



AGENDA

Ordinary Council Meeting

Tuesday, 15 August 2023

I hereby give notice that an Ordinary Council Meeting will be held on:

Date: Tuesday, 15 August 2023

Time: 10:00 AM

**Location: Council Chambers, Estates Building Cressy Street
Deniliquin**

**Philip Stone
Chief Executive Officer**

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1. OPENING MEETING**2. ATTENDANCE****3. LIVE STREAMING STATEMENT**

Edward River Council wishes to advise members of the public that Council Meetings will be recorded and will be available after each meeting on Council's website [Councils Website](#). All care will be taken to maintain the privacy of those in attendance, however As a visitor in the public gallery, your presence may be recorded. By remaining In the public gallery, it is assumed your consent is given in the event your image is broadcast. This includes any filming by television cameras if attendance is approved by the Chief Executive Officer or Mayor.

4. ACKNOWLEDGEMENT OF COUNTRY

The Edward River Council acknowledges and embraces the Traditional Owners of the Lands within the Edward River Council area - the Wamba Wamba/Perrepa Perrepa Peoples – and pay our respects to their elders, past, present, and emerging. The Edward River Council also recognises the diversity of different cultures within our community and their contribution.

5. STATEMENT OF PURPOSE

I have come here as a Councillor freely and without bias to:

- Represent the views of the community in considering the matters before us today
- To vote in a matter I consider to be in the best interest of the community
- To observe the Code of Conduct and respect the rule of the chair and views of my fellow Councillors.

6. APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

7. CONFIRMATION OF MINUTES

7.1. DRAFT MINUTES ORDINARY COUNCIL MEETING 18 JULY 2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

RECOMMENDATION

That Council accept the Draft Minutes of the Ordinary Council Meeting held 18 July 2023 as a true and correct record.

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

5.2 Financially sustainable

5.3 Professional Workplace culture

ATTACHMENTS

Draft Minutes Ordinary Council Meeting 18 July 2023



MINUTES

Ordinary Council Meeting

Tuesday, 18 July 2023

Philip Stone
Chief Executive Officer

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MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023**

1. OPENING MEETING

Meeting opened at 10.02am

2. ATTENDANCE

Mayor Cr Peta Betts; Deputy Mayor Cr Paul Fellows; Cr Shannon Sampson; Cr Shirlee Burge; Cr Tarria Moore; Cr Pat Fogarty

Via Teams: Cr Marc Petersen; Cr Linda Fawns

In Attendance: Chief Executive Officer; Director Infrastructure; Acting Governance Officer, Acting Chief Financial Officer, Executive Assistant; Cameron Templeton Office of Local Government

3. LIVE STREAMING STATEMENT

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6. APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**RESOLUTION 2023/0718/6**

Moved: Cr Shannon Sampson

Seconded: Cr Tarria Moore

That Council approve Cr Marc Petersen and Cr Linda Fawns attending the meeting via Teams and that the request for leave of absence by Cr Harold Clapham be accepted.

CARRIED UNANIMOUSLY

MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023**

7. CONFIRMATION OF MINUTES**7.1. DRAFT MINUTES ORDINARY COUNCIL MEETING 20 JUNE 2023****RESOLUTION 2023/0718/7.1**

Moved: Deputy Mayor Cr Paul Fellows

Seconded: Cr Linda Fawns

That Council accept the Draft Minutes of the Ordinary Council Meeting held 20 June 2023 as a true and correct record.

CARRIED

8. DISCLOSURES OF INTERESTS

Nil

9. MAYORAL MINUTE(S)

Nil

10. URGENT ITEMS OF BUSINESS

NOTE: 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.

Only the mover of a motion can speak to the motion before it is put.

A motion of dissent cannot be moved against a ruling by the chairperson.

Nil

11. REPORTS OF COMMITTEES**11.1. MINUTES OF THE ROTARY PARK USER GROUP COMMITTEE****RESOLUTION 2023/0718/11.1**

Moved: Cr Shirlee Burge

Seconded: Cr Linda Fawns

That Council accept the Minutes of the Rotary Park User Group Committee held on Wednesday 14 June 2023 as a true and correct record.

CARRIED UNANIMOUSLY

MINUTES ORDINARY COUNCIL MEETINGTUESDAY, 18 JULY 2023

12. REPORTS TO COUNCIL**12.1. EDWARD RIVER GROWTH STRATEGY ADVISORY COMMITTEE****RESOLUTION 2023/0718/12.1**

Moved: Deputy Mayor Cr Paul Fellows

Seconded: Cr Tarria Moore

That Council delay formation of the Edward River Growth Strategy Advisory Committee until the Consultant has been engaged.

CARRIED**12.2. CEO NOMINATION TO CEO PERFORMANCE REVIEW COMMITTEE****RESOLUTION 2023/0718/12.2**

Moved: Cr Marc Petersen

Seconded: Deputy Mayor Cr Paul Fellows

That Council:

1. Notes Cr Shirlee Burge's withdrawal from the CEO Performance Review Committee
2. Endorses the appointment of the Chief Executive Officer-nominated member of the CEO Performance Review Committee as Cr Shannon Sampson.

CARRIED**12.3. MEDIA AND SOCIAL MEDIA POLICIES****Media Policy & Social Media Policy revision****RESOLUTION 2023/0718/12.3**

Moved: Deputy Mayor Cr Paul Fellows

Seconded: Cr Tarria Moore

That Council adopt the updated Edward River Council Media Policy and Edward River Council Social Media Policy.

CARRIED UNANIMOUSLY**12.4. ALCOHOL FREE ZONE REINSTATEMENT****RESOLUTION 2023/0718/12.4**

Moved: Cr Tarria Moore

Seconded: Deputy Mayor Cr Paul Fellows

That Council:

1. Establish an Alcohol Free Zone on all public roads and public car parks within the areas outlined in red on the map titled "Proposed Alcohol Free Zone" in the attachment to this report to operate for a period of four years, commencing at 12am, 1 August 2023, in accordance with section 644B of the Local Government Act,

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MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023**

2. Place a notice in the local media advising of Council's decision in accordance with section 644C of the Local Government Act, and
3. Advise all Licensees within or adjoining the proposed Alcohol Free Zone, the Edward River Liquor Accord, the Deniliquin Aboriginal Land Council, Yarkuwa Indigenous Knowledge Centre and the NSW Police , of Council's decision.

CARRIED UNANIMOUSLY**12.5. DEVELOPMENT SERVICES ACTIVITY REPORT MAY 2023****RESOLUTION 2023/0718/12.5**

Moved: Cr Petersen

Seconded: Cr Moore

That Council receives and notes the June 2023 Development Services Activity Report.

CARRIED UNANIMOUSLY**12.6. UPDATE ON RFS ASSETS****RESOLUTION 2023/0718/12.6**

Moved Cr Pat Fogarty

Seconded: Cr Linda Fawns

That Council:

1. Note the latest correspondence received on the ownership and recognition of RFS assets
2. Agree with the proposed response to the CMA correspondence
3. Agree to write to Helen Dalton MP, requesting her support with the private members bill

CARRIED UNANIMOUSLY**12.7. INVESTMENT AND RESERVES REPORT - JUNE 2023****RESOLUTION 2023/0718/12.7**

Moved: Deputy Mayor Cr Paul Fellows

Seconded: Cr Pat Fogarty

That Council

1. Note and receive the June 2023 report on Investments totalling \$48,417,935 inclusive of cash at bank for day-to-day operations.
2. Note that actual interest earned in the month of June 2023 was \$92,647.
3. Note that total interest earned for the year to 30 June 2023 is \$865,785.
4. Note the Certificate of the Responsible Accounting Officer and adopt the Investment Report.

CARRIED UNANIMOUSLY

MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023**

12.8. MAJOR PROJECTS UPDATE**RESOLUTION 2023/0718/12.8**

Moved: Cr Tarria Moore

Seconded: Deputy Mayor Cr Paul Fellows

That Council receive and note the Major Projects Program – Progress Report for June 2023

CARRIED UNANIMOUSLY**12.9. RESOLUTIONS OF COUNCIL****RESOLUTION 2023/0718/12.9**

Moved: Deputy Mayor Cr Pau Fellows

Seconded: Cr Shirlee Burge

RECOMMENDATION

That Council note the information in the Resolutions of Council as at 7 July 2023.

CARRIED UNANIMOUSLY**12.10. MAYOR, COUNCILLOR, CEO MEETINGS JUNE 2023****RESOLUTION 2023/0718/12.10**

Moved: Cr Tarria Moore

Seconded: Cr Shannon Sampson

That Council

1. Note the Mayor, Councillor and Chief Executive Officer meetings attended on behalf of Council during the month of June 2023.
2. Continue to advise the Chief Executive Officer's Executive Assistant of their meeting diaries and activities attendance.

CARRIED UNANIMOUSLY

Deputy Mayor Cr Paul Fellows left the Chambers at 11.08am returned at 11.10am

13. NOTICES OF MOTIONS

Nil

14. QUESTIONS WITH NOTICE

NIL

15. CONFIDENTIAL MATTERS**RESOLUTION 2023/0718/15**

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MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023**

Moved: Cr Tarria Moore

Seconded: Cr Shannon Sampson

That Council move into Confidential Business at 11.11am to discuss the following matters:

15.1. CONTRACT C2023/01 - REGIONAL KERBSIDE COLLECTION SERVICES TENDER

Author: Manager Engineering and Assets

Authoriser: Director Infrastructure

The Council is satisfied that, pursuant to Section 10A(2) of the Local Government Act 1993, the information to be received, discussed, or considered in relation to this agenda item is:

- d (i) commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it.

15.2. GROWTH STRATEGY TENDER

Author: Manager Community & Economic Development

Authoriser: Director Corporate Services

The Council is satisfied that, pursuant to Section 10A(2) of the Local Government Act 1993, the information to be received, discussed or considered in relation to this agenda item is:

- d (i) commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it.

CARRIED UNANIMOUSLY

MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023****15.1. CONTRACT C2023/01 - REGIONAL KERBSIDE COLLECTION SERVICES TENDER**

The Council is satisfied that, pursuant to Section 10A(2) of the Local Government Act 1993, the information to be received, discussed or considered in relation to this agenda item is:

- d (i) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

RESOLUTION 2023/0718/15.1

Moved: Deputy Mayor Cr Paul Fellows

Seconded: Cr Marc Petersen

That Council:

1. Endorse the provision of additional recycling and food organics and garden organics kerbside collection services, commencing in July 2024,
2. Accepts the tender submitted by JR Richards Pty Ltd for Contract C2023/01 - Regional Kerbside Collection Services, commencing 1 July 2024 until 30 June 2034, for the extended schedule of rates amount of approximately \$12,082,478 including GST over the 10-year period,
3. Authorises the Chief Executive Officer and Mayor to sign and affix the Common Seal of Edward River Council to the contract documentation for Contract C2023/01 - Regional Kerbside Collection Services,
4. Undertakes a review of waste management collection charges as part of preparation for the 2024/25 Operational Plan to minimise the impact of waste charges on the community.
5. Notes grant funding from NSW Environmental Protection Authority of approximately \$200,000 to assist with the implementation of the additional food organic and garden organics collection services.

CARRIED

Deputy Mayor Cr Paul Fellows left the Chambers at 11.26 and returned immediately.

Deputy Mayor Cr Paul Fellows left the Chambers at 11.33am and returned at 11.35am

Acting Senior Governance Officer and Cameron Templeton left the Chambers at 11.33am and returned at 11.50am

MINUTES ORDINARY COUNCIL MEETING**TUESDAY, 18 JULY 2023**

15.2. GROWTH STRATEGY TENDER

The Council is satisfied that, pursuant to Section 10A(2) of the Local Government Act 1993, the information to be received, discussed or considered in relation to this agenda item is *d (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*

RESOLUTION 2023/0718/15.2

Moved: Cr Tarria Moore

Seconded: Deputy Mayor Cr Paul Fellows

That Council:

1. Accepts the tender submitted by AEC Group Pty Ltd for Contract C2022-06 – Edward River Growth Strategy 2050 for the lump sum amount of \$200,000+GST,
2. Authorise the Chief Executive Officer and Mayor to sign and affix the Common Seal of Edward River Council to the contract documentation for Contract C2022-06 – Edward River Growth Strategy 2050,
3. Note the changes to the project timelines allowing for appropriate research and consultation with finalisation of the strategy proposed before 30 June 2024.

CARRIED

RESOLUTION 2023/0718/15.3

Moved: Cr Tarria Moore

Seconded: Cr Pat Fogarty

The Council move out of Confidential Business at 11.57am.

CARRIED UNANIMOUSLY

16. CLOSE OF MEETING

Mayor Cr Peta Betts closed the meeting at 12noon.

8. DISCLOSURES OF INTERESTS

9. MAYORAL MINUTE(S)

10. URGENT ITEMS OF BUSINESS

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A motion of dissent cannot be moved against a ruling by the chairperson.

11. REPORTS OF COMMITTEES

11.1. MINUTES FOR AIRPORT ADVISORY COMMITTEE - TUESDAY, 25 JULY 2023

Author: Executive Assistant

Authoriser: Director Infrastructure

RECOMMENDATION

That Council note the Minutes of the Airport Advisory Committee Meeting held 25 July 2023.

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

5.2 Financially sustainable

5.3 Professional Workplace culture

ATTACHMENTS

Attachment 1 - Public Minutes for Airport Advisory Committee 17_30 PM - Tuesday 25 July 2023_draft minutes



MINUTES

Airport Advisory Committee

Tuesday, 25 July 2023

Date: Tuesday, 25 July 2023

Time: 5:30 PM

Location: Deniliquin Aero Club, Macknight Drive Deniliquin

Mark Dalzell
Director Infrastructure

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AIRPORT ADVISORY COMMITTEE MINUTES**TUESDAY, 25 JULY 2023**

1. ATTENDANCE AND APOLOGIESCommittee Members

Angus Catt, Chris Wright, John Macknight, Nigel Wettenhall, Paul Thomas, Simon Thomas, Mayor Peta Betts, Cr Shannon Sampson and Cr Linda Fawns.

Council Staff

Justin Learmonth, Mark Dalzell, Libby Braybon, Philip Stone, Mark Goode and George Edwards.

Observers

Cr Marc Peterson and Cr Shirley Burge.

Apologies

Mark Rogan

2. CONFIRMATION OF PREVIOUS MINUTES**2.1. AIRPORT ADVISORY COMMITTEE MEETING MINUTES - 28 MARCH 2023**

The minutes of the previous Airport Advisory Committee meeting held 28th March 2023 were tabled and read as true and correct record.

3. ACTIONS ARISING**3.1. OUTSTANDING ACTION ITEMS**

Mark Dalzell tabled the outstanding action items, the following changes to be made:

- **Action item 01/02/23** - Sign to be erected week starting the 31st July 2023. Action Item to be closed.
- **Action item 02/02/23** - Electricians have been appointed, waiting for work to commence. Action to remain open.
- **Action item 01/03/23** - Complete. Action item to be closed.
- **Action item 02/03/23** - Complete. Action Item to be closed.

AIRPORT ADVISORY COMMITTEE MINUTES

TUESDAY, 25 JULY 2023

Actions

Action Ref	Outcomes/Decisions/Actions	Who	When	Status
01/02/23	Sky Park development signage to be erected	Mark Dalzell	ASAP	
02/02/23	Update on lighting around the terminal building	Mark Dalzell	10/03/23	
03/02/23	Develop a plan for a longer runway with higher PCN and with costing.	Mark Goode	10/03/23	Complete
04/02/23	Advise Committee if funding application was successful or not	Philip Stone	10/03/23	Complete
05/02/23	Draft MOWP to be distributed to Committee members.	Mark Goode	ASAP	Complete
06/02/23	Confirm if grass runway will be available for use during construction, if not, seek alternative	Mark Goode	10/03/23	Complete
01/03/23	Airport house to be tidied up prior to Anzac Day.	Mark Dalzell	ASAP	Complete
02/03/23	Maintenance and general cleaning up at the Airport to be completed prior to Anzac Day.	Mark Dalzell	ASAP	Complete

4. REPORTS**4.1. AIRPORT RUNWAY PROJECT UPDATE**

Mark Goode provided an update to the committee on the Airport Runway Project. Mark advised the committee that Stage 1 is set to be complete by Friday 28th July and that the first half of Stage 2 will commence the week starting 31st July 2023. Mark noted that due to the subgrade category being better than expected, he is confident that the runway will exceed the original PCN grade of 9.

Mark Goode noted that should the project continue to run on schedule and weather permitting, the Committee can expect the runway to be sealed in time for the Ute Muster weekend. Should the runway not be sealed by the Ute Muster weekend, the dirt air strip will be available for use.

Philip Stone noted that following the sealing of the runway, there will be a period of time that the runway cannot be used to ensure the new infrastructure is not compromised.

Mark Goode advised the Committee that Council is using NOTAMs to notify pilots of any runway closures and that runways 1 and 2 will remain open for the duration of the project.

A Committee member queried if the current runway will be built to allow for future lengthening should funding become available. Mark Goode advised the Committee that the runway extension would be able to be added onto the end of the current runway upgrade in future with heavier aircraft having the ability to land. This is due to heavier aircraft requiring a longer length of runway to take off and land.

Committee members queried if in the event more funding become available had Council commenced or completed and investigation works where the runway extension will be located. Mark Goode and Justin Learmonth advised the Committee that some initial investigation had been undertaken during the initial design phase of the works, however, more detailed investigations would form part of additional design works should additional funding be received.

AIRPORT ADVISORY COMMITTEE MINUTES**TUESDAY, 25 JULY 2023**

Mark Goode noted that the lighting project for the runway is progressing well and is under budget. Mark noted that the lighting capacity will allow for extension should more funding be secured to extend the runway. Mark Dalzell noted that it was the original intent of the project that the airport runway lighting would be permanently on during night and low light conditions, rather than utilising a Pilot Activated Lighting (PAL) system. Mark Goode will follow up with the contractor regarding the implementation of permanent lighting.

4.2. OTHER PROJECTS**ULP**

Mark Dalzell advised the committee that the fuel cell and bowser arrived on site last week and that Terry Maher has completed the power install. Mark noted that the positioning of skids will be done in conjunction with the installation of hold down brackets and that there may be a small wait due to supplier time delays.

Terminal Roof

Mark Dalzell advised the committee that the RFQ is complete and ready to go out, but a decision to delay the construction has been discussed with stakeholders due to the building currently being used as an office space for the runway project team.

Removal of Trees.

Mark Dalzell advised the committee that a quote for the removal of the trees had been accepted by council and a time was also arranged for contractors to commence the work, however, the contractor failed to start. Following discussions between the Project Manager, Airport Users and the Contractor a decision to delay was adopted.

Sky Park

Mark Dalzell noted that the sale price for each unit and cost to build are currently too far apart and that council are not in a position to commence construction. Mark noted that Council is investigating ways to reduce the cost to be build.

4.3. GENERAL BUSINESS**Air Ambulance and Landing at Deniliquin Airport**

Mayor Peta Betts advised the committee that she and Philip Stone met with Ambulance NSW and the Manager for Murrumbidgee Health regarding the recent speculation in the community that the new runway will not allow emergency aircraft to land and tabled the ministerial advice received. **(Appendix A).**

Upgrades to the Memorial

Mayor Peta Betts requested that Council investigate building a concrete path to the memorial site, including lighting and signage for the museum. Mark Dalzell noted this as an action item to bring back to the committee next meeting.

Grass Runway

Committee members noted that the grass runway is getting a lot of use and that it is holding up well considering the circumstances.

AIRPORT ADVISORY COMMITTEE MINUTES**TUESDAY, 25 JULY 2023**

Feedback

Justin Learmonth (ARO) thanked the committee for their continued communication regarding weather and the state of the grass runway.

5. SCHEDULE NEXT MEETING & CLOSE MEETING

Meeting closed at 6:17pm and the next meeting is scheduled for 5:30pm on the 24th October 2023.

AIRPORT ADVISORY COMMITTEE MINUTES

TUESDAY, 25 JULY 2023

APPENDIX A

Aeromedical Operations

- Aeromedical Operations is a specialist multidisciplinary team who provide coordination, response, treatment, and transport for out-of-hospital incidents, medical retrievals, long-distance medical transports, search and rescue, and major incidents.
- The response for these cases is coordinated through the Aeromedical Control Centre, who triage the patient and respond with a helicopter, fixed wing or road retrieval asset with the appropriate clinical and technical skill required for the management of the patient and situation.

Fixed-wing Operations

- NSW Ambulance uses a mixed fleet of King Air B350 and B200 fixed-wing aircraft across 3 bases to deliver clinical care to critically ill or injured patients, or patients requiring medical transport.
- The NSW Ambulance Aeromedical Control Centre manages the strategic deployment of the Air Ambulance fixed-wing fleet and the Rescue Helicopter fleet to ensure the provision of safe, quality care where it is required.

Aeromedical Fixed Wing can land at Deniliquin Airport

- The Beechcraft 350 can land at Deniliquin Airport's main runway.
- NSW Ambulance has been using the B350 aircraft since mid-2012.
- NSW Ambulance can land at Deniliquin Airport utilising the secondary gravel runway. However due to lack of lighting, this runway closes at night.
- Like all aircraft, environmental/weather conditions, for example, visibility, cloud base and wind speed may affect the aircraft's capability and appropriateness to land at a set destination.
- The Civil Aviation Safety Authority's *Part 121 (Australian Air Transport Operations – Larger Aeroplanes) Manual of Standards 2020* provides safety guidance to all operators, including take-off performance and landing performance. This was updated in December 2021, with changes to runway safety margins.
- Every mission is aviation risk assessed to determine ability to undertake at the time.
- In situations where the B350 cannot land, for example Deniliquin Airport's shorter secondary runway, the Royal Flying Doctor Service and VICAIR Ambulance B200s are used.
- The B350 is part of a wide-ranging network of NSW Ambulance service capability. There are helicopters, road ambulances, and other partner organisations (with B200s) that work collaboratively to provide a timely and seamless network in patient care, retrieval, and transfer.
- NSW Ambulance will use every available capability and their partners to ensure delivery of timely, safe patient care and transfer, to any location in NSW.

11.2. MINUTES ABORIGINAL LIAISON COMMITTEE - WEDNESDAY 26 JULY 2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

RECOMMENDATION

That Council notes the draft minutes of the Aboriginal Liaison Committee meeting held Wednesday 26 July 2023.

COMMUNITY STRATEGIC PLAN

3. Encouraging growth through partnerships

3.1 Education

3.2 Economic development

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

ATTACHMENTS

Draft Minutes Aboriginal Liaison Committee Wednesday 26 July 2023



MINUTES

Aboriginal Liaison Committee

Wednesday, 26 July 2023

Commencing at 9:00 AM

**Edward River Council Chambers, Estates
Building, 180 Cressy Street, Deniliquin**

Aboriginal Liaison Committee

Wednesday, 26 July 2023

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Aboriginal Liaison Committee

Wednesday, 26 July 2023

1. Attendance and Apologies

In Attendance: Cr Linda Fawns, David Crew, Chief Executive Officer, Executive Assistant to the CEO

Via Teams: Jeanette Crew, Robert Phillips, Laura Hand-Ross, Luke Egan Aboriginal Community Liaison Officer, Murray River District Police

Apology: Cr Harold Clapham

Meeting opened at 9.02am

2. ACKNOWLEDGEMENT OF COUNTRY

The Edward River Council acknowledges and embraces the Traditional Owners of the Lands within the Edward River Council area - the Wamba Wamba/Perrepa Perrepa Peoples – and pay our respects to their elders, past, present, and emerging. The Edward River Council also recognises the diversity of different cultures within our community and their contribution.

3. Confirmation of Previous Minutes

3.1. Confirmation of Previous Minutes

Moved: David Crew

Seconded: Jeanette Crew

RESOLUTION

That the minutes of the previous meeting held 24 May 2023 be received as a true and correct record.

CARRIED

4. Actions Arising

4.1. Actions Report

RESOLUTION

That the Committee review the status of actions from previous meetings and update.

Actions	Whom	When	Status
The Voice Referendum - fact checking required by Pastoral Times prior to printing articles	David	Now	Open
Yanco Delta Windfarm	Phil	As negotiations progress	Open. Phil will continue to update committee.

Aboriginal Liaison Committee

Wednesday, 26 July 2023

Actions	Whom	When	Status
Potential Youth Club	Luke	Once premises secured.	Open
Cultural Festival - Operational Plan has been adopted. Currently sits as an unfunded project. Will need to source funding - minimum requirement will be \$30,000	Belinda	Now	Edward River Council and Committee Members will continue to look for funding opportunities
Aboriginal Languages Strategy - timing for a policy document.	Belinda	ASAP	To be completed
ABCDE Program - contact Bank of Ideas - examples of this working in smaller communities	Belinda	ASAP	To be completed
Meeting with Aboriginal Lands Council	Belinda	ASAP	To be completed
Weraï Land and Water Corporation request to notify Councils of next meeting	David		
Missing signage on Jerilderie Road and old signage to found.	Belinda	Following Up	Still to be found

5. Reports

5.1. Potential Youth Hub

RESOLUTION

The Aboriginal Liaison Committee heard from Luke Egan, Aboriginal Community Liaison Officer, Murray River District Police in relation to his vision for a Youth Hub.

Status Update

- The old Police Station has been selected as a potential site for a Youth Hub. Currently waiting on sign off from Police Properties.

Aboriginal Liaison Committee

Wednesday, 26 July 2023

-
- Run services out of there - any services such as Murrumbidgee Health can utilise the building. Envisage having computer work stations, providing assistance with resumes, the opportunity to speak with police officers, down the track sporting activities.
 - Keen to look at Mental Health, Drug & Alcohol. There is a lot of work happening currently in the Mental Health, Drug & alcohol space.
 - Once the building is signed off, interested community members will be invited to meet.
 - Map out what is happening in Deniliquin. Creating ways forward that does not require grants.
 - Luke will keep us informed as to when sign off occurs and will proceed from there.

Robert Phillips offered to be involved in the committee; Laura invited Luke to speak to the Lands Council to involve them - perhaps in September and let the membership know about the project.

Luke left the meeting at 9.20am.

5.2. General Business

RESOLUTION

That the Aboriginal Liaison Committee members raise any items of general business.

Cultural Festival

Start looking at areas where local funding is available and at the range of agencies that could assist in getting the funding. Action required as to whom can contribute. All participants to assist. Lead - will be ?? Council team will be consulted and will set a plan of action as to who needs to talk to whom. Community and Economic Development will catch up with Yarkuwa.

Yanco Delta Wind Farm (Virya Energy)

Currently in negotiation Yanco Delta Wind Farm (Virya Energy) regarding a "Voluntary Planning Agreement" with a possible contribution of 10 to 20 years including betterment of Aboriginal Affairs including funding for the Cultural Festival, scholarships, indigenous employment etc. This would come into fruition in approximately two years' time.

- Once agreement is in place, a round table focus meeting to be convened to map out how the funds will be allocated.
- Looking for agreement as to how the allocation would be in principle - \$1m set aside for continual use of interest earned or immediate investment into a project. Yanco-Delta would obviously like to name something - The Yanco-Delta etc.
- The model we create could be used in other areas as renewable energy projects are set up both here and elsewhere.
- Proposing that the Aboriginal Liaison Committee recommend to Council how the money is spent.

Aboriginal Liaison Committee**Wednesday, 26 July 2023**

Moved: Jeanette Crew

Seconded: David Crew

RESOLUTION

The Aboriginal Liaison Committee would like to see \$1million set aside for continual use of interest earned and opportunities that may present in the future.

CARRIED

The initial "VPA" is being taken to the next Councillor Briefing, Tuesday 1 August 2023.

Chief Executive Officer left the meeting at 10.01am.

The Voice Referendum

A letter to the editor printed in the Pastoral Times contained some factual errors in relation to the referendum and what it means. David Crew will speak to Leesa Muir at the Pastoral Times and request fact checking prior to printing.

Next Meeting

The next meeting of the Aboriginal Liaison Committee will be held Wednesday 27 September 2023 at 9am in the Edward River Council Chambers.

Meeting closed at 10.13am.

11.3. MEMORIAL PARK USER GROUP MINUTES - 26 JULY 2023

Author: Executive Assistant Infrastructure

Authoriser: Director Infrastructure

RECOMMENDATION

That the minutes of the Memorial Park User Group meeting held 26th July 2023 were tabled and read as true and correct record.

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

5.2 Financially sustainable

5.3 Professional Workplace culture

ATTACHMENTS

Attachment 1 - Public Minutes for Memorial Park User Group 17_30 PM - Wednesday 26 July 2023



MINUTES

Memorial Park User Group

Wednesday, 26 July 2023

Date: Wednesday, 26 July 2023

Time: 5:30 PM

Location: Memorial Park, Deniliquin

Mark Dalzell
Director Infrastructure

MEMORIAL PARK USER GROUP MINUTES

WEDNESDAY, 26 JULY 2023

Order of Business

1. Attendance and Apologies	3
2. Confirmation of Previous Minutes	3
2.1. Memorial Park User Group Meeting Minutes - 26 April 2023	3
3. Actions Arising	3
3.1. Outstanding Action Items.....	3
4. Reports	3
4.1. Funding	3
4.2. Flood Recovery Works/Netball Courts	4
4.3. General Business	4
5. Schedule Next Meeting & Close Meeting	5

MEMORIAL PARK USER GROUP MINUTES**WEDNESDAY, 26 JULY 2023**

1. ATTENDANCE AND APOLOGIESCommittee Members

Michael Fleming (Rovers Football Club), Brad Todd (Rhino's Cricket Club), Marc Peterson (Councillor), Neil Buckley (Collectors Club) and Daryl Whately (Collectors Club) and Cr Peta Betts (Mayor).

Council Staff

Mark Dalzell (Director Infrastructure) and Libby Braybon (Executive Assistant).

Observers

Cr Shirlee Burge (Councillor)

Apologies

Shannon Martin (Rovers Football Club) and Judy Bond (The P&A Society).

2. CONFIRMATION OF PREVIOUS MINUTES**2.1. MEMORIAL PARK USER GROUP MEETING MINUTES - 26 APRIL 2023**

The minutes of the previous Memorial Park User Group meeting held 26th April 2023 were tabled and read as true and correct record.

3. ACTIONS ARISING**3.1. OUTSTANDING ACTION ITEMS**

Mark Dalzell tabled outstanding action items, the following changes to be made:

- **Action item 2023/04/01** - Rovers Football Club advised the committee that the date of the preliminary final is Saturday 2nd September. This action item is now closed.
- **Action item 2023/04/02** - Michael Fleming of Rovers Football Club to advise the Picola League of the Collectors Club Tractor Show taking place over ANZAC day weekend in 2024.
- **Action Item 2023/04/02** - Request for meeting to discuss lighting project on hold until pricing and scope are complete.

4. REPORTS**4.1. FUNDING****P&A Society Amenities Block**

Mark Dalzell advised the committee that the amenities block project is now complete, and the official opening of the block is scheduled for 8th August 2023.

Marc Peterson queried if the block will be listed as a public facility on NSW Parks to which Mark Dalzell advised that they will not be listed due to the rise in vandalism.

Question on notice, Mark Dalzell to investigate the need for a public access toilet facility and Memorial Park and register on NSW Parks.

Carpark

Mark Dalzell provided the committee with an update on the carpark project and advised that works will commence following the completion of the 2023 football season.

MEMORIAL PARK USER GROUP MINUTES**WEDNESDAY, 26 JULY 2023**

Lighting Upgrade

Mark Dalzell provided an update to the committee regarding the lighting upgrade project.

Mark Dalzell advised the committee that the council is committed to providing each facility with a lighting grade of 150 lux, which is the required lighting grade for sporting clubs to host night matches.

Mark highlighted the current challenges the project is facing:

- Cost of project exceeding funding available.
- Exploring options to reduce lux rating to bring cost down.

Cricket Club Tender

Brad Todd (Rhino's Cricket Club) advised the committee that the Tender for the clubrooms is open and the documents have been downloaded 16 times, 4 being local organisations/individuals. Brad noted that submissions close in a couple of weeks.

4.2. FLOOD RECOVERY WORKS/NETBALL COURTS

Mark Dalzell provided an update to the committee regarding current flood recovery works and projects taking place at Memorial Park.

Council is supportive of the rebuilding of the Rovers netball courts and resurfacing of the DNA netball courts, council has committed \$260K towards the project. Rovers Football Club and the DNA Netball Club advised the committee that they are both applying for additional funding to support the project.

Brad Todd requested an update on the white fence around the cricket oval. Mark Dalzell advised that council had tried a few different approaches to cleaning the fence to no avail and that it is likely the fence will need replacing. In addition, Mark noted that the replacement fence would be made from material that could withstand flooding in the future.

Mark Dalzell advised that the DNA Clubrooms still require a clean out and that council would conduct this activity with flood recovery funding.

4.3. GENERAL BUSINESS**Rhino's Cricket Club**

- Brad Todd advised the committee that on the 9th of September 2023 the Rhino's Cricket Club will be hosting Melbourne Cricket Club for an event. Mark Dalzell advised the club that council will conduct pitch preparation for the event and book out the facility.
- Brad Todd requested that the fencing around the playground be reshaped, Mark Dalzell noted this action.

Defibrillator

- Marc Peterson queried the committee on the location of their defibrillator machines and if there is a machine that has public access, Mark Dalzell advised that Council is undertaking a project this year to gather this information for the entire LGA.

Rovers Football Club

- No update

MEMORIAL PARK USER GROUP MINUTES**WEDNESDAY, 26 JULY 2023**

Collectors Club

- Neil Buckley advised the committee that the Annual Spring Rally to be held over the weekend of the 16th-17th September 2023 will not be held on the oval this year. It will be held over near the canteen.

Memorandum of Understanding (MOU)

- Mark Dalzell advised the committee that council is undertaking a review of the current Memorandum of Understandings between council and the different user groups at Memorial Park. These will be sent to each group upon completion for review and signature.

5. SCHEDULE NEXT MEETING & CLOSE MEETING

Meeting closed at 6:05pm and the next meeting is scheduled for the 25th October 2023.

11.4. SALEYARDS ADVISORY COMMITTEE MINUTES - 27TH JULY 2023

Author: Executive Assistant

Authoriser: Director Infrastructure

RECOMMENDATION

That the minutes of the Saleyards Advisory Committee meeting held 27th July 2023 were tabled and read as true and correct record.

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

5.2 Financially sustainable

5.3 Professional Workplace culture

ATTACHMENTS

**Attachment 1 - Public Minutes for Saleyards Advisory Committee 15_00 PM - Thursday 27
July 2023**



MINUTES

Saleyards Advisory Committee

Thursday, 27 July 2023

Date: Thursday, 27 July 2023
Time: 3:00 PM
Location: Wanderer Street, Deniliquin

Mark Dalzell
Director Infrastructure

SALEYARDS ADVISORY COMMITTEE MINUTES

THURSDAY, 27 JULY 2023

Order of Business

1. Attendance and Apologies	3
2. Confirmation of Previous Minutes	3
2.1. Saleyards Advisory Committee Meeting Minutes - 30 March 2023	3
3. Actions Arising	3
3.1. Outstanding Action Items.....	3
4. Reports	4
4.1. Operation and Management of Saleyards Lease	4
4.2. Saleyards Refurbishment Project	4
4.3. General Business	4
5. Schedule Next Meeting & Meeting Close	4

SALEYARDS ADVISORY COMMITTEE MINUTES

THURSDAY, 27 JULY 2023

1. ATTENDANCE AND APOLOGIESCommittee Members

Mayor Peta Betts, Cr Shirlee Burge, Ken Crossley, Bill O'Brien and Russell Walker.

Council Staff

Philip Stone, Mark Dalzell and Libby Braybon.

Apologies

Amanda Barlow, Jason Andrews,

Observers

Cr Linda Fawns.

2. CONFIRMATION OF PREVIOUS MINUTES**2.1. SALEYARDS ADVISORY COMMITTEE MEETING MINUTES - 30 MARCH 2023**

The minutes of the previous Saleyards Advisory Committee Meeting held on the 30th March 2023 were tabled and read as true and correct record.

3. ACTIONS ARISING**3.1. OUTSTANDING ACTION ITEMS**

Mark Dalzell tabled the outstanding action items, the following changes to be made:

- **Action item 2022/05/01** - Lease agreement complete, tender awarded. This action is now closed.

<i>Action Ref</i>	<i>Outcomes/Decisions/Actions</i>	<i>Whom</i>	<i>When</i>	<i>Status</i>
2022/05/01	Complete the new Lease Agreement	Mark Dalzell	To be completed	In progress
2022/09/01	Cost of WHS Report	Libby Braybon	Sent via email	Complete
2022/09/02	Council to investigate large funding for new facilities.	Libby Braybon	Advise at next meeting	In progress
2022/09/03	Council to follow up Jukes re completion of cleaning.	Mark Dalzell/ Libby Braybon	ASAP	In progress
2023/03/01	Lease for Maintenance and Operation of the Saleyards to go out for Tender Tuesday, 4 th April 2023	Mark Dalzell	April	Complete
2023/03/02	Contract for Saleyards Refurbishment to go out for Tender Tuesday, 4 th April 2023.	Mark Dalzell	April	Complete
2023/03/03	5 years' worth of numbers from ScanClear.	Mark Dalzell	Prior to next meeting	
2023/03/04	Report to Councillor Briefing regarding Truck Wash/Hub.	Mark Dalzell	Prior to next meeting	
2023/03/05	Discuss with Brendan (ScanClear) regarding potential electronic tagging requirements.	Mark Dalzell	Prior to next meeting	

SALEYARDS ADVISORY COMMITTEE MINUTES**THURSDAY, 27 JULY 2023**

4. REPORTS**4.1. OPERATION AND MANAGEMENT OF SALEYARDS LEASE**

Mark Dalzell advised the committee that the tender submission period has now closed and that council received two strong submissions from local residents.

Mark Dalzell advised that he will be conducting a review of the tender submissions. Following the completion of the tender review, Mark will need to advise the Councillors of his decision and notify the winning tenderer prior to announcing to the committee. This will be finalised following the Councillor Briefing to be held on Tuesday the 1st of August 2023.

Mark Dalzell noted that both tenders are keen to utilise the cattle yards as holding yards and are fully aware that the selling pens are in an unusable condition.

Bill O'Brien requested that the minutes reflect the committees discontent with the timeframe this process has taken. Bill noted that this process has taken over 12 months and that the state of the yards in that timeframe have deteriorated even more. Mark Dalzell acknowledges that this process has taken a long time.

Committee queried when the new lessee will be taking over the management of the Saleyards. Mark Dalzell advised that ScanClear are on a month-to-month arrangement until new lessee is appointed.

Mark Dalzell noted that council is committed to ensuring the yards are up to the standard as set out in the contract prior to handing the yards over to the new lessee. Both tenderers have been advised and are happy to work with council during this process, noting that this may take time.

4.2. SALEYARDS REFURBISHMENT PROJECT

Mark Dalzell provided an update on the Saleyards Refurbishment Project to the committee and advised that the tender submission period has now closed.

Mark Dalzell advised that Council received no submissions and that Council will now project manage the project in house. Council will engage with multiple contractors to complete the scope of works.

Council will engage with the new lessee to be involved with the refurbishment project.

4.3. GENERAL BUSINESS**Sheep Electronic ID**

Mark Dalzell advised the committee that council has access to grants from the NSW Government for the implementation of mandatory electronic identification. Deniliquin saleyards is classified as a medium sized facility and the maximum funding available is \$146,000 and applications open on the 1st of August 2023. It is Council's intention to apply for the funding and work with the new lessee and the advisory committee to ensure that the infrastructure installed is both functional and practical for use.

5. SCHEDULE NEXT MEETING & MEETING CLOSE

Meeting closed at 4:06pm and the next meeting is scheduled for 2nd November 2023.

12. REPORTS TO COUNCIL

12.1. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 12-14 NOVEMBER 2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

RECOMMENDATION

That Council approve the attendance of the Mayor, Chief Executive Officer, Cr Marc Petersen and Cr _____ to the Local Government NSW Annual Conference taking place from 12 to 14 November 2023 at the Rosehill Gardens Racecourse Sydney.

BACKGROUND

The Local Government NSW Annual Conference is the annual signature event for NSW Councils and associate members. It gathers all together to debate issues important to local communities and provides an opportunity to hear from State and Federal leaders.

It is also an opportunity to network with a broad range of Councils. Council has previously sent multiple Councillors to attend this conference and can consider doing so again. Attendance by councillors at the conference is considered part of professional development requirements under the Act.

2023 is a Board election year, voting for the LGNSW President and Director positions will take place at the Conference.

ISSUE/DISCUSSION

Registration to attend the Conference is now open. Edward River Council will be able to take advantage of the special "early bird" rates until Thursday 28 September 2023. The early bird rates to attend the conference are \$1,155.00 per attendee (this does not include travel or accommodation), standard registration is \$1,485.00. The Conference Dinner is not included in the overall registration cost and is an optional cost of \$230.00 per ticket

STRATEGIC IMPLICATIONS

Council-submitted motions will be debated and resolved to set advocacy priorities for the year ahead. Edward River Council can submit motions for consideration at the Conference until Friday 15 September 2023. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

FINANCIAL IMPLICATIONS

Attendance at the Local Government NSW Annual Conference is budgeted in the 2023/2024 budget

LEGISLATIVE IMPLICATIONS

Nil

12.2. LOCAL GOVERNMENT HERITAGE GRANTS - LOCAL HERITAGE FUND 2023/24

Author: Manager Development Services

Authoriser: Director Infrastructure

RECOMMENDATION

That Council funds the following projects as part of the Local Heritage Fund 2023-2024:

- (a) 115 End Street, Local Heritage Fund contribution being \$5,000, and
- (b) 138 End Street, Local Heritage Fund contribution being \$ 804.

BACKGROUND

The Local Heritage Fund (LHF) has been established by Council with the assistance of Heritage NSW - Community Heritage (Small Heritage Grants) Program. The aim of the program is to encourage positive work on heritage throughout the local government area.

The LHF has been running successfully for several years, with funding being directed towards Heritage listed items in the Conargo and Deniliquin Local Environmental Plans, in the Deniliquin Heritage Conservation area and for buildings supported by the Heritage advisor as being of heritage significance.

Applications for the Local Heritage Fund were advertised in the local paper and on Council's website and closed on the 19 July 2023. Two (2) applications were received. Applicants must meet the criteria for funding as set out by Heritage NSW and projects must be completed by 30 April 2024 to receive funding.

The applications were assessed by Council's Heritage Advisor. The applications were assessed for eligibility against the NSW Heritage Local Heritage Fund criteria and recommendations for funding were made as detailed in the recommendations above.

Details of the applications and assessments made are provided in Attachment 1.

ISSUE/DISCUSSION

Heritage NSW provides funding through the Local Government Heritage Grants Program to support projects that identify, conserve and promote heritage in the Council area. Council was successful in receiving a \$25,000 grant from Heritage NSW for the 2023-2025 funding round.

A key change to this year's funding is that the grant is combined funding for a two (2) year period (\$25,000 in total). These funds may be used for the purpose of the Local Heritage Fund, the Local Heritage Advisory Service as well as additional purposes including heritage studies, management plans and strategies that support local heritage outcomes.

Previously this funding was administered under separate grants being the Local Heritage Fund and the Local Heritage Advisory Service and was required to be expended and acquitted annually. Council will now have the flexibility to carry over any unexpended funds from year one to the second year of the program.

The funding will be primarily used to offer the Local Heritage fund and the Local Heritage Advisory service over the two (2) year period. The local Heritage fund has been running successfully for a number of years and is welcomed by owners of buildings of heritage significance. The Heritage Advisory Service assists and guides Council and Developers to assess impacts and conserve buildings of heritage significance. Additional opportunities for studies, promotions and strategies may also be funded if considered a important to improved heritage outcomes.

STRATEGIC IMPLICATIONS

It is important that heritage within the local government area is supported by Council in line with Council's strategic plans and in consultation with property owners.

COMMUNITY STRATEGIC PLAN

1. Shaping the Future:
 - 1.2 Quality built environment,
 - 1.3 Enhanced Active and Passive Open Spaces,
2. An open and connected community:
 - 2.3 Cultural and personal links,
4. Delivering community assets and services:
 - 4.1 Vibrant villages and towns.

FINANCIAL IMPLICATIONS

Funding has been received from Heritage NSW under the Local Government Heritage Grants Fund. Council has allocated funding in the 2023/24 budget for Local Heritage management.

LEGISLATIVE IMPLICATIONS

Council has an obligation under the Environmental Planning and Assessment Act and the Local Environmental Plans to conserve and enhance local and state heritage items.

ATTACHMENTS

Attachment 1 - Summary & Assessments - Local Heritage Grant Applications 2023-24

Attachment 2 - Report - Local Heritage Fund Application 2023-24

Attachment 1 - Report - Summary & Assessments - Local Heritage Grant Application 2023-24

EDWARD RIVER COUNCIL REPORT

To: Edward River Council 21 July 2023
By: Noel Thomson – Heritage Advisor
Subject: Local Heritage Fund Applications 2023-2024

LOCAL HERITAGE FUND APPLICATIONS 2023-2024

Funding is available from Edward River Council for 'listed' heritage items and buildings within the Conservation Areas as per Edward River Council Local Environmental Plan, or a building supported by Council's heritage advisor as being of heritage significance. Further to receipt of Applications to Edward River Council Local Heritage Fund for 2022-23 and on review of the four applications received the following comments/recommendations are provided;

2023-24/1 Restoration and painting of balcony to mainstreet building, 115 End St, Deniliquin

Application submitted by Owner [REDACTED] is for the repairs and 'restoration' of the balcony verandah and balustrade of the heritage listed (I21) "Shop & Residence". NT notes that this building is significant in the mainstreet of Deniliquin and known as the H.C. Pepper Building and the proposal for the restoration of the balcony verandah meets the criteria of the heritage fund.

