>	Provide leadership through ethical accountable and legislative decision making processes	<b>Action 5.1.1.1 Ensure elected members are adequately resourced to enable effective representation:</b>	GM	Budget Briefing and Workshops to be held May 2020	
		<ul style="list-style-type: none"> <li>Complete Council Budget Briefing – 30 June 2022 with annual review and reporting</li> </ul>	FM		
		<ul style="list-style-type: none"> <li>Deliver Council's annual budget process – audited financial statements, community consultation &amp; management of internal processes – 30 June 2022 with annual review and reporting</li> </ul>	FM	Ongoing	Financial Statements extension granted to 13 March, 2020
		<b>Action 5.1.1.2 Continuously improve governance in decision making</b>			
		<ul style="list-style-type: none"> <li>Implement regular monthly financial reporting across Council departments, Manex and Council reports (where applicable) – 30 June 2022 with annual review and reporting</li> </ul>	FM	Ongoing	
		<ul style="list-style-type: none"> <li>Create and support an Internal Audit and Risk Committee – 30 June 2019</li> </ul>	FM	AIR Committee formed	Meetings held
		<ul style="list-style-type: none"> <li>Create and support an internal audit program – 30 June 2019</li> </ul>	FM	Program created and first internal audit undertaken	

Strategic Activity	Action	Accountable Officer	Status	Comment
	<p><b>Action 5.1.1.3 Maintain resources to continually improve communication between community members and Council so the Community is kept informed and has options to contribute</b></p> <ul style="list-style-type: none"> <li>• Deliver monthly (12) community newsletters and a regular social media presence across the LGA utilizing social media -30 June 2022 with annual review and reporting</li> </ul> <p><b>Action 5.1.1.4 Ensure Council's Committees, focus groups and advisory bodies are relevant and provide appropriate community involvement</b></p> <ul style="list-style-type: none"> <li>• Feedback received from each meeting is minuted and included in Council business papers (where appropriate) and/or relevant forums - 30 June 2022 with annual review and reporting</li> </ul> <p><b>Action 5.1.1.5 Ensure a coordinated and multi-faceted approach to all Council communications with the community</b></p> <ul style="list-style-type: none"> <li>• Provide timely and accurate updates and maintain Council's official website and Facebook page – 30 June 2022 with annual review and reporting</li> </ul>	GM/MCO	Information regularly updated on website and Council's Facebook page.	Position of Media and Communications Officer filled July 2019 – regular newsletters re-instated.
		GM	Ongoing	
		GM	Ongoing	

Strategic Activity	Action	Accountable Officer	Status	Comment
	<ul style="list-style-type: none"> <li>Provide Council and management with relevant regular reports and performance assessments - 30 June 2022 with annual review and reporting</li> </ul> <p><b>Action 5.1.1.6 Ensure Councils policies and processes meet the current Legislation, Statutory and regulatory requirements</b></p> <ul style="list-style-type: none"> <li>Create integrated policy register and schedule and present prioritized policies for Council's review and endorsement – 30 June 2019</li> <li>Update delegations as advised – 30 June 2022 with annual review and reporting</li> </ul>	GM	Ongoing	
		GM	Ongoing	
		GM	Ongoing	
<b>Strategy 5.1.2</b>	Optimize council's revenue streams and assets in Council's Long Term Strategic Plan (LTSP)	FM	Four (4) year requirement to continue current rate stream	Additional year has been advised to continue current stream.
	<b>Action 5.1.2.1 Ensure the most equitable allocation of rates across categories – 30 June 2019</b>	FM	Ongoing – to be Reviewed for 2020/21 budget	
	<b>Action 5.1.2.2 Annually review all fees and charges to maximize revenue or provide cost recovery for Council Services - 30 June 2019</b>	GM/CCSM	Ongoing	
	<b>Action 5.1.2.3 Maximize the long-term tenancy of Council owned residential and commercial premises – 30 June 2019</b>			

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 5.1.3</b>	Community participation in the Community Strategic plan is reflected in Council's budget	<b>Action 5.1.3.1 Incorporate feedback from Councils community participation and engagement forums into the LTFP, Annual Budget, IP&amp;R deliverables – 30 June 2019</b>  <b>Action 5.1.3.2 Support Councils financial statements audit process and the external auditor – 30 June 2019</b>	CCSM	Ongoing	
			FM	Ongoing	
<b>Strategy 5.1.4</b>	Fully integrate Councils asset management strategy, system and programs with Council's Long Term Financial Plan	<b>Action 5.1.4.1 Review Councils Asset Management Plans and Policy to align with the Community Strategic Plan, Long Term Financial Plan (LTFP), Delivery Program and Operational Plan - 30 June 2022 with annual review and reporting</b> <ul style="list-style-type: none"> <li>• Complete all asset management audit recommendations – 30 June 2019</li> <li>• Develop and align asset class registers into one long term asset management plan – 30 June 2020</li> <li>• Incorporate Long term asset and maintenance plans and costings into Council's Long Term Financial Plan – 30 June 2019</li> <li>• Incorporate ICT assets into Council's asset and risk registers – 30 June 2019</li> <li>• Review road and transport asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020</li> </ul>	MANAGEMENT	Ongoing	<p>Maintenance schedules and levels of services to be updated in Asset Management Plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan</p> <p>Maintenance plans constantly being updated.</p>

Strategic Activity		Action	Accountable Officer	Status	Comment
		<ul style="list-style-type: none"> <li>Review water, sewerage and storm water asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020</li> <li>Review building and facilities asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020</li> <li>Review open spaces asset management plans to align with Council's Community Strategic Plan, LTFP, Delivery Program and Operational Plan – 30 June 2020</li> </ul>			
<b>Strategy 5.1.5</b>	Review and implement appropriate procurement, risk and project management frameworks and cultures	<b>Action 5.1.5.1 Review, develop and implement framework for detailed project plans, costings and designs as part of the project approval process for all major or complex activity – 30 June 2019</b>	OM/AM/GM	Ongoing	
		<b>Action 5.1.5.2 Develop an enterprise risk management policy, framework and risk registers. – 30 June 2019</b>	AM	Ongoing	
		<b>Action 5.1.5.3 Review Councils Business Continuity Plan – 30 June 2019</b>	FM	Not completed as at 31 December, 2019.	Working with Statecover to update BCP procedures

Strategic Activity		Action	Accountable Officer	Status	Comment
		<b>Action 5.1.5.4 Implement an approved procurement framework-</b> 30 June 2022 with annual review and reporting <ul style="list-style-type: none"> <li>Develop and implement a procurement framework including contractor management – 30 June 2019</li> <li>Continue working with RAMROC programs to enhance Council's efficiency and effectiveness – 30 June 2022</li> <li>Align strategic planning and processes to Council's Long Term Financial Plan – 30 June 2020</li> <li>Complete testing and migration of all Authority modules into a live operating environment – 31 December 2019</li> </ul>	FM	Commenced	
				Completed	Major financial programs tested and migrated
<b>Strategy 5.1.6</b>	Actively source external grants and funds for identifies projects and initiatives	<b>Action 5.1.6.1 Identify and promote grant opportunities supporting councils strategic and operational priorities</b> <ul style="list-style-type: none"> <li>Incorporate grants report in Councils monthly financial report – 30 June 2019</li> <li>Meeting all grant reporting requirements and reconciliations – 30 June 2019</li> </ul>	MANAGEMENT	Ongoing. Grants reporting presented to Council.	