Recommendation is for the restoration and repairs of the balcony verandah to this historic building be undertaken to heritage advisor requirements, with funding of \$5,000 acceptable for this important heritage project.

NT notes that Minor Works application as per Deniliquin LEP 2013 Clause 5,10 (3) has been submitted and approved on 15 March 2023.

2023-24/2 Restoration of front door locks to mainstreet building, 138 End Street, Deniliquin

Application submitted by Owner [REDACTED] regarding the restoration of the front door lock to this important 2 storey mainstreet building within the Heritage Conservation Area. NT notes that this building has previously undertaken other renovation projects (including installation of the front doors) and on review of the submitted documentation, the proposal for the lock restoration to front door suits the criteria of the fund.

Recommendation is for funding of \$804 of this heritage restoration project.

Note: Refer attached Summary and Assessment Forms for further information

Trusting the foregoing advice is of assistance at this time.



NOEL THOMSON FRAIA
EDWARD RIVER COUNCIL HERITAGE ADVISOR

Attachment 2 - Report - Local Heritage Fund Application 2023-24



Edward
River
COUNCIL

Local Heritage Grant Applications – 2023/2024 (available funds = \$15,000)

	Assess . No.	Property Address	Applicant	Conservation Works	A heritage item or an item included in a heritage conservation area	Total \$ Estimate Value of Project	\$ Amount Sought	Recommended \$ Grant	Applicant contribution \$	DA / Approval Required Yes / No
1.	1110	115 End Street, Deniliquin	[REDACTED] [REDACTED]	H C Pepper Building – Balcony Repair and Restoration	Deniliquin LEP 2013	\$11,452.30	\$5,000.00	\$5,000.00	\$6,452.30	Yes - Minor Works LEP 5.10 (3) * Approved 15 March 2023
2.	1095	138 End Street, Deniliquin	[REDACTED] [REDACTED]	138 End Street Project – Restoration of Front Door Locks	Deniliquin Heritage Conservation Area	1,608.00	\$804.00	\$804.00	\$804.00	Yes - Minor Works LEP 5.10 (3)
Totals						\$13,060.30	\$5,804.00	\$5,804.00	\$7,252.30	

12.3. DA2022/0095 - CHILDCARE CENTRE - 400 WOOD STREET, DENILIKUIN

Author: Town Planner

Authoriser: Manager Development Services

DIVISION

In accordance with section 375A of the Local Government Act 1993, it is necessary for Council to call a division when voting of any resolution relating to a relevant planning application.

RECOMMENDATION

That Council resolves to: -

1. APPROVE the development application 2022/0095 for a Childcare Centre, on Lot 1 DP 323712, 400 Wood Street, Deniliquin as shown on plans numbered DA00.00, DA02.01, DA03.01, DA03.02, DA04.01, DA05.01, DA06.01, DA06.02 & DA06.03 and described in details accompanying the Development Application, in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979 and subject to the following reasons:
 - a) The application complied with the applicable planning controls and has demonstrated to have a satisfactory effect on the environment.
 - b) The application is compliant with the key planning provisions contained within the DLEP 2013 and the Deniliquin Development Control Plan 2016.
 - c) The proposal is appropriate on the site given the existing character of the area.
 - d) The development will have no significant adverse impacts on the natural or built environments.
2. Impose conditions as per Attachment 1

BACKGROUND

Development application 2022/0095 (DA2022/0095) was received by Council on 22 November 2022. The DA relates to Lot 1 DP323712, 400 Wood Street, Deniliquin and Figure 1 shows the location of the subject site.

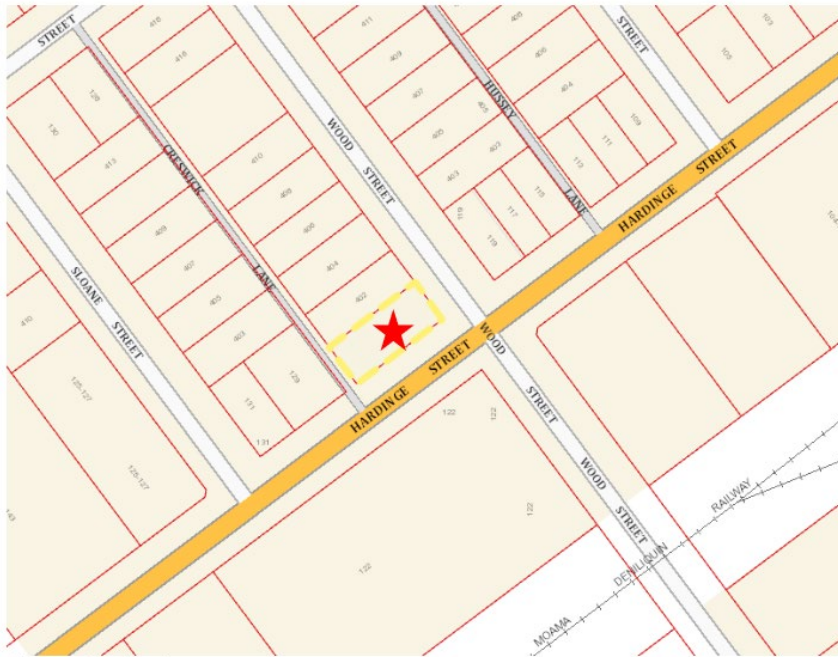


Figure 1 Location of subject site

The subject site is located on the corner of Wood Street and Hardinge Street and abuts Creswick Lane to the rear. The site is zoned R1 Residential and is currently vacant as the former dwelling has been demolished. Development to the north and west is characterised by residential development, and development to the east and south (on the opposite side of Hardinge Street) is generally characterised by commercial development. Hardinge Street is a classified 'state' road.

The proposed development is for a single storey child care centre. The childcare centre will cater for 38 children, between the ages of 0-5 years old and have 6 staff. Operation of the centre will be from 7am to 6pm Monday to Friday.

Attachment 2 shows the plans of the proposed development and the statement of environmental effects is shown in attachment 3.

The DA was exhibited for a period of 14 days and no submissions were received.

The DA is being reported to Council because the cost of development exceeds \$1 million.

INTERNAL REFERRALS

Infrastructure - no objection subject to conditions of consent

Health and Building - no objection subject to conditions of consent

Trade Waste - As the childcare centre will include a kitchen for preparation of meals for children, the installation of a grease trap will be required. The minimum capacity for installation on Regional NSW is 1000L operating capacity.

EXTERNAL REFERRALS

Transport for NSW (TfNSW) - As the proposed development abuts Hardinge Street, which is a classified 'state' road, referral to TfNSW was required.

Vehicular access to the on-site car parking area is off Wood Street, however, the original plans submitted showed the main pedestrian entry to be orientated towards Hardinge Street. TfNSW suggested consideration should be given to facing the pedestrian entry to the Wood Street frontage to assist with pedestrian safety and access from the on-site carpark. This modification was requested

from the applicant in a further information request dated 16 February and revised plans provided accordingly on.

On review of the Traffic Impact Assessment submitted that identified that an additional 69 daily vehicle movements will be generated by the development, TfNSW considered the intersection of Hardinge Street and Wood Street is currently constructed to a standard that does not require upgrading as result of this development.

Generally, TfNSW had no objection to the proposal subject to conditions of condition.

NSW Department of Education - The development application was referred to the Department of Education for concurrence pursuant to Clause 3.22 of the State Environmental Planning Policy (Transport and Infrastructure) 2021 - Chapter 3 Educational establishments and child care facilities. Pursuant to this chapter assessment is required to be made against the Education and Care Services National Regulations and the Department of Planning and Environment's Child Care Planning Guidelines. If the indoor and outdoor space requirements of these documents are not met concurrence from the NSW Department of Education is required. In this instance Council could not make a determination as to if the outdoor space requirement complied with regulation 108 (outdoor unencumbered space requirements) of the Regulations, as the calculation included the verandah area used as a pathway for access to the playrooms. The Guidelines state 'Unencumbered outdoor space excludes any of the following: pathway or thoroughfare, except where used by children as part of the education and care program'. Council were unable to determine if the verandah/thoroughfare area could meet the requirements of this exclusion therefore requested concurrence.

The Department of Education in their response dated 30 June 2023 deemed the area in question to be able to be used by children as part of the education and care program, therefore deemed the outdoor space requirement to be met and the concurrence request approved.

STRATEGIC IMPLICATIONS

It is important that development within the Edward River Council is undertaken in a strategic manner in accordance with the relevant Local Environmental Plans and other planning legislation and regulations.

COMMUNITY STRATEGIC PLAN

N/A

FINANCIAL IMPLICATIONS

There are no financial implications regarding this matter.

LEGISLATIVE IMPLICATIONS

The following assessment of the Development Application is in accordance with section 4.15 of the *Environmental Planning and Assessment Act 1979*.

Provisions of Environmental Planning Instruments (s4.15(1)(a)(i))

Deniliquin Local Environmental Plan 2013 (DLEP 2013)

The subject site is zoned R1 General Residential under the DLEP 2013 and the proposed use is a '*centre based child care facility*' which is defined as '*a building or place used for the education and care of children that provides any one or more of the following—(i) long day care, (ii) occasional child care, (iii) out-of-school-hours care (including vacation care), (iv) preschool care*'. The use is permissible with development consent in the zone.

The following clauses of the DLEP 2013 apply:

Clause	Control	Response
6.1	<p>Earthworks</p> <p>Before granting consent for earthworks (or development involving ancillary earthworks), the consent authority must consider the following:</p> <ul style="list-style-type: none"> • Likely disruption of, and any detrimental effect on, drainage patterns and soil stability in the locality of the development; • The effect of the development on the likely future use or redevelopment of land; • The quality of the fill of the soil to be excavated, or both; • The effect of the development on the existing and likely amenity of adjoining properties; • The source of any fill material and the destination of any excavated material; • The likelihood of disturbing relics; • The proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area; and • Any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development. 	<p>Earthworks of minimal extent will be required during construction. Any adverse impacts will be able to be appropriately mitigated through conditions of consent imposed on any consent granted.</p>

Clause	Control	Response
6.7	<p>Essential Services</p> <p>Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:</p> <ul style="list-style-type: none"> • The supply of water; • The supply of electricity; • The disposal and management of sewage; • Stormwater drainage or on-site conservation; and • Suitable vehicular access. 	<p>Water – lot serviced by existing water supply network</p> <p>Electricity – connection available</p> <p>Disposal and management of sewage – lot serviced by the existing sewer network</p> <p>Stormwater drainage – full hydraulic calculation and design plans will be required as a condition of consent. Overflows will be required to connect directly to Councils underground drainage system in Wood Street.</p> <p>Suitable vehicular access – vehicular access is proposed off Wood Street. the new crossover will be required to be constructed to Council standard.</p>

State Environmental Planning Policy (Infrastructure)

STATE ENVIRONMENTAL PLANNING POLICY (TRANSPORT AND INFRASTRUCTURE) 2021

Subdivision 2 Development in or adjacent to road corridors and road reservations

2.119 Development with frontage to classified road

(1) The objectives of this section are—

- (a) to ensure that new development does not compromise the effective and ongoing operation and function of classified roads, and
- (b) to prevent or reduce the potential impact of traffic noise and vehicle emission on development adjacent to classified roads.

(2) The consent authority must not grant consent to development on land that has a frontage to a classified road unless it is satisfied that—

- (a) where practicable and safe, vehicular access to the land is provided by a road other than the classified road, and
- (b) the safety, efficiency and ongoing operation of the classified road will not be adversely affected by the development as a result of—
 - (i) the design of the vehicular access to the land, or
 - (ii) the emission of smoke or dust from the development, or

(iii) the nature, volume or frequency of vehicles using the classified road to gain access to the land, and

(c) the development is of a type that is not sensitive to traffic noise or vehicle emissions, or is appropriately located and designed, or includes measures, to ameliorate potential traffic noise or vehicle emissions within the site of the development arising from the adjacent classified road.

The application was referred to TfNSW to ensure compliance with this clause. See TfNSW comments above. It is considered the proposed development is consistent with the provisions of this clause.

Chapter 3 Educational establishments and child care facilities

3.23 Centre-based child care facility—matters for consideration by consent authorities

- Before determining a development application for development for the purpose of a centre-based child care facility, the consent authority must take into consideration any applicable provisions of the Child Care Planning Guideline, in relation to the proposed development.

See table below which identifies compliance with the the Department of Planning and Environment's Child Care Planning Guidelines which includes assessment against the Education and Care Services National Regulations.

Regulation	Complies
<p>104. Fencing or barrier that encloses outdoor spaces.</p> <p>Outdoor space that will be used by children will be enclosed by a fence or barrier that is of a height and design that</p> <p>children preschool age or under cannot go through, over or under it.</p> <p>Note: This clause does not apply to a centre-based service primarily for children over preschool age or a family day care residence or venue for over preschool age children.</p>	Yes
<p>106. Laundry and hygiene facilities</p> <p>The proposed development includes laundry facilities or access to laundry facilities OR explain the other arrangements for dealing with soiled clothing, nappies</p> <p>and linen, including hygienic facilities for storage of soiled clothing, nappies and linen prior to their disposal or laundering.</p> <p>Laundry / hygienic facilities are located where they do not pose a risk to children</p>	Yes

Regulation	Complies
<p>107. Unencumbered indoor space</p> <p>The proposed development includes at least 3.25m² of unencumbered indoor space for each child.</p> <p>Refer to Regulation 107 of the Education and Care Services National Regulation for further information on calculating indoor space.</p> <p>Number of children: 38</p> <p>Required area: 123.5m²</p> <p>Provided Area: 127.7m²</p>	Yes
<p>108. Unencumbered outdoor space</p> <p>The proposed development includes at least 7.0m² of unencumbered outdoor space for each child.</p> <p>Refer to Regulation 108 of the Education and Care Services National Regulation for further information on calculating outdoor space, and for different requirements for out-of-school-hours care services.</p> <p>Number of children: 38</p> <p>Required area: 266m²</p> <p>Provided Area: 266.1m²</p>	Yes
<p>109. Toilet and hygiene facilities</p> <p>The proposed development includes adequate, developmentally and age-appropriate toilet, washing and drying facilities for use by children being educated and cared for by the service.</p> <p>The location and design of the toilet, washing and drying facilities enable safe and convenient use by the children.</p>	Yes
<p>110. Ventilation and natural light</p> <p>The proposed development includes indoor spaces to be used by children that —</p> <ul style="list-style-type: none"> • will be well ventilated; and • will have adequate natural light; and • can be maintained at a temperature that ensures the safety and well-being of children. 	Yes
<p>111. Administrative space</p>	Yes

Regulation	Complies
<p>The proposed development includes an adequate area or areas for the purposes of conducting the administrative functions of the service; and consulting with parents of children; and conducting private conversations.</p> <p>Note: This space cannot be included in the calculation of unencumbered indoor space – see Regulation 107.</p>	
<p>112. Nappy change facilities</p> <p>(To be completed only if the proposed development is for a service that will care for children who wear nappies)</p> <p>The proposed development includes an adequate area for construction of appropriate hygienic facilities for nappy changing including at least one properly constructed nappy changing bench and hand cleansing facilities for adults in the immediate vicinity of the nappy change area.</p> <p>The proposed nappy change facilities can be designed and located in a way that prevents unsupervised access by children.</p>	Yes
<p>113. Outdoor space—natural environment</p> <p>The proposed development includes outdoor spaces that will allow children to explore and experience the natural environment.</p>	Yes
<p>114. Outdoor space—shade</p> <p>The proposed development includes adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.</p>	Yes
<p>115. Premises designed to facilitate supervision</p> <p>The proposed development (including toilets and nappy change facilities) are designed in a way that facilitates supervision of children at all times, having regard to the need to maintain the rights and dignity of the children.</p>	Yes

State Environmental Planning Policy 55 Remediation of Land (SEPP 55)

N/A

Murray Regional Environmental Plan

N/A

Provisions of any draft Environmental Planning Instrument (s4.15(a)(ii))**Planning Proposal 2022-0030**

Council has prepared a planning proposal to consolidate the Conargo LEP 2013, Deniliquin LEP 2013, Deniliquin LEP 1997 into a single consolidated Edward River LEP (ERLEP) for all land in the Edward River Local Government Area.

The proposed ERLEP does not include any changes relevant to the subject site.

Provisions of any Development Control Plan (s4.15(a)(iii))

The following provisions of the DCP 2016 apply to this development:

Clause	Requirements	Comments
		<i>Chapter 1 Notification</i>
1.11 Notification	DA exhibition required for DAs where Council is the applicant, landowner or are in care and control of the land in question.	n/a - not a Council development.
		<i>Chapter 3 Residential Zones</i>
2.1.1 Access and Car Parking	The number of off-street car parking spaces is to be provided on the development site in accordance with Chapter 12 - Car Parking.	Considered satisfactory Requirement: 1 space for every 4 children in attendance: 9 Proposed: 10
	Off street car parking spaces must be located in a safe and convenient location for the residents.	Considered satisfactory
	Stacked car parking will only be permitted for dwelling houses and dual occupancies. The area on a driveway must be at least 5.5m between the front boundary and a garage or carport to be included as a stacked car parking space.	n/a
	Off street car parking spaces must be clearly indicated on a site plan submitted with a development application.	Considered satisfactory
	Legal vehicular access from a public road is required for all development.	Considered satisfactory

Clause	Requirements	Comments
	Driveways must be constructed in accordance with the Development Manual.	Driveway construction standard will be a condition of any consent granted
	<p>Driveways must have a minimum width of:</p> <ul style="list-style-type: none"> o 3.0m for driveways up to 20.0m long. o 5.0m for driveways more than 20.0m long (for multi-dwelling developments) o 3.0m for driveways more than 20.0m long where passing bays are provided (passing bays to measure 10m long with additional 2.5m in width). At least 1 passing bay is to be provided for every 20.0m of driveway length. 	proposed driveway width 5.8m - considered satisfactory
	For multi-dwelling developments and residential flat buildings, vehicles must be able to enter and leave the site in a forward direction.	n/a
2.1.2 Building Setbacks	Setback from the street shall be a minimum of 5m from the front boundary or the average of the setback of the adjoining allotments (whichever is the lesser).	proposed front setback 20m - considered satisfactory
	For corner allotments, minimum setbacks shall be 5m from the primary road frontage boundary and 2m from the secondary road frontage boundary. Outbuildings, with a maximum height of 3m and a maximum width of 6m, may be constructed with a zero setback to the secondary road frontage boundary of a corner allotment provided they are behind the primary road frontage building line and safe access to the road reserve can be demonstrated.	proposed side setback 2m - considered satisfactory

Clause	Requirements	Comments
	Side and rear setbacks shall comply with the requirements of the Building Code of Australia.	Considered satisfactory
2.1.3 Site Coverage	Site coverage, as defined above, must not exceed 60%	Considered satisfactory
	At least 20% of the site area must have a permeable surface.	Considered satisfactory
2.1.4 Landscaping	A minimum of 20% of the area of the development site is to be soft landscaped, i.e. water must be able to penetrate the surface and be absorbed into the soil.	Considered satisfactory
	Due consideration must be given to plant species utilised in landscaping. Wherever possible drought tolerant plant species are to be utilised.	Considered satisfactory
	A landscaping plan must be submitted to Council with development applications for residential development other than single dwellings and dual occupancies.	Considered satisfactory
2.1.5 Private Open Space	n/a	
2.1.6 Building Design	Residential buildings must present to the street with a living room window or front door facing the roadway.	n/a
	The bulk and scale of new buildings or additions must be compatible with the bulk and scale of the existing or likely future development within the area.	proposed single storey building considered compatible with the bulk and scale of surrounding development
2.1.7 Protecting Solar Access	Buildings should be designed and positioned on the block to avoid overshadowing of adjacent private open spaces.	Considered satisfactory
	Buildings must maintain sunlight access to the windows of north facing living areas of adjacent dwellings. These	Considered satisfactory

Clause	Requirements	Comments
	windows must have at least 3 hours of sunlight access between 9am and 3pm in mid-winter (June 21).	
2.1.8 Building Sustainability Index	n/a	
2.1.9 Privacy	<p>Acoustic Privacy Controls</p> <p>1. Where possible, filter pumps, air conditioners, swimming pools and other recreational areas must not be located near bedrooms of adjoining dwellings. If it is not possible to locate these structures to minimise the potential for noise nuisance to neighbours, acoustic housing or acoustic screening shall be provided. Details of the acoustic housing or screening shall be shown on the plans for the development.</p>	<p>An acoustic assessment was provided by the applicant to demonstrate that the noise impact from the Centre will not adversely affect the acoustic amenity of nearby residential premises.</p> <p>Acceptable noise limits were derived from the Association of Australasian Acoustical Consultants' (AAAC) 'Guideline for Child Care Centres Acoustic Assessment' and the Environmental Protection Authority's (EPA) Road Noise Policy (RNP).</p> <p>Calculations show that, provided the recommendations in Section 8.0 of the report are implemented, the levels of noise emission from the Centre and of intrusive noise at the Centre will meet the acoustic requirements established in Section 5.5 of the report, and will therefore be acceptable.</p>
2.1.10 Crime Prevention and Security	Residential building entrances must be clearly visible from the street.	Building entrance clearly visible from both Wood and Hardinge Street
	The design of dwellings must enable residents to survey streets, public areas and dwelling entries.	n/a
	Multi-dwelling and larger developments must provide adequate lighting to all paths, access ways, parking areas and building entrances	Adequate lighting will be a condition of any consent granted

Clause	Requirements	Comments
	The design of multi-dwelling and larger developments must not provide 'blind corners' or areas of potential concealment.	considered satisfactory
	Offices, showrooms or the like for non-residential developments must be located at the front of the building.	considered satisfactory
	For non-residential developments, public toilets and rest areas must be located in a position that is highly visible.	n/a
2.1.11 Impacts on Surrounding Land	<p>The proposed development must not unreasonably affect surrounding properties by way of any type of pollutant such as noise and vibration, air emissions, dust, water pollution or odour.</p> <p>Note: Where required, mitigation measures can be incorporated into the design of new development to reduce the impact on surrounding properties.</p>	see comments above regarding acoustic report provided.
	The hours of operation for a proposed development must not unduly impact the amenity of residential properties.	The proposed hours of operation are 7am to 6pm Monday to Friday. This is considered appropriate in the residential area.
	Where a proposed development is likely to increase the amount of stormwater runoff from the site, the development must be carried out in accordance with Council's Development Manual.	Full hydraulic calculation and design plans will be required as a condition of consent. Overflows will be required to connect directly to Councils underground drainage system in Wood Street.
2.1.12 Services and Site Facilities	A waste storage area must be provided on-site for all development and must be appropriate for the nature and scale of the development	Bin area shown on plans - considered satisfactory

Clause	Requirements	Comments
	The waste storage area must be in a location that is convenient for users and garbage collection contractors.	considered satisfactory
	The waste storage area must be appropriately screened from view of the street by the use of attractive fencing or landscaping	considered satisfactory
	For residential development one 240 litre bin is to be provided for every dwelling.	n/a
	All development is to be connected to Council's stormwater system or an alternative system approved by Council at cost to the developer. Connections are to be in accordance with the Development Manual.	see previous comments regarding stormwater
	All development in the R1 General Residential zone is to be connected to reticulated town water supply and town sewerage system.	considered satisfactory - connected to town sewer and water
	Allowance is to be made for the installation of telecommunications and electricity subject to the requirements of the authorities responsible for these services. Relevant providers of electricity and telephone services should be contacted for their servicing requirements.	considered satisfactory
	An external drying area in a location that receives good solar access must be provided for each dwelling within a residential development. The drying area is to be adequately screened if it will be visible from a public road or place.	n/a
	Each property must be clearly identified with a street number	condition of consent

Clause	Requirements	Comments
2.1.13 Fencing	Fencing on corner allotments shall be splayed a minimum of 3m back from the corner of the allotment at each frontage.	n/a
	<p>Design and materials for a new fence will be considered on its own merits considering the following matters:</p> <ul style="list-style-type: none"> o The amenity of the neighbourhood in the vicinity of the development site. o The material, style and height of existing fencing in the vicinity of the development site. o The width of the road reserve(s) adjacent to the development site. o Line of sight for drivers on adjacent roadways. 	<p>Proposed fencing is identified on the site plan.</p> <p>No fencing is proposed along the Wood Street boundary and 1.2m slat fencing is proposed along the Hardinge Street boundary for the length of the car park. All other boundaries to be fenced with 1.8m - 1.9m boundary fence.</p> <p>Considered satisfactory</p>

Provisions of any Planning Agreement or Draft Planning Agreement (s4.15(a)(iiia))

Not applicable.

Prescribed Matters in the Regulation (s4.15(a)(iv))

The following matters prescribed by the Environmental Planning and Assessment Regulation apply to this DA:

Clause	Requirement	Comment
92(1)(b)	Demolition to comply with the provisions of AS2601 The demolition of structures.	n/a
92(1)(e)	Consideration of the Medium Density Design guide for DAs for a manor house or multi dwelling housing (terraces) where there is not a DCP that adequately addresses such development.	n/a
93	Applies to DAs for a change of building use for an existing building where there is no rebuilding, alteration,	n/a

Clause	Requirement	Comment
	<p>enlargement or extension of a building.</p> <p>The consent authority is to consider whether the fire protection and structural capacity of the building will be appropriate to the building's proposed use.</p> <p>Consent for a change of building use must not be granted unless the consent authority is satisfied that the building complies (or will, when completed, comply) with such of the Category 1 fire safety provision as are applicable to the building's proposed use.</p>	
94	<p>Applies to a DA for development involving the rebuilding, alteration, enlargement or extension of an existing building where the proposed building work, together with any other building work completed or authorised within the previous 3 years, represents more than half the total volume of the building (as it was before any such work was commenced, measured over its roof and external walls) or the measures contained in the building are inadequate to protect persons using the building, and to facilitate their egress from the building, in the event of fire or to restrict the spread of fire from the building to other buildings nearby</p>	n/a
94A	<p>Temporary structures - whether the fire protection and structural capacity of the structure will be appropriate to the proposed use of the structure; and</p>	n/a

Clause	Requirement	Comment
	Whether the ground or other surface on which the structure is to be erected will be sufficiently firm and level to sustain the structure while in use.	

Likely Impacts of that Development (s4.15(b))

Traffic

The Traffic Impact Assessment submitted identified that an additional 69 daily vehicle movements will be generated by the development. TfNSW considered the intersection of Hardinge Street and Wood Street is currently constructed to a standard that does not require upgrading as result of this development. The development proposes 10 car parking spaces on site which exceeds the car parking requirement of the DCP of 9 spaces for a child care centre of this size. On review of the site it is evident that there is also capacity for some on street car parking at peak times if required on both Wood and Hardinge Street.

Safety

Vehicular access to the on-site car parking area is off Wood St, however the original plans submitted showed the main pedestrian entry to be orientated towards Hardinge Street. TfNSW suggested consideration should be given to facing the pedestrian entry to the Wood Street frontage to assist with pedestrian safety onto the classified 'state' road of Hardinge Street and access from the on-site carpark. This modification was requested from the applicant in a further information request dated 16 February and revised plans were provided accordingly. The pedestrian entry door is now located away from Hardinge Street and instead faces the carpark. A child safe fence has also been added to separate the building entrance from the carpark and also Hardinge Street.

Noise

An acoustic assessment was provided by the applicant to demonstrate that the noise impact from the Centre will not adversely affect the acoustic amenity of nearby residential premises. Acceptable noise limits were derived from the Association of Australasian Acoustical Consultants' (AAAC) 'Guideline for Child Care Centres Acoustic Assessment' and the Environmental Protection Authority's (EPA) Road Noise Policy (RNP). Calculations show that, provided the recommendations in Section 8.0 of the acoustic report are implemented, the levels of noise emission from the Centre and of intrusive noise at the Centre will meet the acoustic requirements established in Section 5.5 of the report, and will therefore be acceptable.

Furthermore the proposed operating hours 7am - 6pm Monday to Friday, this is considered compatible with the exiting residential character of the area.

Suitability of Site for Development (s4.15(c))

The proposed site is considered suitable for the child care centre development. The development application is compliant with all relevant legislation, the surrounding property owners were notified with the no submission received and TfNSW and the NSW Department of Education have been consulted and have not provided an objection.

Submissions (s4.15(d))

The development application was notified for 14 days in accordance with the Community Participation Plan and no submissions were received.

The Public Interest (s4.15(e))

The development application was notified for 14 days in accordance with the Community Participation Plan and no submissions were received.

Political Donations and Gifts Disclosure

The Applicant has advised that they have not made any reportable political donations to a Councillor and/or any gift to a Councillor or Council employees within a two (2) year period before the date of the application being submitted.

ATTACHMENTS

1. Conditions
2. Plans
3. Statement of Environmental Effects

Attachment 1 - conditions

CONDITIONS OF CONSENT

DA2022/0095 – Childcare Centre – 400 Wood Street

1. GENERAL / MISCELLANEOUS

1a Development as per Plans

The development shall take place in accordance with the approved plans and documentation, including any notations marked by Council thereon, as referenced in Schedule 1 - List of approved plans attached to DA2022/0095 and the conditions of consent.

1b Childcare numbers

The childcare centre is restricted to 38 children at any one time.

1c Construction Certificate Required

An application for a Construction Certificate is to be submitted to and approved by Council or an accredited Private Certifier prior to any building work commencing. The construction certificate plans are to be consistent with the approved development consent and shall include detailed plans and specifications to demonstrate compliance with the provisions of the National Construction Code Volume 1 2022 - Building Code of Australia (BCA).

1d Fire Safety Schedule & Certificates

The essential fire safety measures as per the attached schedule, or as otherwise determined by the Principal Certifying Authority upon assessment of the Construction Certificate, are to be installed in or on the site of the proposed building to comply with the requirements of the National Construction Code Volume 1 - Building Code of Australia 2022.

Prior to the issue of an occupation certificate the owner must cause the Council to be given a fire safety certificate in relation to each essential fire safety measure. The fire safety certificate is to state in relation to each essential fire safety measure implemented in the building or on the land on which the building is situated:

- a) that the measure has been assessed by a person (chosen by the owner of the building) who is properly qualified to do so and
- b) that at the date of assessment of the measure was found to be capable of functioning to at least the minimum standard required by the schedule attached to the Construction Certificate.

Note: The owner is responsible for maintenance of the essential fire safety measure for the life of the structure. Annual Fire Safety Statements must be submitted to Council within each twelve-month period from the date of the initial fire safety statement certifying the maintenance standard of the essential fire safety measure installed on the property.

1e Building within Property Boundary

The constructed building and any associated utilities are to be contained wholly within the boundaries of the property. It is the responsibility of the owner/principal contractor to ensure compliance with the requirements of this condition. Where the building is proposed within 300mm of a boundary the property is to be surveyed by a registered land surveyor with boundary pegs placed on each of the relevant corners. Prior to inspection of the

footing / slab a survey identification plan is to be submitted to the Private Certifier / Council who has issued the construction certificate.

1f No Liability for Flooding

The land may be subject to flooding and the development has been assessed using best available information concerning the likelihood of flooding at the date of determination. If the land is flooded, Council will not, pursuant to Section 733 of the Local Government Act 1993, incur any liability in respect of the granting of this consent.

1g Plant / Tree Removal

No plants or trees are to be removed unless:

- (i) The individual trees or area to be cleared have been delineated on the approved plans; or
- (ii) Removal is required to comply with any other condition of consent in relation to matters such as servicing or firebreaks.

1h Vehicle Travel Direction

All vehicles must enter and exit the development in a forward direction to avoid possible conflict with through traffic on Wood Street.

1i Entry / Exit Signs

Entry and exit signs are to be erected within the property boundaries, clearly identifying each driveway to the public.

1j Gutter Layback

A layback gutter crossing is to be provided to provide access to the site from the street. The design shall conform with the specification outlined in Council's Development Manual.

1k Gutter Layback Reinstatement

A new layback gutter crossing is to be provided and the existing layback gutter crossing removed with the kerb reinstated over the redundant layback to Council's specification as outlined in Council's Development Manual.

1l Driveway Specification

A sealed / concrete / paved driveway is to be constructed from the Council kerb to the property boundary. The driveway shall have a profile conforming to Council's Standard Drawing DC-SD1 outlined in Council's Development Manual and AS 2890.

1m Vehicle Loading / Unloading Onsite

For the purposes of safety and preventing obstruction, all vehicles being loaded and/or unloaded are to stand wholly within the site.

1n Carparking Space Requirement

A minimum provision of 10 carparking spaces is required on the subject land.

1o Carparking for Disabled

Provide at least one (1) carparking space on site for people with disabilities. The carpark shall be designed in accordance with AS 2890.6 – 2009 Parking facilities Off street parking for people with disabilities.

1p Advertising Signs

No advertising sign and/or structure other than that which is permissible without consent is to be erected as part of the approved development unless a formal application has been submitted to Council and a Development Consent has been issued.

1q Access for Disabled

Access for people with disability is to be provided from the accessible carpark required on site and from the main point of pedestrian entry at the allotment boundary, to and within the building in accordance with Part D3 of the Building Code of Australia and AS1428.1-2009 Design for access and mobility.

1r Food Shop Fitout

All internal fit out of the food premises and associated equipment must be constructed to comply with Australian / New Zealand Food Standards Code Standard 3.2.3 – Food Premises and Equipment and AS 4674-2004 Construction & fit out of food premises. The ongoing operation and maintenance of the food premises must be carried out in accordance with the requirements of the Food Act 2008 & Regulations there under and the Food Standards Code.

1s Stormwater connection

All stormwater from the roof of the proposed building, including the overflow from any rainwater tank, if any, is to be discharged via the existing stormwater drainage system and piped to Council's stormwater main.

1t Plumbing to AS3500

All plumbing and drainage work to be carried out in accordance with AS3500 National Plumbing and Drainage Code.

1u Hours of Operation

The hours of operation for the childcare centre shall be limited to 7am to 6pm Monday to Friday.

1v NSW Department of Education

The childcare centre development is required to meet the requirements of the Education and Care Services National Regulations and the Department of Planning and Environment's Child Care Planning Guidelines at the time of completion.

1w Transport for NSW

1. Vehicular access to Hardinge Street is denied. The existing driveway and kerb invert is to be removed and the road reserve shall be reinstated to match the surrounding roadside landform, including kerb & gutter, in accordance with Council requirements.

2. The entry door to the reception shall be orientated towards the internal carpark to assist with pedestrian safety and access from the on-site carpark.

3. For road safety reasons, the carpark and access driveway, shall be designed in accordance with AS 2890 - Off-Street parking and maintained to enable all vehicles to enter and exit the subject site in a forward.

4. All activities including, loading and unloading associated with this development are to take place within the subject development site to remove interference with vehicles and pedestrian movement on public roads.

5. Works associated with the development shall be at no cost to Transport for NSW.

2 PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE

2a Section 68 Approval required

Prior to the issue of the construction certificate an application for approval pursuant to Section 68 of the Local Government Act, 1993 to carry out water supply, stormwater and sewerage works is to be lodged with Council. The approval under Section 68 of the Local Government Act, 1993 is to be obtained prior to any works commencing on site.

2b Stormwater Plans

Prior to issue of the Construction Certificate, plans are to be submitted to Council for approval for the control of stormwater from the roof and hardstand areas.

2c Plans Required

Prior to issuing of a Construction Certificate submission of plans for sealed carparking spaces, manoeuvring area and access driveways all conforming to Council's specification outlined in Council's Development Manual. Drainage and pavement designs are to be prepared by a qualified engineer and are to address expected vehicle loadings and any fill compaction requirements.

2d Engineer Certified Plans

Prior to issue of a Construction Certificate, submission of slab and footing design plans incorporating slab set down for wet areas by a suitably qualified and experienced Structural/Civil Engineer shall be submitted to and approved by Council.

2e Food Preparation Areas

Prior to issue of the Construction Certificate details of the fitout for the food preparation areas, complying with the Australian / New Zealand Food Standards Code and AS4674 - 2000 is to be submitted and approved by Council with all works to be undertaken in accordance with the approved plans.

2f Trade Waste Approval

Prior to the issue of Construction Certificate, a person wishing to discharge liquid trade waste to the sewerage system must under Section 68 of the Local Government Act 1993 and Council's Liquid Trade Waste Regulation Policy, obtain prior approval from Council. The applicant shall submit detailed sewer layout plans including pre-treatment equipment to allow for the discharge of liquid trade waste to sewer. Trade waste material is not to be discharged into Council's sewer system and/or stormwater system, without first obtaining such written approval. All conditions of the approval must be complied with.

2g Headworks

Payment to Council pursuant to Section 306 of the Water Management Act 2000 and the Council's 'Water and Sewer Demand Assessment Policy', 'Development Servicing Plan

for the Deniliquin Sewerage Scheme' and 'Development Servicing Plan for the Deniliquin Water Supply Scheme' of headworks charges. The current contribution rates for the current financial year for this development are as follows:

a	Water headworks	\$22,375
b	Sewer headworks	\$27,797

The headworks charges are those that apply at the date of issue of this consent. Rates are adjusted annually on 1 July. Contributions will only be accepted at the rate applying at the date of payment. Where Council's 'Sewer Pricing Policy' applies, the amount payable will be determined at the date of payment. Council's Technical Services should be contacted prior to payment to confirm the contribution amount.

The Council's 'Water and Sewer Demand Assessment Policy', 'Development Servicing Plan for the Deniliquin Sewerage Scheme' and 'Development Servicing Plan for the Deniliquin Water Supply Scheme' can be inspected at Council's Offices, Civic Place, Deniliquin.

The headworks charges are to be paid **PRIOR TO THE RELEASE OF THE CONSTRUCTION CERTIFICATE.**

2h Transport for NSW management plan

Prior to the issue of a construction certificate the applicant is to submit a management plan to address demolition and construction activity access and parking is to be prepared to ensure that suitable provision is available on site for all vehicles associated with the on-site works for the construction of the development to alleviate any need to park within, or load/unload from the road reserve of Hardinge Street. The storage of any material within the road reserve is denied. Appropriate signage and fencing shall be installed and maintained to effect this requirement.

3 PRIOR TO COMMENCEMENT OF WORKS

3a Appointment of PCA and Notice of Commencement

The erection of the building the subject of this development consent **MUST** not be commenced until:

- (a) detailed plans/specifications of the building have been endorsed with a construction certificate by:
 - (i) the Council, or
 - (ii) an accredited certifier, and
- (b) the person having the benefit of the development consent:
 - (i) has appointed a principal certifying authority, and
 - (ii) has notified the Council of the appointment, and

- (c) the person having the benefit of the development consent has lodged a notice of commencement form with Council. This is to be lodged at least two days prior to commencing the building work.

3b Notice of Commencement

The erection of the building the subject of this development consent must not be commenced until the person having the benefit of the development consent has lodged a notice of commencement form with Council as the Principal Certifying Authority for the work. This is to be lodged at least two days prior to commencing the building work.

3c Road Opening Permit

Prior to any works being undertaken in the road reserve a road opening permit is to be obtained from Council.

3d Site Protection

Prior to the commencement of works, the principal contractor is to ensure that the site has been appropriately protected and secured by a fence or hoarding to prevent access from the street and to prevent the possibility of any unauthorised access in accordance with WorkCover requirements.

3e K&G Protection

Timber planks having a minimum thickness of 50 mm shall be placed over all vehicular access points over kerbing and guttering and footpaths prior to the commencement of building work, such planks shall be strapped together with iron straps in the form of a mat. The ends of such planks shall be tapered at an angle not exceeding 30 degrees.

3f Erosion and Sediment Control

Prior to the commencement of any site works appropriate erosion and sediment control measures are to be implemented to prevent any sediment from leaving the site, these measures are to be maintained during the construction phase and can only be removed once appropriate stabilization has been completed.

4 DURING CONSTRUCTION

4a Comply with the BCA

The structure(s) are to comply with the relevant requirements of the Building Code of Australia and the Environmental Planning and Assessment Act 1979.

4b Inspections Class 5 to 9

The following inspections are required for 48 hours notice is to be given to Council or an accredited certifier to enable an inspection to be conducted.

- a) at the commencement of building work, and
- b) after excavation for and prior to the placement of, any footings, and
- c) prior to pouring any in-situ reinforced concrete building element, and
- d) prior to covering of the frame work for any floor, wall, roof or other building element
- e) Prior to covering all hot and cold water plumbing and sanitary plumbing and drainage.

- f) prior to waterproofing in any wet areas, and
- g) prior to covering any stormwater drainage connections, and
- h) after building work has been completed and prior to any occupation certificate being issued in relation to the approval.

Please note that failure to comply with this condition may result in the Occupation Certificate not being granted.

4c Waste Bins for Construction

The builder / developer is to provide on-site waste bins for waste materials generated during construction and a bin with a tight fitting lid for food scraps or they are to remove waste from the site to an EPA approved waste depot on a daily basis.

4d Hours of Operation (Demolition & Construction)

The hours of operation for demolition or building works on the site shall be limited to the daylight hours, between 7.00am and 6.00pm Monday to Friday inclusive, 8.00am and 5.00pm Saturdays. No work shall be carried out on Sundays and Public Holidays without the prior written consent of the Council.

4e Removal of Spoil

Any spoil deposited on public roads during the cartage of materials from or to the site shall be removed on the same day. The cartage of spoil shall cease, as directed by Council, if the Council determines that excessive deposition of spoil onto the road is taking place.

4f Excavation and Backfilling Safety

All excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.

All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

4g Excavation near Footings

If any excavation associated with the erection or demolition of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made

- (i) must preserve and protect the building from damage; and
- (ii) if necessary must underpin and support the building in an approved manner; and
- (iii) must, at least 7 days before excavating below the level of the base of the footings of a building on an adjoining allotment of land and furnish particulars of the excavation to the owner of the building being erected or demolished.

The owner of the adjoining allotment of land is not liable for any part of the cost of work carried out for the purposes of this condition, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

In this condition, allotment of land includes a public road and any other public place. Any damage caused is to be repaired to the satisfaction of Council prior to release of the Occupation Certificate.

4h Waste Disposal

Any waste or excavated material removed from the site is to be taken to an authorised site for disposal. No fill is to be deposited on other land without the prior consent of Council.

4i Removal and disposal of asbestos

If the building / demolition work involves the removal of material suspected of containing asbestos all waste shall be removed strictly in accordance with the requirements of Chapter 8 of the NSW Work Health & Safety Regulations 2011.

If this involves more than 10m² of waste this shall be by a NSW licensed asbestos removal contractor.

All waste containing asbestos shall be disposed of at Council's EPA approved landfill depot or other facility at which asbestos waste can be lawfully disposed. A minimum of 24 hours notice is to be given to the landfill operator (PH: 0418 572 167).

A copy of the tip disposal dockets for asbestos waste generated during the course of the demolition work is to be provided to Council's Environmental Services Department prior to the issue of an occupation certificate for the work.

Note: WasteLocate

The EPA has introduced WasteLocate, an online reporting tool that is required for the movement of any load over 100kg of asbestos waste, or 10m² or more of asbestos sheeting within NSW. It's similar in many ways to tracking parcels in the post. Transporters are required to register with WasteLocate and report movements of asbestos from the point of generation to the place of disposal, including disposal at Council's waste facilities. Transporters must scan the QR2id plate at Council's Waste Disposal Depot with their mobile device to complete the process at the point of disposal. The EPA recently wrote to all companies and individuals licensed to carry out asbestos demolition or removal, reminding them of their obligations to report movements of asbestos. WasteLocate can be found as follows: <https://wastelocate.epa.nsw.gov.au> (See attached copy of information from the NSW EPA)

4j Earthworks

Earthworks are to be wholly contained within the property/site. It is the responsibility of the landowner and/or the principal contractor to ensure compliance with this condition

4k Worksite Safety

If the work involved in the erection or demolition of a building:

- (i) is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient, or
- (ii) involves the enclosure of a public place, a hoarding or fence must be erected between the work site and the public place.

If necessary, an awning / fence is to be erected, sufficient to prevent any substance from, or in connection with, the work falling into the public place.

The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.

Any such hoarding, fence or awning is to be removed when the work has been completed.

4l Sign to be Erected on Building & Demolition Site

A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:

- (i) Showing the name, address and telephone number of the principal certifying authority for the work, and
- (ii) Showing the name for the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- (iii) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work had been completed.

4m Toilet Facilities

Toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.

The provision of toilet facilities in accordance with this condition must be completed before the commencement of construction works.

4n Smoke Alarms

Smoke alarms complying with AS3786 are to be installed in conjunction with the proposed work. The smoke alarms are to be hard-wired & interconnected with battery back-up and located in accordance with the requirements of Part 3.7.2 of the Building Code of Australia. (BCA)

4o Demolition Work

All work to demolish the existing shed shall be carried out in accordance with the AS 2601-2001 Demolition of structures and the requirements of NSW Workcover.

5 PRIOR TO OCCUPATION CERTIFICATE**5a Satisfy Conditions of Approval**

Use of the site for the proposed development shall not take place until all conditions required prior to commencement of work for this approval have been satisfied.

5b No Use Until Occupation Certificate Issued

The use of the building is not to commence until such time as an "Occupation Certificate" is issued by Council / the Principal Certifying Authority responsible for the work.

5c Works as Executed Drawings

Work as executed drawings of the sewer alignment is to be submitted to the Council on completion of all work.

5d Repair of Damage to Council Infrastructure

Prior to the issue of a Final Occupation Certificate any damage to kerb and gutter, road surfaces, infrastructure or landscaping outside of the property boundary that is a result of

the proposed work, must be reinstated at total cost to the person having the benefit of the consent and to the satisfaction of Edward River Council.

5e Landscaping

Completion of landscaping in accordance with the approved landscaping plan prior to commencement of the use of the site and such landscaping is to be continuously maintained in accordance with the approved plan. Maintenance is the landowner's responsibility.

5f Public Utilities

Adjustments to the public utilities necessitated by the development shall be completed prior to occupation of the development and in accordance with the requirements of the relevant authority, all at no cost to Council.

5g Carpark Construction

Prior to issue of an Occupation Certificate, provide carpark construction conforming to the approved plans.

5h Food Authority Notification

Prior to release of the Occupation Certificate the food premises is to be registered with the NSW Food Authority at the following website: www.foodnotify.nsw.gov.au.

5i Street Number

Prior to occupation of the dwelling the street number allocated to the premises is to be clearly displayed.

5j Trade Waste Inspection

The applicant is to contact Council to arrange a final Liquid Trade Waste inspection prior to applying for an Occupation Certificate.

5k Liquid Trade waste Requirements

Prior to the issue of any Occupation Certificate Council's final certificate of compliance shall be provided to the Principal Certifying Authority that all Liquid Trade Waste requirements have been satisfied.

5L Final Documents to be provided

Prior to the issue of an occupation certificate, Council must be in receipt of the following documentation, relevant to this development;

1. Glazing Compliance Certificate
2. Waterproofing Compliance Certificate
3. Certificate of Compliance – Electrical (including smoke alarms)
4. Certificate of Compliance – Gas (if available)
5. Termite Barrier Installation Certificate/s
6. Copy of Durable Notice permanently fixed to building (or in meter box)
7. Certificate of Compliance – screw piers if required
8. Roof Truss Design Certificate
9. Section J Statement of Compliance
10. Final Fire Safety Certificate
11. Electrical Services Compliance Certificate if required

12. Structural Engineer's Certification

Stormwater

13. Certificate of Compliance - LG Act 1993

14. Plumber's work-as-executed stormwater plan

Water

15. Certificate of Compliance

Sewer (Drainage)

16. Certificate of Compliance – Plumbing and Drainage

17. Plumber's work-as-executed drainage plan

- Justification for any missed critical stage inspection and supporting documentation

Attachment 2 - Plans




ARTIST IMPRESSION ONLY

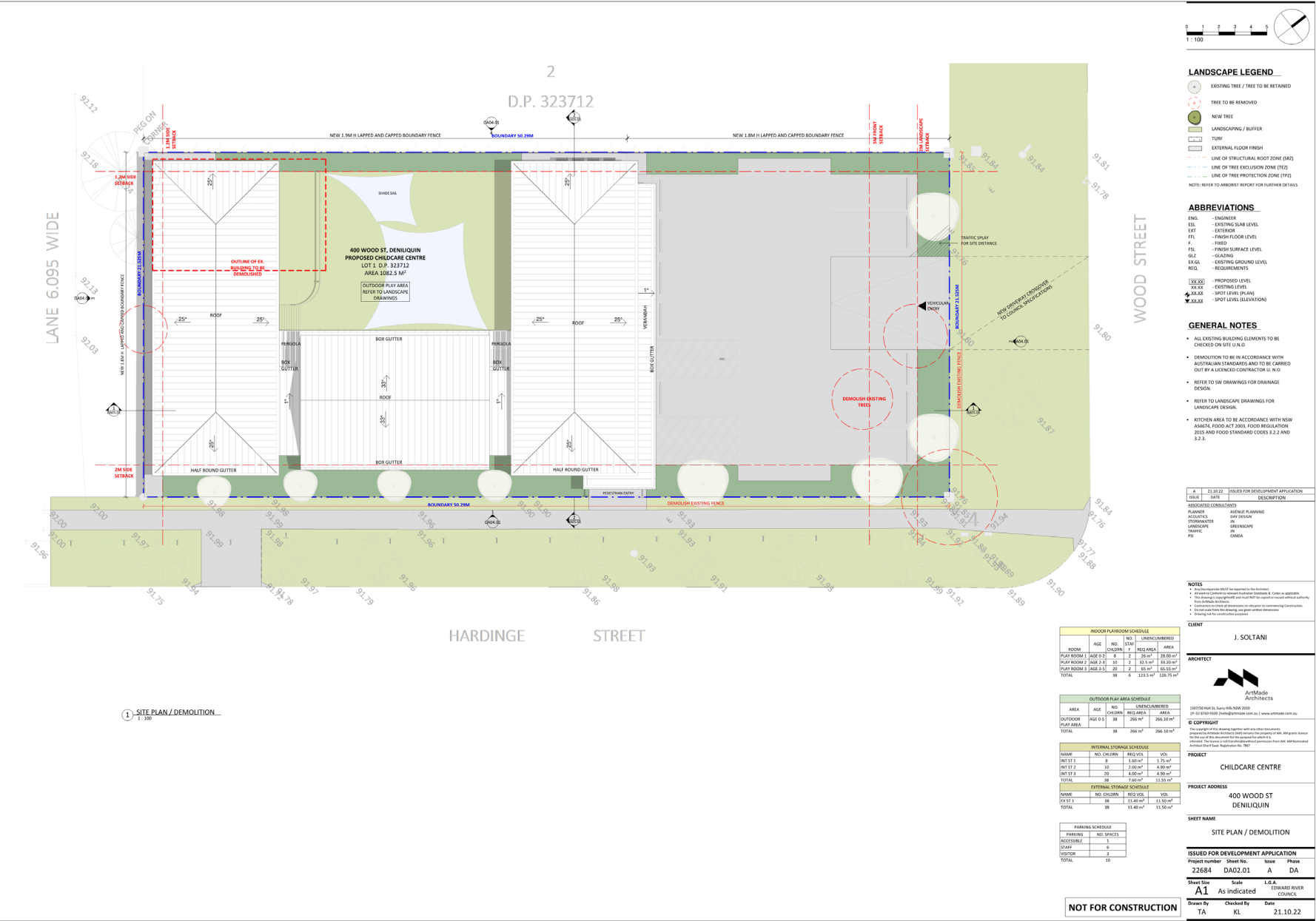
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DENILIQUN NSW 2710

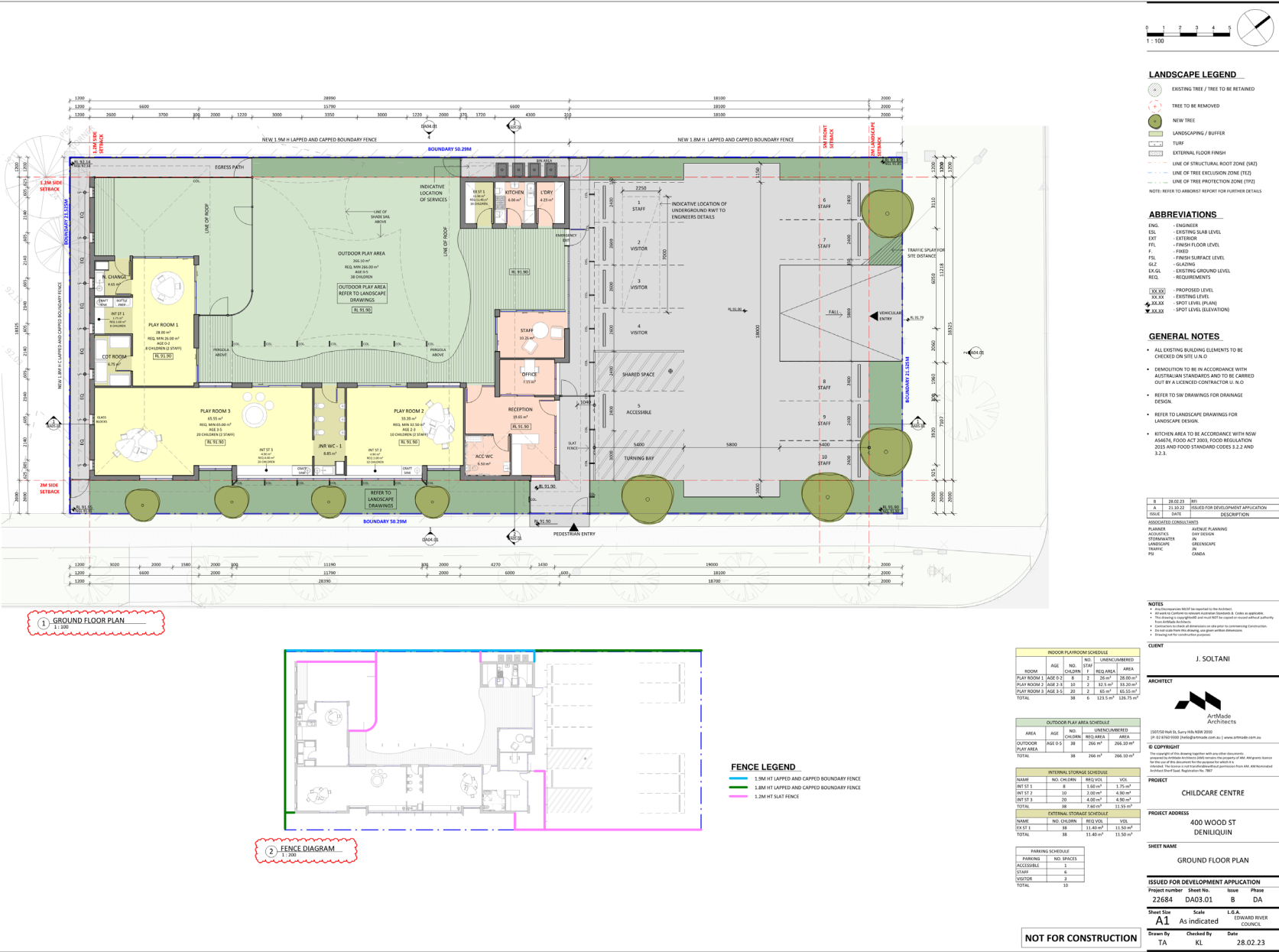
CHILDCARE CENTRE
DEVELOPMENT APPLICATION

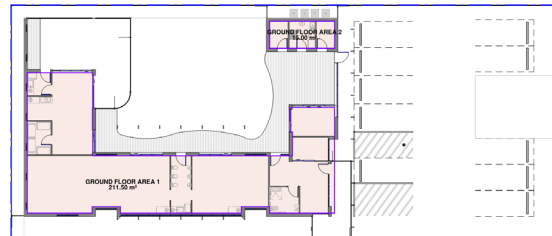
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DA00.00	COVER PAGE	A	21.10.22
DA02.01	SITE PLAN / DEMOLITION	A	21.10.22
DA03.01	GROUND FLOOR PLAN	B	28.02.23
DA03.02	AREA CALCULATIONS	B	28.02.23
DA04.01	EXTERNAL ELEVATIONS	B	28.02.23
DA05.01	SECTIONS & EXTERNAL FINISHES	B	28.02.23
DA06.01	SHADOW DIAGRAMS	A	21.10.22
DA06.02	VIEW FROM SUN	A	21.10.22
DA06.03	NOTIFICATION PLAN	A	21.10.22

A		21.10.22		ISSUED FOR DEVELOPMENT APPLICATION			
NO.		DATE		DESCRIPTION			
PROJECTED CONSULTANTS							
PLANNER		AVENUE PLANNING					
DESIGNER		DAI DESIGN					
STRUCTURAL		JA					
LANDSCAPE		GREENSCAPE					
MECHANICAL		JA					
PE		CANADA					
NOTES							
• Architectural drawings shall be submitted to the Architect.							
• All plans to conform to relevant Australian Standards & Codes as applicable.							
• The drawings are prepared and shall not be used for construction without the architect's approval.							
• Construction to start of development on site prior to commencing construction.							
• Do not copy these drawings, use for other purposes.							
• Drawing set for construction purposes.							
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J. SOLTANI							
ARCHITECT							
							
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CHILDCARE CENTRE							
PROJECT ADDRESS							
400 WOOD ST DENILIQUN							
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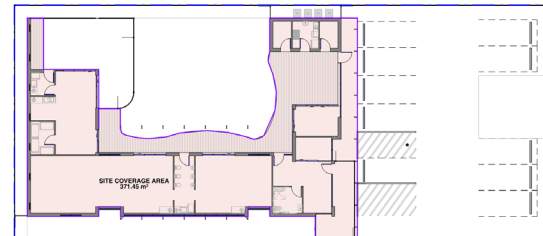
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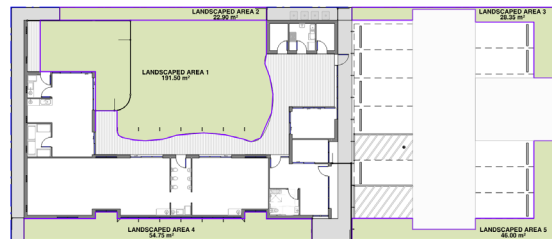




1 GROUND FLOOR AREA PLAN
1 : 200



2 SITE COVERAGE AREA PLAN
1:200



3 LANDSCAPE AREA PLAN
1 : 200

DCP -SITE COVERAGE AREA (SITE AREA 1003M ²)	
MAX SITE COVERAGE AREA	MAX SITE COVERAGE AREA

PROPOSED - SITE COVERAGE AREA	
Area	SITE COVERAGE %
371 m ²	34.30

DCP - LANDSCAPE AREA (SITE AREA 1083M ²)	
MIN LS AREA	MIN LS AREA
216.60 m ²	20.0%

PROPOSED - LANDSCAPE AREA		
Name	Area	LS %
LANDSCAPED AREA 1	191.50 m ²	17.7%
LANDSCAPED AREA 2	22.90 m ²	2.1%
LANDSCAPED AREA 3	28.35 m ²	2.6%
LANDSCAPED AREA 4	54.75 m ²	5.1%
LANDSCAPED AREA 5	66.00 m ²	4.2%
TOTAL	343.50 m ²	31.7%



B	28.02.23	RFI
A	21.10.22	ISSUED FOR DEVELOPMENT APPLICATION
ISSUE	DATE	DESCRIPTION
ASSOCIATED CONSULTANTS		
PLANNER	AVENUE PLANNING	
ACOUSTICS	DAY DESIGN	
STORMWATER	JN	
LANDSCAPE	GREENSCAPE	
TRAFFIC	JN	
PSI	CANDA	

NOTES

- NOTES**
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 - All work to Conform to relevant Australian Standards & Codes as applicable.
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 - Contractors to check all dimensions on site prior to commencing construction.
 - Do not scale from this drawing, use given written dimensions.
 - Drawing not for construction purposes

CLIENT

J. SOLTANI

ARCHITECT



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PROJECT

CHILD CARE CENTRE

PROJECT ADDRESS

ADDRESS
400 WOOD ST
DENILQUIN

SHEET NAME

AREA CALCULATIONS

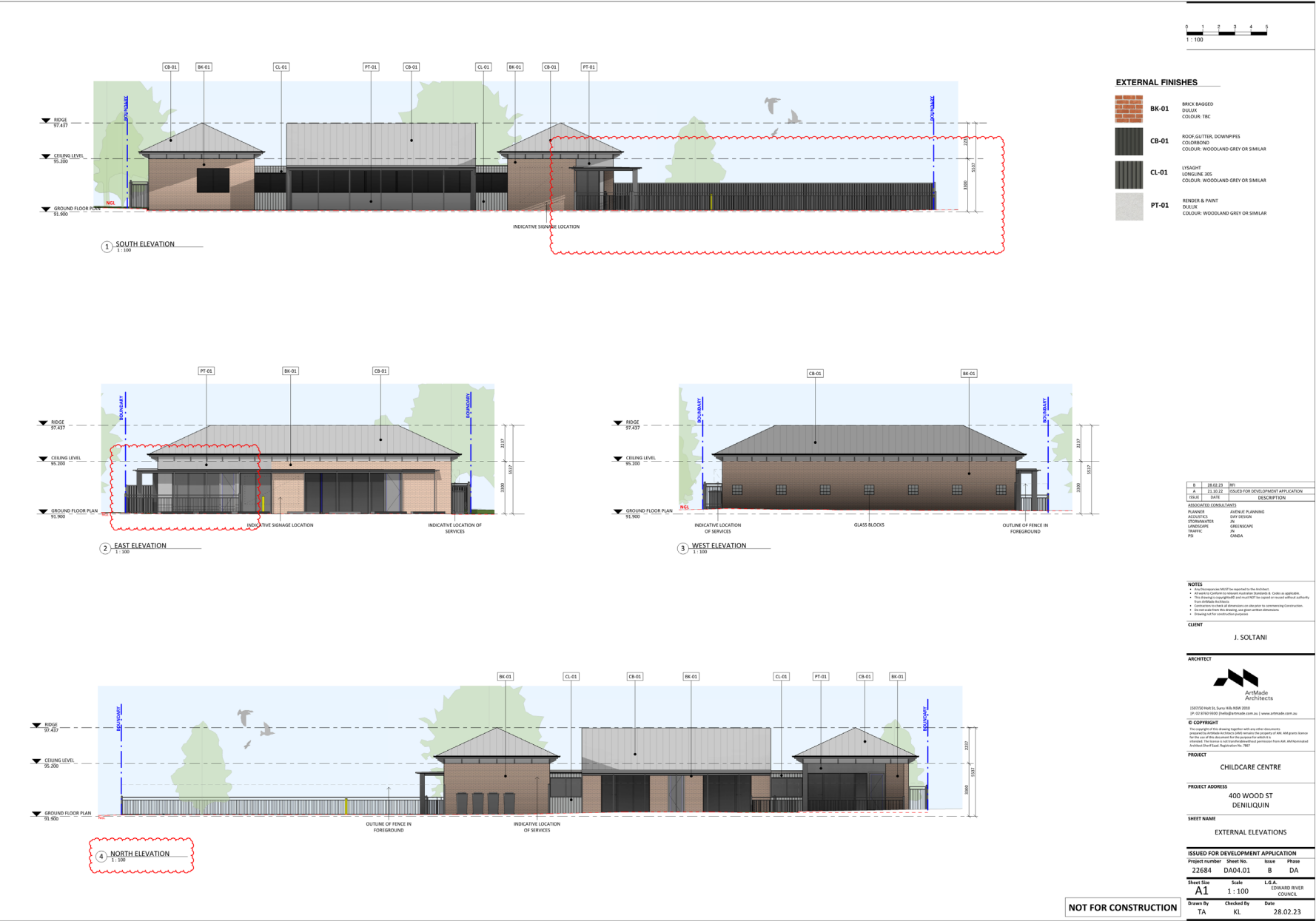
ISSUED FOR DEVELOPMENT APPLICATION

Project number	Sheet No.	Issue	Phase
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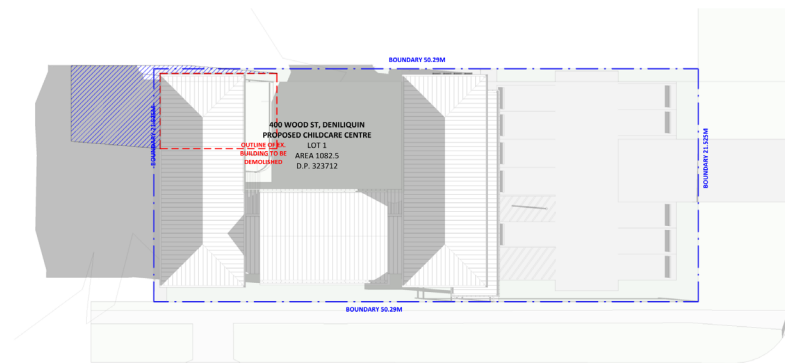
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Drawn By	Checked By	Date
TA	KL	28.02.23

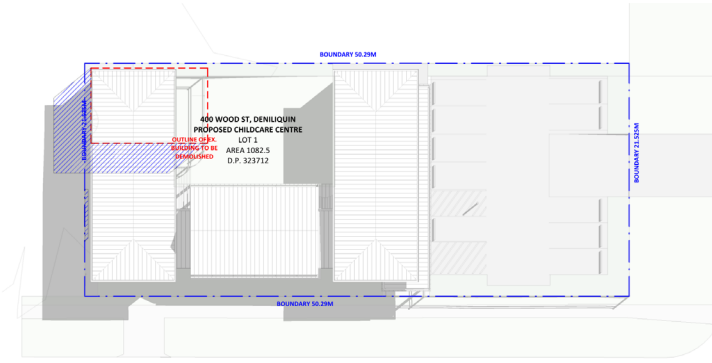
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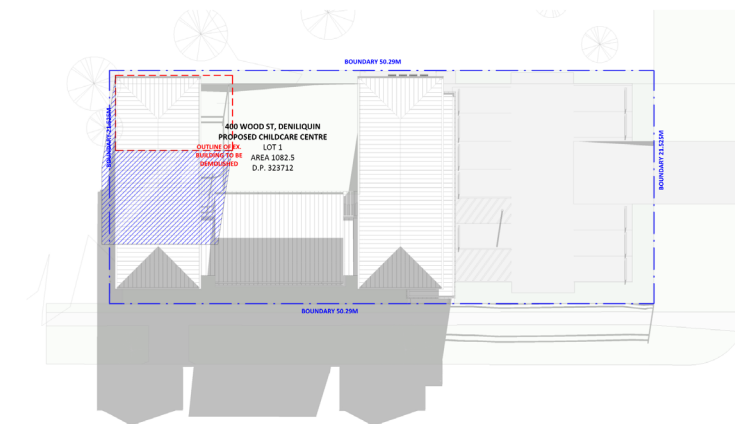




1 WINTER SOLISTICE 21 JUNE 9AM
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2 WINTER SOLISTICE 21 JUNE 12PM
1:200



3 WINTER SOLISTICE 21 JUNE 3PM
1 : 200

 EXISTING SHADOW
 PROPOSED SHADOW

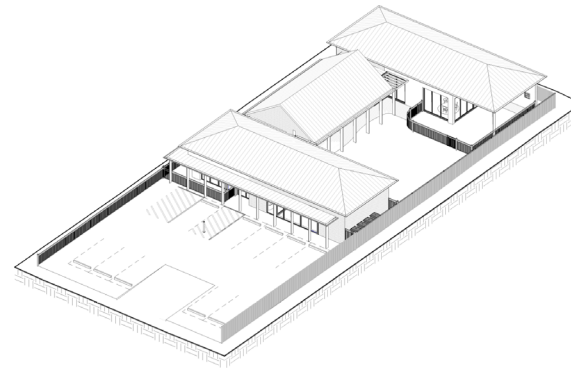
DA - SHADOW

NOT FOR CONSTRUCTION

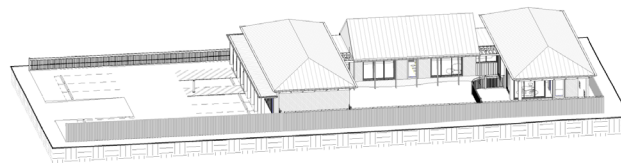
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1 VIEW FROM SUN 21 JUNE 9AM



2 VIEW FROM SUN 21 JUNE 12PM



3 VIEW FROM SUN 21 JUNE 3PM

ISSUED FOR DOCUMENTATION APPLICATION			
DATE	DESCRIPTION		
21.10.22			
MINOR CHANGES			
PLANNER ARCHITECT STRUCTURAL MECHANICAL ELECTRICAL PLUMBING	ARTISTE PLANNING ENVIRONMENTAL GREENSPAN CANADA		
NOTES			
1. All drawings must be submitted to the Architect. 2. A signed Certificate of Insurance must be submitted. Terms & Conditions apply. 3. All drawings must be submitted to the Architect for approval and stamped. 4. All drawings must be submitted to the Architect for approval and stamped. 5. All drawings must be submitted to the Architect for approval and stamped. 6. All drawings must be submitted to the Architect for approval and stamped. 7. All drawings must be submitted to the Architect for approval and stamped. 8. All drawings must be submitted to the Architect for approval and stamped. 9. All drawings must be submitted to the Architect for approval and stamped. 10. All drawings must be submitted to the Architect for approval and stamped.			
CLIENT			
J. SOLTANI			
ARCHITECT			
 Artistic			
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PROJECT			
CHILDCARE CENTRE			
PROJECT ADDRESS			
400 WOOD ST DENILQUIN			
SHEET NAME			
VIEW FROM SUN			
Project number	Sheet No.	Issue	Phase
22684	DA06.02	A	DA
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A1			
Drawn By	Checked By	Date	
DA	KL	21.10.22	

NOT FOR CONSTRUCTION



STATEMENT OF ENVIRONMENTAL EFFECTS

DEMOLITION OF EXISTING STRUCTURES, TREE REMOVAL AND THE CONSTRUCTION
OF A SINGLE STOREY CENTRE-BASED CHILD CARE CENTRE

400 WOOD STREET | DENILQUIN

CLIENT: SOLTANI
PROJECT REF: 2209
DATE: 7 NOVEMBER 2022

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ANNEXURES

- A Plan of Management

1 INTRODUCTION

This Statement of Environmental Effects is to accompany a development application to Edward River Council seeking consent for demolition of existing structures, tree removal and the construction of a single storey centre-based childcare centre at No. 400 Wood Street, Deniliquin.

The child care centre will cater for 38 children between the ages of 0-5 years old, 6 staff and will accommodate 10 at-grade parking spaces within the site's street frontage. Operation of the centre will be 7am to 6pm Monday to Friday. The facility will be closed to operation on weekends and public holidays beyond staff management and cleaning operations.

The proposal is supported by a Plan of Management (POM) which seeks to reflect an appropriate level of agreement between the operation of the centre and Council to facilitate sound management and minimise impacts to adjoining properties.

The proposal has been designed by *Art Made Architects* and is detailed on the accompanying architectural drawings.

This Statement of Environmental Effects is supplemented by the following:

1. Land Survey – Prepared by *Brian Mitch & Associates Pty Ltd*;
2. Architectural Plans & Design Report – Prepared by *ArtMade Architects*;
3. Landscape Plans – Prepared by *Greenscape Landscape Architecture & Design*;
4. Concept Stormwater Drainage Plan – Prepared by *Artmade Architects*;
5. Acoustic Report – Prepared by *Day Design Pty Ltd*;
6. Traffic Report & Swept Paths – Prepared by *Jones Nicholson Pty Ltd*;
7. Preliminary Site Investigation & Preliminary Geotechnical Assessment – Prepared by *NG Child & Associates*;
8. Quantity Surveyors Report – Prepared by *QPC & C Pty Limited*;
9. Plan of Management – Prepared by *Avenue Town Planning*.

The remaining parts of this Statement of Environmental Effects evaluates the subject site and its context (Section 2), details the proposed works (Section 3) and provides an assessment of the proposed development with consideration to the relevant statutory planning framework and the impacts of the development on the natural and built environment in accordance with S.4.15 of the Environmental Planning & Assessment Act, 1979 (Section 4).

This Statement concludes that the development is permitted with consent and results in a building form and use of the site that following appropriate construction management and operation is suitable and anticipated by the permitted planning controls for a centre-based child care facility within the R1 – General Residential Zone. In addition, this statement concludes that the development will have acceptable impacts on the natural and built environment and is commended for approval.

2 SUBJECT SITE AND ADJOINING DEVELOPMENT

The site is located on the western corner of Wood Street and Hardinge Street, and is known as No. 400 Wood Street, Denilquin. Forming the site's south-western boundary is Cheswick Lane. The site has a legal description of Lot 1 in DP 323712, and is identified in Figure 1.

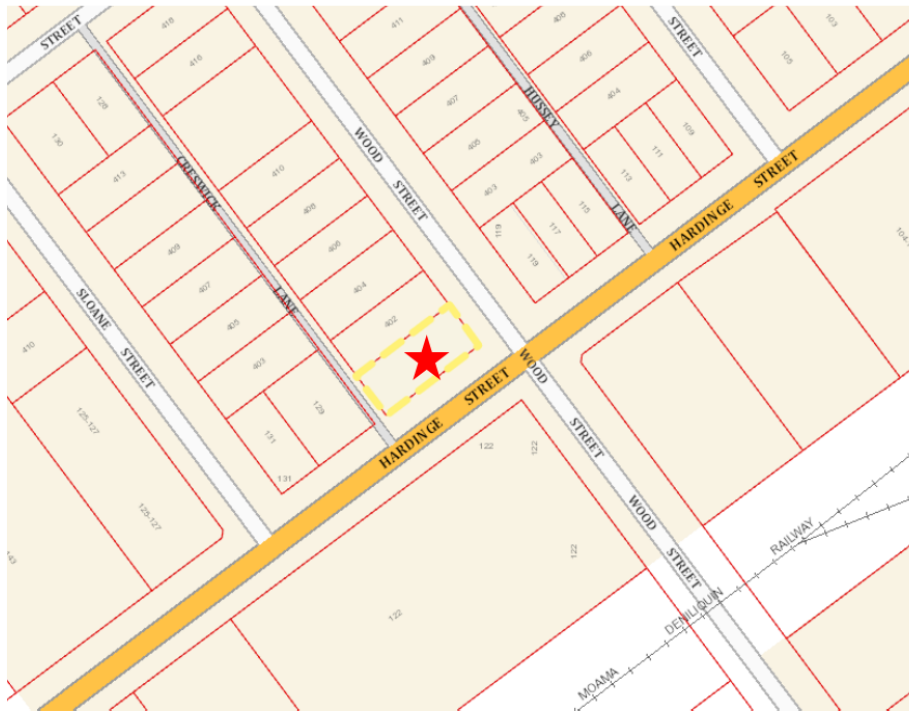


Figure 1: Site location

The subject site has a north-east to south-west orientation and has flat gradient with only a slight fall towards the Wood Street frontage of approximately 400mm across its length.

The site is rectangular in shape with north-eastern and south-western boundary lengths of 21.525 metres, and north-western and south-eastern sided boundary lengths of 50.29 metres, and an overall area of 1,082.5sqm.

The site has been cleared of its former dwelling house and presently contains a shed at its western corner and timber boundary fences fronting the streets.

Located at the eastern side of the sites frontage with the street corner are 2 canopy trees. The site does not contain any significant natural attributes. A number of mature street trees line the Wood Street frontage, as shown in Figure 3. A medium sized, commonly found tree fronts Wood Street within the road reserve (Figure 4)

The subject site is not mapped as being bushfire prone, as flood prone land or as having other environmental constraints.

As indicated in Figure 1, the site has been cleared.

STATEMENT OF ENVIRONMENTAL EFFECTS
400 WOOD STREET, DENILQUIN



Figure 2: Subject site viewed from its northern end looking south

Photographs of the subject site's street frontages is provided at Figures 3 and 4, and a photograph of Cheswick Lane on the site's south-western frontage is provided at Figure 5.



Figure 3: Subject site's Hardinge Street frontage

STATEMENT OF ENVIRONMENTAL EFFECTS
400 WOOD STREET, DENILQUIN

Figure 4: Site's street corner



Figure 5: Cheswick Lane to the rear of the site

2.1 Adjoining Properties

The locality contains a range of low scale business and residential uses. An aerial photograph of the site surrounds is provided in Figure 6, which indicates business uses to the east, and residential uses to the north, west and south-west on Wood Street.

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Figure 6: Site Location and surrounding development [Source: SixMaps]

Located to the southeast of the subject site, on the opposite side of Hardinge Street, is a low scale business premises (Figure 7) that contains a scattering of storage sheds and related outbuildings and storage of equipment closest to its street corner with Wood Street.



Figure 7: No. 122 Hardinge Street

The property adjoining to the west (No. 402 Wood Street) contains a single storey dwelling house and various outbuildings within the rear yard adjacent to the southern half

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of the subject site. The dwelling has a setback of approximately 8m to the common boundary with the subject site. The street frontage of No. 402 is shown in Figure 8.



Figure 8: No. 402 Wood Street

Residential development to the front and rear of the subject site is separated by public roads and as such, there is no 'direct' relationship. Each property contains a single dwelling house with primary frontage to Hardinge Street, not towards the subject site. These properties are shown in Figures 9 and 10.

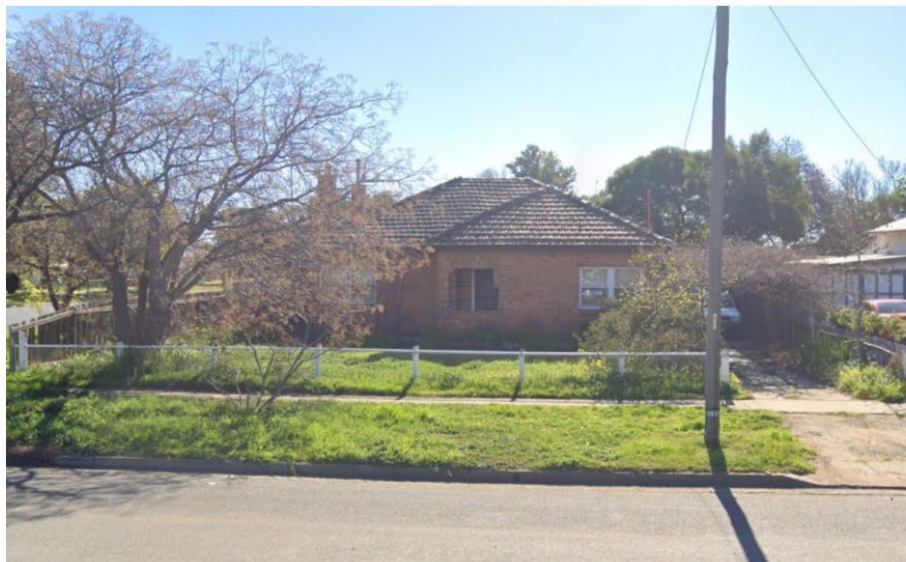


Figure 9: No. 129 Hardinge Street

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Figure 10: No. 119 Hardinge Street

Land zoning around the site is varied with the map copied at Figure 11 indicating R1 General Residential zone spanning from the south-west to north-east, IN1 Light Industrial zone to the south-east and a B2 Local Centre Zone to the north-east.



Figure 11: Land zoning of the site and surrounds

3 PROPOSED DEVELOPMENT

The proposal seeks consent for the construction of a single storey, centre-based child care accommodating 38 children and 10 at-grade parking spaces.

The proposed works are identified on the submitted architectural drawings prepared by *Art Made Architects* and associated consultant documentation, a description of which is provided below.

3.1 Child Care Centre

The proposal involves the construction of a single storey centre-based childcare centre with external play areas located along the south-western side boundary. The centre will cater for a total of 38 children and 6 staff, as follows:

Age	No. of children	Staff Ratio	Staff provision
0-2 years	8	1:4 (cl. 123(1) of Regs) – 0-2	2 educators
2-3 years	10	1:5 (cl. 123(1) of Regs) – 2-3	2 educators
3-5 years	20	1:10 (cl. 271(2) of Regs)	2 educators
TOTAL	38	-	6

The hours of operation of the centre are 7am – 6pm (Monday to Friday). Use of the premises after hours or on weekends will be only for staff and cleaning operation.

The proposal comprises the following primary elements:

- Parking – Provided at the Wood Street frontage in a regular layout and allows for forward entry and exit of 10 vehicles, including parking for 6 staff;
- Pedestrian entry into the centre is provided from the Hardinge Street frontage of the proposal via pedestrian entry gates at the points with direct access provided also from the proposed car parking area;
- The pedestrian access connects directly to the reception area where there is also an office space and a disabled compliant bathroom. A staff room is provided adjacent to the proposed office, although it is only accessible from the internal areas with the proposed centre;
- Three play rooms are proposed along the Hardinge Street side of the property, with playrooms one and two connected by bi-fold doors and play room 3 separated from playroom 2 by a bathroom area, change space and storage area. Bathrooms and a cot room are located in the space between playroom one and the reception area;
- The outdoor play area is banked onto the western side of the property, with a portion of the area covered by a roof that is an extension of the playroom 3 roof, and covered spaces that also line the playrooms and also connect to the building reception;
- Located in a separate position in the Centre at its northern portion is a storage area, kitchen and laundry, with a waste storage area nominated within the side boundary setback adjacent. The kitchen would be used to prepare basic meals for consumption during operation, with a maximum of 1 kitchen staff member on-site. Kitchen waste would be disposed in the bins provided and collected by private contractor. The kitchen would only be used during operating hours of the Centre. These aspects are included in the attached Plan of Management;

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- The built form has 1.2 metre side and rear boundary setbacks, a 2 metre secondary street setback to Hardinge Street, and a 20.1 metre setback to Wood Street, including a 2m landscaped setback at the street frontage;
- Construction of 1.9m high acoustically attenuated fencing on the northern boundary in the location of the proposed waste bins and 1.8m high acoustically attenuated fencing along the south-western boundary, 6.38mm laminated glass to the playroom and 10.5mm glass with acoustic seals to the cot room.

As indicated, the proposal includes 3 indoor playrooms, all with associated internal storage, a craft sink and bathrooms adjoining, as follows:

- Indoor Playroom 1 – 29.95m² to accommodate 8 x 0-2 year old children. This room has a separate cot room, a bottle preparation area and nappy change room;
- Indoor Playroom 2 – 32.55m² to accommodate 10 x 2-3 year old children;
- Indoor Playroom 3 – 65.20m² to accommodate 20 x 3-5 year old children;

External to the building, the proposed play areas total 266.05m² and will accommodate 38 x children (0-5 years).

3.2 External Presentation

The proposed development has been designed with a form that is consistent with the local residential character, which predominantly comprises single dwellings with pitched roofs. The external treatment of the building is well described on the materials schedule provided with the architectural drawing set. The proposed palette of materials includes a masonry base, dark grey metal roofs and feature elements, windows and doors frames, and rendered areas painted white located between the vertical blades that present to Hardinge Street.

The proposal will have light brown, mid grey and dark grey tones, which will create a visually recessive appearance in the predominant residential area, as shown in the photomontage provided at Figure 12.



Figure 12: Photomontage of the proposal

3.3 Landscaping

Two trees exist on the site, which will be removed to accommodate the proposal. Details of the proposed landscaping are provided on the submitted Landscape Plan prepared by Greenscape Landscape Architecture & Design and features appropriate planting including native species and canopy trees along the site boundaries that will offset the trees being removed. Planting is provided within each street setback and screen planting is provided along the north-western boundary where it adjoins No. 402 Wood Street.

The outdoor play areas provide permeable landscaped area, a variety of surfaces and experiences for use and education of children, incorporating appropriate sun access and shaded areas.

3.4 Traffic and Parking

A total of 10 parking spaces are provided for the proposed centre, which will include 4 child care placements and 6 staff, including an accessible space. Parking has been provided within the frontage of Wood Street, has good lines of sight and allow for forward entry and exit of vehicles.

A Traffic and Parking Impact Assessment Report prepared by Jones Nicholson Pty Ltd has been submitted with the application. This report has considered the proposed design in light of the site dimensions, traffic capacity of the locality, and traffic generation of the development. The Traffic Report concludes as follows:

- *The proposed development generally complies with parking demand requirements set out in Edward River Council's DCP (Deniliquin DCP).*
- *Adequate site access provisions, including vehicle access and manoeuvring and sight distances have been met for the proposed access from Wood Street. Modelling demonstrating this has been provided in Appendices A and B.*
- *Traffic generation from the proposed development is minor in nature and will have a minimal impact on the existing local traffic network.*

Accordingly, there are no traffic or parking related issues anticipated from the proposed development.

3.5 Stormwater

Details of the stormwater design are provided on the accompanying Hydraulics Design prepared by ArtMade Architects. The proposal includes controlled dispersal of all collected stormwater to Wood Street by gravity.

4 STATUTORY PLANNING ASSESSMENT

Provided below is a Statutory Planning Assessment of the proposed development in accordance with the matters for consideration under Section 4.15 of the Environmental Planning & Assessment Act, 1979. This includes compliance with the relevant planning controls, impacts of the development on the natural and built environment as well as the suitability of the site and a consideration of the public interest.

4.1 Compliance with Planning Controls (Section 4.15(1)(a))

The following statutory and non-statutory planning policies apply to the assessment of this application under Section 4.15(1)(a) of the EP&A Act, 1979:

- State Environmental Planning Policy (Resilience and Hazards) 2021;
- State Environmental Planning Policy (Transport and Infrastructure) 2021;
- State Environmental Planning Policy (Industry and Employment) 2021
- Deniliquin Local Environmental Plan 2013; and
- Deniliquin Development Control Plan 2016.

4.1.1 State Environmental Planning Policy (Resilience and Hazards) 2021

On March 1, 2022 SEPP (Resilience and Hazards) 2021 replaced three former SEPPs including SEPP 55 (Remediation of Land). Chapter 4 of the SEPP applies to the State of NSW and aims to undertake remediation of contaminated land for the purpose of reducing risk of harm to human health or any other aspect of the environment.

Clause 4.6 stipulates that a consent authority must not consent to the carrying out of development on land unless it has considered whether land is contaminated.

Submitted with the Development Application is a Preliminary Site Investigation and Preliminary Geotechnical Report prepared by NG Child & Associates. It concludes as follows:

The overall findings of this assessment indicate that:

- *The underlying soils at the site are not contaminated, and that soil quality at the 400 Wood Street Deniliquin NSW site is appropriate for the child care development and land use proposed;*
- *No further or more detailed assessment or investigation is considered necessary to confirm the suitability of the soils at the site in environmental and contamination terms for the child care land use proposed;*
- *A general inspection of the site did not identify any environmental issues, risks or exposures considered to be of significant concern; and*
- *A general review of the history and past uses of the site did not identify any issues that might have resulted in significant residual environmental or contamination risks or exposures.*

RECOMMENDATIONS

These findings are made subject to the following recommendations:

1. *That a detailed geotechnical assessment of the site is undertaken to inform final centre design and construction details; and*

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2. *While no environmental or contamination issues of concern have been identified by this preliminary investigation and assessment, and while no further or more detailed investigation is considered necessary to establish the suitability of the site for the child care land use proposed, it is recommended that an appropriate "Unexpected Finds Protocol" is developed and implemented during the development and construction process*

As such, there are no reasons to suspect that the site is contaminated and the requirements of Chapter 4 of SEPP (Resilience and Hazards) 2021 are sufficiently satisfied.

4.1.2 State Environmental Planning Policy (Transport & Infrastructure) 2021

On March 1, 2022 SEPP (Transport and Infrastructure) 2021 replaced 4 former SEPPs, including State Environmental Planning Policy (Educational Establishments and Child Care Centres) 2017 which applies to the proposed development.

Chapter 3 (Educational Establishments and child care facilities) of the SEPP contains those provisions from the former Education SEPP as they relate to child care centres. The SEPP provisions set out a range of overarching controls and guidelines for centre-based child care facilities, as discussed below.

The proposed development meets the definition of centre-based child care facility which is defined the SEPP as:

centre-based child care facility means:

(a) *a building or place used for the education and care of children that provides any one or more of the following:*

- (i) *long day care,*
- (ii) *occasional child care,*
- (iii) *out-of-school-hours care (including vacation care),*
- (iv) *preschool care, or*

(b) *an approved family day care venue (within the meaning of the [Children \(Education and Care Services\) National Law \(NSW\)](#)),*

The provisions that apply to child care facilities are set out in Chapter 3 of the SEPP. Table 1 below provides an assessment of the proposal against these provisions.

TABLE 1: RESPONSE TO CHAPTER 3 OF SEPP (TRANSPORT & INFRASTRUCTURE)		
Provision	Proposal	Complies
Part 3.3 Early Education and care facilities – specific development controls		
3.23 Centre-based child care facility – matters for consideration by consent authorities		
Before determining a development application for development for the purpose of a centre-based child care facility, the consent authority must take into consideration any applicable provisions of the Child Care Planning Guidelines, in relation to the proposed development.	Refer to Table 2 below for consideration under Child Care Centre Guidelines.	Yes

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TABLE 1: RESPONSE TO CHAPTER 3 OF SEPP (TRANSPORT & INFRASTRUCTURE)		
Provision	Proposal	Complies
Part 3.3 Early Education and care facilities – specific development controls		
3.26 Centre-based child care facility – non-discretionary development standards The object of this section is to identify development standards for particular matters relating to a centre-based child care facility that, if complied with, prevents the consent authority from requiring more onerous standards for those matters. The following are non-discretionary development standards for the purpose of section 4.15(2) and (3) of the Act in relation to the carrying out of development for the purpose of a centre-based child care facility-		
(a) location the development may be located at any distance from an existing or proposed early education and care facility,	Noted – no locational restrictions	-
(b) indoor or outdoor space <ol style="list-style-type: none"> for development to which regulation 107 (indoor unencumbered space requirements) or 108 (outdoor unencumbered space requirements) of the <i>Education and Care Services National Regulations</i> applies – the unencumbered area of indoor space and the unencumbered area of outdoor space for the development complies with the requirements of those regulations, or for development to which clause 28 (unencumbered indoor space and useable outdoor play space) of the <i>Children (Education and Care Services) Supplementary Provisions Regulation 2012</i> applies – the development complies with the indoor space requirements or the useable outdoor play space requirements in that clause, 	For proposed 38 place centre: Indoor play space required = 3.25m ² per child = 123.50m ² Unencumbered indoor play space provided: 127.70m ² Outdoor place space required = 7m ² per child ie. 266m ² . Unencumbered outdoor play area provided: 266.05m ² . Each play area provides the requisite areas for each individual play area per child group. Refer to Architectural Plans for breakdown.	Yes
(c) site area and site dimensions – the development may be located on a site of any size and have any length of street frontage or any allotment depth,	Noted – no site area or dimension restrictions	-
(d) colour of building materials or shade structures – the development may be of any colour or colour scheme unless	Site is not a State or local heritage item – as such no restriction on colour scheme,	Yes

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TABLE 1: RESPONSE TO CHAPTER 3 OF SEPP (TRANSPORT & INFRASTRUCTURE)		
Provision	Proposal	Complies
Part 3.3 Early Education and care facilities – specific development controls		
it is a State or local heritage item or in a heritage conservation area.	although the building appearance adopts a residential aesthetic	
3.27 Centre-based child care facility – development control plans (1) A provision of a development control plan that specifies a requirement, standard or control in relation to any of the following matters (including by reference to age, age ratios, grouping, numbers or the like, of children) does not apply to development for the purpose of a centre-based child care facility: <ol style="list-style-type: none"> operational or management plans or arrangements (including hours of operation), demonstrated need or demand for child care services, proximity of facility to other early childhood education and care facilities, any matter relating to development for the purpose of a centre-based child care facility contained in: <ol style="list-style-type: none"> the design principles set out in Part 2 of the <i>Child Care Planning Guidelines</i>, or the matters for consideration set out in Part 3 or the regulatory requirements set out in Part 4 of that Guideline (other than those concerning building height, side and rear setbacks or car parking rates). 	The SEPP overrides competing provisions from DDCP 2016, including any provisions relating to capacity restrictions or age ratios.	Noted

Child Care Planning Guidelines (September 2021)

The Child Care Guidelines inform state and local government, industry and the community about how good design can maximise the safety, health and overall care of young children.