## 5.2. [Engaging with Future Leaders:](#)

<b>Strategic Activity</b>		<b>Action</b>	<b>Accountable Officer</b>	<b>Status</b>	<b>Comment</b>
<b>Strategy 5.2.1</b>	Promote leadership opportunities and programs for our community groups	<b>Action 5.2.1.1. Support key stakeholders and community organisations to promote leadership development</b>	MANAGEMENT	No action to date	
<b>Strategy 5.2.2</b>	Link and promote programs for young people to develop their leadership skills	<b>Action 5.2.2.1 Work with key stakeholders to identify appropriate leadership programs and opportunities</b>	MANAGEMENT	No action to date	

### 5.3 [Investigating Funding, Services and Programs Supporting and Strengthening Communities in the Region:](#)

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 5.3.1</b>	Continue to engage equally with residents of smaller communities within the Murrumbidgee LGA	<b>Action 5.3.1.1 Revisit Councils engagement strategy to ensure it reflects and meets the spread and location of Councils LGA populations</b> – 30 June 2022 with annual review and reporting	CCSM	Ongoing	
<b>Strategy 5.3.2</b>	Partner with providers of emergency services to ensure appropriate response levels to community emergencies	<b>Action 5.3.1.2 Implement a specific community and stakeholder engagement plan for emergency situations</b> – 30 June 2022 with annual review and reporting  <b>Maintain ongoing support for the Local Emergency Management Centre</b> - 30 June 2022 with annual review and reporting	LEMO  GM	Ongoing  Ongoing	Part of Emergency Management Plan
<b>Strategy 5.3.3</b>	Ensure a coordinated and multi-faceted approach to all of Council communications with the community	<b>Action 5.3.3.1 Review Councils communication plan around external communications management</b> • Develop communication project plan – 30 June 2019 <b>Action 5.3.3.2 Provide timely and accurate updates and maintenance of Councils website and face book page</b> • Monitor and report (monthly) on Website visitations to Council (where appropriate) – 30 June 2022 with annual review and reporting	MCO  MCO	Ongoing  Ongoing	Website is regularly updated and improved. Visitation levels are monitored. Social media pages are proactively managed and monitored.



Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 5.3.3.3 Provide timely and accurate updates on Councils' intranet (where appropriate)</b> <ul style="list-style-type: none"> <li>100% staff access and usage - 30 June 2022 with annual review and reporting</li> </ul>	MCO	Ongoing	
	<b>Action 5.3.3.4 Improve internal customers' services support, external customer service and program provision and access though improved ICT performance and governance – 30 June 2019</b> <ul style="list-style-type: none"> <li>Develop ICT strategy</li> <li>Improve ICT governance through ICT group and ICT project committee</li> </ul>	CCSM	Ongoing ICT performance monitoring ICT Strategy being developed with external contractor.	
	<b>Action 5.3.3.5 Provide effective efficient and courteous customer service in accordance with Council Values, mission and IP&amp;R framework – 30 June 2019</b> <ul style="list-style-type: none"> <li>Review and analyse Councils Customers service interfaces</li> <li>Develop Customer Service Charter and KPIs</li> <li>Develop appropriate customer service feedback mechanism and reporting procedures</li> <li>Develop and formalize customer compliant handling form and procedure</li> </ul>	CCSM	Customer Service Charter developed. To be constantly reviewed.	



Strategic Activity		Action	Accountable Officer	Status	Comment
		<b>Action 5.4.1.3 Implement all recommendations from the 2017 WHS Audit – 30 June 2019</b>	AM/WHs Risk	Recommendations from 2017 WHS Audit taken into consideration with 2019 WHS Audit by StateCover and Internal Audits	Outstanding articles to be addressed have been forwarded to Managers – awaiting responses to meet commitment of recommendations.
		<b>Action 5.4.1.4 Implement safe workplace requirements – 30 June 2019</b>		Workplace safety requirements have been updated to work actively towards meeting WHS Legislative and regulatory requirements.	Training and record-keeping especially has been implemented to ensure compliance.
		<b>Action 5.4.1.5 Implement a quality assurance system – 30 June 2019</b>		Ongoing	Implementation of system is being actively developed to ensure that compliance is met.
<b>Strategy 5.4.2</b>	Develop people our	<b>Action 5.4.2.1 Define Councils talent</b> <ul style="list-style-type: none"> <li>Undertake capability skills audit and training needs analysis (TNA) bi-annually to identify current strengths and develop areas across the business – 30 June 2019</li> </ul> <u>Measures:</u> <ol style="list-style-type: none"> <li>100 of staff complete TNA</li> <li>90% compliance with required tickets and licenses within expiry period</li> </ol>	HR	Approximately 20% of TNAs completed by 31 December, 2019.	Current incomplete project to rationalise and document experience, skills and training required for each position (Grade and Step) will form basis for future TNAs.

Strategic Activity	Action	Accountable Officer	Status	Comment
	<p><b>Action 5.4.2.2 Promote generation and gender diversity</b></p> <ul style="list-style-type: none"> <li>Investigate awareness and training options for Council consideration – 30 June 2020</li> <li>Work with TAFES to identify trainee, scholarship and other staff development opportunities – 30 June 2022 with annual review and reporting</li> </ul>	HR	<p>Training opportunities monitored regularly. One apprentice commenced in November 2019. Another expected to commence in January 2020. Outcomes for apprentices will be Cert III under AQF.</p>	<p>Annual performance reviews will identify skills and training requirements to be included in individual training plans.</p> <p>Inclusive training is being undertaken with a focus on the role of women in leadership positions within Council. Current project to rationalise and document training requirements for each position will result in outcomes that are transparent and transferrable, supporting inclusion and diversity as practicable.</p>

Strategic Activity	Action	Accountable Officer	Status	Comment
	<p><b>Action 5.4.2.3 Measure and monitoring Council's talent</b></p> <ul style="list-style-type: none"> <li>Actively manage workforce productivity – 30 June 2022 with annual review and reporting</li> <li>Introduce ratios into management reports – turnover, gender, number of appraisals completed – 31 December 2018</li> <li>Consolidate introduction of pilot performance appraisal system and KPIs – 30 June 2019</li> </ul> <p><u>Measures:</u></p> <ol style="list-style-type: none"> <li>100% 6-month performance appraisals completed</li> <li>100% 12-month performance review process completed</li> </ol> <ul style="list-style-type: none"> <li>Undertake Workforce Management Planning – 30 June 2022 with annual review and reporting</li> </ul> <p><u>Measures:</u></p> <ol style="list-style-type: none"> <li>Annual outcomes from Workforce Management Plan delivered on time and to standard</li> <li>100% of requirements approvals aligned with Plan</li> <li>10 key roles identified across Council as 'critical roles'</li> </ol>	HR	<p>Annual performance reviews support this. KPIs not introduced into Performance Appraisal process.</p> <p>Organisational structure review project initiated.</p>	<p>Preliminary discussions on a limited range of meaningful reports that can be extracted from the payroll system, and sustained. Performance appraisals completed annually.</p> <p>Should be conducted as part of annual budget and operational plan development, with ongoing monitoring.</p> <p>c) not completed</p>