In accordance with Clause 3.23 of the SEPP referred above, consideration of the Child Care Guidelines must be provided by the consent authority when assessing a development application for a centre-based child care centre. It also determines this Guideline will take precedence over a Development Control Plan (DCP), with some exceptions, where the two overlap in relation to a child care centre.

Table 2 over page provides consideration of the proposed development in light of the relevant controls under the Guidelines.

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
3.1 Site Selection and location		
C1 For proposed developments in or adjacent to a residential zone, consider:	Site is within R1 – General Residential Zone.	
<ul style="list-style-type: none"> the acoustic and privacy impacts of the proposed development on the residential properties 	An acoustic report is provided, and measures have been incorporated to minimise acoustic impacts. Privacy has been considered during the design process.	Yes
<ul style="list-style-type: none"> the setbacks and siting of buildings within the residential context 	Appropriate setback provided.	Yes
<ul style="list-style-type: none"> visual amenity impacts (eg. Additional building bulk and overshadowing, local character) 	The proposal will be entirely compatible in bulk, scale, and character with nearby development. No material shadow impacts will result given the single storey scale proposed.	Yes
<ul style="list-style-type: none"> traffic and parking impacts of the proposal on residential amenity. 	A Traffic Report prepared by Jones Nicholson Pty Ltd is submitted with the development application.	Yes
C2 When selecting a site, ensure that:		
<ul style="list-style-type: none"> the location and surrounding uses are compatible with the proposed development or use 	Centre-based child care facilities are a permissible and a compatible land use within the R1 zone.	Yes
<ul style="list-style-type: none"> the site is environmentally safe including risks such as flooding, land slip, bushfires, coastal hazards 	There are no particular site constraints that would restrict or inhibit the proposal.	Yes
<ul style="list-style-type: none"> there are no potential environmental contaminants on the land, in the building or the general proximity, and whether hazardous materials remediation is needed 	Refer to the submitted PSI Report.	Yes
<ul style="list-style-type: none"> the characteristics of the site are suitable for the scale and type of development proposed having regard to: <ul style="list-style-type: none"> length of street frontage, lot configuration, dimensions and overall size; and number of shared boundaries with residential properties. 	The site comprises a single land parcel with 2 street frontages with sufficient dimensions and land area to accommodate the proposed land use and provide compliant building height and landscaped setbacks within a development that responds well to its boundary interfaces and neighbouring properties.	Yes
<ul style="list-style-type: none"> the development will not have adverse 	The proposal will have no	Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
environmental impacts on the surrounding area, particularly in sensitive environmental or cultural areas	natural environmental or cultural impacts.	
<ul style="list-style-type: none"> where the proposal is to occupy or retrofit an existing premises, the interior and exterior spaces are suitable for the proposed use 	New development.	N/A
<ul style="list-style-type: none"> there are suitable drop off and pick up areas, and off and on street parking. 	Provided. Refer to plans.	Yes
<ul style="list-style-type: none"> the characteristics of the fronting road or roads (for example its operating speed, road classification, traffic volume, heavy vehicle volumes, presence of parking lanes) is appropriate and safe for the proposed use. 	The existing roads fronting the site do not present any characteristics or constraints for the proposal, as outlined in the submitted Traffic Report.	Yes
<ul style="list-style-type: none"> the site avoids direct access to roads with high traffic volumes, high operating speeds, or with high heavy vehicle volumes, especially where there are limited pedestrian crossing facilities. 	As above. Refer also to the submitted Traffic Report.	Yes
<ul style="list-style-type: none"> it is not located closely to incompatible social activities and uses such as restricted premises, injecting rooms, drug clinics and the like, premises licensed for alcohol or gambling such as hotels, clubs, cellar door premises and sex services premises. 	Yes, the development site is not located near to incompatible land uses.	Yes
<p>C3 A child care facility should be located:</p> <ul style="list-style-type: none"> near compatible social uses such as schools and other educational establishments, parks and other public open space, community facilities, places of public worship near or within employment areas, town centres, business centres, shops with access to public transport including rail, buses, ferries in areas with pedestrian connectivity to the local community, businesses, shops, services and the like. 	The site will form part of the mixed residential and business character of the area. It will be located near to the B2 zone and is designed to respond to the residential zoning of the site and residential properties nearby.	Yes
<p>C4 A child care facility should be located to avoid risks to children, staff or visitors and adverse environmental conditions arising from:</p> <ul style="list-style-type: none"> proximity to: <ul style="list-style-type: none"> heavy or hazardous industry, waste transfer depots or landfill sites; LPG tanks or service stations; water cooling and water warming systems; odour (and other air pollutant) generating uses and sources or sites which, due to prevailing land use 	The development site is not located near any of the listed hazards. It is predominantly surrounded by residential properties.	Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<p>zoning, may in future accommodate noise or odour generating uses.</p> <ul style="list-style-type: none"> o extractive industries, intensive agriculture, agricultural spraying activities. • Any other identified environmental hazard or risk relevant to the site and / or existing buildings within the site. 	As above.	Yes
<p>3.2 Local Character, streetscape and the public domain interface</p> <p>C5 The proposed development should:</p> <ul style="list-style-type: none"> • contribute to the local area by being designed in character with the locality and existing streetscape • build on the valued characteristics of the neighbourhood and draw from the physical surrounds, history and culture of place • reflect the predominant form of surrounding land uses, particularly in low density residential areas • recognise predominant streetscape qualities, such as building form, scale, materials and colours • include design and architectural treatments that respond to and integrate with the existing streetscape and local character. • use landscaping to positively contribute to the streetscape and neighbouring amenity • integrate car parking into the building and site landscaping design in residential areas. 	<p>The proposal has been designed to complement the residential setting of the site and also the mixed zoning of the locality. The development provides good address to both street frontages, suitable setbacks to adjoining properties, will provide landscaping visible from each street frontage, parking is provided at-grade to Wood Street, which will allow for direct connection to the building entrance.</p> <p>The design is reflective of the child care nature of the proposed use whilst also being compatible with buildings in the locality. It incorporates architectural elements consistent with newer development, i.e. single storey, pitched roof and commonly found residential building materials.</p> <p>Corner site's are commonly accepted as being appropriate for child care centre development to limit impacts on adjoining residential neighbours.</p>	Yes
<p>C6 Create a threshold with a clear transition between public and private realms, including:</p> <ul style="list-style-type: none"> • fencing to ensure safety for children entering and leaving the facility • windows facing from the facility towards the public domain to provide passive surveillance to the street as a safety measure and connection between the facility and the community • integrating existing and proposed landscaping with fencing. 	<p>Fencing will ensure the safety and security of children. The design provides windows overlooking the street.</p> <p>Refer to accompanying Landscape Plan.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES

Provision	Proposal	Complies
C7 On sites with multiple buildings and/or entries, pedestrian entries and spaces associated with the child care facility should be differentiated to improve legibility for visitors and children by changes in materials, plant species and colours.	Separate vehicular and pedestrian entrances are provided, plus clear pedestrian walkway from Hardinge Street.	Yes
C9 Front fences and walls within the front setback should be constructed of visually permeable materials and treatments. Where the site is listed as a heritage item, adjacent to a heritage item or within a conservation area front fencing should be designed in accordance with local heritage provisions.	The road frontages will be free from fencing and will instead be landscaped. No heritage requirements are applicable in terms of materials.	Yes
C10 High solid acoustic fencing may be used when shielding the facility from noise on classified roads. The walls should be setback from the property boundary with screen landscaping of a similar height between the wall and the boundary.	The development site does not adjoin a classified road.	N/A
3.3 Building orientation, envelope and design		
C11 Orient a development on a site and design the building layout to: <ul style="list-style-type: none"> ensure visual privacy and minimise potential noise and overlooking impacts on neighbours by: <ul style="list-style-type: none"> facing doors and windows away from private open space, living rooms and bedrooms in adjoining residential properties; placing play equipment away from common boundaries with residential properties; locating outdoor play areas away from residential dwellings and other sensitive uses optimise solar access to internal and external play areas avoid overshadowing of adjoining residential properties minimise cut and fill ensure buildings along the street frontage define the street by facing it ensure that where a child care facility is located above ground level, outdoor play areas are protected from wind and other climatic conditions. 	The development has been designed to protect adjoining residential amenity. All children will be located at ground level and separated from No. 402 Wood Street by an acoustically attenuated boundary fence and suitable landscaped. The proposal does not include any elevated balconies or outdoor play spaces. As demonstrated by solar diagrams submitted with the architectural plans, sufficient solar access and shading will be provided to the external play areas (and also into internal play rooms). No material overshadowing impacts on the adjoining properties will occur, as detailed in the submitted shadow diagrams.	Yes
C12 The following matters may be considered to minimise the impacts of the proposal on local character: <ul style="list-style-type: none"> building height should be consistent with other buildings in the locality building height should respond to the scale and character of the street setbacks should allow for adequate privacy 	The proposed development is single storey in height and compatible with the surrounding development. Setbacks are appropriate and	Yes Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
for neighbours and children at the proposed child care facility <ul style="list-style-type: none"> setbacks should provide adequate access for building maintenance setbacks to the street should be consistent with the existing character. 	facilitate suitable privacy. Based upon the existing surrounding development and residential development on surrounding land parcels, the proposal is consistent with its context. Further, the corner location of the site allows for presentation of the form to the streets and improved streetscape presence.	Yes
C13 Where there are no prevailing setback controls minimum setback to a classified road should be 10 metres. On other road frontages where there are existing buildings within 50 metres, the setback should be the average of the two closest buildings. Where there are no buildings within 50 metres, the same setback is required for the predominant adjoining land use.	Discussed above.	Yes
C14 On land in a residential zone, side and rear boundary setbacks should observe the prevailing setbacks required for a dwelling house.	DCP compliant setbacks achieved.	Yes
C15 Entry to the facility should be limited to one secure point which is: <ul style="list-style-type: none"> located to allow ease of access, particularly for pedestrians directly accessible from the street where possible directly visible from the street frontage easily monitored through natural or camera surveillance not accessed through an outdoor play area. In a mixed-use development, clearly defined and separate from entrances to other uses in the building. 	The front entrance includes an accessible footpath. The entry is clearly defined and visible, accessible (directly from either street), could be easily monitored (both passive and CCTV surveillance); and is not accessed through the outdoor play area. Not applicable.	Yes N/A
C16 Accessible design can be achieved by: <ul style="list-style-type: none"> providing accessibility to and within the building in accordance with all relevant legislation linking all key areas of the site by level or ramped pathways that are accessible to prams and wheelchairs, including between all car parking areas and the main building entry providing a continuous path of travel to and within the building, including access between the street entry and car parking and main building entrance. Platform lifts should be avoided where possible minimising ramping by ensuring building entries and ground floors are well located 	Accessible path of travel is provided from the street. Prams and wheelchairs will be able to access all parts of the development. A continuous path of travel to and within the building is provided. Site is relatively flat, and ramping.	Yes Yes Yes Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
relative to the level of the footpath.		
3.4 Landscaping		
C17 Appropriate planting should be provided along the boundary integrated with fencing. Screen planting should not be included in calculations of unencumbered outdoor space. Use the existing landscape where feasible to provide a high-quality landscaped area by: <ul style="list-style-type: none"> reflecting and reinforcing the local context incorporating natural features of the site, such as trees, rocky outcrops and vegetation communities into landscaping. 	Landscaping is provided to all boundaries and is not relied on for outdoor play calculations – refer to Landscape Plan provided. The site does not contain any significant site features that are worthy of retention.	Yes Yes
C18 Incorporate car parking into the landscape design of the site by: <ul style="list-style-type: none"> planting shade trees in large car parking areas to create a cool outdoor environment and reduce summer heat radiating into buildings taking into account streetscape, local character, pedestrian safety and context when siting car parking areas within the front setback using low level landscaping to soften and screen parking areas. 	Not applicable. The car park is internal and at-grade, and has relatively small size given the modest scale of the proposal. Shade trees are provided within the frontages to Wood Street and Hardinge Street.	Yes
3.5 Visual and acoustic privacy		
C19 Open balconies in mixed use developments should not overlook facilities nor overhang outdoor play spaces.	Not applicable – mixed use development not proposed.	N/A
C20 Minimise direct overlooking of indoor and outdoor play spaces from public areas through: <ul style="list-style-type: none"> appropriate site and building layout suitable location of pathways, windows and doors permanent screening and landscape design 	The proposed site fencing and landscaping will appropriately screen direct overlooking of the indoor and outdoor areas from the adjacent public domain.	Yes
C21 Minimise direct overlooking of main internal living areas and private open spaces in adjoining developments through: <ul style="list-style-type: none"> appropriate site and building layout suitable location of pathways, windows and doors landscape design and screening. 	The proposed site fencing will appropriately screen direct overlooking of the indoor and outdoor areas from the adjacent private properties. All outdoor play will be located at ground level and the site boundaries will be landscape treated and provided with necessary acoustic fencing.	Yes
C22 A new development, or development that includes alterations to more than 50 per cent of the existing floor area, and is located adjacent to residential accommodation should: <ul style="list-style-type: none"> provide an acoustic fence along any boundary where the adjoining property contains a residential use. (An acoustic 	Will comply as per Acoustic recommendations. Refer to Acoustic Report prepared by	Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<p>fence is one that is a solid, gap free fence).</p> <ul style="list-style-type: none"> ensure that mechanical plant or equipment is screened by solid, gap free material and constructed to reduce noise levels e.g., acoustic fence, building, or enclosure. 	Day Design Pty Ltd. As is typical at DA stage, mechanical plant has not yet been selected. Once it is, a detailed acoustic assessment will be required, at Construction Certificate stage.	Will comply at CC
<p>C23 A suitably qualified acoustic professional should prepare an acoustic report which will cover the following matters:</p> <ul style="list-style-type: none"> identify an appropriate noise level for a child care facility located in residential and other zones determine an appropriate background noise level for outdoor play areas during times they are proposed to be in use determine the appropriate height of any acoustic fence to enable the noise criteria to be met. 	Refer to accompanying Acoustic Report.	Yes
<p>C24 Adopt design solutions to minimise impacts of noise, such as:</p> <ul style="list-style-type: none"> creating physical separation between buildings and the noise source orienting the facility perpendicular to the noise source and where possible buffered by other uses using landscaping to reduce the perception of noise limiting the number and size of openings facing noise sources using double or acoustic glazing, acoustic louvres or enclosed balconies (wintergardens) using materials with mass and/or sound insulation or absorption properties, such as solid balcony balustrades, external screens and soffits locating cot rooms, sleeping areas and play areas away from external noise sources. 	<p>Refer to accompanying Acoustic Report.</p> <p>Design solutions include focusing development to the ground floor, which will be screened by boundary fences and required acoustic attenuation treatment. Landscape treatment to site edge between fencing and walls to create a soft transition and complement the residential character.</p>	Yes
<p>C25 An acoustic report should identify appropriate noise levels for sleeping areas and other non-play areas and examine impacts and noise attenuation measures where a child care facility is proposed in any of the following locations:</p> <ul style="list-style-type: none"> on industrial zoned land where the ANEF contour is between 20 and 25, consistent with AS 2021 – 2000 along a railway or mass transit corridor, as defined by State Environmental Planning Policy (Infrastructure) 2007 	The development site is not located in any of the listed locations.	Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<ul style="list-style-type: none"> on a major or busy road other land that is impacted by substantial external noise 		
C26 Locate child care facilities on sites which avoid or minimise the potential impact of external sources of air pollution such as major roads and industrial development.	The development site is not located on a major road or near to intensive industrial development.	Yes
<p>C27 A suitably qualified air quality professional should prepare an air quality assessment report to demonstrate that proposed child care facilities close to major roads or industrial developments can meet air quality standards in accordance with relevant legislation and guidelines. The air quality assessment report should evaluate design considerations to minimise air pollution such as:</p> <ul style="list-style-type: none"> creating an appropriate separation distance between the facility and the pollution source. The location of play areas, sleeping areas and outdoor areas should be as far as practicable from the major source of air pollution using landscaping to act as a filter for air pollution generated by traffic and industry. Landscaping has the added benefit of improving aesthetics and minimising visual intrusion from an adjacent roadway incorporating ventilation design into the design of the facility. 	Not applicable per above.	N/A
<p>3.7 Hours of operation</p> <p>C28 Hours of operation within areas where the predominant land use is residential should be confined to the core hours of 7.00am to 7.00pm weekdays. The hours of operation of the proposed child care facility may be extended if it adjoins or is adjacent to non-residential land uses.</p>	<p>The hours of operation of the centre are 7am – 6pm (Monday to Friday).</p> <p>Use of the premises after hours or on weekends will be only for staff and cleaning operation.</p>	Yes
C29 Within mixed use areas or predominantly commercial areas, the hours of operation for each child care facility should be assessed with respect to its compatibility with adjoining and co-located land uses.	The development site is not in a commercial or mixed-use area.	N/A
<p>3.8 Traffic, parking and pedestrian circulation</p> <p>C30 Off street car parking should be provided at the rates for child care facilities specified in a Development Control Plan that applies to the land.</p> <p>Where a Development Control Plan does not specify car parking rates, off street car parking should be provided at the following rates:</p>	The Development complies with the car parking requirements under DDCP 2016.	Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<p>Within 400 metres of a metropolitan train station:</p> <ul style="list-style-type: none"> • 1 space per 10 children • 1 space per 2 staff. <p>Staff parking may be stack or tandem parking with no more than 2 spaces in each tandem space.</p> <p>In other areas:</p> <ul style="list-style-type: none"> • 1 space per 4 children. 		
C31 In commercial or industrial zones and mixed-use developments, on street parking may only be considered where there are no conflicts with adjoining uses, that is, no high levels of vehicle movement or potential conflicts with trucks and large vehicles.	Not in commercial or industrial zone, nor a mixed-use development.	N/A
C32 A Traffic and Parking Study should be prepared to support the proposal to quantify potential impacts on the surrounding land uses and demonstrate how impacts on amenity will be minimised. The study should also address any proposed variations to parking rates and demonstrate that:	Refer to accompanying Traffic Report for assessment.	Yes
<ul style="list-style-type: none"> • the amenity of the surrounding area will not be affected • there will be no impacts on the safe operation of the surrounding road network. 		
<p>C33 Alternate vehicular access should be provided where child care facilities are on sites fronting:</p> <ul style="list-style-type: none"> • a classified road • roads which carry freight traffic or transport dangerous goods or hazardous materials. <p>The alternate access must have regard to:</p> <ul style="list-style-type: none"> • the prevailing traffic conditions • pedestrian and vehicle safety including bicycle movements • the likely impact of the development on traffic. 	The development site does not front either type of road listed.	N/A
C34 Child care facilities proposed within cul-de-sacs or via narrow lanes or roads should ensure that safe access can be provided to and from the site, and to and from the wider locality in times of emergency.	Development site is not within a cul-de-sac or narrow road/lane.	N/A
<p>C35 The following design solutions may be incorporated into a development to help provide a safe pedestrian environment:</p> <ul style="list-style-type: none"> • separate pedestrian access from the car park to the facility • defined pedestrian crossings and defined/separate paths included within large car parking areas • separate pedestrian and vehicle entries 	<p>Separate path provided.</p> <p>Small car park proposed, with the parent/guardian parking located closest to the building.</p> <p>Separate vehicle and</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<ul style="list-style-type: none"> from the street for parents, children and visitors pedestrian paths that enable two prams to pass each other delivery, loading and vehicle turnaround areas located away from the main pedestrian access to the building and in clearly designated, separate facilities minimise the number of locations where pedestrians and vehicles cross each other in commercial or industrial zones and mixed-use developments, the path of travel from the car parking to the centre entrance physically separated from any truck circulation or parking areas vehicles can enter and leave the site in a forward direction clear sightlines are maintained for drivers to child pedestrians, particularly at crossing locations. 	<p>pedestrian access provided;</p> <p>Sufficient space and good lines of sight available within and around the building and carpark.</p> <p>Deliveries and loading will occur outside of peak drop off and pick up times.</p> <p>Vehicular access is separate from pedestrian entrance;</p> <p>N/A</p> <p>Achieved.</p> <p>Refer to the submitted Traffic Report.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>Yes</p>
<p>C37 Mixed use developments should include:</p> <ul style="list-style-type: none"> driveway access, manoeuvring areas and parking areas for the facility that are separate to parking and manoeuvring areas used by trucks drop off and pick up zones that are exclusively available for use during the facility's operating hours with spaces clearly marked accordingly, close to the main entrance and preferably at the same floor level. Alternatively, direct access should avoid crossing driveways or manoeuvring areas used by vehicles accessing other parts of the site parking that is separate from other uses, located and grouped together and conveniently located near the entrance or access point to the facility. 	<p>Proposal is not a mixed-use development.</p>	<p>N/A</p>
<p>C37 Car parking design should:</p> <ul style="list-style-type: none"> include a child safe fence to separate car parking areas from the building entrance and play areas provide clearly marked accessible parking as close as possible to the primary entrance to the building in accordance with appropriate Australian Standards include wheelchair and pram accessible parking. 	<p>Parking is separate to these areas within centre;</p> <p>Practically located.</p> <p>1 accessible space provided.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
4. Applying the National Regulations to development proposals		
4.1 Indoor space requirements		
<p>Regulation 107</p> <p>Education and Care Services National</p>		

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<p>Regulations</p> <p>Every child being educated and cared for within a facility must have a minimum of 3.25m² of unencumbered indoor space. (38x3.25m² = 123.50m²)</p> <p><i>Design Guidance:</i> <u>Verandah as indoor space:</u> Verandahs may be included when calculating indoor space with the written approval from the regulatory authority.</p> <p><u>Storage:</u> It is recommended that a child care facility provide;</p> <ul style="list-style-type: none"> a minimum of 0.3m³ per child of external storage space (38x0.3m³ = 11.40m³) a minimum of 0.2m³ per child of internal storage space (38x0.2m³ = 7.60m³) 	<p>Total indoor play area: 127.70m²</p> <p>Play space has been calculated in accordance with the unencumbered requirements of this Guideline and provided in excess of the minimum requirements. In addition, areas have been provided to ensure each individual play areas receive the required area per child – this breakdown is included on the Architectural Plans.</p> <p>External storage: 11.50m³</p> <p>Internal storage: 13.05m³ In addition, areas have been provided to ensure each individual play areas receive the required storage per child – this breakdown is included on the Architectural Plans.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>4.2 Laundry and hygiene facilities</p> <p>Regulation 106 Education and Care Services National Regulations</p> <p>There must be laundry facilities or access to laundry facilities; or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering. The laundry and hygienic facilities must be located and maintained in a way that does not pose a risk to children.</p> <p>Child care facilities must also comply with the requirements for laundry facilities that are contained in the National Construction Code.</p> <p><i>Design Guidance:</i> <u>On site laundry</u> On site laundry facilities should contain:</p> <ul style="list-style-type: none"> a washer or washers capable of dealing with the heavy requirements of the facility a dryer laundry sinks adequate storage for soiled items prior to cleaning 	<p>On site laundry facilities are provided at the northern corner of the building, which is separate to the area accessible by children.</p> <p>Designed to accommodate all listed items.</p>	<p>Yes</p> <p>Yes</p>

Provision	Proposal	Complies
4.3 Toilet and hygiene facilities Regulation 109 Education and Care Services National Regulations A service must ensure that adequate, developmentally and age appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children. Child care facilities must comply with the requirements for sanitary facilities that are contained in the National Construction Code.	Sufficient toilet facilities are provided for staff and children. Sanitary facilities have been designed to comply with the NCC.	Yes Yes
4.4 Ventilation and natural light Regulation 110 Education and Care Services National Regulations Services must be well ventilated, have adequate natural light, and be maintained at a temperature that ensures the safety and wellbeing of children. Child care facilities must comply with the light and ventilation and minimum ceiling height requirements of the National Construction Code. Ceiling height requirements may be affected by the capacity of the facility.	The proposed facility has been designed to achieve cross ventilation, receive and have adequate natural light and be temperature controlled to avoid extremes in temperature. Light and ventilation and minimum ceiling heights designed to comply with relevant requirements under the National Construction Code.	Yes Yes
4.5 Administrative space Regulation 111 Education and Care Services National Regulations A service must provide adequate area or areas for the purposes of conducting the administrative functions of the service, consulting with parents of children and conducting private conversations.	Adequate areas have been provided for conducting of administrative tasks and meetings.	Yes
4.6 Nappy change facilities Regulation 112 Education and Care Services National Regulations Child care facilities must provide for children who wear nappies, including appropriate hygienic facilities for nappy changing and bathing. All nappy changing facilities should be designed and located in an area that prevents unsupervised access by children.	Nappy change facilities are provided between Indoor Play rooms.	Yes

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Provision	Proposal	Complies
Child care facilities must also comply with the requirements for nappy changing and bathing facilities that are contained in the National Construction Code.	Design to comply with NCC.	Yes
4.7 Premises designed to facilitate supervision Regulation 115 Education and Care Services National Regulations A centre-based service must ensure that the rooms and facilities within the premises (including toilets, nappy change facilities, indoor and outdoor activity rooms and play spaces) are designed to facilitate supervision of children at all times, having regard to the need to maintain their rights and dignity. Child care facilities must also comply with any requirements regarding the ability to facilitate supervision that are contained in the National Construction Code.	Good supervision is available through the centre whilst also maintaining sufficient privacy. Designed to comply with NCC.	Yes Yes
4.8 Emergency and evacuation procedures Regulations 97 and 168 Education and Care Services National Regulations Regulation 168 sets out the list of procedures that a care service must have, including procedures for emergency and evacuation. Regulation 97 sets out the detail for what those procedures must cover including: <ul style="list-style-type: none"> • instructions for what must be done in the event of an emergency • an emergency and evacuation floor plan, a copy of which is displayed in a prominent position near each exit • a risk assessment to identify potential emergencies that are relevant to the service. 	The proposed child care facility has been designed to facilitate safe and managed evacuation of children and staff from the facility in the event of a fire or other emergency. Emergency and Evacuation Plan is outlined in the accompanying POM.	Yes Yes
4.9 Outdoor space requirements Regulation 108 Education and Care Services National Regulations An education and care service premises must provide for every child being educated and cared for within the facility to have a minimum of 7.0m ² of unencumbered outdoor space. (86x7m ² = 602m ²) If this requirement is not met, the concurrence	Outdoor play space has been calculated in accordance with the unencumbered guidelines of this Guideline and provided in excess of the minimum requirements.	Yes

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Provision	Proposal	Complies
<p>of the regulatory authority is required under the SEPP.</p> <p>A verandah that is included within indoor space cannot be included when calculating outdoor space and vice versa.</p> <p><i>Design Guidance</i> Calculating unencumbered space for outdoor areas should not include areas of dense hedges or plantings along boundaries which are designed for landscaping purposes and not for children's play (refer to Figures 9 and 10). When new equipment or storage areas are added to existing services, the potential impact on unencumbered space calculations and service approvals must be considered.</p> <p><u>Verandahs as outdoor space</u> Where a covered space such as a verandah is to be included in outdoor space it should:</p> <ul style="list-style-type: none"> • be open on at least one third of its perimeter • have a clear height of 2.1 metres • have a wall height of less than 1.4 metres where a wall with an opening forms the perimeter • have adequate flooring and roofing • be designed to provide adequate protection from the elements (refer to Figure 8). 	<p>Outdoor Play areas are located at ground floor level some of which is covered by roofing and also shade sails – all outdoor play areas meet the requirements listed.</p>	Yes
<p>4.10 Natural environment</p> <p>Regulation 113 Education and Care Services National Regulations</p> <p>The approved provider of a centre-based service must ensure that the outdoor spaces allow children to safely explore and experience the natural environment.</p>	<p>Quality educational and sensory spaces will be provided to the outdoor play areas to facilitate exploration and experience the natural environment – refer to details on the accompanying Landscape Plans.</p>	Yes
<p>4.11 Shade</p> <p>Regulation 114 Education and Care Services National Regulations</p> <p>The approved provider of a centre-based service must ensure that outdoor spaces include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.</p>	<p>Suitable shade structures – both built and natural are incorporated into the centre design to ensure protection from overexposure to ultraviolet</p>	Yes

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
<p><i>Design Guidance</i></p> <p><u>Solar access and sun protection</u></p> <p>Outdoor play areas should:</p> <ul style="list-style-type: none"> have a minimum of 2 hours of solar access between 8.00am and 4.00pm during winter months, for at least 30% (or 2.1m²) of the 7.0m² of outdoor space per child required. adequate shade for outdoor play areas is to be provided in the form of natural shade such as trees or built shade structures giving protection from ultraviolet radiation to at least 30% of the outdoor play area have evenly distributed shade structures over different activity spaces. <p><u>Natural shade</u></p> <p>Natural shade should be a major element in outdoor play areas. Trees with dense foliage and wide-spreading canopies provide the best protection. Existing stands of trees, particularly in rear setbacks, should be retained to provide shaded play areas. Species that suit local soil and climatic conditions and the character of the environment are recommended.</p> <p><u>Built shade structures</u></p> <p>Built structures providing effective shade include:</p> <ul style="list-style-type: none"> permanent structures (pergolas, sails and verandahs) dismountable shade (marquees and tents) adjustable systems (awnings) shade sails. 	<p>radiation from the sun.</p> <p>The shadow diagrams and view from sun diagrams accompanying the application demonstrate sufficient solar and shade access.</p> <p>Shade is the result of both built elements (building and additional awnings), landscaping) and individual shading from play elements.</p> <p>Per above.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>4.12 Fencing</p> <p>Regulation 104 Education and Care Services National Regulations</p> <p>Any outdoor space used by children must be enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.</p> <p>This regulation does not apply to a centre-based service that primarily provides education and care to children over preschool age, including a family day care venue where all children are over preschool age.</p> <p>Child care facilities must also comply with the</p>	<p>The proposed development will include sufficient fencing or built elements bounding the site as well as to ensure safe and efficient segregation of areas through the site.</p> <p>Design to comply with NCC.</p>	<p>Yes</p> <p>Yes</p>

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TABLE 2: RELEVANT PROVISIONS UNDER CHILD CARE PLANNING GUIDELINES		
Provision	Proposal	Complies
requirements for fencing and protection of outdoor play spaces that are contained in the National Construction Code.		
4.13 Soil assessment		
Regulation 25 Education and Care Services National Regulations	Refer to Section 4.1.1 of this report for discussion.	Yes
Subclause (d) of Regulation 25 requires an assessment of soil at a proposed site, and in some cases, sites already in use for such purposes as part of an application for service approval.	As above.	
With every service application one of the following is required: <ul style="list-style-type: none"> a soil assessment for the site of the proposed education and care service premises if a soil assessment for the site of the proposed child care facility has previously been undertaken, a statement to that effect specifying when the soil assessment was undertaken a statement made by the applicant that states, to the best of the applicant's knowledge, the site history does not indicate that the site is likely to be contaminated in a way that poses an unacceptable risk to the health of children. 		

The proposal is therefore demonstrates to achieve full compliance with the Child Car Planning Guidelines.

4.1.3 State Environmental Planning Policy (Industry and Employment) 2021

On March 1, 2022 SEPP (Industry and Employment) 2021 replaced 2 former SEPPs, including State Environmental Planning Policy No. 64 (Advertising and Signage) which is now covered under Chapter 3 of the SEPP.

The proposal includes the provision of an "indicative signage area" only for future business identification. This is located on the street corner, as is appropriate for ease of recognition for facing away from the adjoining residential properties.

Future signage details will be addressed via a separate development application (as required).

4.1.4 Deniliquin Local Environmental Plan 2013

The subject site is zoned *R1 – General Residential* under DLEP 2013, as shown in Figure 11. Within the R3 zone, centre-based child care facilities are expressly permissible

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development. The proposed development is consistent with the 3rd identified zone objective, as follows:

- *To enable other land uses that provide facilities or services to meet the day to day needs of residents*

A review of LEP maps indicates that the site is not subject to any particular constraints. Furthermore, the site is not subject to a maximum building height or a maximum floor space ratio requirement.

The proposal is compliant with the relevant provisions of the LEP.

4.1.5 Deniliquin DCP 2016

The subject application has been assessed against the relevant provisions of DDCP 2016. A response to the relevant provisions of the DCP as they apply to the subject site and the proposed development is provided in Table 3.

Table 3: Relevant Provisions of Deniliquin DCP 2016		
Provision	Proposal	Complies
PART 2 Residential Zones		
2.1.1 Access and Parking 1. The number of off-street car parking spaces is to be provided on the development site in accordance with Chapter 12 - Car Parking.	Noted.	-
2.1.2 Building Setbacks • Street setback – Min. 5m or average. • Secondary Street – Min. 2m. • Side and Rear – BCA compliance.	- 20.1m - 2m - 1.2m	Yes Yes Yes
2.1.3 Site Coverage • Maximum 60% of site area (649.50sqm) • At least 20% landscaped area (216.60sqm)	367sqm – 33.91%. 347.70sqm – 32.1%.	Yes Yes
2.1.4 Landscaping As above.	-	-
2.1.5 Private Open Space Dwelling related controls.	-	-
2.1.6 Building Design The bulk and scale of new buildings or additions must be compatible with the bulk and scale of the existing or likely future development within the area.	As outlined previously, the proposal adopts a residential form, scale and materiality that is consistent with its residential context.	Yes
2.1.7 Protecting Solar Access 1. Buildings should be designed and positioned on the block to avoid overshadowing of adjacent private open spaces. 2. Buildings must maintain sunlight access to the windows of north facing living areas of adjacent dwellings. These windows must have at least 3 hours of sunlight access between 9am and 3pm in mid-winter (June 21).	No overshadowing will be cast onto the neighbouring sites. No overshadowing will be cast onto the neighbouring sites.	Yes Yes

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Table 3: Relevant Provisions of Denilquin DCP 2016		
Provision	Proposal	Complies
PART 2 Residential Zones		
2.1.8 BASIX	-	-
2.1.9 Privacy Residential related controls.	-	-
2.1.10 Crime Prevention and Security Controls not related to a child care centre	-	-
2.1.11 Impacts on Surrounding Land		
1. The proposed development must not unreasonably affect surrounding properties by way of any type of pollutant such as noise and vibration, air emissions, dust, water pollution or odour. Note: Where required, mitigation measures can be incorporated into the design of new development to reduce the impact on surrounding properties.	No unreasonable impacts anticipated Acoustic attenuation measures are proposed as outlined previously and in the submitted Acoustic Report.	Yes
2. The hours of operation for a proposed development must not unduly impact the amenity of residential properties.	Hours of operations are 7am to 6pm Monday to Friday with no operation of an evening, on a weekend or on a public holiday. The operation will therefore not impact on neighbouring properties during the times when residents are commonly home and/or during times of rest or private enjoyment of open spaces etc. during the weekends.	Yes
3. Where a proposed development is likely to increase the amount of stormwater runoff from the site, the development must be carried out in accordance with Council's Development Manual.	Stormwater will be connected to Wood Street, piped by gravity.	Yes
2.1.12 Services and Site Facilities		
1. A waste storage area must be provided on-site for all development and must be appropriate for the nature and scale of the development.	Located at the northern corner of the building within the side setback area behind acoustically attenuated fences.	Yes
2. The waste storage area must be in a location that is convenient for users and garbage collection contractors.	Access is easily available.	Yes
3. The waste storage area must be appropriately screened from view of the street by the use of attractive fencing or landscaping.	Screened by proposed fencing.	Yes
4. For residential development one 240 litre bin is to be provided for every dwelling.	N/A	N/A
5. All development is to be connected to Council's stormwater system or an alternative system approved by Council at cost to the developer. Connections are to be in accordance with the Development Manual.	Stormwater will be connected to Wood Street, piped by gravity.	Yes
6. All development in the R1 General	Existing connections will be	Yes

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Table 3: Relevant Provisions of Denilquin DCP 2016		
Provision	Proposal	Complies
PART 2 Residential Zones		
Residential zone is to be connected to reticulated town water supply and town sewerage system.	maintained or amplified as needed and determined during the CC documentation phase of the project.	
7. Allowance is to be made for the installation of telecommunications and electricity subject to the requirements of the authorities responsible for these services. Relevant providers of electricity and telephone services should be contacted for their servicing requirements.	Noted, as above,	
8. Services are to be located underground where required by the supplier.	Noted.	-
9. An external drying area in a location that receives good solar access must be provided for each dwelling within a residential development. The drying area is to be adequately screened if it will be visible from a public road or place.	N/A	N/A
10. Each property must be clearly identified with a street number.	Council may impose a suitable consent condition.	Yes
PART 12 Car Parking		
Child care centres: 1 space for every 4 children in attendance	38 children / 4 = 10 (9.5) spaces 10 spaces proposed, including 1 disabled compliant space.	Yes

Based on the above high level of compliance, the proposal will achieve a built form outcome and use that is appropriate and reasonably expected at the site.

4.2 Impacts on Natural & Built Environment (Section 4.15(1)(b))

Natural Environment

The proposal seeks to develop the site to provide a new child care centre and in doing so will incorporate appropriate construction methodology to minimise runoff and siltation beyond the site.

As previously outlined, there are 2 existing trees on the site that are not considered to be environmentally significant.

The submitted landscape plan details high quality landscaping including appropriate screening vegetation to boundaries, shrubs, grasses and ground covers, and is an integrated landscape contribution to the building and use, is compatible with the area and suitable to the needs of the proposed land use, including quality, safe and educational play spaces.

Considering the above, the proposal will not give rise to significant impacts on the natural environment and will provide a net improvement to the natural features of the site.

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Built Environment

The proposal does not give rise to any material impacts on the built environment as detailed below in relation to discussion on privacy, overshadowing, views as well as social and economic impacts.

Views

There are no significant views of iconic buildings, natural landscape or otherwise afforded from the site or from buildings in the immediate vicinity of the site. The proposal is of a scale and form reasonably expected at the site and will not result in any significant or unreasonable view loss impacts.

Aural and visual privacy

It is proposed that the facility will provide 38 childcare places and operate from 7am to 6pm Monday to Friday. No operation is sought on weekends or public holidays beyond staff and cleaning operations.

The plans and operational details have been reviewed by an Acoustic Consultant (Day Design Pty Ltd) and an Acoustic Report has been submitted with the application. With respect to the noise emission arising from the development, the report recommends the following measures:

Acoustic Fencing: To be constructed along the boundaries of the outdoor play areas, as follows:

- Construction of 1.9m high acoustically attenuated fencing on the northern boundary in the location of the proposed waste bins and 1.8m high acoustically attenuated fencing along the south-western boundary, 6.38mm laminated glass to the playroom and 10.5mm glass with acoustic seals to the cot room.

The above acoustic fencing is detailed on the Architectural Plans prepared by *Art Made Architects*.

Mechanical plant: As is typical at DA stage, this has not yet been selected. Once it is, a detail acoustic assessment will be required, at Construction Certificate stage. As details are not currently known, in-principle noise mitigation measures are provided within the Acoustic Report.

Noise Management:

- Ensuring all staff and parents are provided with a copy of the Centres Noise Management Plan and its implications for them during their time at the Centre.
- The name and contact details of the Centre's Manager should be clearly displayed at the front of the building to ensure neighbours can contact that person at anytime the centre is operating.
- Ensuring a sufficient number of educators are provided to supervise children's outside play to discourage unnecessarily loud activities;
- Carers/Staff should be educated to control the level of their voice while outdoors.
- Facilitating children's small group play went outside, and encouraging educators to engage in children's play and facilitate friendships between children.
- Crying children should be comforted as quickly as possible and moved indoors.
- Staff arriving prior to 7am and parking in the 'Staff' area should ensure they do not create unnecessary noise.
- Outdoor play is limited to 4 hours per day.

STATEMENT OF ENVIRONMENTAL EFFECTS
400 WOOD STREET, DENILQUIN

The above noise management recommendations are included within the accompanying Plan of Management (POM).

The Acoustic Report concludes that subject to implementing the noise control recommendations, the facility can be constructed, and operations managed to meet the acoustic criteria relevant to the development.

In light of above and taking into consideration all recommendations from the Acoustic Assessment, the proposal has been designed to respond to the site context and will provide appropriate privacy and amenity to the child care facility as well as being capable of safeguarding the privacy of the adjoining properties.

The design approach seeks to protect adjoining residential amenity. The built form concentrates all active spaces for the child care use at ground level. The proposal does not locate any openings on any boundaries above ground level, nor does it include any elevated balconies or outdoor play spaces.

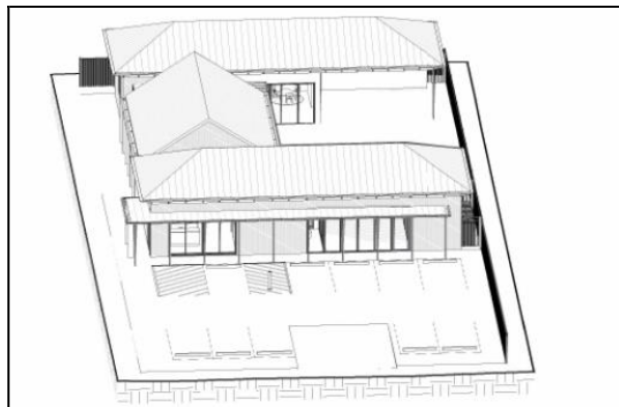
All outdoor play will be limited to the Ground Floor Level and play areas have been located central to the site as far as practicable. All site boundaries will be landscape treated and provided with necessary acoustic fencing.

As evident in the submitted Landscape Plan, the Ground Level outdoor play area will not give rise to significant noise impacts when considering the site arrangement and building configuration and coupled with new trees, screen landscaping bounding the play area and acoustic fencing proposed.

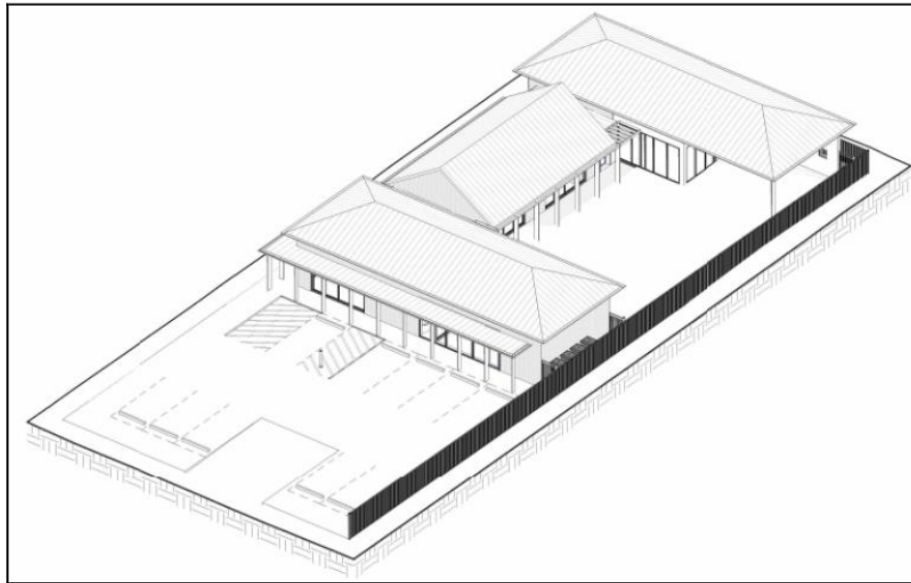
As such, the proposal is considered acceptable in terms of aural and visual privacy impacts on adjoining development and the amenity of residents.

Overshadowing & Solar Access

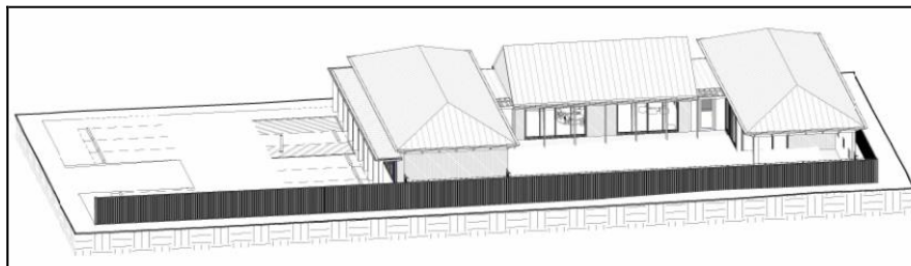
The shadow diagrams submitted with the application detail the extent of shadow cast by the proposed works. In addition, accompanying view from sun diagrams assist in demonstrating the level of solar access resulting from the proposed development. As indicated below, the proposal will only overshadow the laneway to the rear at 9am and midday, and the Hardinge Street road reserve at 3pm. There will be no shadowing impacts on residential properties.



9am mid winter

STATEMENT OF ENVIRONMENTAL EFFECTS
400 WOOD STREET, DENILQUIN

Midday, mid-winter



3pm, mid-winter

External Appearance

The proposed development reflects a contemporary single storey, pitched roof building form with a residential aesthetic. Whilst internally the building has a single floorplate, the development has been cleverly designed to respond to local character and presents as 3 building modules or pavilions, which is reflective of the rhythm of residential development surrounding the site. The 3 building modules are connected with low level flat roof elements and have variations in the architectural design to give visual interest to the streetscape.

Parking is located at Ground Level, accessed via a regular driveway cross over from Wood Street, again reflecting a detached dwelling form. The parking area will be bordered by landscaping and there is direct access from a pedestrian path from the parking area to the building entrance for safe movement by visitors and staff.

The proposed palette of materials includes masonry, render and metal with brown and grey tones to suit the residential character of the locality.

Overall, the proposed development will contribute a quality development that is residential in nature whilst also reflecting the child care land use. It is both compatible and sufficiently sympathetic within its R1 Zone context.

Social and Economic Impacts

The proposal provides a child care centre that is compatible with the context of the locality comprising residential development and business uses.

The proposal will result in only positive social impacts through the provision of a needed service and by connecting parents/guardians and their children with other people from the local area.

As confirmed throughout this Statement, there is an absence of impacts on the natural or built environment and the proposal will facilitate a compatible use at the site that will meet daily needs of residents and provide employment opportunities close to services.

In addition, the proposal will create construction and operational related benefits to the economy.

4.3 The Suitability of the Site (Section 4.15(1)(C))

The proposal is permissible with consent in the *R1 – General Residential* zone that applies to the site and is consistent with the intention of the zone as a land use that provides *facilities or services to meet the day to day needs of residents*.

In the absence of any natural or built environmental impacts as detailed in this report, the development is suitable at the site.

4.4 The Public Interest (Section 4.15(1)(e))

The proposed use is permissible with development consent, is consistent with zone objectives and complies with all relevant aspects of the SEPPs, LEP, DCP and Guidelines. Accordingly, the proposed development is in the public interest and worthy of Council's support.

5 CONCLUSION

This Statement of Environmental Effects has detailed the specifics of the site and its context and outlines the proposal to construct a single storey centre-based child care centre to accommodate 38 children and 10 parking spaces.

The application has been considered in accordance with the matters for consideration pursuant to Section 4.15 of the Environmental Planning and Assessment Act, 1979. The proposal is permissible with consent from Council and complies with all relevant LEP provisions.

In addition, the proposal has been assessed with regard to the relevant SEPPs, LEP and DCP provisions applying to the site and proposed development and satisfies the Child Care Guidelines. The proposal will result in acceptable and compatible development that will have no significant adverse environmental impact on the locality.

When assessed against the requirements of the relevant planning controls, the proposal achieves a high level of compliance with minor and acceptable variations proposed which are responsive to the intention of the controls and existing built form within the residential zone.

As detailed in this Statement, the proposed development will not give rise to any unacceptable impacts on the natural or built environment and will positively contribute to the streetscape appearance of the locality. This is achieved by the proposed design that exhibits good street address through a highly modulated, visually interesting building with an integrated landscape treatment.

The proposal will provide a high amenity environment for facilitating child care services and results in acceptable / minimum impacts in terms of privacy and overshadowing for surrounding properties.

The proposal is suitable for the site and locality and is in the interest of the public. Accordingly, it is requested that Council determine the application favourably.

STATEMENT OF ENVIRONMENTAL EFFECTS
400 WOOD STREET, DENILQUIN

Annexure A

Plan of Management

PLAN OF MANAGEMENT

400 Wood Street, Deniliquin

Child Care Centre

7 November 2022

1 INTRODUCTION & OBJECTIVES

This Plan of Management provides guidelines and management practices for the day to day Operation of the child care centre including the use of indoor and outdoor areas, and carparking.

This Plan has the following aims for the child care centre:

- a. To operate in a manner that is consistent with good management;
- b. To operate in a way that has regard to the surrounding residential neighbourhood and street;
- c. To take a proactive role in being a responsible neighbour/tenant within the surrounding residential area; and
- d. Operates in a manner so as not to disturb the surrounding residential area.

This plan of management is designed to provide Council, the operators of the premises and the adjoining residents with clear guidelines that are to be employed to ensure that the proposed operation will not result in any significant or unreasonable impacts on the surrounding properties.

Prior to commencing work in the Centre, all staff will be made familiar with this Plan of Management, during their employment induction. Once made familiar all staff required to sign a register stating they have been acquainted with the Plan. The register is to be kept with this plan.

The sections describe the operational arrangements of the child care centre.

2 LICENSING

The child care centre will be operated in accordance with all relevant statutory requirements.

In this regard, the licensing procedure and proposed facilities and equipment requirement, staffing requirements, child number requirements, operational requirements, administrative requirements, probity checks, miscellaneous and record keeping will be in strict accordance with the Education and Care Services National Law Act 2010, the Children (Education and Care Services National Law Application) Act 2010 and the Education and Care Services National Regulations, or as described by the license given to the site operation.

3 OPERATIONAL DETAILS

The operational arrangements are detailed as follows:

- a. **Operating Hours:** The hours of operation of the centre are 7am – 6pm (Monday to Friday). Use of the premises after hours or on weekends will be only for staff and cleaning operation.
- b. **Operating Capacity:** A total of 38 children under 6 years are proposed within the following age groups:
 - 0-2 years – 8 children
 - 2-3 years – 10 children
 - 3-5 years – 20 children

Each child is provided with at least 3.25m² indoor play space and at least 7m² outdoor play space, as required by the regulations. The layout of the building, especially the play spaces and toilets are designed to allow easy access, functionality and constant supervision of children.

- c. **Staff:** Based on the proposed centre capacity identified above, the following staff are required:

Age	No. of children	Staff Ratio	Staff provision
0-2 years	8	1:4 (cl. 123(1) of Regs)	2 educators
2-3 years	10	1:5 (cl. 123(1) of Regs)	2 educators
3-5 years	20	1:10 (cl. 271(2) of Regs)	2 educators

Light meals will be prepared for consumption on-site, such as sandwiches, pasta, fruit, muffins, pre-made pastries, and the like. 1 kitchen staff member will be employed as part of the operation. Kitchen waste is to be disposed in the bins provided and collected by a private contractor. The kitchen is only permitted to be used during operating hours of the Centre.

All staff members must undergo a mandatory Working With Children Check before employment and access to children through the NSW Government's Commission for Children and Young People.

- d. **Parking:**

- A total of 10 parking spaces will be provided on site.

4 OPERATIONAL MANAGEMENT MEASURES

Provided below is a summary of the operational measures that will be employed to mitigate impacts on neighbours and clientele of the centre.

(i) Supervision and Management of Children

- There must be a compliant number of staff in accordance with license granted to the premises.
- The suitable number of staff shall be present at all times depending on the number of children and their age within the centre (indoors and outdoors).
- Staff must be positioned to allow for the supervision of children at all times.
- All children will be divided into groups to meet allowable numbers of children in outdoor play areas during free play. These groupings can rotate on a daily and or weekly basis according to staff programs/planning and documentation.
- Daily routines such as group times, transitions, eating, sleeping and resting, toileting, bathing, dressing, and undressing, and even arriving and leaving occur at particular parts of the day and provides qualified trained staff with valuable information about the child's development. The proposed routines for each respective age groups allows for flexibility according to variables such as weather, culture, children's/family's needs & interests, mixed ages, planned experiences and or spontaneity.

(ii) Noise Management

- To minimise any potential impacts from the indoor play areas to the surrounding receivers, the Plan of Management (POM) document for the centre shall require all external doors/windows of a playroom to be closed when noise activities (such as singing, dancing, active recreation ext.) are occurring in playrooms. Ensuring all staff and parents are provided with a copy of the Centres Noise Management Plan and its implications for them during their time at the Centre.
- The name and contact details of the Centre's Manager should be clearly displayed at the front of the building to ensure neighbours can contact that person at anytime the centre is operating.
- Ensuring a sufficient number of educators are provided to supervise children's outside play to discourage unnecessarily loud activities;
- Carers/Staff should be educated to control the level of their voice while outdoors.

- Facilitating children's small group play went outside, and encouraging educators to engage in children's play and facilitate friendships between children.
- Crying children should be comforted as quickly as possible and moved indoors.
- Staff arriving prior to 7am and parking in the 'Staff' area should ensure they do not create unnecessary noise.
- Outdoor play is limited to 4 hours per day.

(iii) Traffic Management

Peak times for arrival of families/children and staff are anticipated to be between 7am-9am each week day morning and 4pm-6pm each week day afternoon.

The following traffic and parking parameters are to be implemented:

- Staff members who drive to the site are to occupy designated on-site staff parking spaces, in preference to parking on-street;
- Staff are only permitted to park in the designated staff parking spaces;
- Parent / visitors who drive to the site are to occupy designated on-site visitor parking spaces, in preference to parking on-street;
- The Neighbourhood Parking Policy should be provided to all staff and parents / guardians at the time of employment and enrolment, respectively.

(iv) Security and Access Management

The following matters are to be enforced:

- Entry to/from the centre is to be controlled by electronic means and/or supervised by staff during the peak drop-off and pick-up periods;
- All fences, gates and accessible windows will contain childproof locks and internal back to base alarms, as necessary.
- Security cameras are encouraged at the centre entrance and in key areas of the building.

(v) Site Servicing

The child care centre is likely to necessitate regular servicing with respect to the collection of refuse. Refuse is proposed to be contained on-site and collected by private contractor from the car parking area and outside of peak operating times.

Minor deliveries associated with the centre operation are expected to be undertaken by vans and utilities. Such servicing activities are proposed to be accommodated within a vacant visitor passenger vehicle parking space located within the parking area. These activities are to be undertaken between 10:00am and 3:00pm, thereby being outside of the peak child set-down / pick-up periods of the centre.

(vi) Cleaning and Maintenance

The premises is to be kept clean and tidy by staff. The premises, including furniture, fittings, utensils, cots and cot linen will be kept in good repair, clean, healthy, and free from vermin.

(vii) Essential Services – Fire Safety

The premises are inspected annually for the maintenance of the essential services of the building to the appropriate standards and compliance certification issued accordingly.

(viii) Maintenance

Required exits and egress paths are clear, and free of locks and obstructions. A maintenance person is to be engaged to monitor adherence to these aspects of the plan of management. Before the premises are occupied, an evacuation plan would be prepared and certified by the principle certifying authority.

- Management will conduct training of every new employee on:
- The duties of each work position
- Safety measures and procedures
- Emergency and evacuation procedures

(ix) Emergency Management

The purpose of this section is to provide a framework for the development of a specific emergency and evacuation procedures practices and guidelines of the centre. The operators are responsible for review, amending and adjusting this procedure prior to initial commencement of the child care centre operation and on an annual basis.

The Education and care Services National Regulations 2011 define an emergency in relation to an education and care services as any situation or event that poses an imminent or service risk to the persons at the service premises e.g. flood, fire or a situation that requires the service premises to be locked down. The relevant legislation and standards include but are not limited to:

- Education and care services National Law Act 2010, Education and Care Services National Regulations 2011: Regulation 97,98,168(2) National Quality Standard, Quality Area 2: Children's Health and Safety, Standard 2.3: Each child is protected; Element 2.3.3 – Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, Occupational Health and Safety Act 2004.

Procedures:

The approved provider is responsible for:

- Ensuring that plans to effectively manage incidents and emergencies are developed in consultation with the relevant authorities, practised, implemented and regularly reviewed.
- Conducting a risk management assessment to identify potential emergencies that the service may encounter (Regulation 97(2))
- Developing instructions for what must be done in the event of an emergency (Regulation 97(1)(a))
- Developing an emergency and evacuation floor plan (Regulation 97(1)(b)).
- Ensuring that the emergency and evacuation procedures are rehearsed at least once every 3 months by all at the service (Regulation 97(3)(a)).
- Ensuring that the rehearsals of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the service premises (Regulation 97(4)).
- Ensuring that those working at, or attending the service, have access to a phone or similar for immediate communication with parents/guardians and emergency services (Regulation 98), and that phone numbers of emergency services are displayed in each room of the service, near the phone.
- Identifying potential onsite hazards and taking action to manage and minimise risk.
- Ensuring the location of first aid kits, fire extinguishers and other emergency equipment are clearly signposted.
- Ensuring all emergency equipment is maintained on a regular basis in accordance with requirements specified by regulations, such as the Australian Standards Building Code of Australia e.g. fire extinguishers, smoke detectors, evacuation kits, sprinkler system and alarm or duress system.
- Providing a fully equipped portable first aid kit.
- Developing a regular training schedule for staff to ensure that they are able to deal with emergency situation e.g. first aid, emergency management and WHS training.
- Regularly reviewing, evaluating and updating emergency management plans and developing procedures to debrief staff following emergency incident.

- Conducting spot checks of documentation and practices to ensure all requirements of the policy are being complied with.
- Notifying Regulatory Authority within 7 days of an incident that required the service to be closed. Reporting incident to work cover NSW.
- Identifying staff and children requiring additional assistance in the event of emergency and ensuring that emergency contact details are provided on each child's enrolment.
- Ensuring that attendance record is maintained to account for all children and staff and visitors to the centre including arrival and departure time.

The Nominated Supervisor is responsible for:

- Ensuring that the emergency and evacuation floor plan is displayed in prominent positions and that all parents/guardians, volunteers, contact staff are briefed and aware of the procedures.
- Ensuring children are adequately supervised at all times and protected from hazards and harm.
- Ensuring evacuation plan is followed in the event of an emergency.
- Testing alarms and communication system regularly.
- Informing regulatory authorities including work cover NSW of any notifiable incident.

Service supervisors and other educators are responsible for:

- Implementing the procedures and responsibilities in this policy and the service's Emergency Evacuation Plan.
- Supervising the children in their care.
- Providing support to children before and during the emergency.
- Checking the attendance record is completed at the beginning of each day
- Checking emergency procedures is displayed in prominent location.
- Rehearsing emergency evacuation procedures with the children at least once every 3 months and documenting them.
- Providing feedback regarding the effectiveness of emergency and evacuation procedures.
- Completing the Incident, Injury, Trauma and illness record.
- Informing the Nominated Supervisor and/or Manager of the incidents.
- Attending first aid, emergency management and WHS training.

Parents / guardians are responsible for:

- Familiarising themselves with the service's emergency and evacuation policy and procedures.
- Ensuring they complete the attendance record on delivery and collection of their children.
- Providing emergency contact details on their child's enrolment form and ensuring this is kept up to date.
- Reinforcing the service's emergency and evacuation procedures with their child.

Role of Educator / supervisors during Evacuation procedure:

- Immediately when alarm sound educators will return to the group with which they are working if it is safe to do so.
- Educators are to ensure that sign in/out rolls and emergency contact lists remain in the vicinity of that particular group of children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area.
- Primary carer to call roll and settle children.
- Supervise and reassure children.
- Supervisors to ring 000 as soon as possible.
- Use red phone to alert staff.
- Check toilets, kitchen classrooms cot room and laundry and staff room
- Follow children and other to safe designated area.
- Supervise and reassure the children.
- Complete the written record detailing the evacuation.

5 COMPLAINT HANDLING PROCESS

This Plan of Management and the below complaints recording log is to be kept on site at all times. Any complaints made are to be recorded as follows and are to be made available to Council staff for review upon their request.

Complaints are to be followed up within 48 hours of the complaint being made and all reasonable efforts shall be made by the centre management to resolve the complaint and to avoid similar future complaints.

Complaints Log			
Date	Time	Nature of Complaint	Action Taken

Plan of Management
400 Wood Street, Deniliquin

Complaints Log			
Date	Time	Nature of Complaint	Action Taken

Plan of Management
400 Wood Street, Deniliquin

6 REVIEW PROCESS TO CONTINUOUSLY IMPROVE

In the event a complaint is continually recorded and resolved in a simple operation manner, this Plan of Management is to be updated to incorporate this management process to avoid further disturbance and complaints.

7 UNDERSTANDING OF THE OPERATOR

I the licensee have read and understand this Operational Plan of Management.

Sign

Date

12.4. DEVELOPMENT SERVICES ACTIVITY REPORT JULY 2023

Author: **Manager Development Services**

Authoriser: **Director Infrastructure**

RECOMMENDATION

That Council receive the July 2023 Development Services Activity Report.

BACKGROUND

Included in Attachment 1 is the Development Services Report. The report includes details of the following delivery functions:

- Development Applications received,
- S68 LGA Applications received,
- Development Applications by type,
- Processing times for applications,
- Value and number of applications,
- Planning Certificate and Drainage Diagram Applications and processing times,
- Progress Inspections Details,
- Swimming Pool inspections,
- Animal control activities,
- Ranger enforcement activities, and
- Public Health Activity.

ISSUE/DISCUSSION

The report details the delivery of regulatory and operational services of the Development Services team . There are no specific issues/matters for discussion arising from this report.

STRATEGIC IMPLICATIONS

There are no strategic implications arising from this report.

COMMUNITY STRATEGIC PLAN

1. Shaping the Future

1.2 - Quality Built Environment

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

LEGISLATIVE IMPLICATIONS

The Regulatory functions of the Development Services Team is governed by the following statutory legislation: Environmental Planning & Assessment Act, Local Government Act, Swimming Pools Act, Public Health Act, Companion Animals Act.

ATTACHMENTS

1. Monthly Report

Attachment 1 - 7 Environment Report July 2023



Development Activity					
Applications received – July 2023					
Application	Property Description	Proposal	Date Received	Date Approved	Status
DA2023/0047	Lot 1 Sec 64 DP 758913, 585-593 Henry Street, Deniliquin	Additions to a Manufactured Home	3/7/23	-	Under Assessment
DA2023/0048 CC2023/0033	Lot 5 DP 285949, 59 Riverview Drive	Residential Shed	11/7/23	-	Under Assessment
DA2023/0049 CC2023/0034	Lot 1 Sec 115 DP 758782, 191 Robinson Street, Deniliquin	Residential Shed	12/7/23	-	Under Assessment
DA2023/0050 CC2023/0035	Lot 18 DP 244440, 7 Gillespie Court, Deniliquin	Garage	19/7/23	-	Under Assessment
DA2023/0051 CC2023/0036	Lot 6 Dec 8 DP 758913, 454 George Street, Deniliquin	Demolish Existing Garage, Construct new Garage and Carport	19/7/23	-	Under Assessment
DA2023/0052 CC2023/0037	Lot 81 DP 739055, 413 Whitelock Street, Deniliquin	Alterations and Additions to Existing Dwelling	21/7/23	-	Under Assessment
DA2023/0053 CC2023/0038	Lot 1 DP 503648, 453 Henry Street, Deniliquin	Residential Shed	21/7/23	-	Under Assessment
DA2023/0054 CC2023/0039	Lot 3 DP 255246, Macauley Street, Deniliquin	New Dwelling and Garage	25/7/23	-	Under Assessment
DA2023/0055	Lot 1 Sec 132, DP 758913, 600 Ochertyre Street, Deniliquin	2 Lot Subdivision	26/7/23	-	Under Assessment



DA2023/0056 CC2023/0040	Lot 18 DP 517079, 77 Russell Street, Deniliquin	Residential Shed	26/7/23	-	Under Assessment
DA2023/0057 CC2023/0041	Lot 20 DP 35807, 304 Wood Street, Deniliquin	Alterations and Additions to Existing Dwelling	28/7/23	-	Under Assessment
DA2023/0058 CC2023/0042	Lot 1 DP 545618, 90A Crispe Street, Deniliquin	Residential Shed	31/7/23	-	Under Assessment
Complying Development Certificates					
-	-	-	-	-	-
S68 Applications					
2023/0034	Lot 1 DP 758913, 585-593 Henry Street, Deniliquin	Water, Sewer, Stormwater Connections	3/7/23	-	Under Assessment
2023/0035	Lots 26, 27 & 28 DP 815329, 11-13 Ballantyne Crescent, Deniliquin	Water, Sewer, Stormwater Connections	4/7/23	-	Under Assessment
2023/0036	Lot 1 DP 1132408, 1 Butler Street (Site 296), Deniliquin	Install a Manufactured Home	19/7/23	-	Under Assessment
2023/0037	Lot 3 DP 255246, Macauley Street, Deniliquin	Water, Sewer, Stormwater Connections	25/7/23	-	Under Assessment
2023/0038	Lot 1 DP 1132408, 1 Butler Street (Site 511), Deniliquin	Install a Manufactured Home	28/7/23	-	Under Assessment



2023/0039	Lot 1 DP 1132408, 1 Butler Street (Site 51), Deniliquin	Install a Manufactured Home	28/7/23	-	Under Assessment
2023/0040	Lot 20 DP 35807, 304 Wood Street, Deniliquin	Water, Sewer, Stormwater Connections	28/7/23	-	Under Assessment

Development Applications by Type for June 2023

Development Type	New Dwellings	Dwelling Alts/Additions/sheds	Commercial/Industrial	Other	Subdivision	No of lots resulting
Number	1	10	0	0	1	2
Totals 2023	16	33	8	19	4	9

Processing Times for July 2023

Application Type	* Mean Gross Days	** Mean Net Days
DA	62	42
Mod (S4.55) of DA & DA/CC	-	-
CDC	-	-
CC	66	40
S68 Applications	73	28

* Mean gross days = Total days from lodgment to determination ** Mean Net Days = Total days less Stop the Clock days



Value and Number of Applications Determined 2022 and 2023										
Month	DA 2022	DA 2023	CDC 2022	CDC 2023	CC 2022	CC 2023	LG 2022	LG 2023	Value 2022	Value 2023
January	3	4	2	0	1	3	2	4	\$870,000	\$148,890
February	14	8	1	1	9	5	2	7	\$6,541,633	\$1,631,720
March	13	6	0	1	8	5	5	7	\$1,968,289	\$4,340,700
April	8	4	0	0	2	3	0	0	\$1,891,000	\$194,595
May	9	3	1	2	6	2	6	5	\$3,376,895	\$2,248,880
June	13	14	0	0	8	9	3	7	\$277,646	\$4,043,451
July	3	7	0	0	3	3	2	3	\$369,101	\$1,743,731
August	10		1		4		6		\$660,693	
September	7		0		1		3		\$894,000	
October	11		0		8		4		\$2,206,916	
November	10		0		9		7		\$2,002,070	
December	8								\$3,894,506	
TOTALS	109	46	5	4	59	30	40	33	\$24,952,749.00	\$14,351,967.00

Note: numbers of application determined does not include modifications and applications determined by private certifiers. Value of application determined does not include the value of work for Construction Certificates and s68 applications.

Section 10.7 Certificates/Sewerage Drainage Diagrams	
Planning certificates	31
Sewerage drainage diagrams	18
Average processing time	1 day
Maximum time for processing	3 days



Inspections for July													
Site	Footing / Pier	Slab	Frame	Hot & Cold	Wet Area	Sewer / Septic	Storm Water	Final	Food Van	Trade Waste Site Visit	Meetings	Murrumbidgee Council	Total
5	5	9	3	3	0	6	4	6	0	9	24	0	74

Swimming Pool Inspection Program				
Month	1 st Inspection	2 nd Inspection	3 rd Inspection	TOTAL 2023
July	4	0	-	44

Animal Control /Ranger Activities												
Ranger's Report – July 2023												
Companion Animals												
Seized / Surrendered / Dumped	Released to Owner prior to impounded	In Pound	Released to Owner after impounded	Re-Homed	Euthanised		Stolen or escaped	Still In Pound	Declared Dangerous Menacing	Micro Chipped	Registered	Fines Issued
					Cats	Dogs						
18	0	18	5	3	3	2 *	0	5	0	3	9	0

* Note: 2 Pups euthanised due to very poor health

Note: The figures contained in this report relate to animal control activities carried out in the current month being reported on. Rehoming/Return to owner etc may occur in a subsequent month and are therefore not captured in this reporting period.

Clean Up		Parking		Impoundment		
Notices Sent	Illegal Dumping	Patrols	Fines	Vehicles	Live Stock	Euthanised
0	2	6	0	1	0	0



Dog Attacks		
Date	Details	Outcome
-	-	-

Public Health Activities	
Details	
Water Sampling	Water sampling is conducted from various sampling points within the town potable water supply system on a weekly basis to ensure compliance the NSW drinking Water Guidelines .

Environmental Planning Activities
Local Heritage Fund 2023/24 Applications are now open for Edward River Council's Local Heritage Fund 2023/2024. The program is jointly funded by Council and Heritage NSW. Details of the Heritage Fund applications are the subject of a separate report to the August Council meeting.
Exhibition of Planning Proposal Local Environmental Plan Consolidation
The Exhibition of the Planning Proposal for the Consolidation of the Local Environmental Plans will continue until Tuesday 8 August.2023. The Proposal is exhibited in the local print media, Council's website and on display at the Customer Service Centre. Notices were also provided to affected landowners. The closing date for submissions is 8 August 2023.

12.5. DRAFT COMMUNICATIONS & COMMUNITY ENGAGEMENT STRATEGY FOR PUBLIC EXHIBITION

Author: Manager Community & Economic Development

Authoriser: Director Corporate Services

RECOMMENDATION

That Council:

1. Endorses the draft Communications & Community Engagement Strategy (CCES) for public exhibition for a minimum period of 28 days commencing Friday 18 August 2023
2. Receive a further report on outcomes of the public exhibition
3. Authorise the Chief Executive Officer to make any necessary amendments to the documents which do not alter the intent or result in material changes to these documents in preparation for public exhibition, including the graphic design of the draft Communications & Community Engagement Strategy.

BACKGROUND

All councils in NSW are required to develop a Community Engagement Strategy. This requirement acknowledges that community engagement is at the heart of local government and that meaningful engagement helps communities to be active participants in shaping their own future.

Specifically, section 402A of the Local Government Act 1993, which relates to the Integrated Planning and Reporting (IP&R) framework, requires NSW councils to have a Community Engagement Strategy based on social justice principles.

In addition, Division 2.6 of the Environmental Planning and Assessment Act 1979 requires Council to have a Community Participation Plan. The plan applies to all aspects of a council's land-use planning and sets out how and when Council will engage with the community on planning and development issues. It also includes minimum exhibition requirements.

Council has prepared a single document with a Communications and Community Engagement Strategy (CCES) inclusive of the Community Participation Plan (CPP) which is appended to the draft CCES. This approach is considered best practice by the Office of Local Government.

Previously Community Engagement Strategies were required to underpin engagement for the development and review of Community Strategic Plans (CSP). However the amendments to the Local Government Act in 2021 now requires all such strategies to shift focus from informing the development of local Community Strategic Plans to ensuring communities have their say on broader plans, policies and programs and the activities and resources required to achieve them.

ISSUE/DISCUSSION

Council has developed a draft Communications and Community Engagement Strategy (CCES) informed by a detailed process of broad community engagement which included:

- Community pop-up activities
- Community stakeholder meetings
- Surveys
- Targeted phone calls with community stakeholders
- Virtual meetings with community stakeholders

- Councillor briefing and staff workshop
- Desktop review of existing policy, procedure and recent engagement reports such as the Sefton report
- Best practice research.

The feedback obtained from this engagement informed the four key principles of this draft Strategy, being that Council's communication and engagement should be:

1. Accessible - we provide information that is easy to use, understand and obtain
2. Timely - we provide information and seek feedback with ample time to act
3. Targeted - we ensure all relevant stakeholders are consulted on decisions where they are able to inform the outcome
4. Acted upon - we ensure that community feedback genuinely informs outcomes

The draft Strategy outlines Council's approach to sharing information, seeking feedback and applying that feedback to decisions that impact the community, and provides for a greater focus on:

- Planning for engagement at the start of a project's development, including ensuring sufficient resourcing and timeframes are available for engagement
- Conducting early engagement on more complex projects, to understand community views so that these views can be incorporated into the design of these projects
- Considering how engagement should be undertaken with the Edward River community, including our hard to reach stakeholder groups
- Standardising the process for Council's communication and community engagement effort for consistency and to better manage limited resources and expectations around service delivery in this area
- Developing staff capability and understanding of communication and community engagement

STRATEGIC IMPLICATIONS

The draft Communications and Community Engagement Strategy (attached) will guide Council's communication and engagement efforts, and outlines the ways in which the community can provide feedback to inform decisions that may affect them.

This in turn, will assist Council in fostering trust and building strong relationships with the community.

COMMUNITY STRATEGIC PLAN

Endorsement of the draft Community Engagement Strategy for public exhibitions will support the achievement of the following Community Strategic Plan objective:

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

FINANCIAL IMPLICATIONS

There are no additional financial implications arising from this report.

LEGISLATIVE IMPLICATIONS

Section 402A of the *Local Government Act 1993* (the Act) requires that Council must establish and implement a strategy for engagement with the local community (called its Community Engagement

Strategy) when developing its plans, policies and programs, and for the purpose of determining its activities (other than routine administrative matters).

In addition, Division 2.6 of the Environmental Planning and Assessment Act 1979 requires Council to have a Community Participation Plan. The plan applies to all aspects of a council's land-use planning and sets out how and when Council will engage with the community on planning and development issues. It also includes minimum exhibition requirements.

ATTACHMENTS

1. Draft Communications & Community Engagement Strategy

**COMMUNICATIONS AND
COMMUNITY ENGAGEMENT STRATEGY
2023 - 2025**

ACKNOWLEDGEMENT OF COUNTRY

The Edward River Council acknowledges and embraces the Traditional Owners of the Lands within the ERC area - the Wamba Wamba/Perrepa Perrepa Peoples – and pay our respects to their elders, past, present, and emerging. The Edward River Council also recognises the diversity of different cultures within our community and their contribution.

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INTRODUCTION

Community engagement

It is essential that communities have a say in decisions that shape their future, and that they help determine the way Council delivers its services to the community. Effective community engagement is a process where communities can access relevant information and provide feedback to Council through methods they are comfortable with.

We understand that when our community is informed and has an opportunity to have a say on decisions that may affect them we achieve better outcomes for the community as a whole.

This Communications and Community Engagement Strategy (CCES) forms part of an integrated framework guiding our communication and engagement activities.

Why is community engagement important?

Edward River Council recognises the importance of excellent communication and engagement with its most important stakeholder: community.

For decisions to best meet community needs, it is essential that all community members know what is happening and understand how they may be affected. It is also vital for community members to have the opportunity to provide feedback for consideration in the decision-making process.

Council is committed to positive and effective communication and engagement with its community stakeholders. As part of this commitment, this strategy sets out the key principles that guide how we share information and seek and respond to feedback.

We're listening. Following a broad consultation with the community, councillors, and staff we've heard that Council's communication and engagement approach is not as effective as it could be.

We hear you and we're acting. The approach outlined in this Strategy reflects this feedback and is a demonstration of Council's commitment to continuous improvement.

We are striving to find better ways to keep everyone well-informed. We are striving to have better conversations with our community. We are striving to build strong relationships.

It is our goal to foster mutual trust and respect with all community members, so that we can achieve better community outcomes.

Strategic context

The values expressed in this Strategy are consistent with those of our community as reflected in the Edward River [Community Strategic Plan](#) and Council's [Community Participation Plan](#).

For Council staff and elected officials, the Strategy acts as a guide for engagement and the delivery of timely and transparent communications. And for our community, it outlines the standard by which we will be held accountable.

This Strategy is informed by and meets the requirements of the following legislation:

- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *NSW Information Commissioner's Charter for Public Participation 2018*
- *Crown Land Management Act 2016*
- *Environmental Planning and Assessment Act 1979*
- *Disability Inclusion Act 2014*
- *Government Information (Public Access) Act 2009*

Community Participation Plan

Community Participation Plans (CPP) are a requirement under the *Environmental Planning and Assessment Act 1979*.

Endorsed in November 2019, the [Edward River Council Community Participation Plan](#) makes community participation in land-use planning matters easier and clearer.

The CPP identifies how and when Council will inform, engage and consult with the community on a variety of land-use planning functions.

The CPP applies only to the Strategic Land-Use Planning and Development Assessment functions of Council and excludes State Significant Development which is managed by the Department of Planning, Industry and Environment.

For ease of reference, the [Edward River Council Community Participation Plan](#) is included as an Appendix to this Strategy.

Definitions:

Communications is how we connect with our stakeholders. It is sharing the right message at the right time to inform our community.

Source: NSW Government, All-Of-Government Communications Framework

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.

Source: NSW Government, All-Of-Government Communications Framework

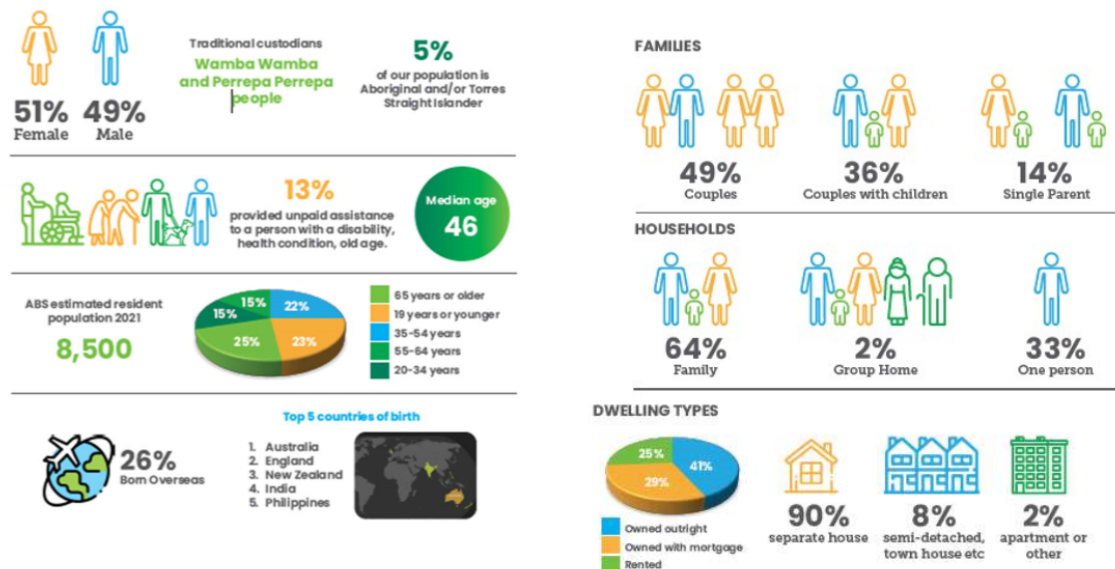
OUR COMMUNITY

To ensure we plan our communications and engagement activities appropriately, it's important to understand what our local Edward River community looks like.

Community snapshot

We share a vision with our community for our region to grow and thrive. As we work together to bring this vision to life, we know the composition of our community is going to change over time.

Below is a snapshot of our community in 2021, according to the *Census of Population and Housing* (Australian Bureau of Statistics). It reminds us to consider and use a variety of methods to ensure we engage effectively with all of our community.



More than 90% of the Australian population have a smart phone
 72 % of residents have internet access from a dwelling
 35.1% completed Year 12
 7.2% people with a disability
 34.1% not in workforce
 58.8% working full time
 31.5% working part time

Towns and villages

The Edward River Local Government Area (LGA) is located in the Riverina Murray Region of south-western New South Wales near the border with Victoria.

Edward River LGA covers an area of nearly 9,000 square kilometres and is home to approximately 9,000 permanent residents. A challenge for Council's communications and engagement is to ensure we provide opportunities for all of our residents, no matter where they across the LGA, to be engaged and receive information in a fair and equitable way.

The main population centres are the town of Deniliquin and the six rural villages of Blighty, Booroorban, Conargo, Mayrung, Pretty Pine and Wanganella.

Towns and villages	Population (Source: ABS Census data, 2021)
Deniliquin	7,432
Blighty	192
Booroorban	36
Conargo	117
Mayrung	171
Pretty Pine	59
Wanganella	61

OUR STAKEHOLDERS

It is vital that we identify, understand and engage with stakeholders that are affected by, or have an interest in decisions made by Council. Council communicates and engages with many individuals, groups and organisations to ensure we hear a range of views and consider these in the decision-making process. Our stakeholders include:



PRINCIPLES FOR COMMUNICATION AND ENGAGEMENT

In all that it does, Council's work is governed by the four social justice principles of equity, access, participation and rights. In this Strategy, the social justice principles are supported by other principles that have been developed through community input. When we asked you what was important about communication and engagement you told us it should:



Social Justice Principles

Our approach reflects the principles that establish supportive environments for everyone - addressing barriers to communication and engagement that may exist.

Equity

Communication and engagement should include stakeholders including hard-to-reach groups who may experience barriers to participation.

Access

All people should have fair access to communication and engagement opportunities.

Participation

All people should have the opportunity to participate in decisions that affect their lives.

Rights

Communication and engagement opportunities enable positive participation from across our diverse communities.

OUR STRATEGY

How we engaged with you to develop this Strategy ...

Our approach was to hear from our community about how we deliver communication and engagement – what currently works well, where there are opportunities for improvement, and how you prefer to be engaged by and receive communications from Council.

To ensure we heard from a broad cross-section of our community, we conducted pop-up activities at the Peppin Heritage Centre and Deni Wanderers soccer match day. We attended Blighty netball and AFL training evening sessions and distributed a fact sheet inviting feedback. We invited stakeholders who regularly interact with Council to a stakeholder workshop and spoke to others on the phone. We also listened to our councillors and staff.

In addition, we conducted an online survey which was promoted on Facebook, distributed paper surveys at engagement activities, conducted telephone interviews and targeted interviews with First Nations representatives and other key community groups, and posted on Facebook to let people know about our engagement activities and how to get involved. We created an information sheet, created an engagement page on the Edward River Council website, and set up display boards in public areas.

We heard from many community stakeholders, and their ideas, priorities, concerns and feedback has been considered in the development of this Strategy.

What we heard ...

Communication Methods

- Approximately half of those we spoke to preferred direct communication (via customer service or a call to Council) and approximately half expressed a preference for digital communication, (via Council's website and social media). The community acknowledged that comments on social media posts can be unhelpful on occasions.

Customer Service

- Positive feedback was received about the face-to-face customer service provided by Council
- People appreciate being able to talk to someone directly about their issues.

Responsiveness

- In some instance people felt that if they provide feedback it may not be listened to by Council.

Timing

- The community stressed the importance of receiving information with enough time to consider it, participate and give feedback before a decision is made.

Willingness to Participate

- Community members expressed a willingness to be involved in communication and engagement activities if the method/activity aligns with their availability and lifestyle.

Our Communications and Engagement Vision

*We actively communicate and engage in a way that shares our stories, listens to our community,
informs our future,
and improves the wellbeing of the people who live in the Edward River Council region.*

This Strategy

As the closest level of government connected to the community, we have a unique opportunity to communicate and engage with our local residents and other community members. Council delivers over 40 Council services, with approximately 120 staff across the organisation. We're also the link between our community and other levels of government, advocating for your priorities.

Edward River Council has prepared this Strategy to guide all of its communication and engagement activities with the ultimate aim of enhancing community outcomes.

This Strategy outlines Council's commitment to inform and involve all community members. It details the main elements of our approach to share information, seek feedback, and work together.

The successful implementation of this Strategy will help Council to effectively communicate and proactively act on feedback it receives. In doing so, it underpins our ability to deliver quality services and infrastructure to the community we serve. The Strategy will support a consistent approach to all our communications and engagement activities.

Decision making

The role of Council is to make decisions that have benefits for the community as a whole.

Our community provides meaningful input to Council's decision-making in many forms, including surveys, formal submissions, advisory group recommendations, complaints and compliments, customer enquiries, and through interactions with staff and elected officials. This feedback is considered when Council makes decisions.

We understand that there are often a range of views on any particular issue. Council will always listen to all views, but cannot act on every desire expressed by the community. We must act to benefit the whole community within available resources. We acknowledge that not every decision made by Council will please everyone.

There will also be occasions where Council must make a decision with limited community input. For example, this may be because the decision is largely determined by legislation, or because an urgent decision must be made to address an immediate risk.

Our commitment

Edward River Council commits to regularly communicating with, seeking input from, and involving all relevant community stakeholders in decisions that directly impact them.

We are committed to:

Enabling all community members to have a voice to Council

- Truly understanding community needs and priorities
- Making information easy to access and understand
- Giving meaningful consideration to all feedback
- Continually improving.

We will do this by:

- Being proactive and responsive
- Promoting equitable participation
- Conducting stakeholder research
- Targeting relevant stakeholders
- Using community-preferred communications channels and engagement tools
- Explaining our decisions
- Honestly appraising our own performance.

ENGAGEMENT IN PRACTICE

When we will engage

Community engagement takes place in many ways - from a quick online survey to a series of community workshops.

Council commits to identifying circumstances where engagement should be undertaken, and also acknowledges that sometimes engagement will be initiated by the community. Examples of when we will engage include when there is a change proposed to our services, a need to update or develop Council plans and policies, or in planning for new community infrastructure.

Council may seek input and feedback from the community at various stages in a project. The specific timing will depend upon the context, relevant legislation, and best practice. In many cases legislation sets out minimum requirements for receiving public feedback

How we will engage

Council understands that the size of our Local Government Area (LGA) can be a barrier to engagement.

When we plan engagement, we will tailor activities to ensure everyone can access information and provide feedback in a variety of ways. Council commits to creating opportunities for face-to-face and online engagement where possible and appropriate.

We know digital engagement isn't always suitable for everyone, especially in areas that can't access high-speed internet and for some people in our community. This will be front of mind when we plan engagement, and we understand that in some cases more traditional methods of communication, such as a letter or a notice in the newspaper, work best.

Council will provide our community with sufficient time to consider the information provided and have their say. We will also allow sufficient time to consider all feedback we receive in the final decision-making process.

We are keen to use creativity and innovation wherever possible to more effectively communicate and engage with communities. We also commit to developing communications and engagement tools that provide for standardised and consistent processes.

What to expect

The community can expect Council to follow these steps when it delivers engagement activities:

1. Describe what is being proposed in clear, easy-to-understand terms

We will make what is being proposed clear, and describe potential benefits or impacts of the plan, policy, project or initiative. We will also clearly articulate key dates and how the community can receive information and provide feedback.

2. Identify relevant stakeholders

Once the project is defined, the next step for Council staff is to identify who in the community may be interested in or affected by the project. In some cases this may be a specific group of stakeholders, while in other instances the whole Edward River community may have a stake in the project.

3. Choose the most appropriate communication methods

Once the project is defined and stakeholders identified, Council will carefully consider the best and most appropriate ways to reach the community and identified stakeholders. Sharing information may be as simple as an addressed letter, a social media post or website update. Methods for receiving feedback are detailed in the following section and may include community workshops, focus groups, surveys, online feedback or a range of other engagement activities. For complex projects, or where it is unclear what the best method of communication may be, we will ask identified stakeholders how they would like to be engaged.

4. Provide accurate, easy-to-understand and consistent information

As part of the engagement process, Council will provide the community with accurate information that is easy to understand. Messaging from staff and elected officials will be clear and consistent. This may include fact sheets, answers to frequently asked questions, discussion papers or short videos.

5. Seek and listen to feedback

Council commits to actively listening to feedback, understanding perspectives across the community and recording the feedback received.

6. Consider our response

Council will collate, analyse and identify how engagement outcomes will be used to make decisions.

7. Closing the loop

We commit to, wherever practical, letting the community know what we have heard and how that feedback has informed decisions.

Methods of communication and engagement

Council tailors the way it shares information and invites participation to best match the initiative and the needs of community.

Engagement on land-use planning functions is specifically outlined in the [Edward River Council Community Participation Plan](#) and is included in an Appendix to this Strategy.

For other services, functions and infrastructure delivered by Council we will regularly use the following communication methods detailed in the table below. The table also identifies where these methods align with the IAP2 Spectrum of Public Participation.



It should be noted that the IAP2 Spectrum includes "Empower" as a level of community engagement. However, under the *Local Government Act 1993*, the only decision-making power that is placed in the hands of the public is the ability to elect Council Members every four years.