Strategic Activity	Action	Accountable Officer	Status	Comment
	<p><b>Action 5.4.2.4 Realise Councils talent</b></p> <ul style="list-style-type: none"> <li>Undertake succession planning and talent identification – 30 June 2019</li> </ul> <p><u>Measures:</u></p> <ul style="list-style-type: none"> <li>a) Draft Succession plan 2018-28 developed</li> <li>b) Identify 'high talent' staff – 10-15% of workforce</li> </ul> <ul style="list-style-type: none"> <li>Undertake Employee Engagement Survey – 30 June 2018</li> </ul> <p><u>Measures:</u></p> <ul style="list-style-type: none"> <li>a) Survey delivered and accessible to 100% of staff</li> <li>b) Achieve completion rate of 50% minimum</li> </ul>	HR	Succession Plan for identified positions in progress.	<p>Leadership to be considered.</p> <p>Staff Engagement Survey proposals considered and preferred provider identified. Finalising survey questions and demographic categories. Plan to conduct in early calendar 2020.</p>
<p><b>Strategy 5.4.3</b></p> <p>Leverage new technology to monitor and innovate our people and service development</p>	<p><b>Action 5.4.3.1 Consolidate existing people data and identify data gaps</b></p> <ul style="list-style-type: none"> <li>Test and migrate payroll data into authority – 30 June 2019</li> <li>Complete staff culture survey – 30 June 2019</li> </ul> <p><u>Measures:</u></p> <ul style="list-style-type: none"> <li>Complete personnel files and filing system into TRIM</li> <li>Deliver survey report results and recommendations</li> </ul>	<p>FM</p> <p>HR</p> <p>HR</p>	<p>Completed</p> <p>Proposed for early calendar 2020.</p> <p>Not completed as at 31 December, 2019.</p> <p>Action known when after survey.</p>	<p>Resources required to initiate and finalise.</p>

Strategic Activity	Action	Accountable Officer	Status	Comment
	<b>Action 5.4.3.2 Utilise Data to benchmark with external LGAs - 30 June 2022</b> with annual review and reporting	HR	Staff Engagement Survey results will be benchmarked against rural local government authorities.	
	<b>Action 5.4.3.3 Monitor and report on internal and external HR trends</b> <ul style="list-style-type: none"> <li>Automate performance appraisal system – 30 June 2020</li> </ul>	HR	Not completed as at 31 December, 2019.	
	<b>Action 5.4.3.4 Implement online learning management and training system</b> <ul style="list-style-type: none"> <li>Develop and implement integrated training calendar. 30 June 2019</li> </ul>	HR	Not completed as at 31 December, 2019.	

## **5.5 Investigating Funding, Services and Programs Supporting and Strengthening Communities in the Region:**

Strategic Activity		Action	Accountable Officer	Status	Comment
<b>Strategy 5.5.1</b>	Build strong, effective and productive alliance partnerships with community organisations, state and federal governments	<b>Action 5.5.1.1 Council representatives participate in regular engagement through meetings, events and activities – 30 June 2019</b>	GM	Ongoing	
<b>Strategy 5.5.2</b>	Identify opportunities and advocacy for advancing Murrumbidgee	<b>Action 5.5.2.1 Maintain and participate in RAMROC and other regional forums 30 June 2022 with annual review and reporting</b> <b>Action 5.5.2.2 Actively participate in Newell Highway Task Force, Policy Area Networks – 30 June 2022 with annual review and reporting</b> <b>Action 5.5.2.3 Participate in the regional and state level discussion about the future of water supplies and security for the region - 30 June 2022 with annual review and reporting</b> <b>Action 5.5.2.4 Keep state and federal members and agencies updated on Murrumbidgee's issues, challenges and achievements 30 June 2022 with annual review and reporting</b>	GM  GM  GM  GM	Ongoing  Ongoing – meetings attended  Ongoing – meetings attended  Ongoing	Now RAMJO





# COUNTRY CHANGE 2020-2021

**For Local Government Partners  
RDA Riverina Proposal**





## Contact

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# OVERVIEW

**In July 2017, RDA Riverina re-launched its Country Change initiative – which is a partnership between us and Riverina Local Government Authorities. Part of its purpose was, and still is, to build a future workforce and reinvigorate local communities, and increase investment.**

Its messaging has been based around sharing real-life, inspiring stories; while educating people, unfamiliar with the Riverina, on its opportunities. To date, the campaigns around this have proven to attract new residents, businesses and ideas to our great region. But it's not over.

As part of our Workforce Development Plan, we will continue our efforts to share more informative good news stories with our city neighbours. [Ivan Neville](#) from the Commonwealth Department of Jobs and Small Business reinforces the need to attract skilled people to the region.

# THE OBJECTIVE

The objective of Country Change is to transform the Riverina by attracting individuals and families considering a move out of metropolitan areas.

The factors pushing people and businesses are well documented and have become more prominent since the program began. The problems or push factors in metropolitan areas include:

- » High cost of housing
- » Increasing congestion
- » Low wage growth
- » Highly competitive business environment
- » Poor work / life balance

By comparison, country areas have largely become more attractive due the pull factors, including:

- » Affordable housing
- » Accessibility to health and education services
- » Low congestion
- » Low unemployment
- » Supportive business environment
- » Good work / life balance

The Country Change relaunch saw us re-connect with very specific, targeted audiences across Australia. As the campaign's traction built, we saw engagement and interest increase, thanks to consistent messaging and interaction across a number of platforms. But our work isn't done.



# #YOURFUTURE IS #OURS

The traction Country Change has gained in the past 3 years is due not only to the amazing region we live and work in, but because of the LGA's and community champions working with us. With events, webinars, articles and social and community connected information, we have become a trusted source and support network and supported people through the decision-making process.

As you are aware, RDA Riverina and you, as LGA's, have a similar mission. We want to raise our profile and help make the Riverina the best it can be. We know how great this region already is and we know its potential - but we have our work cut out for us. Workforce issues, budgets and not to mention recent natural disasters, haven't helped. But what it has proven is that we can adapt and not only survive, but thrive.

The following proposal will demonstrate Country Change's success, our vision for the future and invite you to join us for the first time, or to stay with us and help us grow to the next level. While we are prepared to take the lead on this project and facilitate its growth, ultimately benefiting us all, we need and want you to help guide the course. We need your passion, expertise and participation.







# TESTIMONIAL

## A snapshot: 2017/18

“The Country Change program is a highly visible, year-round campaign that shows both current and potential residents that we are serious about sustaining the future of our community. Temora Shire Council continually invests in Country Change as it sees the long term value of the program in terms of the impact on population growth and community culture. Since we began participating in the Country Change program 10 years ago, Temora Shire’s population has grown by 4.3% or 259 residents, despite an ageing population. Through actively encouraging local residents and businesses to assist Council to participate in the program we have created a community culture that readily accepts newcomers and which has generated an army of ambassadors who are willing to spread the word about how great it is to live in Temora Shire.”