At Council, our approach aligned to the IAP2 Spectrum is as follows:

LEVEL	GOAL	APPROACH	METHODS
Inform	One way communication providing balanced and objective information to help you understand what is going to happen or has happened	We will share information about a decision or direction.	<ul style="list-style-type: none"> Website information Advertisements in local media Letters to residents, ratepayers and other stakeholders Brochures/fact sheets Information displays Flyer in rates notices Banners in key locations Social media posts

LEVEL	GOAL	APPROACH	METHODS
Consult	Two-way communications to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	We will explore options, gain feedback and an understanding of your preferences.	<ul style="list-style-type: none"> • Online feedback form and emails • Meetings by invitation • Reference groups • Surveys/market research • Public feedback/ Submissions • Public & online forums • Drop-in sessions • Face-to-face interviews with stakeholders • Village discussions
Involve	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.	Your ideas and issues will shape the final decision or recommendations.	<ul style="list-style-type: none"> • Council committees • Facilitated workshops • Focus groups
Collaborate	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred solutions.	Your recommendations will be included in the final decision.	<ul style="list-style-type: none"> • Advisory or reference groups • Committees & panels • Focus groups

Engaging in person

Engagement or participation is not only about having your say, it is also about listening to others to understand their point of view. In-person engagement activities allow an opportunity for this two-way discussion. Some of the in-person opportunities we may use include:

- Community workshops and stakeholder meetings and information sessions, to enable the community to understand and be understood by others when sharing their views
- Public forums allow community members to address Councillors on items for consideration at a Council meeting
- Committees provide a meeting forum for community group representatives to raise issues relevant to the Committee's Terms of Reference
- Direct contact, either in person or over the phone, between Council officials and community members and groups on specific projects and plans

Engaging online

Online communication and engagement can allow people who may otherwise be excluded from in-person engagement activities to participate.

- Council's website provides information to the public on Council projects and services and includes online surveys and other feedback mechanisms from time to time
- Social media channels are an opportunity to keep the community up to date and provides community access opportunities to learn more about Council matters
- Council's dedicated email at haveyoursay@edwardriver.nsw.gov.au

More traditional Engagement

Our community is still interested in more traditional methods of engagement, which include engaging in person – outlined above – as well as:

- Direct mail or letterbox drops to residents and groups
- Pop-up stalls at frequently visited locations
- Onsite or physical displays and signage at events or key locations
- Advertisements and Community News in our local newspaper
- Advertisements, community announcements and interviews on radio or television

Engaging during emergencies

Over time our region has been affected by floods, fires, extreme weather and pandemic restrictions. When there is an emergency it is vital we look out for each other and share accurate and timely information to make sure everyone stays safe and know how to access support.

When there is an emergency, Council will work with local emergency services and the community to share information. In all cases, emergency services will be the lead authority to ensure accurate advice and consistent messages are provided to our community.

How we respond to feedback

We will ensure the community feedback we receive is collated and provided for consideration during decision-making processes.

When a draft plan, policy or program proposal is placed on public exhibition or is the subject of a community engagement activity, the report to Council recommending a decision will include a summary of the feedback received, and may include:

- Engagement and communication methods used
- Participation rates and engagement data
- Information about submissions/feedback received, and Council's response to that feedback.

Individual submissions received may be provided as an attachment to a report to Council. Every effort will be made to de-identify personal information included in submissions that are published in a Council business paper.

Evaluation and measurement

To measure and evaluate the effectiveness of our engagement, we will assess:

- Measurable participation levels in engagement activities.
- The methods used and if they were appropriate and relevant to the stakeholders.
- If the responses were relevant to the plan or project.
- Verbal and written feedback from the community on the effectiveness of the engagement activities used, and adequacy of the material and information to give informed feedback.
- Achievement of the engagement aims in the Community Engagement Strategy.
- How we reached a representative cross-section of affected stakeholder or the community generally.

These evaluation results will be used to continually improve our engagement methods and inform future engagement and communications activities.

This Strategy will be reviewed as part of the review of the Community Strategic Plan around the time of each local government election, or as required in the event of legislative or other significant changes that require a review of Council's engagement or communications approach.

Evaluation is outlined more fully in the Measuring Success chapter, below.

MEASURING SUCCESS

Successful engagement will mean our community feels listened to, and that we act on the feedback we receive.

Community engagement is not a one-size fits all concept. Many factors influence the approach Council will take. What works well in one situation may not work well in another.

Success also depends on the context. For some initiatives, success may be receiving a large number of submissions that highlight community concerns. While on others, success may be conducting rich, detailed conversations with a few community members.

In all situations, Council's most important measure of success is that all community members related to the specific initiative feel like they know what is happening; that they have been listened to; that they have had opportunities to influence/inform outcomes. Where the community can't influence outcomes Council will clearly explain why.

It is important that the results of community engagement are reported back to the community including any decisions made by Council. Reporting back and closing the feedback loop will demonstrate that community feedback is acted on.

Council will undertake an evaluation for each identified engagement process.

Some ways Council will evaluate the success of community engagement activities are:

- Rates of community participation in engagement activities (e.g. number of unique participants, number of surveys completed, number of attendees at an event)
- Appropriateness of engagement methods and techniques used (e.g. though participant evaluation surveys to confirm they got from the process their expected experience)
- demographic analysis of participation in engagement activities to ensure we are hearing from a representative cross-section of the community
- Quality and range of feedback received through the consultation process

Council will report back on all-of-all its engagement activities and their associated outcomes through their website, social media pages and other publications. The six-monthly Delivery Program progress report and council's Annual Report will also be utilised to highlight engagement activities and their outcomes.

Keeping track

As required by the *Local Government Act 1993*, Council will use the existing Integrated Planning and Reporting framework (IP&R) framework to plan, monitor and report on the implementation and effectiveness of this Strategy.

The next review of the Communication and Community Engagement Strategy will be undertaken in late 2024 and every four years thereafter to align with local government elections and the Integrated Planning and Reporting cycle.

Regular reviews will ensure that the Strategy aligns to contemporary practice and information available about the communication needs and engagement preferences of the community.

Our Strategic Priorities, Objectives and Actions [* timeframes to be confirmed]

Strategic Priority 1: Community Engagement		
We will plan and deliver community engagement that is accessible, timely, targeted and meaningful, building participation and trust in Council decision-making		
Objective	Actions	Timeframe
<u>Objective 1:</u> The principles of IAP2 are embedded into our organisational culture	<ul style="list-style-type: none"> Undertake targeted training for staff who have a community engagement role 	2024-25
<u>Objective 2:</u> Systems and processes exist in Council that support good community engagement.	<ul style="list-style-type: none"> Develop an internal process for registering projects where community engagement is undertaken Adopt a Community Engagement Policy that makes clear when community engagement must be undertaken Develop a checklist of actions to be completed on all projects identified as requiring community engagement Establish a Stakeholder Register to enable quick and effective information provision about engagement activities 	2023-24 2023-24 2023-24 2024-25
<u>Objective 3:</u> Engagement tools are available that support staff to undertake good community engagement.	<ul style="list-style-type: none"> Review Council's website and explore options to improve ease of use and access to engagement information Develop community engagement toolkit for use by staff in engagement activities 	2024-25 2023-24

Strategic priority 2: Communication We will deliver transparent communication that keeps our community informed		
Objective	Actions	Timeframe
<u>Objective 1:</u> Create systems and processes that support strategic and effective communication	<ul style="list-style-type: none"> Establish an annual calendar of strategic Integrated Planning and Reporting key dates to assist with internal and external messaging and forward planning Develop an corporate image library to assist with accessible and attractive communication materials Develop an accessible and easy to use tool for staff to input communication material Provide key messages summaries to support elected members on decisions of high interest 	2023-24
		2024-25
		2023-24
		2023-24
<u>Objective 2:</u> Communicate consistently	<ul style="list-style-type: none"> Email members on Council's stakeholder register to inform of upcoming activities Deliver weekly internal updates to all staff from the CEO to ensure consistent messaging from across the organisation to the community about Council activities Host monthly Toolbox meetings with all staff led by the CEO to communicate decisions and other outcomes following each Council Meeting Provide social media training for stakeholders identified in the Social Media Policy 	2024-25
		2023-24
		2023-24
		2024-25
<u>Objective 3:</u> Communicate effectively	<ul style="list-style-type: none"> Design communication that's easy to understand and accessible to all Recognise our website as the core communication channel and continue to invest in its growth and improvement Review current practices for communication channels (i.e. Facebook, LinkedIn) and determine content strategy and service levels Develop a strong social media profile on Facebook and LinkedIn to increase awareness of Council services and opportunities for engagement Ensure communication is a standing item on the Leadership Team agenda 	2023-24
		2024-25
		2023-24
		2023-24
		2023-24

<ul style="list-style-type: none"> • Determine training needs and plan for delivery within budget • Build Council's identity and brand through consistent visual communication • Develop key communication reporting metrics • Measure, evaluate and report on all communication activities on a monthly basis to the Leadership Team • Develop and internal communications plan 	2024-25 2024-25 2023-24 2023-24 2023-24
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Strategic priority 3: Media and advertising We will build trust and reputation through proactive, consistent and trustworthy information that reflects the priorities of our community		
Objective	Actions	Timeframe
<u>Objective 1:</u> Build and maintain strong relationships with media to facilitate informed reporting	<ul style="list-style-type: none"> • Work across the organisation to identify newsworthy stories and work with media outlets on opportunities • Promote Edward River Council and our local communities with positive and proactive media • Respond consistently to media enquiries to manage expectations around news deadlines • Monitor, evaluate and report on all media and public relations activity on a monthly basis to the Leadership Team 	2023-24
		2023-24
		2023-24
		2023-24
<u>Objective 2:</u> Deliver appropriate advertising content	<ul style="list-style-type: none"> • Review current advertising spend for effectiveness and return on investment • Seek opportunities for councillors or Executive to speak at corporate, community and networking events that provide opportunities to promote Council, its initiatives and our local communities • Work in partnership with RAMJO and other local and regional organisations to advocate for Council and community priorities 	2023-24
		2024-25
		2024-25

APPENDIX 1 – COMMUNITY PARTICIPATION PLAN

<https://www.edwardriver.nsw.gov.au/files/assets/public/draft-community-participation-plan.pdf>

APPENDIX 2 - PUBLIC EXHIBITION AND MINIMUM CONSULTATION REQUIREMENTS FOR GENERAL COMMUNITY ENGAGEMENT PROJECTS

LEVEL OF IMPACT	TYPES OF PROJECTS	WHAT YOU CAN EXPECT FROM COUNCIL
Level 1 - LGA wide impact or high community interest	<ul style="list-style-type: none"> • Community Strategy Plan and other Integrated Planning and Reporting documents • Annual Operational Plan and Budget • Policies, Frameworks and Strategies with community impacts • Plans of Management • Open space concept plans • Masterplans • Major infrastructure projects • Major changes to an LGA wide Council service • Major changes to Council infrastructure or facilities • Changes to environmental policy or planning (Review of Environmental Factors, Environmental Impact Statements) • Major changes to a road or transport corridor 	<ul style="list-style-type: none"> ▪ Minimum of 28 days public exhibition of proposed changes (policies, strategies, plans with community impact) ▪ Use of a variety of engagement techniques (as outlined in this Strategy) to provide opportunities for the community to access information and provide feedback ▪ All relevant information to be accessible on Council's website, and promoted through social media channels ▪ Where resources allow, opportunities for both online and in-person community engagement ▪ We will allow enough time to plan and carry out engagement ▪ We will provide avenues for the community to ask questions and we will

LEVEL OF IMPACT	TYPES OF PROJECTS	WHAT YOU CAN EXPECT FROM COUNCIL
		<p>provide responses to help inform the community</p> <ul style="list-style-type: none"> ▪ We will promote opportunities for feedback about LGA and high interest issues through a variety of channels including print media, email, social media and signage (where appropriate)
Level 2 – LGA wide relevance with low impact	<ul style="list-style-type: none"> • Updates to Council corporate and governance policies with community impacts • Minor changes to a Council service • Minor upgrades to LGA wide significant infrastructure (e.g playground, sports field) 	<ul style="list-style-type: none"> ▪ Use of a variety of engagement techniques (as outlined in this Strategy) to provide opportunities for the community to access information and provide feedback ▪ All relevant information to be accessible on Council's website, and promoted through social media channels ▪ We will allow enough time to plan and carry out engagement ▪ Direct communication with existing users of a service or facility who will be impacted by email, letter or other notification
Level 3 – Local impact with high interest	<ul style="list-style-type: none"> • Place plans or other plans that specifically focus on towns and villages • Significant changes to a Council run local service or program • Significant changes to Council infrastructure in local villages 	<ul style="list-style-type: none"> ▪ Minimum of 28 days public exhibition of proposed changes ▪ Use of a variety of engagement techniques (as outlined in this Strategy) to provide opportunities for the

LEVEL OF IMPACT	TYPES OF PROJECTS	WHAT YOU CAN EXPECT FROM COUNCIL
	<p>(e.g removal, upgrade or relocation of a playground)</p> <ul style="list-style-type: none"> Changes, upgrades or closure of local roads or transport routes 	<p>community to access information and provide feedback</p> <ul style="list-style-type: none"> Community notification, letter or email to all potentially and significantly impacted residents Where relevant, direct communication with existing users of a service or facility who will be impacted by email, letter or notification All relevant information to be accessible on Council's website, and promoted through social media channels Where resources allow, opportunities for both online and in-person community engagement We will allow enough time to plan and carry out engagement We will provide avenues for the community to ask questions and we will provide responses to help inform the community
Level 4 – Local impact with low impact or interest	<ul style="list-style-type: none"> Open space infrastructure repairs or maintenance Minor road maintenance Installation, upgrades or maintenance of footpaths Minor traffic or parking change 	<ul style="list-style-type: none"> Community notification, letter or email to nearby residents and businesses who will be directly impacted We will erect signage and notices where appropriate

LEVEL OF IMPACT	TYPES OF PROJECTS	WHAT YOU CAN EXPECT FROM COUNCIL
		<ul style="list-style-type: none">• Information on Council's website where appropriate• Social media posts with notices and updates

GET IN TOUCH

We welcome your thoughts on the way we approach communication and engagement. The more feedback we receive the more we can meet the needs of the community we serve. If you have any comments, on any matter – large or small – we would like to hear it. Please contact us any time using the details below.

180 Cressy Street,
Deniliquin NSW 2710

PO Box 270
Deniliquin NSW 2710

Tel: 03 5898 3000

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12.6. AGENCY INFORMATION GUIDE

Agency Information Guide 2023-24

Author: Senior Governance Officer

Authoriser: Director Corporate Services

RECOMMENDATION

That Council adopt the Agency Information Guide 2023-24.

BACKGROUND

Under the NSW *Government Information (Public Access) Act 2009* (the GIPA Act), all government agencies, including local governments, must publish an Agency Information Guide.

The Agency Information Guide makes easily accessible information about Council that community members may be reasonably expected to want. The Guide does not prevent individuals making applications under the GIPA Act for other information held by Council that is not proactively included in the Agency Information Guide.

ISSUE/DISCUSSION

The attached draft Agency Information Guide 2023-24 updates a previous version of Edward River Council's Information Guide. The guide includes:

- a description of the structure and functions of Council (updated to reflect new organisational structure commencing in September)
- a description of the ways in which Council's functions (in particular, decision-making functions) may affect members of the public
- specific information about arrangements that exist to enable members of the public to participate in the formulation of Council policies and plans
- the types of information held by Council
- what information is available free of charge, and what information requests may incur a fee.

It is intended that, once adopted, this updated Agency Information Guide will be published on Council's website.

STRATEGIC IMPLICATIONS

There are no strategic implications arising from this report.

COMMUNITY STRATEGIC PLAN

Publication of the Agency Information Guide will support Council to achieve the following Community Strategic Plan objectives:

2. An open and connected community

2.2 Communications and technology links

4. Delivering community assets and services

4.3 Friendly and Supportive Customer service

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

LEGISLATIVE IMPLICATIONS

Adopting the attached updated Agency Information Guide will enable Council to comply with its obligations under the *Government Information (Public Access) Act 2009*, including:

- section 20: Agencies must have an Information Guide
- section 21: adoption and review of Information Guide.

ATTACHMENTS

Attached is the draft updated Agency Information Guide 2023-24.



DRAFT

INFORMATION GUIDE 2023-2024

Government Information (Public Access Act) 2009





Information Guide 2023-2024

Date Adopted by Council	19 September 2019	Minute No.	2019/09/209
Document Owner	Director Corporate Services		
Review Timeframe	Annually		
Last Review Date	July 2023	Next Scheduled Review Date	June 2024

Doc No	Date Amended	Details/Comments
Doc ID 77918	19 September 2019	Minor amendment prior to adoption by Council.

Related Legislation	<ul style="list-style-type: none"> • <i>Government Information (Public Access) Act 2009</i> • <i>Privacy and Personal Information Protection Act 1998</i> • <i>Privacy and Personal Information Protection Regulation 2019</i>
Related Policies	Privacy Management Plan
Related Procedures, Protocols, Statements, documents	Information and Privacy Commission NSW Guideline 6: Agency Information Guides (August 2020)

**Information Guide
2023-2024****CONTENTS**

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Information Guide 2023-2024

1. PREFACE

This Information Guide has been produced by Edward River Council (Council) in accordance with section 20 of the *Government Information (Public Access) Act 2009* (the GIPA Act).

The Information Guide:

- a) describes the structure and functions of Council;
- b) describes the ways in which the functions, including the decision-making functions of Council, affect members of the public;
- c) specifies arrangements that exist to enable members of the public to participate in the formulation of Council's policies and the exercise of Council's functions;
- d) identifies the kinds of government information held by Council that Council makes (or will make) publicly available;
- e) specifies the manner in which Council makes (or will make) government information publicly available; and
- f) identifies the kinds of information that is (or will be) made publicly available free of charge and those kinds of information for which a charge is (or will be) imposed.

The Information Guide is available on Council's website and from Council's Customer Service Office at 180 Cressy Street, Deniliquin, during business hours.



2. LOCAL GOVERNMENT PRINCIPLES

Section 8 of the *Local Government Act 1993* (the Act) describes a series of principles that provide guidance to councils in carrying out their functions in a way that facilitates local communities that are strong, healthy and prosperous.

Guiding Principles for Exercise of Functions

The following general principles apply to the exercise of functions by councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making;
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers;
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community;
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements;
- e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community;
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way;
- g) Councils should work with others to secure appropriate services for local community needs;
- h) Councils should act fairly, ethically and without bias in the interests of the local community; and
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

Guiding Principles for Decision-Making

The following principles apply to decision-making by councils (subject to any other applicable law):

- a) Councils should recognise diverse local community needs and interests;
- b) Councils should consider social justice principles;
- c) Councils should consider the long term and cumulative effects of actions on future generations;
- d) Councils should consider the principles of ecologically sustainable development; and
- e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

Guiding Principles for Community Participation

Councils should actively engage with their local communities, through the use of the Integrated Planning and Reporting framework and other measures.



Principles of Sound Financial Management

The following principles of sound financial management apply to councils:

- a) Council spending should be responsible and sustainable, aligning general revenue and expenses;
- b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community;
- c) Councils should have effective financial and asset management, including sound policies and processes for the following:
 - (i) performance management and reporting;
 - (ii) asset maintenance and enhancement;
 - (iii) funding decisions;
 - (iv) risk management practices;
- d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - (i) policy decisions are made after considering their financial effects on future generations; and
 - (ii) the current generation funds the cost of its services.

Integrated Planning and Reporting Principles that apply to Councils

The following principles for strategic planning apply to the development of the Integrated Planning and Reporting framework by councils:

- a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities;
- b) Councils should identify strategic goals to meet those needs and aspirations;
- c) Councils should develop activities, and prioritise actions, to work towards the strategic goals;
- d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources;
- e) Councils should regularly review and evaluate progress towards achieving strategic goals;
- f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals;
- g) Councils should collaborate with others to maximise achievement of strategic goals;
- h) Councils should manage risks to the local community or area or to the council effectively and proactively; and
- i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.



3. ABOUT EDWARD RIVER COUNCIL

Edward River Council was proclaimed on 12 May 2016, following the amalgamation of the former Conargo Shire Council and Deniliquin Council into one strong, cohesive and dynamic organisation.

Council provides services and support to a community of approximately 9,000 permanent residents across a region covering 8,881 square kilometres, including the town of Deniliquin and six rural villages - Blighty, Boorooban, Conargo, Mayrung, Pretty Pine and Wanganella.

Between May 2016 and September 2017, Council was led by a NSW Government-appointed Administrator who was responsible for overseeing the implementation of the new Council.

This administration period ended in September 2017 after Council's inaugural elections were held. Subsequent local government elections were held in December 2021 (delayed due to the COVID-19 pandemic).

3.1 Vision and Values

Our Vision

Through consultation with community, government, business and industry, a clear vision has been developed to describe what we want the Edward River region to look like in 2050. The vision is for Edward River to strive toward being:

"We are the centre of the Southern Riverina. Home to a connected and engaged community, driven by a diverse economy. We work together to lead our community, achieve our potential and embrace our future".

This vision is designed to encourage commitment to our future and engender a sense of common purpose and responsibility in all stakeholders responsible for delivering the community's goals, described in the Community Strategic Plan 2022-2050.

We will achieve our vision through:

- a) shaping the future;
- b) an open and connected community;
- c) encouraging growth through partnerships;
- d) delivering community assets and services; and
- e) accountable leadership and responsive administration.

Our Values

Values form the basis of our culture; they add meaning to work and provide a basis for consistent planning and decision-making across our organisation. Council has adopted a set of values which were developed through a consultative process. All councillors and employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

L	Leadership We seek to provide strong leadership for our community and customer. We lead with empathy and integrity.
E	Excellence We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
A	Accountability We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
D	Delivery We are committed to delivering results for our community and outstanding service to our customers.

3.2 Map of the Edward River Council Local Government Area



4. STRUCTURE OF COUNCIL

The elected Council comprises nine councillors, who were sworn in on 11th January 2022, following Council elections in December 2021. Councillors are elected to represent the entire municipality, as Edward River is an undivided municipality (ie: there are no wards). The Mayor and Deputy Mayor are elected by the councillors.



Cr Peta Betts
Mayor



Cr Paul Fellows
Deputy Mayor



Cr Shirlee Burge



Cr Harold Clapham



Cr Linda Fawns



Cr Pat Fogarty



Cr Tarria Moore



Cr Marc Petersen



Cr Shannon Sampson

Councillors are responsible for making decisions and developing policies that guide the activities of Council. This role is performed at Council meetings, where the decision-making takes place. Councillors also provide leadership and guidance to the Chief Executive Officer and facilitate communications between Council and the community.

Section 223 of the Act describes the collective role of Council's governing body as follows:

- a) to direct and control the affairs of Council in accordance with the Act;
- b) to provide effective civic leadership to the local community;
- c) to ensure as far as possible the financial sustainability of Council;



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- d) to ensure as far as possible that Council acts in accordance with the principles for local government (as described above) and Council's plans, programs, strategies and policies;
- e) to develop and endorse the Community Strategic Plan, Delivery Program and other strategic plans, programs, strategies and policies of Council;
- f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of Council's resources to implement Council's strategic plans of Council and for the benefit of the local area;
- g) to keep under review the performance of Council, including service delivery;
- h) to make decisions necessary for the proper exercise of Council's regulatory functions;
- i) to determine the process for appointment of Council's Chief Executive Officer and to monitor the Chief Executive Officer's performance;
- j) to determine the senior staff positions within the organisation structure of Council;
- k) to consult regularly with community organisations and other key stakeholders and keep them informed of Council's decisions and activities, and
- l) to be responsible for ensuring that Council acts honestly, efficiently and appropriately.

4.1 Role of the councillors

Section 232 of the Act describes the role of individual Councillors as follows:

- a) to be an active and contributing member of the governing body;
- b) to make considered and well-informed decisions;
- c) to participate in the development of the Integrated Planning and Reporting framework;
- d) to represent the collective interests of residents, ratepayers and the local community;
- e) to facilitate communication between the local community and the governing body;
- f) to uphold and represent accurately the policies and decisions of the governing body; and
- g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.



4.2 Role of the Mayor

Section 226 of the Act confers the following additional responsibilities upon the Mayor:

- a) be the leader of Council and a leader in the local community;
- b) advance community cohesion and promote civic awareness;
- c) be the principal member and spokesperson of the governing body, including representing the views of Council as to its local priorities;
- d) exercise, in cases of necessity, the policymaking functions of the governing body of Council between meetings of Council;
- e) preside at meetings of Council;
- f) ensure that meetings of Council are conducted efficiently, effectively and in accordance with the Act;
- g) ensure the timely development and adoption of Council's strategic plans, programs and policies;
- h) promote the effective and consistent implementation of Council's strategic plans, programs and policies;
- i) promote partnerships between Council and key stakeholders;
- j) advise, consult with and provide strategic direction to the Chief Executive Officer in relation to the implementation of Council's strategic plans and policies;
- k) in conjunction with the Chief Executive Officer, ensure adequate opportunities and mechanisms for engagement between Council and the local community;
- l) carry out the civic and ceremonial functions of the mayoral office;
- m) represent Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level;
- n) in consultation with the councillors, to lead performance appraisals of the Chief Executive Officer; and
- o) exercise any other functions of Council that Council determines.



4.3 Role of the Chief Executive Officer

The Chief Executive Officer is responsible for the efficient and effective operation of Council and for ensuring the implementing, without undue delay, of decisions of Council.

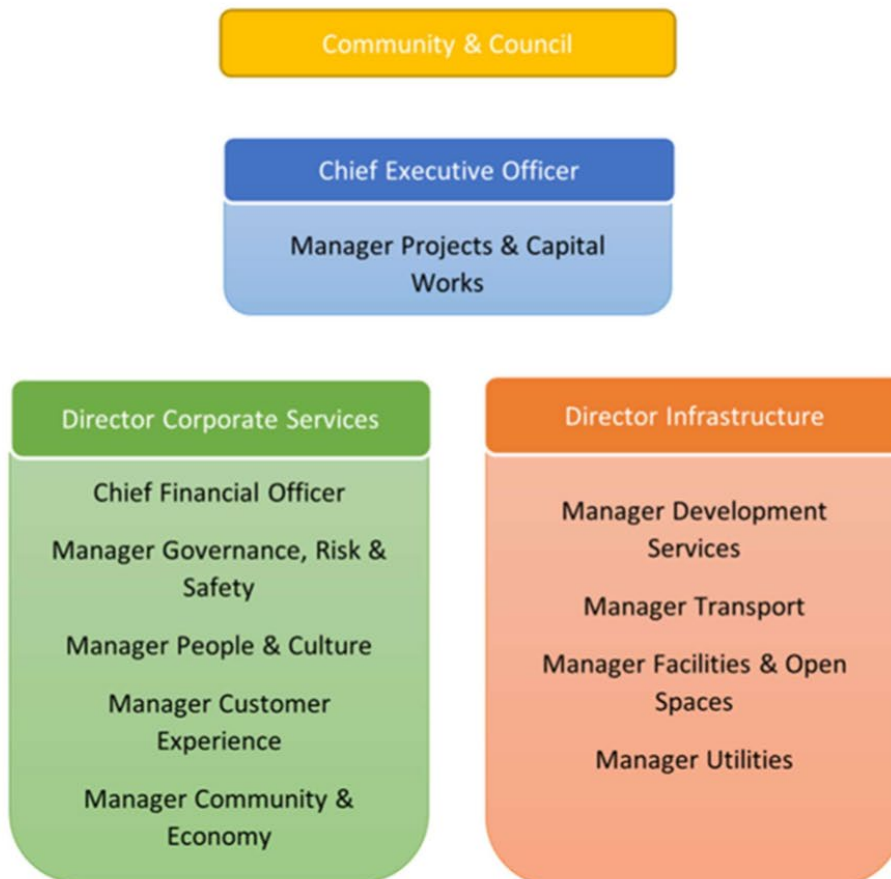
As the most senior employee of Council, the Chief Executive Officer is the only member of staff selected and appointed by Council and is appointed on a renewable, fixed-term, performance-based contract for a maximum period of five years.

Section 335 of the Act confers the following functions on the Chief Executive Officer:

- a) to conduct the day-to-day management of Council in accordance with Council's strategic plans, programs, strategies and policies;
- b) to implement, without undue delay, lawful decisions of Council;
- c) to advise the Mayor and the governing body on the development and implementation of Council's strategic plans, programs, strategies and policies;
- d) to advise the Mayor and the governing body on the appropriate form of community consultation on Council's strategic plans, programs, strategies and policies of Council and other matters;
- e) to prepare, in consultation with the Mayor and the governing body, Council's Community Strategic Plan, Community Engagement Strategy, Resourcing Strategy, Delivery Program, Operational Plan and Annual Report;
- f) to ensure that the Mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions;
- g) to exercise any of the functions of Council that are delegated to the Chief Executive Officer;
- h) to appoint staff in accordance with the organisation structure determined and the resources approved by Council;
- i) to direct and dismiss staff;
- j) to implement Council's Workforce Management Strategy; and
- k) any other functions that are conferred or imposed on the Chief Executive Officer by or under the Act or any other Act.

4.4 Organisational Structure

The Chief Executive Officer and two Directors comprise the organisation's Executive Team and are responsible for providing the organisation with strong and effective leadership in delivering a diverse range of Council services to the community. The structure is represented in the diagram below:



5. FUNCTIONS OF COUNCIL

Under the Act, Council's functions can be grouped into the following categories:

Service Functions	Including: <ul style="list-style-type: none"> • Providing community health, recreation, education and information services • Environmental protection • Waste removal and disposal • Land and property, industry and tourism development assistance • Civil infrastructure planning • Civil infrastructure maintenance and construction
Regulatory Functions	Including: <ul style="list-style-type: none"> • Approvals • Orders • Building certificates
Ancillary Functions	Including: <ul style="list-style-type: none"> • Resumption of land • Powers of entry and inspection
Revenue Functions	Including: <ul style="list-style-type: none"> • Rates • Fees and Charges • Borrowings • Investments
Administrative Functions	Including: <ul style="list-style-type: none"> • Employment of staff • Management plans • Financial reporting • Annual reports
Enforcement Functions	Including: <ul style="list-style-type: none"> • Proceedings for breaches of the Act, the <i>Local Government (General) Regulation 2021</i> and other Acts and Regulations • Prosecution of offences • Recovery of rates and charges

While Council's functions are prescribed primarily by the Local Government Act. Council also has responsibilities under many other Acts and Regulations, including:

- *Community Land Development Act 2021*;
- *Companion Animals Act 1998*;
- *Disability Inclusion Act 2014*;
- *Environmental Planning & Assessment Act 1979*;



- *Food Act 2003*;
- *Government Information (Public Access) Act 2009*;
- *Heritage Act 1977*;
- *Privacy and Personal Information Protection Act 1998*;
- *Protection of the Environment Operations Act 1997*;
- *Public Health Act 2010*;
- *Recreation Vehicles Act 1983*;
- *Roads Act 1993*;
- *State Emergency and Rescue Management Act 1989*;
- *State Emergency Service Act 1989*; and
- *Swimming Pools Act 1992*.

Council also has certain reporting responsibilities to the NSW Office of Local Government which has the role of monitoring all councils' compliance with various legislative requirements and industry best practice.

5.1 How Council's Functions affect the Public

As a service organisation, the majority of Council's activities have an impact on the community. The following is an outline of how the broad functions of Council can affect the public:

- a) **service functions** affect the community as Council provides services and facilities to the community. These include library services, customer and visitor services, halls and community centres, recreation facilities, infrastructure (including roads, water and sewer infrastructure) and waste management facilities.
- b) **regulatory functions** place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person.
- c) **ancillary functions** affect only some members of the community. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.
- d) **revenue functions** affect the public directly in that revenue from rates and other fees and charges paid by the public is used to fund services and facilities provided to the community.
- e) **administrative functions** do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.



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- f) **enforcement functions** only affect those members of the public who are in breach of certain legislation. This includes matters such as the non-payment of rates and charges, unregistered dogs and cats, and parking offences.

Community planning and development functions affect areas such as cultural development, and social and community planning. It involves:

- a) advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation of the Community Strategic Plan;
- b) providing support to community and sporting organisations through provision of grants, training, information and access to facilities; and
- c) facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Australia Day celebrations, ANZAC Day, NAIDOC Week, Youth Week, the Seniors' Festival, art and cultural activities, as well as promoting events hosted by others.

5.2 How the members of the public can participate in Council's policy development and the exercising of functions

Council offers a number of methods for community members to participate in the formulation of Council's policies and the implementation of its functions.

Council Meetings

Ordinary Council meetings are usually held on the third Tuesday of every month from 10:00am at the Council Chambers, located at 180 Cressy Street, Deniliquin.

Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council meetings, but will be excluded from closed sessions of Council meetings that consider confidential matters.

Council meetings are also live streamed via Council's YouTube channel: [Edward River Council Live Stream - YouTube](#)

Members of the public may also, at the discretion of Council, be permitted to make a verbal presentation or submission related to items of business included in that Meeting's Agenda at a public forum held immediately prior to the Council Meeting.

Anyone wishing to make a submission at such a public forum must make a request in writing to the Chief Executive Officer (by email to council@edwardriver.nsw.gov.au or by letter to PO Box 270, Deniliquin, NSW, 2710) before 12.30pm on the business day prior to the scheduled Council meeting. The request must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and may state whether they wish to speak for or against the item.

Agendas are made available to the public on the Friday preceding each Council meeting and can be accessed online from Council's website at www.edwardriver.nsw.gov.au or in person from Council's Customer Service Office at 180 Cressy Street, Deniliquin.



Community Consultations

When developing a project, policy or plan, Council may undertake a community consultation to gather community input and seek feedback from members of the public. In carrying out community consultations, Council may employ a variety of consultation tools, such as public forums, stakeholder workshops, community surveys and community engagement activities with targeted sectors of the community. Community consultations are promoted on Council's website at <https://www.edwardriver.nsw.gov.au> and on social and local media.

Public Submissions

Prior to adoption, all significant Council plans, strategies and policies are placed on public exhibition in draft form so that interested members of the public may view them and make provide written feedback to Council for consideration in the final document.

Documents on public exhibition are made available online on Council's website at <https://www.edwardriver.nsw.gov.au> and can be inspected in person at Council's Customer Service Office at 180 Cressy Street, Deniliquin.

Submissions must be made in writing (by email to council@edwardriver.nsw.gov.au or by letter to PO Box 270, Deniliquin, NSW, 2710) addressed to the Chief Executive Officer, and be received by Council by the specified closing date. A summary of all submissions received and amendments made to the draft document in response to those submissions will be included in the report to Council that seeks the document's formal adoption.

Representation

Local government is based on the principle of representative democracy, meaning that citizens elect representatives to their local Council to make decisions on their behalf. In New South Wales, local government elections are usually held every four years. The next elections are scheduled for September 2024.

At each Edward River election, voters elect nine Councillors. All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside the local government area and rate-paying lessees can also vote, but must register their intention to vote on the non-residential roll (information about this is provided on Council's website ahead of each election).

Residents are able to raise issues with, and make representations, to councillors. The councillors may pursue the matter on the resident's behalf. Councillors' contact details are available online from Council's website at www.edwardriver.nsw.gov.au and can be obtained from Council's Customer Service Office at 180 Cressy Street, Deniliquin, or by telephoning 03 5898 3000.



6. COUNCIL INFORMATION

Council holds information, contained in both hard copy and electronic document form, related to a range of issues concerning the Edward River Council local government area.

Policy Documents

Council maintains a Policy Register, with policies available for inspection on Council's website at www.edwardriver.nsw.gov.au or in person at Council's Customer Service Office, at 180 Cressy Street, Deniliquin.

General Documents

The following page lists general documents held by Council, and has been divided into four sections (as outlined in Schedule 1 of the GIPA Regulation):

- a) information about Council;
- b) plans and policies;
- c) information about development applications; and
- d) approvals, orders and other documents.

Under the GIPA Act, these documents are considered "open access information". In accordance with Council's legislative responsibilities, these documents held by Council are made publicly available for inspection on Council's website at www.edwardriver.nsw.gov.au or in person at Council's Customer Service Office (at 180 Cressy Street, Deniliquin). These documents may be inspected by the public free of charge.

Copies can be supplied (where copyright provisions do not apply) for a reasonable copying charge, in accordance with Council's adopted Schedule of Fees and Charges. The Schedule of Fees and Charges is available on Council's website at www.edwardriver.nsw.gov.au or from Council's Customer Service Office at 180 Cressy Street, Deniliquin.



6.1 Open Access Information

Under the GIPA Regulation, the following list of documents or categories of documents will be made available for public access, free of charge. Note that references to the "LGA" refer to the NSW *Local Government Act 1993*.

Information about Council

1. Information contained in the current version and the most recent previous version of the following records is prescribed as open access information—
 - a) the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA,
 - b) code of meeting practice,
 - c) annual report,
 - d) annual financial reports,
 - e) auditor's report,
 - f) management plan (*now known as the Delivery Program and Operational Plan*),
 - g) EEO management plan,
 - h) policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors,
 - i) annual reports of bodies exercising functions delegated by Council,
 - j) any codes referred to in the LGA.
2. Information contained in the following records (whenever created) is prescribed as open access information—
 - a) returns of the interests of councillors, designated persons and delegates,
 - b) agendas and business papers for any meeting of Council or any committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public),
 - c) minutes of any meeting of Council or any committee of Council, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting,
 - d) reports by the Chief Executive of the Office of Local Government presented at a meeting of Council in accordance with section 433 of the LGA.
3. Information contained in the current version of the following records is prescribed as open access information—
 - a) land register,
 - b) register of investments,
 - c) register of delegations,
 - d) register of graffiti removal work kept in accordance with section 13 of the [Graffiti Control Act 2008](#),
 - e) register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA,
 - f) the register of voting on planning matters kept in accordance with section 375A of the LGA.



Information Guide 2023-2024

Plans and policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information—

- a) local policies adopted by Council concerning approvals and orders,
- b) plans of management for community land,
- c) environmental planning instruments, development control plans and contributions plans made under the *Environmental Planning and Assessment Act 1979* applying to land within Council's area.

Information about development applications

1. Information contained in the following records (whenever created) is prescribed as open access information—
 - a) development applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and any associated documents received in relation to a proposed development including the following—
 - i. home warranty insurance documents,
 - ii. construction certificates,
 - iii. occupation certificates,
 - iv. structural certification documents,
 - v. town planner reports,
 - vi. submissions received on development applications,
 - vii. heritage consultant reports,
 - viii. tree inspection consultant reports,
 - ix. acoustics consultant reports,
 - x. land contamination consultant reports,
 - b) records of decisions made on or after 1 July 2010 on development applications (including decisions made on appeal),
 - c) a record that describes the general nature of the documents that Council decides are excluded from the operation of this clause by subclause (2).
2. However, this clause does not apply to so much of the information referred to in subclause (1)(a) as consists of—
 - a) the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - b) commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret, or
 - c) development applications made before 1 July 2010 and any associated documents received (whether before, on or after that date) in relation to the application.
3. Council must keep the record referred to in subclause (1) (c).



Approvals, orders and other documents

Information contained in the following records (whenever created) is prescribed as open access information—

- a) applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application,
- b) applications for approvals under any other Act and any associated documents received in relation to such an application,
- c) records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals,
- d) orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA,
- e) orders given under the authority of any other Act,
- f) records of building certificates under the *Environmental Planning and Assessment Act 1979*,
- g) plans of land proposed to be compulsorily acquired by Council,
- h) compulsory acquisition notices,
- i) leases and licences for use of public land classified as community land,
- j) performance improvement orders issued to a council under Part 6 of Chapter 13 of the LGA.

6.2 Authorised Proactive Release

In addition, Council will make (as much as possible) other information publicly available in an appropriate manner, including on its website. The information will be available free of charge or at the lowest reasonable cost. It includes frequently requested information or information of public interest that has been released as a result of other requests.

6.3 Informal Release

Access to information which is not available as mandatory release information or authorised proactive release information may be provided through informal release. In this regard, applications should be made to Council by submitting the appropriate Informal Information Access Request Form. The form is available on Council's website at www.edwardriver.nsw.gov.au or from Council's Customer Service Office at 180 Cressy Street, Deniliquin. Council will endeavor to release information in response to such a request, subject to any reasonable conditions Council deems fit to impose.

Note: Copyright law applies to most plans and reports. Council cannot reproduce copies of these documents without the written permission of the person or company that created them (section 36 of the *Commonwealth Copyright Act 1969*). If possible, Council will attempt to supply details of copyright owners of plans and reports to assist an applicant to obtain the necessary copyright permission. Council will continue to allow "view only" access for the purposes of the GIPA Act (unless the copyright owner has authorised other uses).



6.4 Formal Access Applications

Notwithstanding the lodgment of an informal application, Council may require a formal access application to be submitted where the information sought:

- a) is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure; or
- b) contains personal or confidential information about a third party that requires consultation; or
- c) would involve a considerable amount of time and resources to produce.

To make a formal request for access to information a Formal Access Request Form should be completed. The form is available on Council's website at www.edwardriver.nsw.gov.au or from Council's Customer Service Office at 180 Cressy Street, Deniliquin. In accordance with the GIPA Act, an application fee of \$30.00 is payable upon submission of the completed form. Additional processing charges may be applicable. An acknowledgement of such an application will be provided by Council within five working days.

Applications must be decided by Council within twenty working days (a statutory requirement under section 57(1) of the GIPA Act) after receipt of the application. The decision period may be extended by up to 15 extra working days where consultation with a third party is required or the retrieval of relevant records is from Council's archives (section 57(2) of the GIPA Act).

6.5 Other Matters

Any fees for photocopies of documents provided under the GIPA Act are listed in Council's adopted Schedule of Fees and Charges, available on Council's website at www.edwardriver.nsw.gov.au or from Council's Customer Service Office at 180 Cressy Street, Deniliquin.

Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright owner's consent is required if any part of a copyright document is used for any other purpose.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a Disclosure Log for inspection by the public. The Disclosure Log is available on Council's website at www.edwardriver.nsw.gov.au or from Council's Customer Service Office at 180 Cressy Street, Deniliquin.

Restrictions on Access to Information

Regardless of whether a formal or informal access request is received, Council may withhold the release of information because there is an overriding public interest against disclosure. Discretionary considerations are applied as per section 14 of the GIPA Act which describes public interest considerations against disclosure.



Right of Appeal

Where access is refused, applicants may lodge an appeal or review for formal applications only, by the following methods:

Internal Review by Council – A delegate at Council more senior to the original decision-maker conducts the review. Applicants have 20 working days from receiving the notice of the original decision to request a review.

External Review by the Information Commissioner - Applicants have 40 working days from receiving the notice of the original decision to request a review by the Information Commissioner. Non-applicants (such a third parties consulted through the process) must first seek an internal review of the decision before they will be permitted to request a review with the Information Commissioner.

Review by the NSW Civil and Administrative Tribunal (NCAT) – Only the access applicant may apply for an NCAT review. Such an application must be made within 40 working days of receiving the notice of decision.

7. PERSONAL INFORMATION

Council collects, stores and uses a broad range of information. A significant part of that information is personal information. Council is required to comply with the Information Privacy Principles (IPPs) in the *Privacy and Personal Information Protection Act 1998* (PPIP Act), which regulate the collection, storage, use and disclosure of personal information held by Council.

Any personal information provided to us will be used and disclosed for Council purposes, or a directly related purpose, unless an applicant consents to another use or disclosure, in emergencies or as otherwise required or authorised by law.

The provision of personal information to Council is voluntary when making a request for information. No law requires an applicant to provide any personal information to Council. However, failure to provide certain personal information may inhibit Council's ability to respond to an application for information.

Under the PPIP Act, applicants have the right to access their personal information held by Council, without excessive delay or expense. Applicants also have the right to have their personal information corrected in certain circumstances (e.g. if it is inaccurate). Persons wishing to access or correct personal information, should make a written request to Council by post to PO Box 270, Deniliquin, NSW, 2710 or by email to council@edwardriver.nsw.gov.au

12.7. DELIVERY PROGRAM PROGRESS REPORT - JANUARY TO JUNE 2023

DELIVERY PROGRAM PROGRESS REPORT TO JUNE 2023

Author: Senior Governance Officer

Authoriser: Director Corporate Services

RECOMMENDATION

That Council receive and note the six-monthly Delivery Program progress report for the period January to June 2023.

BACKGROUND

Council's Delivery Program and annual Operational Plans are prepared under the five themes established in the Community Strategic Plan:

1. Shaping the future
2. An open and connected community
3. Encouraging growth through partnerships
4. Delivering community assets and services
5. Accountable leadership and responsive administration.

The attached report provides Council with an update on the progress of implementing the Delivery Program's commitments through the implementation of the 2022-23 Operational Plan.

ISSUE/DISCUSSION

The purpose of the six-monthly review is to provide Council with an opportunity to monitor the progress of achieving Delivery Program commitments.

The progress report (attached) shows that of the scheduled annual actions towards achieving the Delivery Program, outcomes at the end of June were:

- 54% of actions were complete
- 21% of actions were on progressing and on track
- 16% of actions were progressing but behind schedule
- 7% of actions were unable to commence
- 2% of actions were not progressing.

Commentary is provided in the attached report to explain why some actions have not progressed as originally planned.

STRATEGIC IMPLICATIONS

It is through the delivery of each annual Operational Plan that Council meets its Delivery Program commitments to the community, and contributes to the achievement of the strategic objectives described in the Community Strategic Plan.

COMMUNITY STRATEGIC PLAN

This report contributes to achieving Council's commitment to the following Community Strategic Plan objective:

5. Accountable leadership and responsive administration.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

LEGISLATIVE IMPLICATIONS

This report meets Council's obligations under the Integrated Planning & Reporting framework of the NSW *Local Government Act 1993*.

ATTACHMENTS

Attached to this report is the six-monthly Delivery Program progress report to 30 June 2023.

Attachment 1 - Delivery Program Progress Report - Jan to June 2023(1)

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
1.1.1	Manage noxious weeds and invasive species on Council controlled land	1.1.1.1	Integrate and deliver weed control across Edward River Region	Weed action plan implemented	Completed	Manager Operations	
1.1.2	Support and advocate for healthy lagoons and rivers	1.1.2.1	Deliver roads and other maintenance programs	Maintenance program delivered to budget and schedule	Progressing – behind schedule	Manager Operations	Progress limited by extremely wet year
1.1.3	Responsibly address Council's carbon footprint and support renewable energy initiatives	1.1.3.1	Develop organisation wide strategy to identify opportunities into an action plan	Council adopt and resource action plan	Progressing – behind schedule	Manager Engineering & Assets	Preliminary Report completed for Solar Opportunities. Additional resources required to progress further and resources incorporated into new organisational structure.
1.2.1	Implement sound strategic planning policies to oversee the growth and development of our town and villages	1.2.1.1	Prepare planning proposal for rezoning and reclassification of surplus open space	Planning Proposal Completed	Unable to commence	Manager Development Services	To be considered as part of Growth strategy
		1.2.1.2	Review the Deniliquin Development Control Plan	DCP Review Completed	Not Progressing – Not yet due to commence	Manager Development Services	To be commenced this 2023-24 based on resources and templates to be provided by Department of Planning.
1.2.2	Manage the built environment in line with the LEP and relevant legislation	1.2.2.1	Determine applications for development and local activities	DA 80% within statutory time frames, CDC 80% within statutory time frames, CC 80% within 30 days of registration, S68 80% within 14 days of registration	Completed	Manager Development Services	Determinations achieved in line with Statutory and stated timeframes

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
		1.2.2.2	Determine planning certificates and sewer diagram applications	Planning certificates issued within five days of receipt / ->90%	Completed	Manager Development Services	Certificates issued in line with stated timeframes.
1.2.3	Maintain and develop adaptive housing options for whole of life living	1.2.3.1	Actively support development within Edward River to foster increased housing stock whilst maintaining integrity of the regulatory environment	Monitor applications received and initiate options during pre-DA discussions	Completed	Manager Development Services	Details of dwellings applications received recorded in Development Services report. Planning and regulatory advice provided to developers re proposed housing developments.
1.3.1	Provide parks and reserves by proactively managing open and public space	1.3.1.1	Service level agreements for council's parks and open space services	Service level agreements completed	Completed	Manager Operations	
		1.3.1.2	Deliver the Rural Tree Scheme	Rural Tree Scheme delivered	Completed	Manager Operations	
1.3.2	Improve road safety including street lighting and cycling friendly infrastructure	1.3.2.1	Undertake an audit of existing pedestrian and cycling related infrastructure	Audit completed	Unable to commence	Manager Engineering & Assets	Did not have resources to complete.
		1.3.2.2	Prepare a Pedestrian Access Strategy and plan	Strategy commenced	Unable to commence	Manager Engineering & Assets	Did not have resources to complete.

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
1.4.1	Minimise waste to landfill and improve recycling	1.4.1.1	Look into options to provide kerbside recycling Review opportunities to commence Food Organics and Garden Organics (FOGO)	Project plans completed	Completed	Manager Engineering & Assets	Provided to Council for adoption in July 2023
1.4.2	Provide sustainable waste services and infrastructure	1.4.2.1	Operate the Deniliquin landfill depot and Blighty, Booroorban, Conargo, Pretty Pine and Wanganella waste disposal depots	EPA License conditions are met	Completed	Manager Operations	Complete. Transfer Stations at Conargo & Pretty Pine opened in July 2023
1.4.3	Work with local groups and regional organisations regarding partnering opportunities for re-use and recycling	1.4.3.1	Provide Drum MUSTER collection services at Deniliquin landfill depot	Drum MUSTER services provided	Completed	Manager Operations	
1.4.4	Plan and implement the extension of the existing Deniliquin landfill	1.4.4.1	Submit a Development Application for the extension of the Deniliquin Landfill depot	DA Submitted	Progressing – behind schedule	Manager Engineering & Assets	High Level Concept completed - Working with EPA for Approval. DA requirements have not yet been confirmed.

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
2.1.1	Promote the Council region as an important hub for logistics and freight in the Riverina	2.1.1.1	Develop forum and discussions for direct rail links to Port of Melbourne	Host a sector forum to establish parameters and time frame	Progressing – On Track	Chief Executive Officer	Supported Deniliquin freight hub with grant application through Growing Regional Economies Fund grant. Waiting response and result
2.1.2	Develop Deniliquin Regional Airport as an important hub for aviation in the Riverina	2.1.2.1	Undertake advocacy activities to support the development of the airport	At least one advocacy activity is undertaken	Progressing – On Track	Chief Executive Officer	Airport Runway project underway and due for completion October 2023. Signs developed and about to be installed for Skypark and Industrial Precinct
2.2.1	Advocate to improve existing mobile and internet options	2.2.1.1	Continue and develop existing avenues of liaison with government and providers	Ensure no loss of rural coverage and improved service reliability of internet	Progressing – On Track	Chief Executive Officer	Regular meetings held with government agencies, Members of Parliament and departments on various issues - health, economy, drought
2.2.2	Investigate Smart cities technology to inform decision making and improve operational efficiencies	2.2.2.1	Initiate investigations into Smart City opportunities to inform a future plan and resource allocations	Initial investigations complete	Unable to commence	Chief Executive Officer	Initial discussions held with Telstra
2.2.3	Connect stakeholders, data, technology and community interests to innovatively solve local challenges	2.2.3.1	Achievement of service levels for critical applications and systems to support community and organisational objectives	Measures: % of time website and external facing technology is available >95% / 95% of service requests are actioned within 24 hours	Completed	Manager Information Management	KPI's met

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
2.3.1	Recognise and promote harmony between our Indigenous and rural heritage	2.3.1.1	Facilitate the Aboriginal Liaison Committee	Meetings per year / 4	Progressing – On Track	Chief Executive Officer	6 meetings held in 2022-23.
2.3.2	Identify new and facilitate existing community groups in expanding services and opportunities	2.3.2.1	Support s.355 facility committees		Progressing – On Track	Senior Governance Officer	Support provided to committees on request. Committee minutes provided to Council for information and action (if applicable). Work continuing to help committees meet their obligations.
3.1.1	Seek additional State, Federal and private sector investment in education facilities and resources	3.1.1.1	Advocate for establishment of a Country University Centre in Deniliquin	Worked with neighbouring councils and CUC to submit business case and letter of support for a Deniliquin CUC	Progressing – On Track	Chief Executive Officer	Consultation materials developed and business case in development
3.1.2	Develop partnerships with Universities, State Government agencies, networks and sector organisations and businesses	3.1.2.1	Initiate and continue discussions with various interested parties	Establish MOU with viable partners to deliver tertiary education outcomes	Progressing – On Track	Chief Executive Officer	As part of Country Universities Centre initiative, developed partnerships with TAFE and CUC. Excited to see funding for "study hubs" announced by Federal Government recently, which bodes well for the Riverina.

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
3.2.1	Develop and implement a (technology aware) economic development and growth strategy for the Edward River region	3.2.1.1	Growth Strategy development commenced	Tender awarded Consultation complete Draft Growth Strategy by June 23	Progressing – On Track	Manager Community & Economic Development	Tender awarded July 2023.
3.2.2	Collaborate with stakeholders and entrepreneurs to drive diverse, innovative and competitiveness in new markets	3.2.2.1			Completed	Manager Community & Economic Development	Facilitated location of energy company laydown yard in Deniliquin, and the \$500K Streets as Shared Spaces - End Street Project.
3.2.3	Partner with neighbouring Councils and service providers to implement the Agri Business Masterplan	3.2.3.1	Agribusiness masterplan reviewed and actions for council delivery identified and resourced by June 23	Review complete Resources allocated in budget through QBR process	Progressing – behind schedule	Manager Community & Economic Development	Not yet resourced. Will commence upon appointment of Economic Development Coordinator.
3.3.1	Support the development and delivery of events that contribute to economic prosperity, liveability and social cohesion	3.3.1.1	Develop and deliver a program of community events that promote connectiveness	>4 community events developed and delivered	Completed	Manager Community & Economic Development	A series of successful community events delivered with Community Events Grant funding.

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
3.3.2	Support a collaborative creative economy where Arts and Culture are a transformational sector of the community	3.3.2.1	Deliver the renovated Town Hall project	On time and in budget	Completed	Manager Community & Economic Development	Delivery of a series of successful community events and public art projects in partnership with the community
3.3.3	Build on the success of the Visit Deni Campaign to grow our visitor economy	3.3.3.1	Promote the region through a series of planned campaigns	Overnight visitation increases by 5%	Progressing – On Track	Manager Community & Economic Development	Delivered several tourism initiatives
3.4.1	Seek appropriate State, Federal and private sector investment in medical facilities and public health resources	3.4.1.1	Coordinate a Strategic local advocacy approach	Establish and facilitate Health Services Advisory Committee	Progressing – On Track	Chief Executive Officer	Appointed independent chair and held three meetings in 2022-23
3.4.2	Fund and provide Council assistance as per the Doctors and Nurses Attraction Policy and provide social support to practioners	3.4.2.1	Rural Bursary Program supported	\$ Investment in program	Progressing – On Track	Chief Executive Officer	Implementation commenced.

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
3.4.3	Collaborate with the Murrumbidgee Local Health District in providing local opportunities for professional development	3.4.3.1				Chief Executive Officer	
4.1.1	Prepare Asset Management Strategies and Plans for the sustainable renewal and improvement of assets	4.1.1.1	Invest in Council assets at a level equal to depreciation	Capital expenditure compared to depreciation / =>90%	Completed	Manager Engineering Assets	
		4.1.1.2	Undertake asset valuations for asset classes in accordance with Asset Management	Asset valuation for one asset class completed	Completed	Manager Engineering Assets	
		4.1.1.3	Asset Management Strategy reviewed and adopted	Complete	Completed	Manager Engineering Assets	
		4.1.1.4	Convene the Asset Management Steering Committee	Meetings per year / 4	Completed	Manager Engineering Assets	
		4.1.1.5	Develop a 10 year plant replacement program	Year one of current 10 year program implemented	Progressing – behind schedule	Manager Engineering Assets	Plant and Fleet review currently underway with consultant engaged.

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
4.1.2	Prepare Service Level plans to support the efficient delivery of maintenance and operation of facilities	4.1.2.1	Deliver Roads and other Maintenance Programs	Maintenance Program delivered	Progressing – behind schedule	Manager Operations	Progress limited by extremely wet year
		4.1.2.2	Refine draft Service Level Agreements including inspection, maintenance and intervention criteria	Service Level Agreements set up in TechOne	Progressing – behind schedule	Manager Operations	Service Review for Transport is programmed for 23/24 following the appointment of a Manager Transport under the new organisational structure.
		4.1.2.3	Deliver Building Maintenance Program	Implemented Maintenance Program / Delivered	Completed	Manager Operations	Building maintenance undertaken at current identified service levels.
4.1.3	Continue to invest in the maintenance and improvement of community facilities	4.1.3.1	Inspections and maintenance undertaken on Community Halls and facilities	Inspection program developed and implemented	Progressing – behind schedule	Manager Operations	Memorandums and agreements with community and user groups to be reviewed in 23/24.
		4.1.3.2	Maintain the Deniliquin public cemeteries and pioneer cemeteries	Interments and maintenance in accordance with Cemetery Operational Plan / 100%	Completed	Manager Operations	
		4.1.3.3	Provide a heritage advisory service to the community	Heritage service provided	Completed	Manager Development Services	Heritage Advice provided in relation to relevant DAs and Local Heritage fund application assessment

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
		4.1.3.4	Provide funding for heritage projects through the Local Heritage Fund	Local Heritage projects funded / = > budgeted amount	Completed	Manager Development Services	Full report about the Heritage Grants Fund to August 2023 Council Meeting
4.1.4	Provide sufficient infrastructure for the growth of our towns and villages	4.1.4.1	Undertake an audit of public buildings (Council and other authorities) in the Edward River Council area	Register of buildings completed	Completed	Manager Operations	
4.2.1	Implement the outcomes of the NSW Government's Best Practice Management of Water Supply and Sewerage Guidelines	4.2.1.1	Deliver Council's Water and Sewer Infrastructure Maintenance Program	Maintenance program delivered	Completed	Manager Operations	
4.2.2	Comply with National Drinking Water Guidelines and work with NSW Health regarding health outcomes	4.2.2.1	Undertake water sampling of Council's water supply	Water sampling schedule completed / 100%	Completed	Manager Assets	

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
4.3.1	Provide professional and effective customer service which is embedded throughout the organisation	4.3.1.1	Provide customer service awareness training for all staff with customer contact and review customer service charter	Existing staff receive training. Training included in induction process. Charter reviewed by June 2023	Progressing – behind schedule	Manager People Customer Service	New Customer Service staff recieved training as part of their induction. Customer Service training for all current customer service related roles is scheduled for end of August 2023 Charter Review carried over to 23/24 due to proposed change in management
4.3.2	A customer centric culture that continuously improves its practice and tools and innovates	4.3.2.1	Implement updated TechOne customer request system	Implementation complete Dec 2022	Completed	Manager People Customer Service	
5.2.1	Develop and implement financial plans that ensure Council is financially sustainable, innovative and efficient	5.2.1.1	Develop annual Operational Plan budget and review Long Term Financial Plan	Meet LG Act requirements, IP&R and audit engagement timetables	Completed	Senior Governance Advisor	Updated Council's Long-Term Financial Plan and Asset Management Strategy in response to the recommendations arising from the Financial Sustainability Review.
5.2.2	Continue to foster a culture and support frameworks to enhance risk based decision making	5.2.2.1	Review and renew Council's insurance portfolio	Annual renewal completed. Incident reports to Executive / 4 per year	Completed	Manager Engineering Assets	

Delivery Program 2022-2025		Code	Operational Plan 2022/23 Action	Target Performance Measure	Progress Status	Responsible Officer	Comment at 30 June 2023
5.3.1	Maintain a culture of safety first	5.3.1.1	Management actively supports safety throughout the organisation	Annual WHS Action Plan developed and implemented by June 23	Completed	Manager People Customer Service	
5.3.2	A workforce culture supports the needs of the community with a safe, skilled and motivated Council workforce	5.3.2.1	Develop and implement Workforce Plan, Staff Engagement and Cultural Survey	Workforce Plan milestones are met. Survey conducted.	Completed	Manager People Customer Service	
5.3.3	Develop strong sector partnerships through shared projects, resources and learning to assist the Edward River Community	5.3.3.1	Review existing partnerships and opportunities for formal initiatives in line with the Community Strategic Plan	Undertake quarterly community updates on Council's major initiatives	Progressing – On Track	Chief Executive Officer	Major Project updates published via video in July on Facebook, and monthly project reports are tabled at Council meetings.
5.3.4	Actively supporting the growth and development of staff	5.3.4.1	Annual Training Plan developed; Staff reviews conducted; Leadership program for existing and emerging leaders within Council	Staff reviews completed annually; Training plan by June 2023; Leadership Program included in training plan	Completed	Manager People Customer Service	Annual staff reviews to commence in August. Training plan completed and presented to consultative committee on 22nd June. Presented to leadership 5/07/2023. Reported 97% mandatory training completed.

12.8. MAJOR PROJECTS REPORT - JULY 2023

Project Update - July 2023

Author: Projects Coordinator

Authoriser: Chief Executive Officer

RECOMMENDATION

That Council receive the Major Projects Program – Progress Report for July 2023

BACKGROUND

A breakdown of current funding and active projects is as follows:

Government Funding Body	Project	Total Funding	Funding Remaining
NSW Showground Stimulus Funding	Demolition & Construction of amenities Extension of Clubrooms - DNA Roadway & Carparking Eastern Side Sealed Access Roads, Carpark and Kerb and Gutter	\$1,500,703	\$1,278,672
Stronger Country Communities Fund - R4	Lighting Deniliquin and Blighty Rec Reserves	\$1,113,338	\$1,053,952
Stronger Country Communities Fund - R5	Peppin Heritage Centre - Masterplan Implementation Town Hall Revitalisation Project	\$939,885	\$939,885
Local Roads and Community Infrastructure - R3	Saleyards Refurbishment	\$426,340	\$404,740
Local Roads and Community Infrastructure - R4	Parts 1 and 2 - Not yet allocated. Subject of a separate report	\$1,518,748	\$1,518,748
Regional Airport Program Local Roads and Community Infrastructure - R3	Deniliquin Aerodrome - Strengthening and Lighting	\$4,000,000	\$2,079,871

Government Funding Body	Project	Total Funding	Funding Remaining
Fixing Local Roads - TfNSW	Pothole repairs on road Networks	\$549,015	\$480,233
Office of Local Government	Flood Recovery - Essential Public Assets	\$1,000,000	\$316,257
Department of Planning & Environment	Edward River Skate Park Development	\$500,000	\$490,261
Fixing Country Roads	Pretty Pine Road Widening	\$1,736,972	\$1,736,022
Regional & Local Road Repair Program	Flood recovery - Road Network	\$2,914,961	\$2,794,588

Project budgets, actuals, balance and percentage complete is attached.

ISSUE/DISCUSSION

Project

Updates

Memorial Park Amenities

Project description	Construction of new amenities at Memorial Park
Funding	Council, NSW Showground Stimulus and Local Roads and Community Infrastructure R1
Timing	Expected completion date end of June 2023
Update	Amenities are complete and official opening set for 2nd week of August 23

DNA Clubrooms extension

Project description	Extension of DNA Clubrooms (managed by the DNA and Cricket Club committees).
Funding	SCCF R4 (Deniliquin Cricket Club) and NSW Showground Stimulus
Timing	Anticipated completion June 2024
Update	Tender is out and will close in late August 2023.

Lighting Deniliquin and Blighty Reserves

Project description	Provide improved lighting to sporting grounds - Hardinge St Oval, Blighty Oval and Memorial Park
Funding	SCCF R4
Timing	Anticipated completion June 2024
Update	Council staff expect to confirm what can be achieved at all three sites in July 2023, and provide an options report to Council in August/September 2023. If it is decided to utilise existing Essential Energy supplies, works are expected to be tendered in October/November 2023, with all works completed by 30 June 2024. Extensions of time are being sought from the Funding Body.

McLean Beach Change Rooms

Project description	Refurbishment of McLean Beach timber change rooms
Funding	Local Roads and Community Infrastructure R1
Timing	Due for completion June 23
Update	McLean Beach amenities have been completed and officially opened.

Airport Upgrade

Project description	Runway Strengthening and improved lighting.
Funding	Regional Airport Program, Local Roads and Community Infrastructure - R3 and Council
Timing	Due for completion September 2023
Update	The runway strengthening and lighting project is progressing. Sub grade stabilisation method is working well and subbase in Stage 1 has commenced.

Edward River Village

Project description	Stage 1 - Construction of 6 dwellings
Funding	Murray Darling Basin Diversification Funding and Council
Timing	Multi Year Project
Update	Three homes are well underway and the project is on track.

Refurbishment of the Saleyards

Project description	Refurbishment of the Deniliquin Saleyards
Funding	Local roads and Community Infrastructure R3
Timing	Due for Completion June24
Update	The tender for the Refurbishment of the Saleyards closed with no submissions. Separate briefing to Council.

Peppin Heritage Centre - Masterplan Implementation

Project description	To activate the masterplan implementation for the Peppin Heritage Centre
Funding	Stronger Country Communities - R5
Timing	Due for Completion January 2026.
Update	Consultation with Heritage Centre stakeholders and Museum curators has commenced. RFQ for works to repair flooring has been distributed to local trades people and is due to close on 21 August 2023.

Pothole repairs

Project description	Pothole repairs throughout the road network
Funding	Fixing Local Roads - Pothole Repairs
Timing	Due for Completion February 2024
Update	Council has, to date, completed repairs to 1000 potholes throughout the LGA road network.

Flood Recovery - Road Network

Project description	Damage repairs throughout the road network due to flooding
Funding	Regional & Local Road Repair Program
Timing	Due for Completion February 2024
Update	Tender has been issued for supply of material to stock piles. Construction will commence mid August 2023.

Deniliquin Skate Park

Project description	Development of a new Skate Park - Stage 1
Funding	Department of Planning and Environment
Timing	Due for Completion June 2024
Update	Construction tender is out and will close for submissions in Mid August 2023.

Pretty Pine Road Widening

Project Description	Widening of Pretty Pine Road to improve Heavy Vehicle route.
Funding	Fixing Country Roads
Timing	Multiyear project
Update	This funding is subject to approved funding from HVSPP. An application has been lodged with HVSPP and Council has been advised a decision will be made in September 2023.

STRATEGIC IMPLICATIONS**COMMUNITY STRATEGIC PLAN**

- 4. Delivering community assets and services
 - 4.1 Vibrant villages and towns
 - 4.2 Reliable Water and Sewerage
 - 4.3 Friendly and Supportive Customer service

FINANCIAL IMPLICATIONS

Projects funded through these programs include costs for the design, documentation, and supervision costs for each project.

LEGISLATIVE IMPLICATIONS

Council must ensure that these projects are completed within the timeframes set out within the funding agreements.

ATTACHMENTS

- Projects Report

Attachment 1 - Projects Report - July 2023



Current/Active Funded Projects

Funding Source	Project Title	Total Budget	Actual Expenses	Balance Remaining
NSW Showground Stimulus Funding - P2		\$ 1,500,703	\$ 222,031	\$ 1,278,672
	Demolition & Construction of amenities	\$ 141,894	\$ 138,431	
	Extension of Clubrooms - DNA	\$ 347,067	\$ 21,708	
	Roadway & Carparking Eastern Side	\$ 232,716	\$ 30,946	
	Sealed Access Roads, Carpark, K&G	\$ 630,145	\$ 30,946	
Stronger Country Communities Funding - R4		\$ 1,113,338	\$ 59,386.00	\$ 1,053,952
	Lighting Deniliquin and Blighty Rec Reserves		\$ 59,386	
Local Roads and Community Infrastructure R4		\$ 1,518,748	\$ -	\$ 1,518,748
Part 1	Not yet allocated	\$ 963,170		
Part 2	Not yet allocated	\$ 555,578		
Various Funding		\$ 5,900,000	\$ 1,920,129	\$ 3,979,871
RAP1	Deni Runway Upgrade - Strengthening & Lighting	\$ 2,500,000	\$ 1,000,000	
LRCI R3		\$ 1,500,000	\$ 920,129	
Council		\$ 1,900,000		
Various Funding		\$ 4,430,000	\$ 2,275,134	\$ 2,154,866
Murray Darling Diversification Funding	Edward River Village	\$ 1,000,000	\$ 1,000,000	
Council		\$ 520,000	\$ 520,000	
Council sales revenue		\$ 2,910,000	\$ 755,134	
Local Roads and Community Infrastructure - R3		\$ 426,340	\$ 21,600	\$ 404,740
	Refurbishment of the Saleyards		\$ 21,600	
Stronger Country Communities R5		\$ 939,885	\$ -	\$ 939,885
	Peppin Heritage Centre - Masterplan Implementation	\$ 714,000	\$ -	\$ 714,000
	Town Hall Revitalisation Project - Regional	\$ 225,885	\$ -	\$ 225,885
Fixing Local Roads		\$ 549,015	\$ 68,782	\$ 480,233
	Pothole repairs on road network		\$ 68,782	
Regional & Local Road Repair Program - TfNSW		\$ 2,914,961	\$ 120,373	\$ 2,794,588
	Flood Recovery - Road network		\$ 120,373	
Flood Recovery - Office of Local Government		\$ 1,000,000	\$ 683,743	\$ 316,257
	Flood Recovery - Essential Public Assets		\$ 683,743	
Department of Planning and Environment		\$ 500,000	\$ 9,351	\$ 490,649
	Edward River Skate Park Development		\$ 9,351	
Fixing Country Roads		\$ 1,736,972	\$ 950	\$ 1,736,022
	Pretty Pine Road - Widening		\$ 950	

12.9. INVESTMENT AND RESERVES REPORT - JULY 2023

Author: Financial Accountant

Authoriser: Acting Chief Financial Officer

RECOMMENDATION

That Council:

1. Note and receive the July 2023 report on Investments totalling \$45,599,487 inclusive of cash at bank for day-to-day operations.
2. Note that actual interest earned in the month of July 2023 was \$140,324.
3. Note that total interest earned for the year to 31 July 2023 is \$140,324.
4. Note the Certificate of the Responsible Accounting Officer and adopt the Investment Report.

BACKGROUND

The purpose of this report is to update Council on the investment of surplus funds and performance of Council's investment portfolio for the month to 31 July 2023 as required by Regulation No 264 (Part 19) of the Local Government Act 1993.

As at 31 July 2023, Council had a total of \$45,599,487 in invested funds. Interest earned from investments during the month of July 2023 was \$140,324.

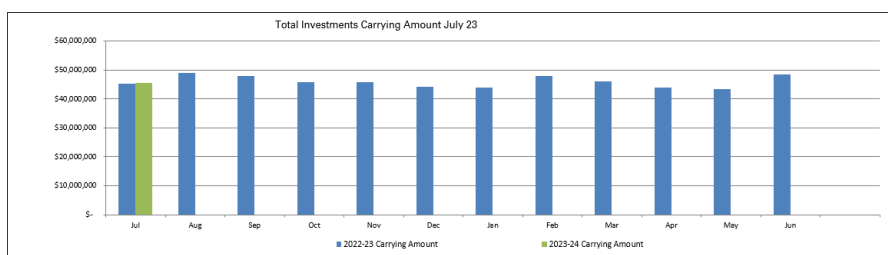
Included in this report are the following items:

- Council's Investments as at 31 July 2023
- Restrictions Applying to Investment Funds
- Investment Portfolio Performance
- Investment Commentary
- Monthly Report from Imperium Markets
- Certification by the Responsible Accounting Officer

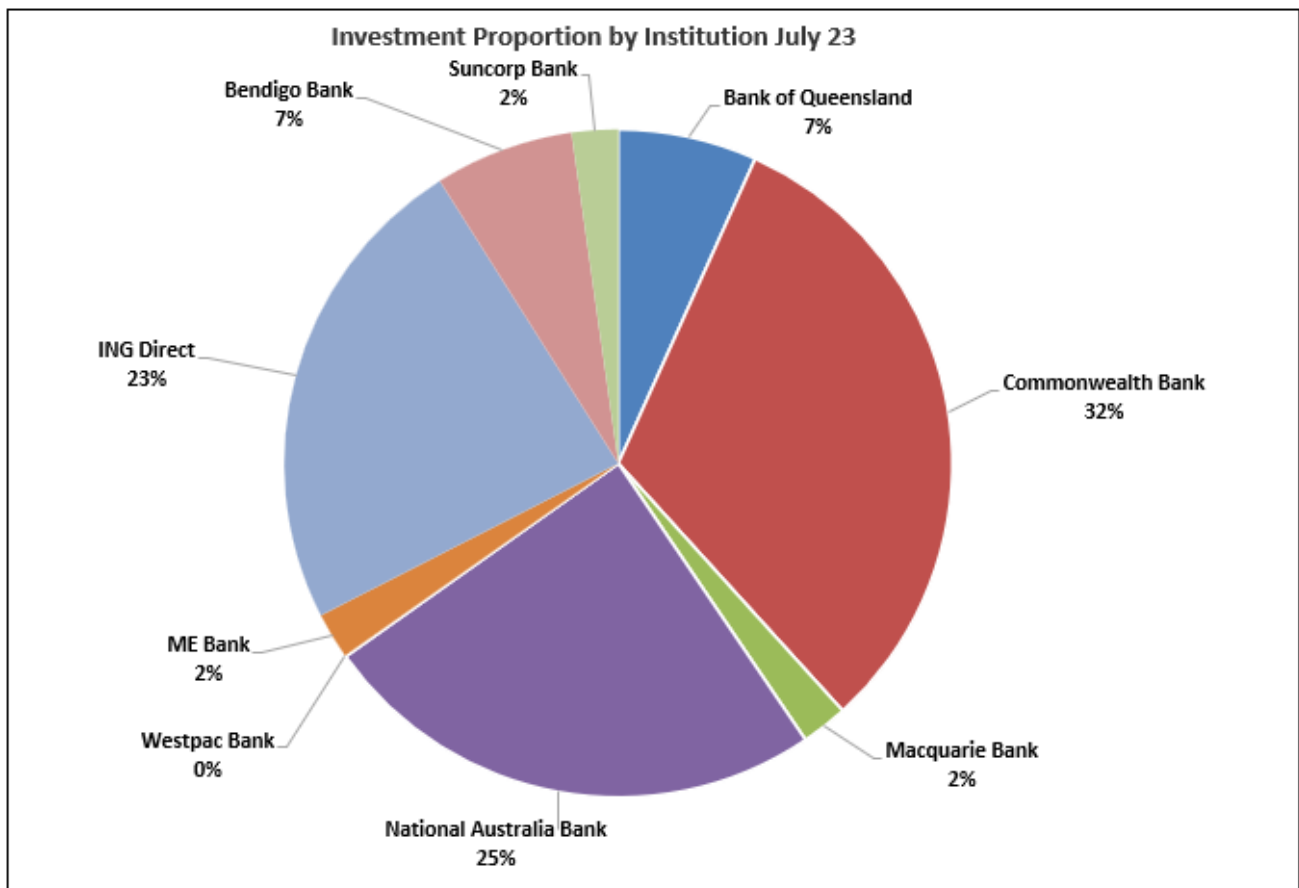
ISSUE/DISCUSSION

As at 31 July 2023, Council had a total of \$45,599,487 in term deposits and cash at bank exclusive of unpresented receipts or cheques.

The total investments balance has remained within the \$43M - \$49M range for the past 12 months, with seasonal fluctuations from month to month in line with Council's cashflow requirements.



Council's funds were invested with A1+, A1 and A2 rated Authorised Deposit Institutions (ADI's).



Summary of **cash at bank** from day-to-day operations

Cash Summary		Comment
Opening cash book balance	\$ 4,896,342	
Plus receipts	\$ 11,039,101	Grants, Investments, charges and rates debtors receipts
Less payments	\$ 14,271,566	Capex and Opex payments
Cash book balance as at 31 July 2023	\$ 1,663,877	
Statement Summary		
Opening statement balance	\$ 4,894,165	
Plus receipts	\$ 6,157,457	Grants, Investments, charges and rates debtors receipts
Less payments	\$ 9,484,176	Capex and Opex payments
Bank statement balance as at 31 July 2023	\$ 1,567,446	
plus Unpresented receipts	\$ 99,862	Receipts not yet presented at bank
less Unpresented payments	\$ 3,431	payments not yet presented at bank
less Unmatched receipts on the Bank Statement	\$ -	
plus Unmatched payments on the Bank Statement	\$ -	
Reconciliation balance as at 31 July 2023	\$ 1,663,877	

The following restrictions applied to the cash and investments balance:

Internal Restrictions

Infrastructure replacement	\$ 1,779,826
Plant replacement reserve	\$ 1,798,670
Recreation reserves/villages	\$ 1,113,000
Other internal reserves	\$ 750,971
Employee entitlements	\$ 692,727
Land Development Fund	\$ 385,000
Airport Development	\$ 207,447
Deposits, retentions and bonds	\$ 295,003
Edward River Village	\$ 520,000

Total Internal Restrictions **\$ 7,542,645**

External Restrictions

Water supplies fund	\$ 7,142,761
Sewerage services fund	\$ 6,117,337
Tip remediation	\$ 1,300,000
Unexpended Merger funds	\$ 281,033
Other unexpended grant funds	\$ 4,572,722
Library fund	\$ -
Other external reserves	\$ 180,310

Total External Restrictions **\$ 19,594,163**

Unrestricted Funds **\$ 18,462,679**

Total Funds **\$ 45,599,487**

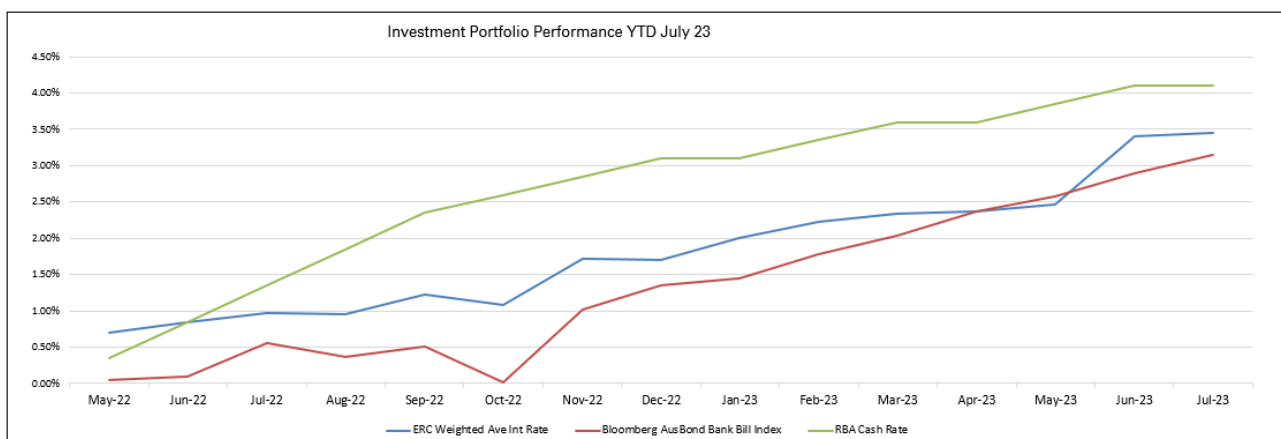
Fund Name

Bank and Investments Percentage

General	\$ 32,339,389	70.92%
Water	\$ 7,142,761	15.66%
Sewer	\$ 6,117,337	13.42%
Total Funds	\$ 45,599,487	100.00%

Investment Portfolio Performance

Total interest earned from investments during the month of July 2023 was \$140,324, compared to the original monthly budget of \$135,077.



As at 31 July 2023, Council's weighted average interest rate was 3.46%, which was 0.31% above the Bloomberg AusBond Bank Bill Index implied one-year return of 3.15%. Total interest earned for the year to 31 July 2023 was \$140,324 compared to the budget of \$135,077 and previous year total of \$50,620.

Monthly Investment Review from Imperium Markets

Council engaged Imperium Markets Pty Ltd to provide ongoing investment advisory services from May 2021 as per recommendation from Audit Risk and Improvement Committee (resolution ARIC/2021/7). As part of this service, Imperium provides, among other services, a monthly investment review report for Council which Council uses to inform investment decisions. A copy of the report is attached in this report as **Attachment 2 - Investment Review July 2023 - Imperium Markets**. Council continues to obtain financial benefits through accessing better rates through the Imperium Investment platform as well as efficiency savings in the investment process.

Investment Commentary

As at 31 July 2023, all investments were within the defined Investment Policy limits. Council's investment portfolio consisted of term deposits (92%) and cash at bank/ on call (08%).

The Reserve Bank of Australia (RBA) elected to hold the official cash rate in July with the cash rate now at 4.10%. The deposit market has factored in the rate movements in recent months. The higher rates provide opportunities for Council to obtain progressively higher rates on investments as the current ones mature. To mitigate the re-investment risk of current recession fears, Council is following on the advice from Imperium Markets, to invest in term deposits with maturities 1 year or longer, taking into consideration council's cashflow needs. This will allow council to take advantage of the relatively higher returns currently on the market for these investments as compared to short term ones.

STRATEGIC IMPLICATIONS

Investments have been made in accordance with Council's investment policy which was adopted on 19 April 2022.

COMMUNITY STRATEGIC PLAN

5 Accountable leadership and responsive administration

5.2 Financially sustainable

FINANCIAL IMPLICATIONS

Under Council's Investment policy, investments are made with a range of ADI's, with Council funds invested with a single institution not going above a percentage of the total portfolio as follows:

40%	A1+ rated institutions
25%	A1 rated institutions

40%	A1+ rated institutions
15%	A2 rated institutions
\$250,000	A3 and unrated authorized deposit taking institutions

The overall portfolio credit framework limits applicable to any credit rating category are as follows:

100%	Commonwealth/State/Tcorp/M Funds
100%	A1+ rated institutions
60%	A1 rated institutions
35%	A2 rated institutions
5%	A3 and Unrated authorized deposit taking institutions

LEGISLATIVE IMPLICATIONS

ATTACHMENTS

Local Government Act 1993	<p>625 How may councils invest?</p> <p>(1) A council may invest money that is not, for the time being, required by the council for any other purpose.</p> <p>(2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.</p> <p>Editorial note- See Gazettes No 152 of 24.11.2000, p 12041; No 94 of 29.7.2005, p 3977; No 97 of 15.8.2008, p 7638 and No 160 of 24.12.2008 p 13140.</p> <p>(3) An order of the Minister notifying a form of investment for the purposes of the section must not be made without the approval of the Treasurer.</p> <p>(4) The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.</p>
Local Government Act 1993 Local Government (General) Regulation 2005	<p>212 Reports on council investments The responsible accounting officer of a council –</p> <p>(a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented-</p> <p>i) if only one ordinary meeting of the council is held in a month, at that meeting, or</p> <p>(ii) if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and</p> <p>(b) must include in the report a certificate as to whether or not the investment has been made in accordance with Act, the regulations and the council's investment</p>
	<p>2) The report must be made up to the last day of the month immediately preceding the meeting.</p> <p>Note- Section 625 of the Act specifies the way in which a council may invest its surplus funds.</p>

Attachment 1 - Schedule of Investments for July 2023

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Schedule of Investments									
This Report is at date					31-July-2023				
Description	Account No.	Rating at EOM (S&P)	Date Invested	Maturity Date	Days	Rate	Face Value Amount	% of Portfolio	Estimated Interest
Westpac Business Cheque Plus Account	032-870 16-6545	A1+	N/a	N/a	365	0.00%	23,628	0.05%	Monthly
Westpac Business Cash Reserve	032-870 17-9231	A1+	N/a	N/a	365	0.05%	0	0.00%	Monthly
Westpac 31 Day Notice Account	032-870 23-2696	A1+	N/a	N/a	365	3.95%	1,666	0.00%	Monthly
Commonwealth Bank General Fund	062-533 00000010	A1+	N/a	N/a	365	3.40%	1,538,319	3.37%	Monthly
Commonwealth Bank Business On Line Saver	062-533 10151117	A1+	N/a	N/a	365	3.65%	2,030,375	4.45%	Monthly
Macquarie Bank - Rates	3005-79778	A1	N/a	N/a	365	0.00%	5,023	0.01%	Monthly
Macquarie Bank - Water	2643-18940	A1	N/a	N/a	365	0.00%	475	0.00%	Monthly
Total Oncall/ CMT Accounts							3,599,487	7.89%	
Term Deposits									
National Australia Bank	20-049-8755	A1+	10-Jun-21	11-Jun-24	1097	0.75%	3,000,000	6.58%	67,623.29
National Australia Bank	50-665-2647	A1+	24-May-21	24-May-24	1096	0.75%	2,500,000	5.48%	56,301.37
National Australia Bank	81-520-8937	A1+	06-Sep-21	06-Sep-23	730	0.65%	3,000,000	6.58%	39,000.00
National Australia Bank	75-932-6944	A1+	08-Dec-22	08-Dec-23	365	4.32%	1,500,000	3.29%	64,800.00
National Australia Bank	0	A1+	10-Nov-22	10-Nov-23	365	4.55%	1,000,000	2.19%	45,500.00
Commonwealth Bank	CDA 37543602	A1+	18-Feb-22	18-Feb-24	730	1.65%	1,500,000	3.29%	49,500.00
Commonwealth Bank	CDA 37543602	A1+	09-Sep-21	08-Sep-23	729	0.57%	3,000,000	6.58%	34,153.15
National Australia Bank	CDA 37543602	A1+	26-Jul-23	30-Jul-24	370	5.50%	1,500,000	3.29%	83,630.14
Commonwealth Bank	CDA 37543602	A1+	05-Sep-22	05-Sep-23	365	4.16%	1,500,000	3.29%	62,400.00
Commonwealth Bank	CDA 37543602	A1+	28-Nov-22	28-Nov-23	365	4.40%	1,000,000	2.19%	44,000.00
Commonwealth Bank	83-703-9114	A1+	04-Oct-22	04-Oct-23	365	4.45%	2,000,000	4.39%	89,000.00
Suncorp Bank	0	A1+	28-Nov-22	28-Nov-23	365	4.48%	1,000,000	2.19%	44,800.00
Macquarie Bank	CN055243	A1	14-Nov-22	14-Nov-23	365	4.36%	1,000,000	2.19%	43,600.00
Total A1+ Deposits							23,500,000	51.54%	
Bendigo Bank	105-306-781	A2	14-Sep-21	14-Sep-23	730	0.55%	2,000,000	4.39%	22,000.00
Bendigo Bank	0	A2	22-Mar-23	26-Mar-24	370	4.65%	1,000,000	2.19%	47,136.99
ING Direct	0	A2	22-Feb-23	22-Feb-24	365	4.95%	1,500,000	3.29%	74,250.00
ING Direct	0	A2	22-Mar-23	25-Mar-25	734	4.50%	1,000,000	2.19%	90,493.15
ING Direct	1100308	A2	13-Jun-23	18-Jun-24	371	5.41%	2,000,000	4.39%	109,978.63
ING Direct	0	A2	28-Jun-23	19-Dec-23	174	5.52%	2,000,000	4.39%	52,629.04
ING Direct	0	A2	28-Jun-23	09-Apr-24	286	5.55%	2,000,000	4.39%	86,975.34
ING Direct	35-071-3705	A1+	29-Jun-23	30-Jun-25	732	5.55%	2,000,000	4.39%	222,608.22
Bank of Queensland	623109	A2	10-Nov-22	11-Nov-24	732	4.70%	1,000,000	2.19%	94,257.53
Bank of Queensland	75-932-6942	A1+	29-Jun-23	16-Jul-24	383	5.56%	2,000,000	4.39%	116,683.84
ME Bank	342679	A2	04-Aug-22	08-Aug-23	369	3.81%	1,000,000	2.19%	38,517.53
MyState Bank	0	A2	28-Jun-23	28-Jun-24	366	5.65%	1,000,000	2.19%	56,654.79
Total A2 Deposits							18,500,000	40.57%	
Weighted Average Interest Rate						3.46%	45,599,487	100.00%	

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Investment Review

July 2023



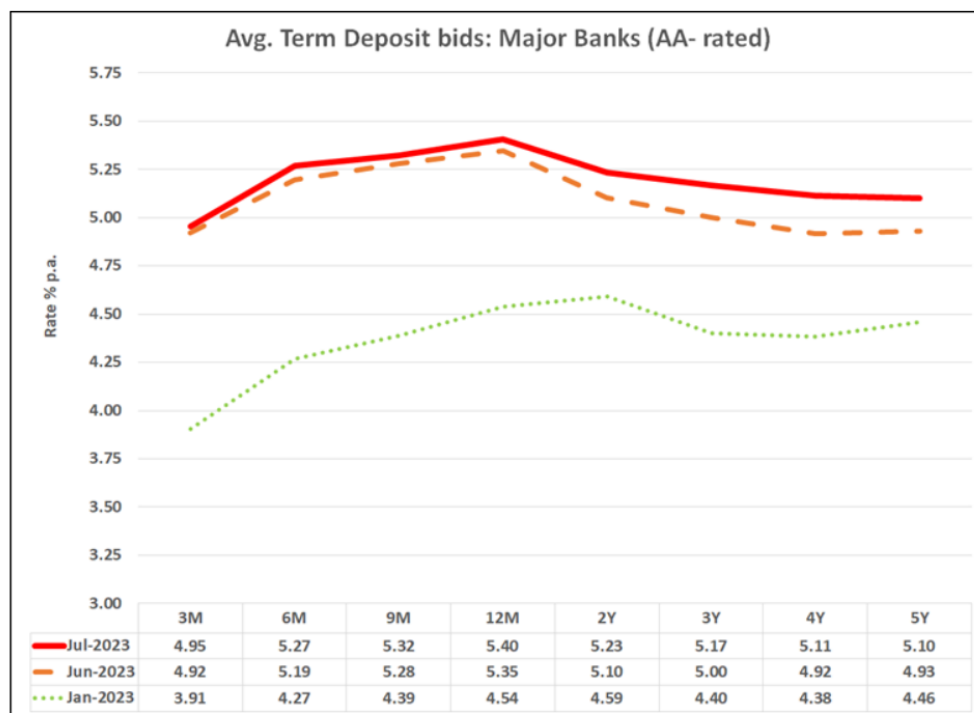
Imperium Markets Pty Ltd ABN: 87 616 579 527
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Level 9 Suite 06, 70 Phillip Street, Sydney NSW 2000



Market Update Summary

Risk markets were boosted over July about the prospects of inflation cooling and terminal interest rates peaking across several developed economies. Domestically, the latest CPI figure was largely used to justify a further pause at the RBA's Board meeting on 1st August on the basis of lower than expected core inflation together with the other uncertainties associated with the lags of monetary policy and the economic outlook. The RBA remains on a slight tightening bias, signalling further hike(s) may be required as it is determined to bring inflation back towards its target band.

Over July, across the short-end of the curve (3-12 months), major bank deposit rates marginally rose, on average, from the previous month. Deposit rates however continue to be lower in the long-end (2-5 years) compared to the shorter-end (6-12 months), reflective of the major banks believing that rate cuts may be required in future years once inflation has peaked and under control.



Source: Imperium Markets

'New' investments close to or above 5% p.a. is currently available if Council can place a proportion of funds between 9-12 months to 3 years. With recessionary fears being priced in coming years, investors may take an 'insurance policy' against future rate cuts by investing across 3-5 year fixed deposits and locking in rates above or close to 5¼-5½% p.a. (small allocation only), although this is primarily being offered by the lower rated ("BBB") ADIs.