**CRAIG SINCLAIR**

Temora Shire Council

# A SNAPSHOT: 2018 TO PRESENT

## **RDA Riverina has invested heavily in Country Change over the past 1.5 years.**

- » A fresh campaign #yourfuture which included the successful introduction of online webinars, video town tours and Stories
- » We continued to fund the operation of the Jobs Riverina platform (free for Councils and Industry to use to advertise Riverina-based jobs) and invested in marketing of this platform
- » We have continued to add to our professional library of content
- » Our profile has risen in promoting the region. Our CEO has been invited to present at many conferences on our workforce development plan including the benefits of a collaborative project like Country Change. These events included Regional Australia Institute's Regions Rising event in Sydney where Rachel shared the stage in a Q&A panel with NSW Government and Local Government officials wearing the Country Change logo.
- » Country Change was represented at the Sydney HomeShow and Western Sydney Employment Expo by RDA Riverina and participating LGA's.
- » We have proactively promoted the Riverina and newsworthy issues in the media, with local and national coverage across print, radio and TV
- » We have Launched several successful social media marketing campaigns targeting metropolitan areas that raised the profile of the Riverina as a place to live and invest.
- » Created our first COUNTRY CHANGE Magazine to be printed and distributed, highlighting local stories and information

## **ADAPTING TO CHANGES**

- » 2019/20 presented some interesting challenges which meant we had to adapt our social approach. The bushfires presented a particular challenge given the negative national media attention on country regions across Australia. The executive decision saw us taper back our promotions for 2-3 weeks and refocus messaging that was more appropriate.
- » COVID-19 and self-isolation has seen a dramatic increase in users on social media therefore we have increased the content we are sharing during this time. We've also seen an increase of engagement from LGA's which also had a dramatically positive impact with reach.
- » On Instagram, we have increased genuine followers from 640 to 733.
- » Some are local organisations and shops, others are personal accounts. The location of the accounts are in the Riverina but also South Australia, Western Australia, Victoria and Sydney. During this time we have also pushed Stories, and have been sharing other LGA's (councils posts as Stories) and local businesses who have started to share them and also started to follow us. A bonus during this time is that the TV show Weekender TV on Channel 7 (35k followers) has not only started to follow us but also likes our posts every week.
- » There are also more videos uploaded to our IGTV channel and we now have approximately 40-90 views per video uploading and it is increasing every week.



## A SNAPSHOT OF OUR SOCIAL MEDIA SUCCESS

For Country Change 2019/2020, we implemented a number of strategic changes, including the type of content we create and share. As you will see, the changes are helping us grow and reach more targeted audiences with our message.

» Facebook likes and fans grew from 700 to over 3,100 (with a limited spend)



## FACEBOOK AUDIENCE

### THE RESULTS SHOW

Our fans are **69% women** and **30% men**

**WOMEN:** 20% aged 35-44 19% aged 45-54, 12% aged 25-34 years; and 10% aged 55-64

Our reach **20% were 55-64 year-old women**


17% aged 65+, 15% aged 45-54, 9% aged 35-45

Engagement **21% of people engaged were 35-44 years**

Most people reached were from **Melbourne** and **Sydney**

# Boosted Posts

The inclusion of a small monthly budget to boost posts for our featured town has also enabled us to maintain traction during a time where Facebook has made organic reach far more difficult to obtain.



Country Change


Published by Yenny Stromgren [?] · March 2 · 🌐

Leeton - A great place to stay!

A big thank you to Wayne Bond Leeton Business Chamber who shares his story on why he and his wife Mia made a #countrychange to Leeton!

<https://www.countrychange.com.au/.../leeton-a-great-place-to-.../>

See More



COUNTRYCHANGE.COM.AU

**Leeton - A Great Place to Stay. - Country Change**

How to make a Country Change, work With a populatio...

Learn More

5,494

People Reached

436

Engagements

Boost Again

Boosted on Mar 2, 2020

By Laticia Louise

Completed

People Reached

5.1K

Link Clicks

115

View Results

👍❤️

John Relph, Christel Nathan and 9 others

3 Comments

👍 Like

💬 Comment

➦ Share

🌐

Performance for Your Post

5,494

People Reached

16

Reactions, Comments & Shares

9

Like

9

On Post

0

On Shares

2

Love

2

On Post

0

On Shares

5

Comments

4

On Post

1

On Shares

0

Shares

0

On Post

0

On Shares

420

Post Clicks

0

Photo Views

119

Link Clicks

301

Other Clicks

NEGATIVE FEEDBACK

0

Hide Post

0

Hide All Posts

0

Report as Spam

0

Unlike Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.



## Video





















Video continues to thrive organically on Social media and the introduction of paid promotions of town tours has increased the reach.

\*N.B • Minutes Viewed data is available starting from 04/01/2018.

• 3-Second Video Views data is available starting from 04/01/2018.

\* Facebook made massive algorithm changes in 11th January 2018 that affected visibility for business pages, this has affected all Facebook business pages and resulted in reduced views compared to the previous years. Due to these changes, it is more important than ever to post regular, relevant and topical content of value to audiences.

### Top Videos > HIGHEST PERFORMING VIDEOS BY MINUTES VIEWED FROM 4/1 - 4/1 ⓘ

Video	Published	Minutes... ↓	3s Video Views
 Leeton Shire 5:12	 05/10/19 12:30 AM	12.6K 	16.3K 
 Visit Temora 1:55	 08/26/19 11:30 PM	9K 	15.3K 
 Meet owner of the Arian Park Hotel 4:07	 09/25/19 1:09 AM	7.3K 	10.2K 
 Coolamon Town Tour 1:45	 12/18/19 5:53 PM	3.2K 	8.2K 
 Families Grow Closer and Careers Blossom in Superbly Located Junee 2:01	 01/24/18 1:18 PM	1.5K 	2.5K 



# MOVING FORWARD

**With the steady results of the changes made to the CC 19/20 marketing focus, we will continue the following activities:**

- » Increase our social media presence
- » Distribute monthly eDM's with the personal stories of CC relocators
- » Update the website and YouTube Channel with case studies and town tours
- » Conduct regular live and recorded Q & A's and webinars – with participation from LGA's and local businesses
- » Increase the lead time and promotion of the CC Expo - including professional event management
- » Increase activities around business partners and sponsors
- » Create and promote virtual and live town tours for participating LGA's
- » Attract further LGAs and potentially closer ties to Evocities
- » Promote CC to Riverina industry and businesses – identifying partnership opportunities
- » Host a Country Change Expo in another Riverina location and/or multiple locations
- » Cross-promote Jobs Riverina platform and opportunities for employers and employees





# EXCITED FOR THE FUTURE

**Our 2018 /19 results were exciting and give us further information to build on in 2020 and the future. We expect to build the fan base more and establish Country Change as the preferred website and social media to connect with relocation to the Riverina**

We expect our proposal to yield further engagement with:

- » Potential country changers through social media, website and email newsletters
- » Potential country changers through new Jobs Riverina site, further engagement with potential country changers through Country Change Expo
- » Industry including assisting industry and business to attract workers using the Country Change tools and Jobs Riverina
- » Industry through Country Change Expo, webpage and social media and relocation of families to the Riverina



# PROPOSAL & PRICING

## Digital Marketing 2020/21

We are really excited about the upcoming period and we anticipate further growth and opportunities. To maintain traction and increase our efforts, we ask LGAs to support the project going forward with an ongoing commitment to the overall marketing of Country Change. Regular posts, stories, images and re-posts of videos on social media is just one part the overall strategy that keeps the interest and momentum of a Riverina Country Change going.

But it is a collaborative effort.

Recognising the challenges many of you face (in terms of time, money and resources), we have created systems to help streamline participation and requirements. Working with our marketing partner, [Blue Clay Creatives](#), we continue to come up with ways to do this. One way we have streamlined participation is by utilising project management tools like [Trello](#), which offers great transparency. We even have a training guide available for new users.

We also welcome suggestions and offer our support in any way possible.

## FOR THOSE FAMILIAR WITH COUNTRY CHANGE, VARIOUS REGULAR ACTIVITIES WILL CONTINUE.

### These include:

- » The creation and implementation of a social media calendar which includes research, design and scheduling
- » Regular monitoring and engagement on social media and in groups
- » Identify bloggers, thought leaders and media persons/influencers; and develop relationships
- » **Feature town of the month** - includes a specialised banner, at least **2 posts a week**, and a 400-500 word article to be featured heavily on social media and [website](#)
- » **\$200 a month social media advertising spend** - includes creating ads and boosting town posts/articles/videos to increasing reach, engagement and audiences
- » **Virtual town tour** - Each town, in their feature month, conducts a virtual town tour which is then shared and promoted via social, email and at other events, including the CC Roadshows.

This video may feature a voice over and graphics, that clearly articulate the town's key messages. The edit will be a compilation of stills and video snippets, provided to blue clay, and edited by their team, and exported for social media use. Blue Clay will assist with this process.

- » **Q & A Host** - This webinar Q&A session which will be recorded live and distributed to the mailing list and on social media. It may also be co-hosted by a local business sponsor (more on this sponsor opportunity below).
- » **Monthly e-newsletters** - with powerful content - Feature town of the month included.
- » **Country Change coffee table book/magazine** - A collation of the stories, people, places and pictures we have collected and created over the past 2-3 years. A digital option is also available.

**NEED HELP?** We understand the time pressures and capacity issues some of you face so if you are interested in receiving more support from us, Blue Clay can arrange to assist you further with your participation requirements at a competitive hourly rate.

# THE COUNTRY CHANGE MAGAZINE

## Further exposure opportunities

This year saw us pilot our very first COUNTRY CHANGE magazine.

While this is still in production, we believe it will be a wonderful piece of marketing collateral for LGA's to add to their kits and distribute.

The first edition will feature stories and imagery of the 2019/20 Country Change participating LGA's. Once printed, we will give each Council a limited amount to share and use as they desire. Further copies can be printed at the cost of the LGA.

For those not in the 2019/20 campaign, pages and adverts may be purchased by Councils and local businesses and industry.

These include:

2 Page profile: \$800 +GST	Full page ad/profile: \$500 + GST	Quarter Page ad/profile: \$350 +GST
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All hi-res images and copy to be provided. Layout/design and editing will be done by Blue Clay's design team.

Extra copywriting services are available – POA.





# story title here

RUM FUGITA VERUPTATUR, QUOSSIT, SIM ACIANDIS RATIBUS ASPERORE DOLIPTUR REUMENDIT VOLESTEM. ERUNT RESSIT, ACQUIPTA TAERRUM. ET EARIUSAM NECTUM QUAM FUGA, MAIONES QUI BLAB IUMENDA SUNT QUATUR AD QUIASPELLES.

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## LIVING & HOUSING

MEDIAN HOUSE PRICE

\$292,000

RENT AVERAGE

THREE BEDROOM HOUSE

\$280 PW

POPULATION

4403

CLIMATE

SUMMER 18C - 40C

WINTER 1C - 14C

DISTANCE FROM CITIES

SYDNEY 470KM

CANBERRA 255KM

MELBOURNE 480KM

countrychange.com.au 11



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THE RIVERINA

## local life & style

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POPULATION STATS  
RIVERINA COUNCIL COPY HERE COPY HERE  
REGIONAL LINK @COUNTRYCHANGE

countrychange.com.au 9

# SO, WHAT'S YOUR INVESTMENT?

**\$3,600 PLUS GST PER ANNUM EACH IN THIS 12-MONTH PARTNERSHIP AGREEMENT.**

Please note, LGAs are able to purchase more videos or services. Ask us for a quote



# WANT MORE?

## Other offerings

It's all about adding value and for those new to Country Change in particular, the following additions may be of particular interest to you.

### **New LGAs to Country Change or additional videos**

- » LGAs that haven't been involved in Country Change previously and wish to be involved will be quoted on their participation. The major cost is the video component. We have a current estimate that includes: 3-person crew, lens hire, editing, pre-production, content, blogs and articles, web page development and social media for the new LGA.

## The Country Change Expo

Recognising that making the move from the city to the country, no matter how much of a dream come true it might be for some, comes with a big dose of reality and an awful lot of fear and even more questions.

Questions like...

- » What will I do for work?
- » Where will the kids go to school?
- » Will I be cut off from civilization and the internet?

These are REAL questions and REAL roadblocks.

Our EXPO aims to help people interested in a tree change, find the answers to their many questions. It's all about locals showcasing their community and welcoming them for a weekend of hospitality and adventure. The FREE family-friendly and fun event is the perfect opportunity for them to experience and explore the benefits of Riverina living, first-hand.

These are heavily motivated, pre-qualified potential Country Change candidates with great skills. They are ready to go, but they need help to get over the line. That's where the expo comes in.

MAKING A COUNTRY  
CHANGE IS A DREAM  
FOR MANY PEOPLE SICK  
OF THE CITY RAT RACE.  
BUT IT ISN'T AN EASY  
DECISION.