Council's Portfolio & Compliance

Asset Allocation

The portfolio is mainly directed to fixed term deposits (~92%), with the remainder of the portfolio (~8%) being held in various overnight cash accounts.

Senior FRNs remain relatively attractive as spreads have generally widened over the past 12-18 months – new issuances should now be considered again on a case by case scenario. In the interim, staggering a mix of fixed deposits between 9-12 months to 2 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With recessionary fears being priced in coming years, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any potential future rate cuts by investing across 3-5 year fixed deposits, locking in and targeting yields close to or above 5% p.a. (mainly available from the regional banks).



Term to Maturity

The portfolio remains highly liquid with around 91% maturing within 12 months. The weighted average duration of the deposit portfolio is around 7 months and so the majority of the portfolio will turnover and be reinvested at higher prevailing rates over the next two quarters.

Where liquidity permits, we recommend investing surplus funds in the 1-2 year horizons to optimise the portfolio's returns in the long-run. Where there is (counterparty) capacity to invest in attractive medium-longer term investments, we recommend this be allocated to medium-term fixed deposits (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 – 90 days	\$16,179,215	35.42%	15%	100%	\$29,500,000
✓	91 – 365 days	\$25,500,000	55.82%	0%	100%	\$20,179,215
✓	1 – 2 years	\$4,000,000	8.76%	0%	70%	\$27,975,450
✓	2 – 5 years	\$0	0.00%	0%	50%	\$22,839,607
		\$45,679,215	100.00%			



Counterparty

As at the end of the July, Council did not have an overweight position to any single ADI – all are within compliance of the Policy limits. Overall, the portfolio is lightly diversified across the investment grade credit spectrum, with no exposure to the unrated ADIs.

We welcomed Council's decision to diversify and place a new deposit investment with MyState Bank (BBB) during the month – we encourage further diversification in future – not only to reduce concentration risk, but in all likelihood, this will increase the overall returns of the portfolio.

Compliant	Issuer	Rating [^]	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	CBA	AA-	\$12,568,695	27.52%	40.00%	\$5,702,991
✓	NAB	AA-	\$12,500,000	27.36%	40.00%	\$5,771,686
✓	Westpac	AA-	\$43,886	0.10%	40.00%	\$18,227,800
✓	Macquarie Bank	A+	\$1,066,634	2.34%	25.00%	\$10,353,170
✓	Suncorp	A+	\$1,000,000	2.19%	25.00%	\$10,419,804
✓	ING	A	\$10,500,000	22.99%	25.00%	\$919,804
✓	BOQ	BBB+	\$4,000,000	8.76%	15.00%	\$2,851,882
✓	Bendigo-Adelaide	BBB+	\$3,000,000	6.57%	15.00%	\$3,851,882
✓	MyState Bank	BBB	\$1,000,000	2.19%	15.00%	\$5,851,882
			\$45,679,215	100.00%		

[^]Applying long-term ratings only.

In July 2022, ANZ (AA-) announced it was putting a bid to buy Suncorp's banking division for ~\$3.9bn. This deal has since been blocked by the Australian Competition and Consumer Commission (ACCC) in early August 2023, with the watchdog saying it was unconvinced the deal would deliver the public benefits claims put forward by ANZ.

We remain supportive of the regional and unrated ADI sector (and have been even throughout the post-GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

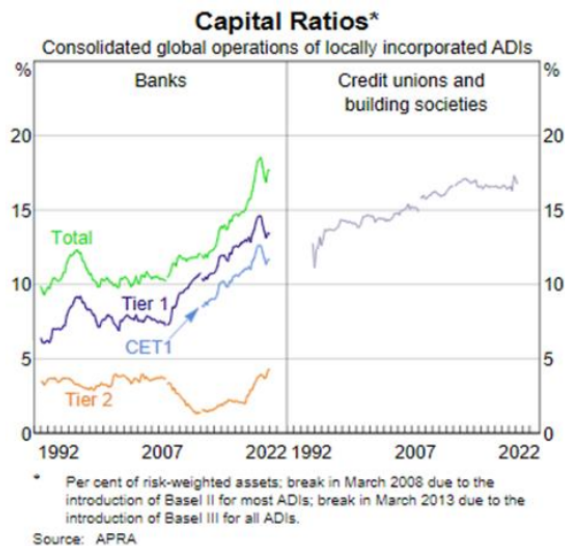
Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). The financial regulator, APRA has noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has increased by \$110 billion, or more than 70%, over the past eight years. Over the same time, banks' assets have grown by 44%. Some of the extra capital is supporting growth in the banking system itself but clearly, there has been a strengthening in overall resilience and leverage in the system is lower.

We believe that deposit investments with the lower rated ADIs should be considered going forward, particularly when they offer 'above market' specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio's overall returns. The lower rated entities are generally deemed to be the more 'ethical' ADIs compared to the higher rated ADIs.

In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their



deposits going forward – this was stress tested during the GFC and the pandemic period. APRA's mandate is to *“protect depositors”* and provide *“financial stability”*.



Credit Quality

The portfolio remains diversified from a credit ratings perspective. The entire long term portfolio is spread amongst the investment grade spectrum. All aggregate ratings categories were within the Policy limits at month-end:

Compliant	Credit Rating [^]	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$25,112,581	55%	100%	\$20,566,634
✓	A Category	\$12,566,634	28%	60%	\$16,484,127
✓	BBB Category	\$8,000,000	18%	35%	\$8,946,277
✓	Unrated Category	\$0	0%	5%	\$2,420,897
		\$45,679,215	100.00%		

[^] Applying long-term ratings only.

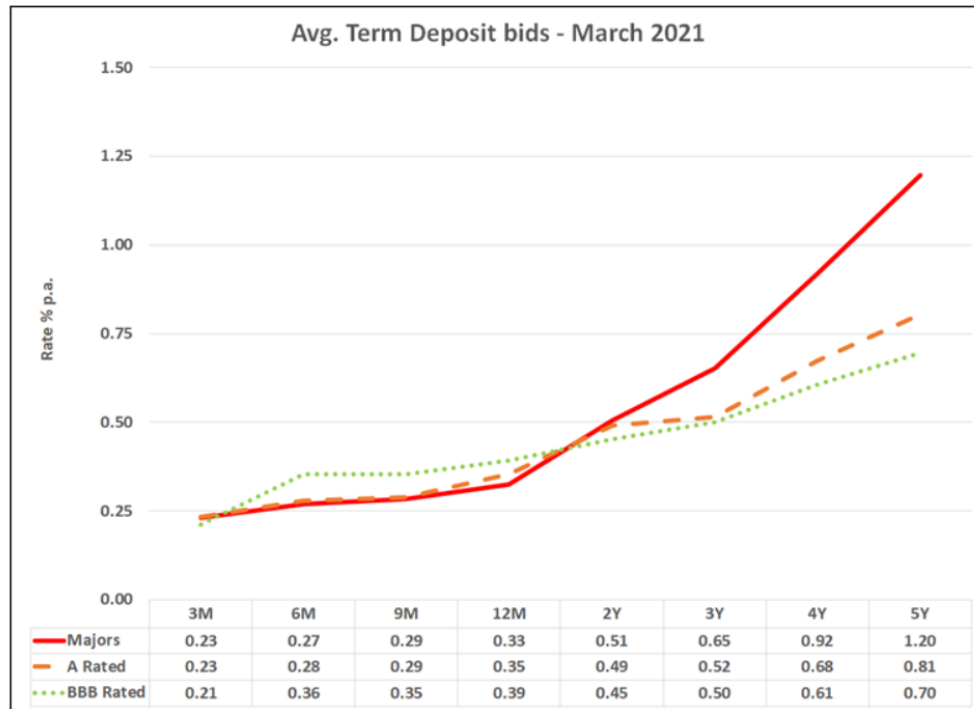
Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) since mid-2020¹, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit from the likes of Council. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks

¹ The RBA's Term Funding Facility (TFF) allowed the ADI to borrow as low as 0.10% fixed for 3 years: <https://www.rba.gov.au/mkt-operations/term-funding-facility/overview.html>



were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past three years.

Term Deposit Rates – 12 months after pandemic (March 2021)



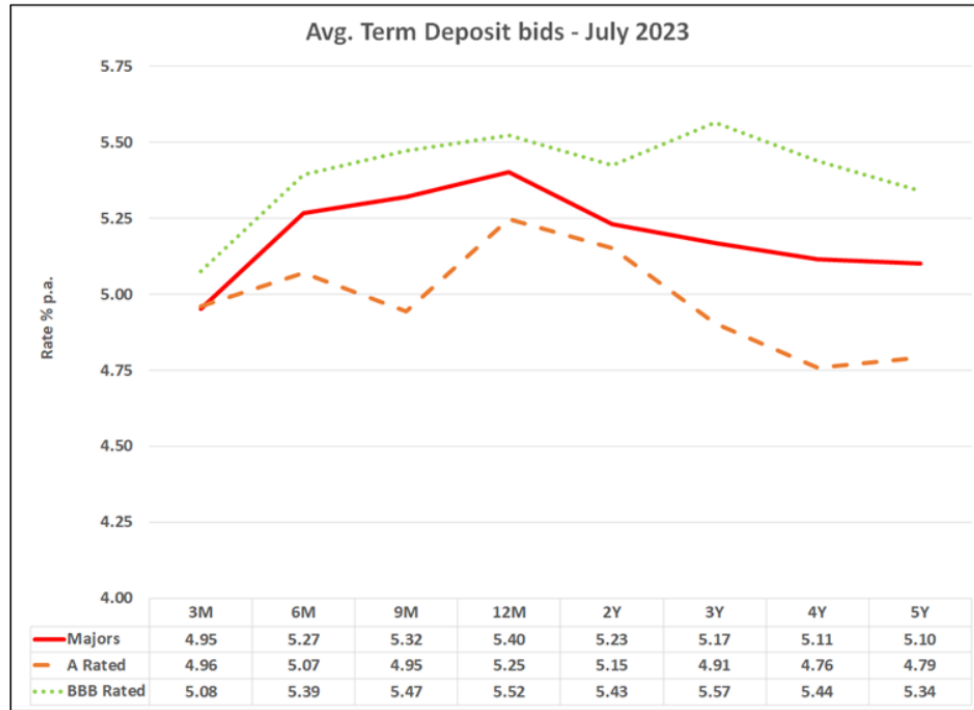
Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits increases. We are now starting to see some of the lower rated ADIs (“BBB” rated) offering slightly higher rates compared to the higher rated banks (“A” or “AA” rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.

Going forward, Council should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry. We are slowly seeing this trend emerge, as has been the case over the past month again:



Term Deposit Rates – Currently (July 2023)



Source: Imperium Markets



Performance

Council's performance (excluding cash holdings) for the month ending July 2023 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.34%	1.00%	1.85%	0.34%	3.20%
AusBond Bank Bill Index	0.37%	0.97%	1.81%	0.37%	3.15%
Council's T/D Portfolio [^]	0.29%	0.69%	1.23%	0.29%	2.02%
Outperformance	-0.08%	-0.28%	-0.58%	-0.08%	-1.13%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	4.10%	4.02%	3.77%	4.10%	3.20%
AusBond Bank Bill Index	4.48%	3.91%	3.69%	4.48%	3.15%
Council's T/D Portfolio [^]	3.50%	2.78%	2.50%	3.50%	2.02%
Outperformance	-0.98%	-1.14%	-1.19%	-0.98%	-1.13%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of July, the portfolio (excluding cash) provided a return of +0.29% (actual) or +3.50% p.a. (annualised), underperforming the benchmark AusBond Bank Bill Index return of +0.37% (actual) or +4.48% p.a. (annualised). This relative 'underperformance' has been due to the unexpected aggressive rate hikes undertaken by the RBA. Whilst this 'underperformance' may continue in the short-term, we do anticipate this to be temporary given the high level of turnover and hopes that the RBA is approaching the end of its rate hike cycle.

Going forward, Council's interest income can be increased significantly by undertaking a slightly longer duration position (12-24 months), with rates on offer along this part of the curve likely to be offered up to ¼-½% p.a. higher compared to shorter tenors in a normal market environment. There is a growing belief that a recession is not too far away and so locking in rates above or close to 5¼% p.a. across 1-3 year tenors may provide some income protection against a potential lower rate environment.



Council's Term Deposit Portfolio & Recommendation

As at the end of July 2023, Council's deposit portfolio was yielding 3.45% p.a. (up 0.05% p.a. from the previous month), with a weighted average duration of around 219 days (~7 months).

Over a longer-term cycle, investors are rewarded if they can continue to maintain a slightly longer average duration. In a 'normal' marketplace, yields at the long-end are generally offered at a slight premium over shorter tenors.

At the time of writing, we see value in:

ADI	LT Credit Rating	Term	T/D Rate
P&N Bank	BBB	5 years	5.50% p.a.
P&N Bank	BBB	4 years	5.40% p.a.
AMP Bank	BBB	3 years	5.45% p.a. ^
AMP Bank	BBB	2 years	5.45% p.a.^
Australian Military	BBB+	2 years	5.36% p.a.
BoQ	BBB+	2 years	5.25% p.a.
P&N Bank	BBB	2 years	5.20% p.a.
Suncorp	A+	2 years	5.13% p.a.
Westpac	AA-	2 years	5.12% p.a.
NAB	AA-	2 years	5.10% p.a.
CBA	AA-	2 years	5.06% p.a.

[^]Contact us to get an additional 20bp rebated commission. Aggregate limits temporarily lifted to \$10m (from \$5m).

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight premium compared to purely investing short-term. For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (dependent on daily funding requirements):



ADI	LT Credit Rating	Term	T/D Rate
AMP Bank	BBB	11-12 months	5.50% p.a.^
AMP Bank	BBB	6-7 months	5.45% p.a.^
Heritage & People's Choice	BBB+	12 months	5.40% p.a.
BoQ	BBB+	9 months	5.40% p.a.
Australian Military	BBB+	12 months	5.36% p.a.
NAB	AA-	9-12 months	5.35% p.a.
NAB	AA-	6-8 months	5.30% p.a.
BoQ	BBB+	12 months	5.30% p.a.
Bendigo-Adelaide	BBB+	6-12 months	5.30% p.a.
Westpac	AA-	12 months	5.27% p.a.
Suncorp	A+	12 months	5.23% p.a.
CBA	AA-	12 months	5.22% p.a.
NAB	AA-	3 months	5.00% p.a.

^Contact us to get an additional 20bp rebated commission. Aggregate limits temporarily lifted to \$10m (from \$5m).

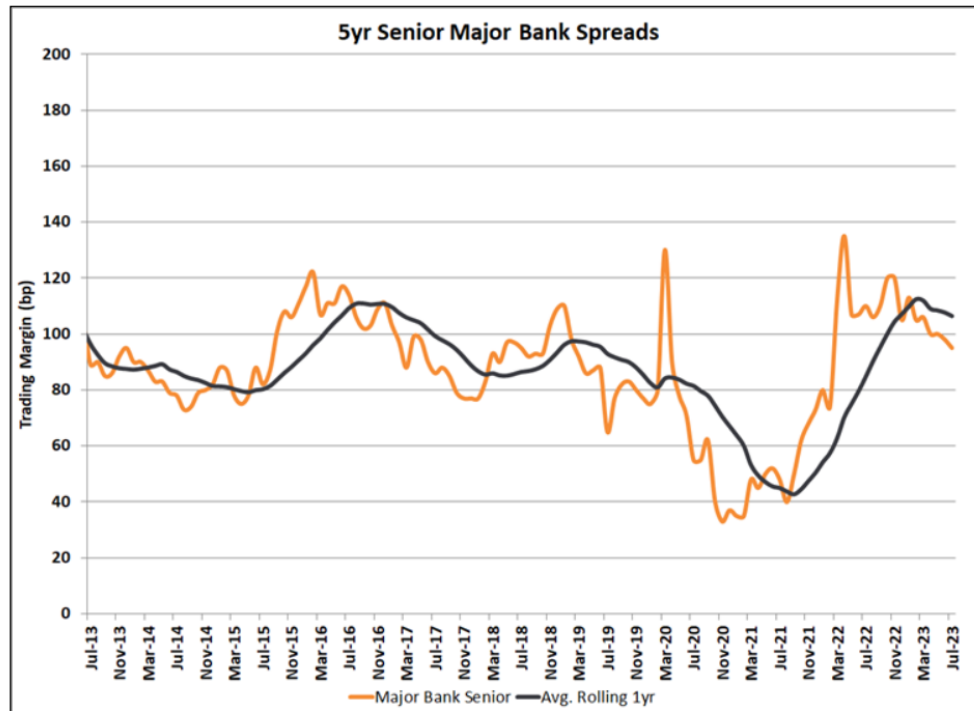
If Council does not require high levels of liquidity and can stagger a proportion of its investments across the longer term horizons (1-5 years), it will be rewarded over a longer-term cycle. Investing a spread of 12 months to 3 year horizons is likely to yield, on average, up to ¼-½% p.a. higher compared to those investors that entirely invest in short-dated deposits (under 6-9 months).

With recessionary fears being priced in coming years, Council should consider allocating some longer-term surplus funds and undertake an insurance policy by investing across 3-5 year fixed deposits and locking in rates close to or above 5¼% p.a. This will provide some income protection if central banks decide to cut rates in future years, and assuming inflation has peaked and is under control.



Senior FRNs Review

Over July, amongst the senior major bank FRNs, physical credit securities tightened by around 1-3bp at the long-end of the curve. Major bank senior securities remain fairly attractive in the rising rate environment (5 year margins around the +95bp level):



Source: IBS Capital

During the month, there was a lack of primary (new) issuances amongst the ADIs. The main securities that were issued were the following:

- 5yr Suncorp (AAA) covered security at +105bp
- 1yr Bank of China (A) senior FRN at +70bp

Amongst the “A” and “BBB” rated sector, the securities were marked around 5bp tighter at the long-end of the curve. Credit securities are looking much more attractive given the widening of spreads over the past ~18 months. FRNs will continue to play a role in investor’s portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over future years (in a relatively stable credit environment).



Senior FRNs (ADIs)	31/07/2023	30/06/2023
"AA" rated – 5yrs	+95bp	+98bp
"AA" rated – 3yrs	+74bp	+75bp
"A" rated – 5yrs	+115bp	+120bp
"A" rated – 3yrs	+95bp	+100bp
"BBB" rated – 3yrs	+125bp	+130bp

Source: IBS Capital

We now generally recommend switches ('benchmark' issues only) into new primary issues, out of the following senior FRNs that are maturing:

- **On or before mid-2025 for the "AA" rated ADIs (domestic major banks);**
- On or before mid-2024 for the "A" rated ADIs; and
- Within 6-9 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) are now generally holding sub-optimal investments and are not maximising returns by foregoing, potentially significant capital gains. In the current challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.

Primary (new) FRNs are now looking more appealing and should be considered on a case by case scenario.



Senior Fixed Bonds – ADIs (Secondary Market)

As global inflationary pressures remain, this has seen a significant lift in longer-term bond yields over the past 12-18 months (valuations fallen) as markets have reacted sharply.

This has resulted in some opportunities in the secondary market. We currently see value in the following fixed bond lines, with the majority now being marked at a significant discount to par (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0265403	Suncorp	A+	Senior	30/07/2024	1.00	1.85%	5.11%
AU3CB0266377	Bendigo	BBB+	Senior	06/09/2024	1.10	1.70%	5.19%
AU3CB0268027	BoQ	BBB+	Senior	30/10/2024	1.25	2.00%	5.36%
AU3CB0287498	Bendigo	BBB+	Senior	17/03/2025	1.63	3.00%	5.28%
AU3CB0293967	Bendigo	AAA	Covered	11/11/2025	2.28	5.10%	5.17%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	2.77	1.40%	5.47%
AU3CB0284149	BoQ	BBB+	Senior	27/10/2026	3.24	2.10%	5.54%



Economic Commentary

International Market

Risk markets were boosted over July about the prospects of inflation cooling and terminal interest rates peaking across several developed economies.

Across equity markets, the S&P 500 Index gained +3.11%, whilst the NASDAQ added +4.05%. Europe's main indices also provided solid returns, led by UK's FTSE (+2.23%), Germany's DAX (+1.85%) and France's CAC (+1.32%).

The US FOMC hiked rates by 25bp to 5.25%-5.50% as universally expected, the post-meeting Statement was almost unchanged, while there was minimal forward guidance given in the press conference. US GDP rose an annualised +2.4% in Q2, well above the +1.8% expected by consensus.

Annual US inflation rose at its slowest pace in more than two years in June, with underlying price pressures receding. The PCE price index rose +0.2% in June to be up +3.0% y/y, whilst the core PCE price index climbed +0.2% m/m, gaining +4.1% y/y.

Canada's unemployment rate increased to 5.4% from 5.2%, amid high population growth and a lift in the participation rate. Headline CPI in June came in lower at +2.8% y/y vs. +3.0% expected. The core measures showed less improvement with the trimmed mean coming in at +3.7% y/y vs. +3.6% expected.

The ECB lifted its deposit rate by 25bps to 3.75% as widely expected. The statement noted that the ECB will ensure that rates remain sufficiently restrictive given that inflation was still expected to remain "*too high for too long*".

UK's CPI came in softer than expected on both the headline (+7.9% y/y vs. +8.2% expected) and core measures (+6.9% y/y vs. +7.1% consensus).

China's economic momentum is slowing with deflation a concern for markets. The economy grew at +0.8% q/q in Q2, down from the +2.2% recorded in Q1. On an annual basis, the economy grew at +6.3%, well below the +7.1% expected. China's CPI inflation declined from -0.2% y/y in May to 0.0% last month, a 28 month low, raising concerns of deflation.

The RBNZ held rates steady at 5.50% after 12 consecutive hikes that began in October 2021. NZ's Q2 headline CPI printed at +1.1% q/q, taking the annual rate to +6.0% y/y. This was down from +1.2% in Q1 or +6.7% on an annual basis.

The MSCI World ex-Aus Index rose +3.27% for the month of July:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+3.11%	+10.06%	+11.11%	+11.95%	+10.26%	+10.53%
MSCI World ex-AUS	+3.27%	+8.15%	+11.76%	+10.04%	+7.46%	+7.53%
S&P ASX 200 Accum. Index	+2.88%	+2.04%	+11.67%	+11.99%	+7.47%	+8.32%

Source: S&P, MSCI

Domestic Market



The RBA decided to keep interest rates unchanged at 4.10% in July to provide additional time to assess the outlook for the economy. The Statement somewhat strangely removed much of the commentary on upside risks to inflation that was present in the two previous months at which the RBA tightened.

Deputy Governor Michele Bullock will be Australia's next RBA Governor, taking over from current Governor Philip Lowe on September 18. The RBA is to move to eight meetings a year from February 2024 (instead of the current eleven). The quarterly Statement of Monetary Policy will be published with the Board meeting Statement in February, May, August and November, rather than the following Friday as is currently the case.

Headline inflation printed below both the market's expectation and the RBA's SoMP forecast profile. Q2 CPI was +0.8% q/q and +6.0% y/y (consensus +1.0%/+6.2%). The core trimmed mean was +0.9% q/q and +5.9% y/y (consensus +1.1%/+6.0%). For both headline and trimmed mean, it was the lowest quarterly read since September 2021. The details revealed greater than expected goods disinflation is now occurring, but services inflation – often seen as stickier - moved higher.

Australia's employment growth was double market expectations in June, rising +32.6k in the month (consensus +15k). The unemployment rate fell 0.1% to 3.5% and has averaged 3.5% since July 2022, having only moved lower in October 2022 to 3.4%.

Retail sales fell -0.8% m/m in June, much weaker than the 0.0% consensus.

Australian dwelling prices rose +1.1% m/m in June to be +3.4% above their recent February low. Sydney continues to lead the bounce in dwelling values, gaining +1.7% m/m to be +6.4% higher than February 2023.

Dwelling approvals surged in May, up +20.6% m/m (consensus +3.0%). The large rise was the result of a +59.4% m/m gain in the volatile attached dwelling approvals category, led by a spike in NSW apartment approvals.

The Australian dollar gained +0.78%, finishing the month at US66.82 cents (from US66.30 cents the previous month).

Credit Market

The global credit indices tightened over July. They are now back to their levels in early 2022 (prior to the rate hike cycle from most central banks):

Index	July 2023	June 2023
CDX North American 5yr CDS	63bp	69bp
iTraxx Europe 5yr CDS	68bp	82bp
iTraxx Australia 5yr CDS	72bp	76bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	July 2023	June 2023
Bloomberg AusBond Bank Bill Index (0+YR)	+0.37%	+0.30%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.52%	-1.95%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.46%	+0.41%
Bloomberg AusBond Credit Index (0+YR)	+0.85%	-1.08%
Bloomberg AusBond Treasury Index (0+YR)	+0.49%	-2.28%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+0.92%	-2.38%

Source: Bloomberg

Other Key Rates

Index	July 2023	June 2023
RBA Official Cash Rate	4.10%	4.10%
90 Day (3 month) BBSW Rate	4.26%	4.35%
3yr Australian Government Bonds	3.87%	4.03%
10yr Australian Government Bonds	4.05%	4.03%
US Fed Funds Rate	5.25%-5.50%	5.00%-5.25%
2yr US Treasury Bonds	4.88%	4.87%
10yr US Treasury Bonds	3.97%	3.81%

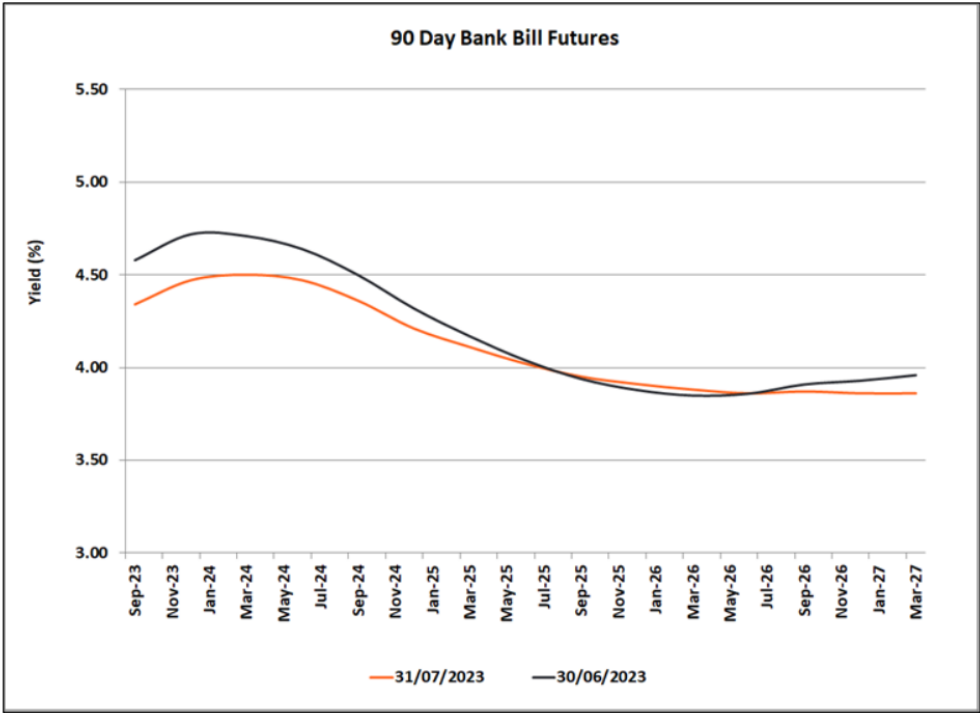
Source: RBA, AFMA, US Department of Treasury



90 Day Bill Futures

Bill futures fell at the short-end of the curve this month, following the movement in the bond market. The RBA remains on a slight tightening bias and firm on its primary objective to bring inflation back within its target band. With the annual rate of CPI falling in the latest reading, the RBA may decide to pause if it views rates are sufficiently restrictive enough for inflation to keep trending downwards.

The bills market continues to factor in the possibility of a recession over the next few years, highlighted by the drop in the futures pricing by the beginning of 2024:



Source: ASX



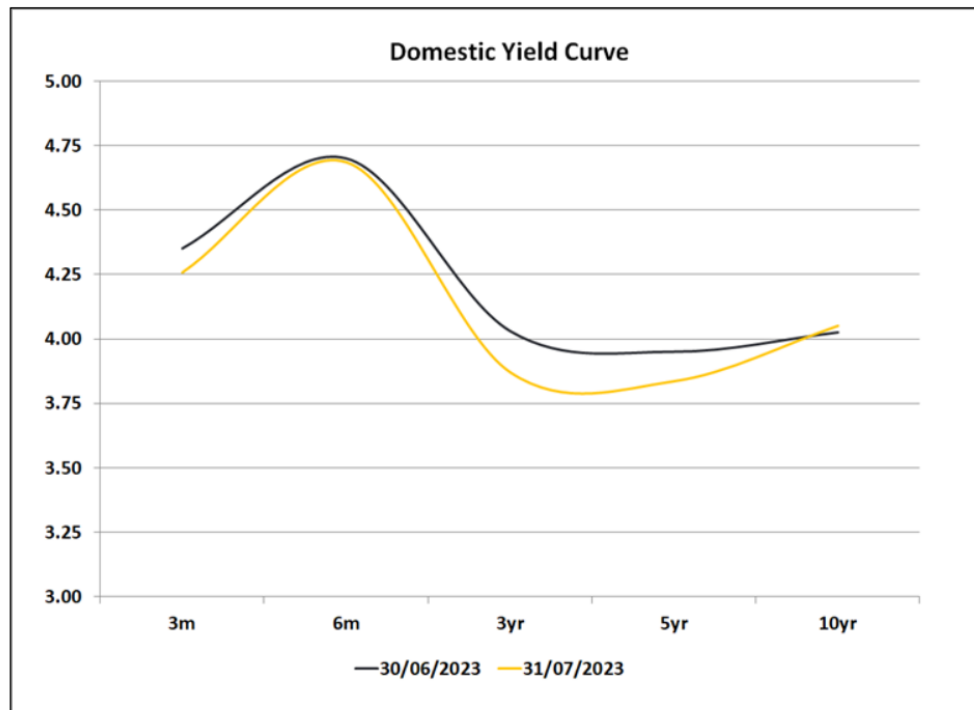
Fixed Interest Outlook

After the US Fed lifted rates to 5.25%-5.50%, markets continue to price around a 40% chance of a follow up hike by November, though pricing of cuts extended with over 130bp of cuts thereafter by the end of 2024.

Domestically, the latest CPI figure could be used to justify a further pause at the RBA's Board meeting on 1st August on the basis of lower than expected core inflation together with the other uncertainties associated with lags and the economic outlook that were used to justify the July pause. The main concern going forward remains sticky services inflation, which could impede the RBA's aim of getting inflation back to 3% by mid-2025.

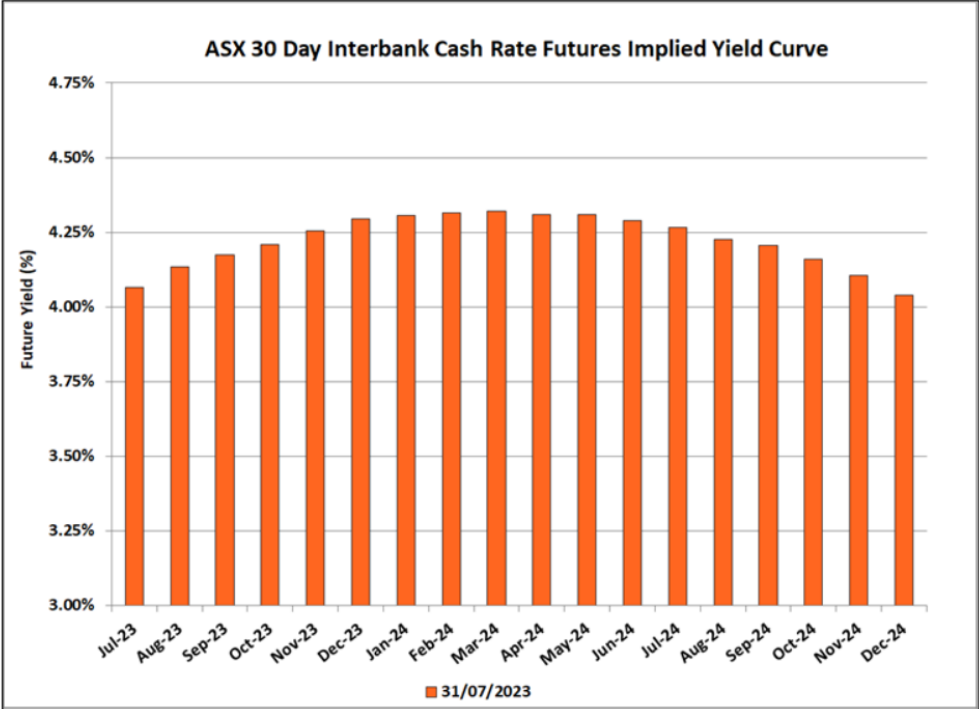
The overall inflation picture suggests the risk remains of some further tightening by the RBA in the next few months, but that at the same time we are close to the peak in interest rates.

Over the month, yields fell up to 16bp at the long-end of the curve:



Source: AFMA, ASX, RBA

Markets have been quick to revise their interest rate forecasts with one more rate hike priced by early 2024 (peak rate of ~4.35%). Rate cuts have now been pushed back to Q3-Q4 2024.



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12.10. RESOLUTIONS OF COUNCIL

Author: Executive Assistant

Authoriser: Chief Executive Officer

RECOMMENDATION

That Council note the information in the Resolutions of Council as at 2 August 2023.

BACKGROUND

The attached report details the status of open Resolutions of Council.

Total of open resolutions from the 2020 Financial Year onward - 0

Total Resolutions of Council for the 2022/2023 Financial Year - 230

Total Closed Resolutions of Council for the 2022/2023 Financial Year - 227

- Total Resolutions of Council for the 2023/2024 Financial Year - 18
- Total Closed Resolutions of Council for the 2023/2024 Financial Year - 15

ISSUE/DISCUSSION

Monthly report to update Councillors and community members on the progress of Council Resolutions.

STRATEGIC IMPLICATIONS

As outlined in the status updates.

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

FINANCIAL IMPLICATIONS

N/A

LEGISLATIVE IMPLICATIONS

N/A

ATTACHMENTS

Council meeting resolutions as at 2 August 2023

Attachment 1 - Council meeting resolutions at 2 August 2023

Council Meeting Resolutions as at 2 August 2023

18 July 2023	Ordinary Council Meeting	Responsibility	Status	Expected Date of Completion
2023/0718/12.1	Edward River Growth Strategy Advisory Committee That Council delay formation of the Edward River Growth Strategy Advisory Committee until the Consultant has been engaged.	Manager Community & Economic Development	Open	15 August 2023
2023/0718/12.2	CEO Nomination to CEO Performance Review Committee That Council: 1. Notes Cr Shirlee Burge's withdrawal from the CEO Performance Review Committee 2. Endorses the appointment of the Chief Executive Officer-nominated member of the CEO Performance Review Committee as Cr Shannon Sampson.	Chief Executive Officer	Completed	Closed
2023/0718/12.3	Media and Social Media Policies That Council adopt the updated Edward River Council Media Policy and Edward River Council Social Media Policy	Director Corporate Services	Completed	Closed
2023/0718/12.4	Alcohol Free Zone Reinstatement That Council: 1. Establish an Alcohol Free Zone on all public roads and public carparks within the areas outlined in red on the map titled "Proposed Alcohol Free Zone" in the attachment to this report to operate for a period of four years, commencing at 12am, 1 August 2023, in accordance with section 644B of the Local Government Act, 2. Place a notice in the local media advising of Council's decision in accordance with section 644C of the Local Government Act, and 3. Advise all Licensees within or adjoining the proposed Alcohol Free Zone, the Edward River Liquor Accord, the Deniliquin Aboriginal Land Council, Yarkuwa Indigenous Knowledge Centre and the NSW Police, of Council's decision.	Manager Development Services	Completed	Closed

Council Meeting Resolutions as at 2 August 2023

2023/0718/12.6	Update on RFS Assets That Council: 1. Note the latest correspondence received on the ownership and recognition of RFS assets 2. Agree with the proposed response to the CMA correspondence 3. Agree to write to Helen Dalton MP, requesting her support with the private members bill	Acting Chief Financial Officer	Agreed correspondence sent to CMA. Letter sent to Helen Dalton MP requesting support.	Closed
2023/0718/15.1	Contract C2023/01-Regional Kerbside Collection Services Tender That Council: 1. Endorse the provision of additional recycling and food organics and garden organics kerbside collection services, commencing in July 2024, 2. Accepts the tender submitted by JR Richards Pty Ltd for Contract C2023/01 - Regional Kerbside Collection Services, commencing 1 July 2024 until 30 June 2034, for the extended schedule of rates amount of approximately \$12,082,478 including GST over the 10-year period, 3. Authorises the Chief Executive Officer and Mayor to sign and affix the Common Seal of Edward River Council to the contract documentation for Contract C2023/01 - Regional Kerbside Collection Services, 4. Undertakes a review of waste management collection charges as part of preparation for the 2024/25 Operational Plan to minimise the impact of waste charges on the community. 5. Notes grant funding from NSW Environmental Protection Authority of approximately \$200,000 to assist with the implementation of the additional food organic and garden organics collection services.	Manager Engineering and Assets	Contract to be signed	July 2024
2023/0718/15.2	Growth Strategy Tender That Council: 1. Accepts the tender submitted by AEC Group Pty Ltd for Contract C2022-06 – Edward River Growth Strategy 2050 for the lump sum amount of \$200,000+GST,	Manager Community and Economic Development	Contract to be signed.	Prior to 30 June 2024

Council Meeting Resolutions as at 2 August 2023

	2. Authorise the Chief Executive Officer and Mayor to sign and affix the Common Seal of Edward River Council to the contract documentation for Contract C2022-06 – Edward River Growth Strategy 2050, 3. Note the changes to the project timelines allowing for appropriate research and consultation with finalisation of the strategy proposed before 30 June 2024.			
16 May 2023	Ordinary Council Meeting	Responsibility	Status	Expected Date of Completion
2023/0516/12.6	Alcohol Free Zone That Council: 1. Prepare a proposal for the re-establishment of an Alcohol Free Zone within the area outlined in red in Attachment 1 of this report showing the Proposed AFZ 2023-2027, in accordance with section 644 of the Local Government Act, 2. Undertake public consultation of the proposal to establish the Alcohol Fee Zone within the area outlined in red in Attachment 1 of this report showing the Proposed AFZ 2023-2027, in accordance with Section 644A of the Local Government Act and the Ministerial Guidelines on Alcohol Free Zone (February 2009), and 3. Upon completion of this public consultation, consider a further report on the proposal to establish the Alcohol Free Zone.	Manager Development Services	On Public Exhibition to 6 July 2023.	18 July 2023 Closed
20 December 2022	Ordinary Council Meeting	Responsibility	Status	Expected Date of Completion
2022/1220/13.2	Notice of Motion – Flood Plans and Mitigation Works That Council: 1. Agree to hold a community meeting prior to end of March 2023, providing an overview of Council's flood plans and	Director Infrastructure	1.Meeting held March 2023.	May 2023

Council Meeting Resolutions as at 2 August 2023

	<p>mitigation works that are currently in place, and discussing potential options for North Deniliquin, following the November 2022 floods.</p> <p>2. Requests the Chief Executive Officer to invite an appropriate panel of expert staff to answer questions and provide information to the community on what could potentially be developed into the future.</p> <p>3. Provides a further report to a Councillor briefing, prior to June 2023, outlining a potential project for flood mitigation to be advocated to the state government for funding.</p>		<p>2.WMA Water engaged to provide expert advice.</p> <p>3.Underway to be provided to September Briefing</p>	<p>July 2023 September 2023</p>
18 October 2022		Responsibility	Status	Expected Date of Completion
2022/1018/12.5	<p>Town Hall Land That Council:</p> <p>1. Commence the process to consolidate Lot 1 in DP1173376, Lots X and Y in DP410447, Lot 9 in DP662508, Lot 6 in DP667946 and Lot 6 in DP668426, and</p> <p>2. Apply to Crown Lands to undertake a boundary adjustment for Lot 7 Sec 21 DP758913, being the Town Hall land parcel, to allow for the new foyer entrance to the Town Hall.</p>	Manager Development	<p>Process commenced.</p> <p>Application made to Crown Lands.</p> <p>No further information to hand, Crown Lands to be followed up.</p>	<p>Open</p> <p>June 2023</p> <p>September 2023</p>
15 July 2021	Resolution	Responsibility	Status	Expected Date of Completion
2021/96	<p>Saleyards Strategic Plan That Council:</p> <p>1. Council defer decision to divest and close the cattle yards and not adopt strategic plan for 12 months.</p>	Director Infrastructure	<p>1.Noted</p> <p>2.Completed</p>	Completed

Council Meeting Resolutions as at 2 August 2023

	<ol style="list-style-type: none"> 2. Form a user group to assist Council and the new lease holder to improve the facility. 3. Council investigate the scaling down to three runs to a 300 head of cattle capacity in 12 months. 4. Council initiate a complete WHS report on the three cattle runs. 5. Provides a report with a recommendation on the outcome of the expression of interest process by November 2021. 6. Includes the development of the Saleyards in its advocacy strategy and investigates funding opportunities to assist with future development of the sales. 7. Includes the development of the saleyards in Council's long term financial plan, and 8. Prepares a management plan for the ongoing operation of the sale yards facility. 		<ol style="list-style-type: none"> 3.Underway with new lease holder 4.WHS report received. 5.Tender in currently being advertised. 6.Underway as part of review of Advocacy Strategy 7.Included in scenarios for 23/24 LTTP. 8.To be prepared as part of the commencement of new lease. 	<p>Completed June 2024 October 2023</p> <p>Completed</p> <p>June 2023 Completed</p> <p>August 2023 October 2023</p>
20 August 2020	Resolution	Responsibility	Status	Expected Date of Completion
2020/164	<p>North Deniliquin Levee Upgrade Feasibility Report That Council:</p> <ol style="list-style-type: none"> 1. Adopt the North Deniliquin Levee Upgrade Feasibility Report, contained as Attachment 1 to this report, and; 2. Apply to Office of Environment and Heritage for funding of the works detailed in the North Deniliquin Levee Upgrade Feasibility Report 	Manager Engineering & Assets	<p>Underway</p> <p>Waiting on funding details. Feasibility being finalised. To briefing September.</p>	<p>Waiting on funding applications to open.</p> <p>Closed</p>

12.11. MAYOR, COUNCILLOR, CEO MEETINGS JULY 2023

Author: Executive Assistant

Authoriser: Chief Executive Officer

RECOMMENDATION

That Council

1. Note meetings attended on behalf of Council by the Mayor, Councillors and Chief Executive Officer during the month of July 2023.
2. Continue to advise the Chief Executive Officer's Executive Assistant of their meeting diaries and activities attendance.

BACKGROUND

The report details meetings undertaken on behalf of Council by the Mayor, Councillors and the Chief Executive Officer during July 2023

ISSUE/DISCUSSION

Date	Participants	Meeting
5 July 2023	Mayor, Chief Executive Officer	Official Opening of Completed Upgrades at Deniliquin Health Service
6 July 2023	Cr Fawns	NAIDOC Week Market
7 July 2023	Mayor, Cr Fawns, Chief Executive Officer	Deniliquin Police NAIDOC Week Celebration
11 July 2023	Mayor, Chief Executive Officer	Verdant Earth Projects Teams Meeting
18 July 2023	Mayor, Deputy Mayor, Cr Burge, Cr Moore, Chief Executive Officer	South School Parliament Q & A
18 July 2023	Cr Sampson	Transgrid Landholders Information Session
18 July 2023	Mayor, Deputy Mayor, Cr Burge, Cr Petersen, Cr Sampson,	Edward River Village Meeting with Real Estate Agents
20 July 2023	Mayor, Chief Executive Officer	McLeans Beach Amenities Opening
20 July 2023	Mayor, Cr Burge	Launch of Pembengguk Books, Yarkuwa
21 July 2023	Mayor, Cr Sampson, Cr Moore, Cr Fellows, Chief Executive Officer	Deniliquin Business Excellence Awards
23 July 2023	Mayor, Chief Executive Officer	Deni MotoX - Northern Regions Series

Date	Participants	Meeting
24 July 2023	Mayor, Chief Executive Officer	Discussion with NSW Ambulance Aeromedical Duty Manager
25 July 2023	Mayor, Chief Executive Officer	Ukraine - Sister City Discussion
25 July 2023	Mayor, Cr Sampson, Cr Petersen, Cr Burge, Cr Fawns, Chief Executive Officer	Airport Advisory Committee Meeting
26 July 2023	Cr Fawns, Chief Executive Officer	Aboriginal Liaison Committee Meeting
26 July 2023	Mayor, Cr Burge, Cr Petersen	Memorial Park User Group Meeting
27 July 2023	Mayor, Cr Burge, Cr Fawns, Chief Executive Officer	Saleyards Advisory Committee Meeting
28 July 2023	Chief Executive Officer	RAMJO General Managers Forum
28 July 2023	Mayor, Cr Petersen, Cr Fawns	Edward River Library Grand Re-Opening Morning Tea

STRATEGIC IMPLICATIONS

N/A

COMMUNITY STRATEGIC PLAN

5. Accountable leadership and responsive administration

5.1 Collaborative and Engaged

ATTACHMENTS

Nil

13. NOTICES OF MOTIONS

14. QUESTIONS WITH NOTICE

15. CONFIDENTIAL MATTERS

16. CLOSE OF MEETING