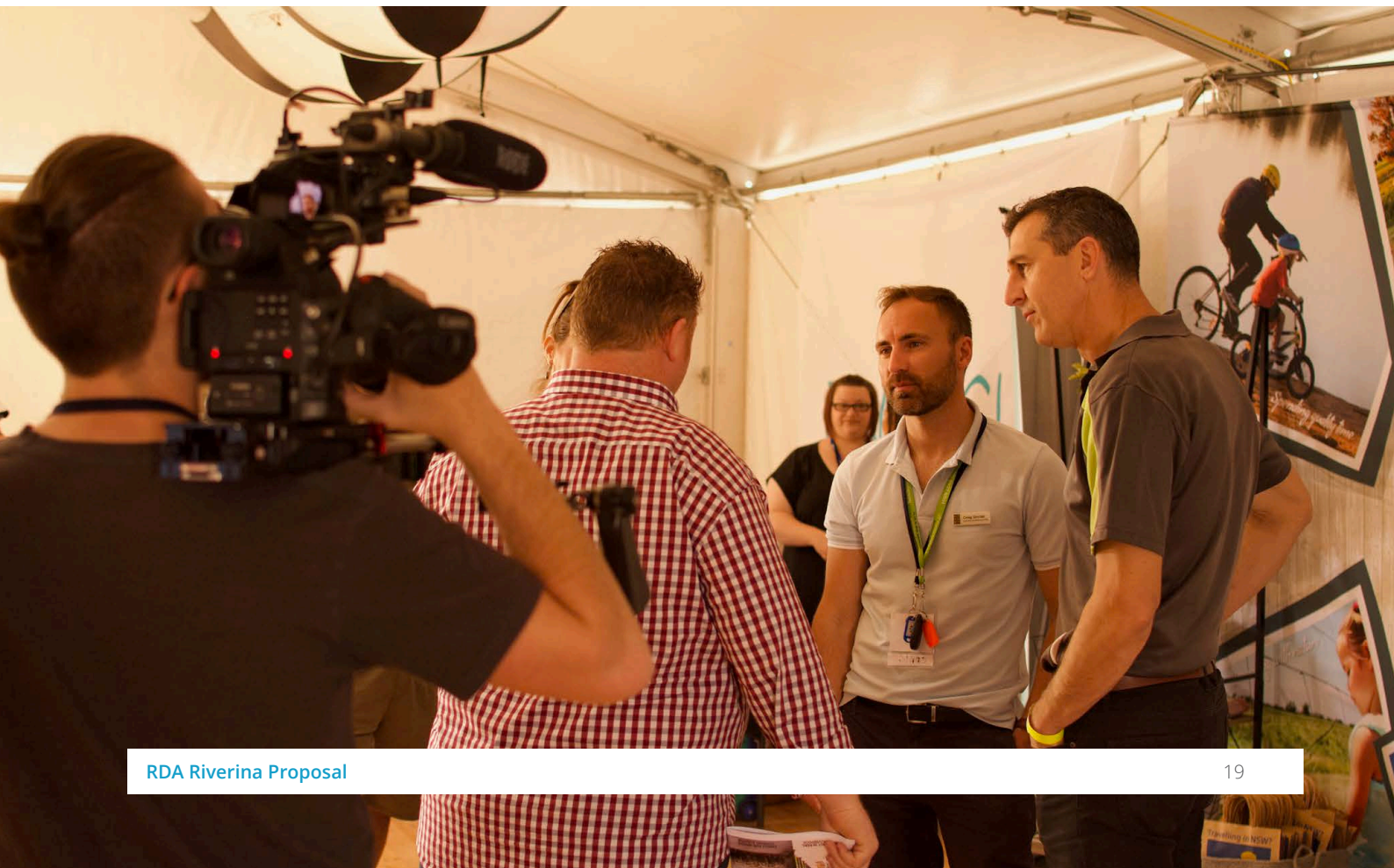
# PAST SUCCESSES

After successful events in Temora (2017) and Cootamundra (2018) where neighbouring Shires partnered to showcase their LGA's, we are excited to build out this event schedule.

Despite tight budgets and promotional timeframes, we've been thrilled in the past with the uptake and interest. Over the two years we saw over 380 people register their interest, around 75 families register for the events, and over 40 families make the trip over those weekends – with several now calling the Riverina home!

Along with great responses and feedback, we were able to build on our wonderful community and asset library (video and photos) and attract further local and national media across all platforms.

**Our city guests were able to book in their own personalised town tour. This was tailored to their specified interests. Whether it was real estate, medical facilities or schools, the excursion allowed them the opportunity to have a close-up and personal view of their potential new home.**

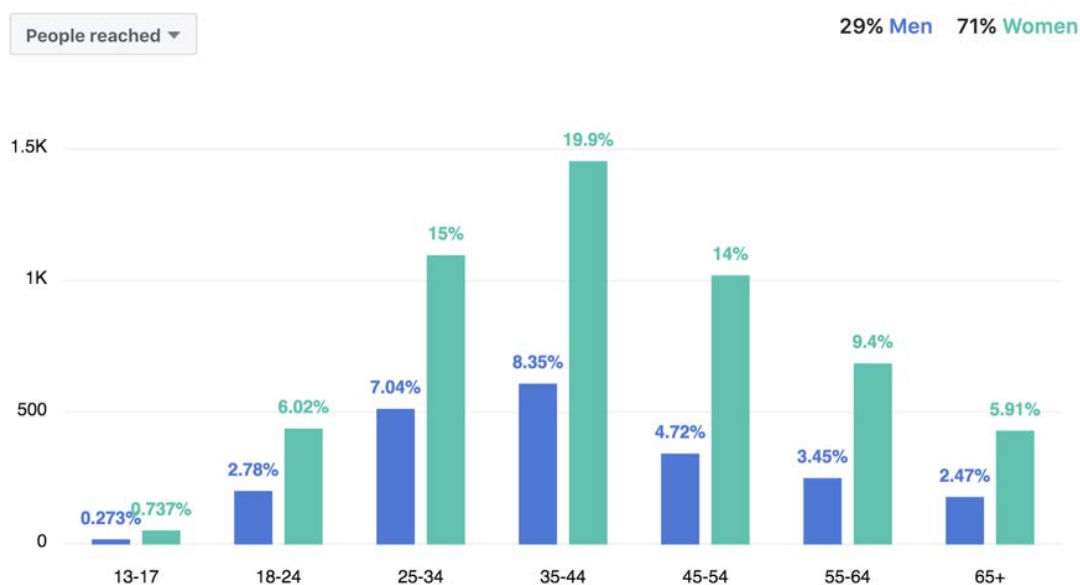




# MARKETING

**We have adopted a targeted social media approach which allows us to clearly track and measure results – perfect for our previously small advertising budgets.**

In 2018, our Facebook event marketing alone reached 7.3K, of which 71% were women – nearly 20% of whom were aged 35-44. The geographical regions targeted were: Melbourne (50km radius), Western Sydney, Central Coast, Wollongong and Canberra.



# MESSAGING

**In the lead up to 2018's Country Change Expo we sent out a survey to get a better understanding of the needs of potential country changers. This data has helped us provide people with the right kind of information they need to decide whether it's time to make the move.**

The results of the survey revealed that 75% of people thinking about a country change have 2 adults in the family, while 18.87% have 1 adult in the house. The majority (75%) of the families surveyed have 1 or 2 children, with 25% having larger families of 3-6 children

## Top ranking motivations to move

We asked potential country changers what they were looking for in a move to a regional town, and affordable living was the top reason for 85% of respondents. It's no secret that the cost of living in metro areas is at least double the cost of living in regional Australia – sometimes more. But it's not until after people make their country change that they realise city life was costing them far more than just money. Affordable living was closely followed by a desire for a strong community and a better work-life balance, both at 73.4%. Spacious housing, quality family time and career opportunities were also highly ranked motivations for a country change.

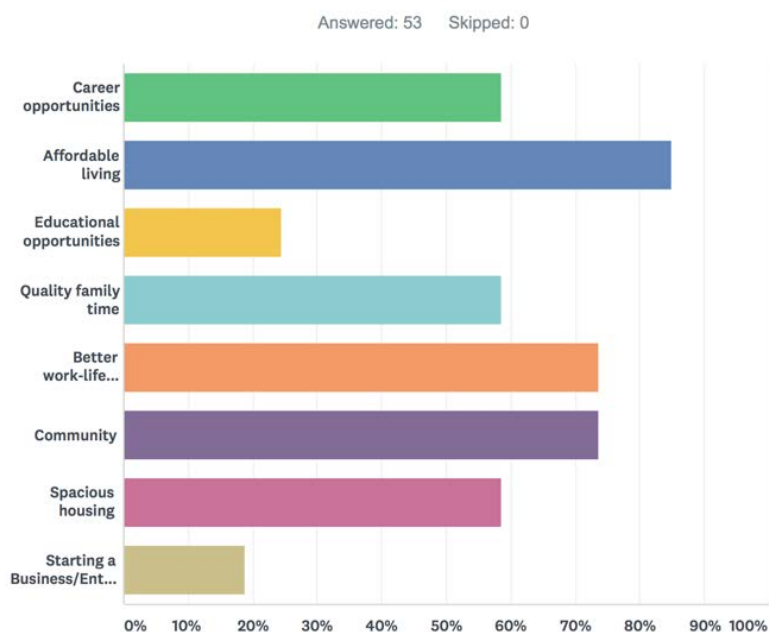
## Common concerns about making a Country Change

Despite having great reasons for being interested in a country change, our survey respondents also had some concerns about making the move. The highest-ranking concern was the idea of leaving family and friends.

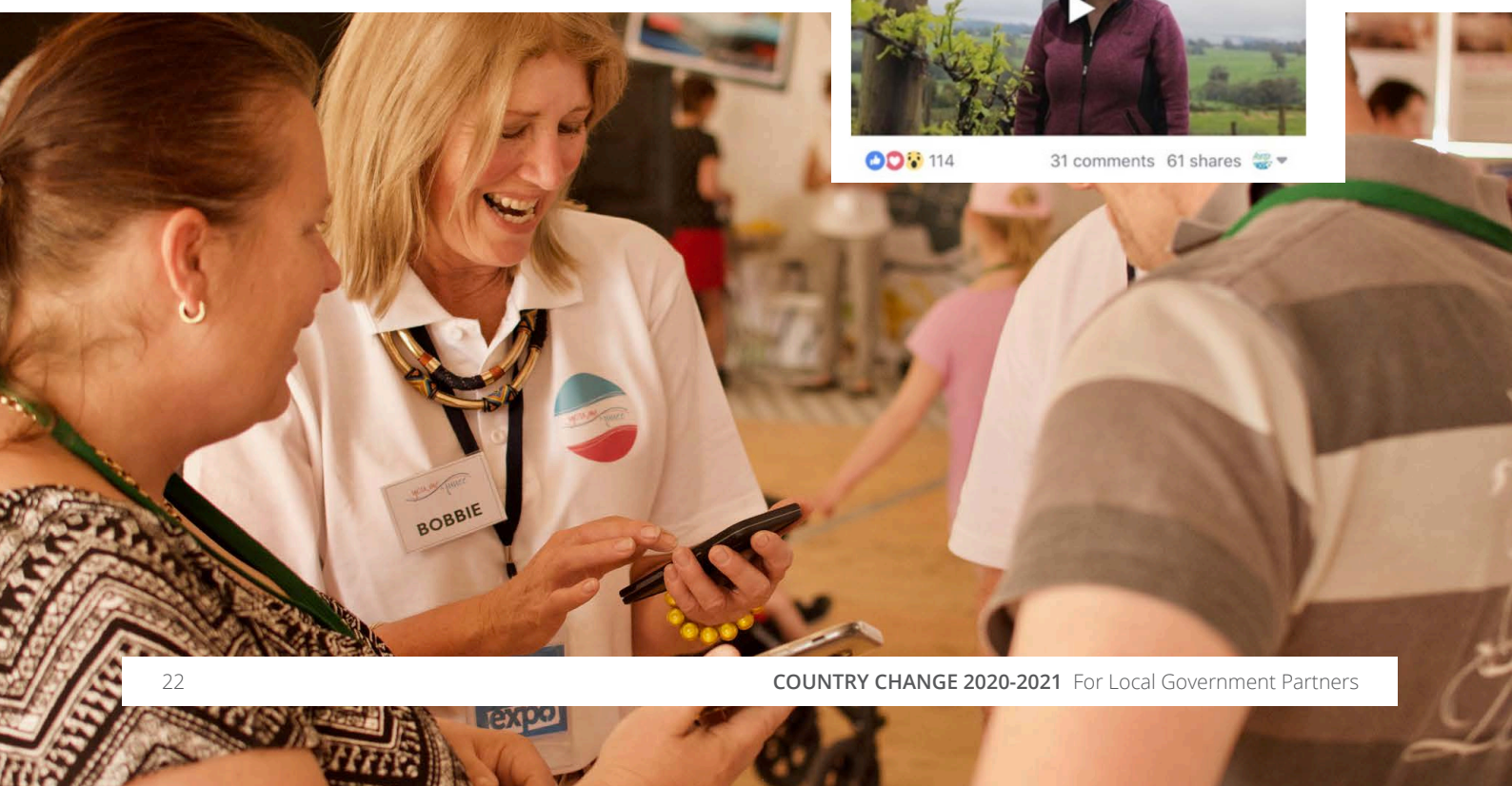
What's surprising though, is that new residents of the Riverina often report that the relationships with their friends and family back home actually became stronger and more meaningful after the move.

The other high-ranking concern amongst potential country changers was the idea that they won't have access to healthcare, which is a common misconception about living in regional towns.

### Q3 - What are you looking for in your Country Change? (select all that apply)



**All of these concerns and more were addressed through various advertising campaigns and marketing efforts including emails, videos and articles. Profiling case studies from each community was another great way to convey these messages.**





# THE PLAN

**For 2020/21, we plan on raising the bar even higher. We want to expand our reach, increase promotional activities and attract more attendees. We will also be adding opportunities for business sponsors (local and region-wide) and introducing break-out sessions where LGA's will get the chance to present. A Q&A panel will also be facilitated for delegates.**

If the need arises, there is the opportunity to have two expo events – potentially one in the northern part of the Riverina, and one in the South East.

## **It's your time.**

We are now inviting LGAs to submit an EOI to host and be involved in the 2020 Country Change Expo. This will require a further financial commitment for the Councils involved in the Expo only. We require a minimum of 3 LGA's to participate and share costs.

## **What does your financial commitment include?**

- » Marketing management - including sales funnels and social media management for 6 months in the lead up to the expo
- » MonthlyAd spend (total amount depends numbers of LGA participants)
- » Bespoke videos and graphics
- » Professional event management and advertising including but not limited to:
  - » Stakeholder management
  - » Sponsorships
  - » Event planning
  - » Expo stallholder management
  - » Ticketing / Registration management
  - » Creation of Event Manual
  - » On the ground event management
  - » Event bumps in / bump out

## **THE INVESTMENT: \$8,500 + GST**

# IT'S TIME

We know that we can achieve more working together and that the beautiful Riverina is so rich and diverse that within it there really is a place for everyone. That's why working together has been such a success so far and can achieve so much more.

From the bright city lights to the dreamy riverbank, from the wide yellow canola fields to the green and gold of the orange orchards, the cool crispness of a Snowy Valleys winter morning to the baking vastness of the Hay plain, we really have it all.

Join with us again or for the first time and let us work together to let others know what we have.

**We truly do believe that with a unified approach and application, we can reduce our work but increase impact.**

Thank you for your consideration,



Rachel Whiting  
CEO and Director of Regional Development – RDA Riverina





# LGA COUNTRY CHANGE INVOLVEMENT 2020

INSERT NAME OF LGA

Would like to accept the offer of Country Change Marketing 2020/2021 as indicated in the table below:

We understand that any required items we are not able to produce on time and require Blue Clay's assistance to do so, will incur an extra fee, which will be discussed and agreed in advance.

Name \_\_\_\_\_

Position title \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## LGA COUNTRY CHANGE INVOLVEMENT 2020

*Please tick the appropriate box*

### Country Change Marketing 2020/2021

This cost is **\$3,600 plus GST** per annum each LGA.  
Please invoice me for this amount.

☐

### Country Change Expo Hosting

- » Expression of interest declared in hosting **2020 Country Change Expo**
- » We understand that working with neighboring LGAs works best in hosting the Country Change Expo and have support from

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(please list councils in which support has been sought/gained)



### New Country Change LGA Partner

- » Our LGA wishes to join Country Change as a new partner and to be quoted on participation as per our requirements. I request a meeting to gain further information.

☐

### New Video interest

- » Our LGA is a current member of Country Change. We are interested in creating additional videos. I request a meeting to gain further information.

☐

### Country Change

- » We are interested in purchasing space in the First Edition of the Country Change magazine – please contact us to discuss.

☐

Please return the form to [ceo@rdariverina.org.au](mailto:ceo@rdariverina.org.au) by the 31st May 2020 or earlier.



#WEVEGOTTHEGOODS

## WE'VE GOT THE GOODS - INDUSTRY SUPPORT CAMPAIGN

### WHAT IS THE CAMPAIGN?

Our tourism industry is facing unprecedented challenges and now more than ever it is critical that local communities support local businesses, in the hope that they can survive long enough to emerge out the other side. The sustainability of local businesses will be one of the most important parts of the region's recovery and our ability to welcome visitors back in the future. Tourism will play a highly important role in the region's recovery, however it's critical that first and foremost businesses survive this major challenge and local people can play a significant role in this being possible.

In response to the challenge, many businesses are looking to adapt and use new ways to do business such as converting their sit-down restaurant service into a takeaway product, moving a traditional bricks and mortar retail offering to an online shop, providing a home delivery service, doing virtual wine tastings, tours, gym classes and more. These are some examples of the many positive and inspiring ways businesses are seeking to adapt to the conditions and trade through these uncertain times.

## SHARE IT



### HOW TO GET INVOLVED

Post using the campaign hashtag of #wevegotthegoods, it's that easy!

If you're a business that supports tourism in the Riverina Murray region then we want to support you in this time, so getting involved in the campaign is easy and free. All you need to do is post on your social media accounts about what you are doing to continue trading through this difficult period and use the campaign hashtag of #wevegotthegoods. We will then consider reposting your offer and help you share the message with potential customers across the region and beyond.

We also encourage your customers to use the #wevegotthegoods hashtag when they are posting about your product. This way more people will become aware of the movement and the campaign can begin to make a difference to local businesses. If you don't have a social media account but want to let us know about the innovative ways your business is overcoming this challenge, please simply let us know by email or phone and we will help you where we can.

### WHAT WE ARE GOING TO DO.

The #wevegotthegoods campaign will launch on Wednesday, April 1 on the @myriverinamurray Instagram and Facebook accounts.

Destination Riverina Murray want to support businesses through this period and will use the campaign to showcase and promote businesses across the Riverina Murray region who are doing business in new and innovative ways in an effort to overcome this challenge.

### CONTACT

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0418 439 202

An initiative of:



Destination  
Riverina Murray NSW

Murrumbidgee Trails Joint Visitor Guide Meeting  
Monday 30 March 2020  
Via Go To Meeting  
10:00am

Attendees: Brent Lawrence, Lockhart Shire Council, Jennifer Conner, Lockhart Shire Council, Tiffany Thornton, Narrandera Shire Council, Kellie Dissegna, Murrumbidgee Council,

Budget

- Leeton Shire Council to pay invoice for 50% deposit for Minta Vinski Graphic Designs
- Leeton Shire Council to raise invoices for three other Councils for \$10,000 ex GST
- Committee confirmed Assembled Digital for Visitor Guide copywriting and website content

Advertising Prospectus

- Murrumbidgee Council to write cover letter for advertising prospectus and place in DropBox for all Councils to utilize
- Minta Vinski to focus on logo for project and then advertising prospectus

Website

- 10 pages to mirror brochure
- Members to ascertain look of website and send to Lockhart Shire staff.
- Narrandera Shire Council staff to add "Website photos" folder to Dropbox and Councils to add images to this folder

Visitor Guide copy

- Information/copy to be uploaded into four word documents (Local flavours, Nature, History and Heritage, Art and Culture) in DropBox. Aim for 100 word description.

Maps

- Style of maps to be aligned with logo (and similar to the Riverian Outdoor Art Trail map)

Date of next meeting

- Monday 6 April at 9am via Go To Meeting

Meeting closed at 10:36am.

Murrumbidgee Trails Joint Visitor Guide Meeting  
Monday 20 April 2020  
Via GoTo Meeting  
9:00am

Attendees: Brent Lawrence, Leeton Shire Council, Hannah Fitzsimon, Leeton Shire Council, Jennifer Conner, Lockhart Shire Council, Tiffany Thornton, Narrandera Shire Council, Kellie Dissegna, Murrumbidgee Council, Rach from Minta Vinski Graphic Designs

Logo

- Draft Visual Direction presented by Graphic Design to group. Feedback was given by all members to the graphic designer.

Front cover

- Discussion around hero image for the front cover (or if more than one image could be used). Image to be experienced based.

Images

- Minta Vinski to advise of 'gaps' within images submitted by Councils. At this stage, more images of experiences/ attractions with people enjoying themselves.
- Group to approach Thrive Riverina and Destination Riverina Murray to ascertain if there are images which could be used.

Advertising Prospectus

- Minta Vinski to finalise advertising prospectus this week. Deadline for advertisers (including images and content) is 5pm Friday 3 July 2020.

Other

- Staff member for Lockhart Shire Council will have her final day on Friday 8 May.
- Staff member for Leeton Shire Council will be on leave for 6 weeks from Friday 24 April.

Date of next meeting

- Monday 4 May at 9am via GoTo Meeting

Meeting closed at 9:56am.

Darlington Point Shire Hall Workplan																													
ID	Task Name	Issue	Source	Reason	r '20	T	W	T	F	S	S	6 Apr '20	M	T	W	T	F	S	S	13 Apr '20	M	T	W	T	F	S	S	20 Apr '20	M
1	Semi Commercial Kitchen	Not suitable for soup kitchen, community activities, cooking	Anglican Parish of Coleambally and	Community Request																									
6	Remove and replace window awning with light weight material	Cracked through, moving and dangerous to people below	Council Inspection	Safety Issue																									
9	Pin northern front and side walls	Northern side wall shifting	Council Inspection	Impact on Building																									
2	Electrical Upgrade- Install individual RCBO safety switches to every circuit	No safety fuses on circuits or smoke alarms in building	Council Inspection	Safety issue																									
5	Repair windows	Windows do not open, dry rot, leaking seals, window putty failed	Council Inspection	End of Useful Life																									
8	Stormwater replacement- replacing gutter and down pipes	Rain water not getting away from building	Council Inspection	Asset Renewal																									
10	Render brick work from ground level to damp course to match existing mortar same level and paint	Mortar failing in this level difficult to match existing mortar same level and paint	Council Inspection	Impact on Building																									
11	Upgrade side and rear steps	No rails and step decent, no landing	Council Inspection																										
7	Footpath around hall- reduce water seepage under building	Rain water and moisture getting under building	Council Inspection	Impact on Building																									
12	Roof Truss	Roof trusses moving and separating	Council Inspection																										
3	Light and Fan Upgrade- Replace existing lights and fans in hall	Reached end of life require replacing	Council Inspection	Asset renewal																									
4	Repaint existing areas inside and out of hall	Painting flaking and aged	Council Inspection	Asset renewal																									
Project: Shire Hall Work Plan v2 Date: Thu 9/04/20		Task		Project Summary		Inactive Milestone		Inactive Milestone		Manual Summary Rollup		Deadline																	
		Split		External Tasks		Inactive Summary		Manual Summary		Progress																			
		Milestone		External Milestone		Manual Task		Start-only																					
		Summary		Inactive Task		Duration-only		Finish-only																					
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