



WELLINGTON  
SHIRE COUNCIL  
*The Heart of Gippsland*

WELLINGTON SHIRE COUNCIL

# Brand Guidelines

VERSION 2.0 2019

**Any usage of the Wellington Shire Council logo or brand must adhere to the guidelines contained in this document.**

External parties seeking to use the Council logo or brand are to seek prior permission from Council. The Council logo is a trademark design, and any unauthorised use of the logo is prohibited.

For further information or enquiries please contact:

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**1.0 Logo**

1.1 Logo	5
1.2 Logo Anatomy	6
1.3 Logo Ellipse Composition	7
1.4 Logo Versions	8
1.5 Logo Legibility	9
1.6 Incorrect Logo Usage	10
1.7 Co-Branding	11

**2.0 Colour**

2.1 Palette	13
-------------	----

**3.0 Typography**

3.1 Primary Font	15
3.2 Alternative Font	16

**4.0 Application**

4.1 Reflected Ellipse	18
4.2 Reflected Ellipse Use	19
4.3 Stationery	20
4.4 Print Advertising	21
4.5 Publications (Cover)	22
4.6 Publications (Layout)	23
4.7 Information Sheets	24

**5.0 Signage**

5.1 Project Signage	26
5.2 General Notice Signage	27
5.3 Promotional Signage	28
5.4 Acknowledgement Plaque	29

**6.0 Imagery**

6.1 Imagery Guidelines	31
6.2 Image Selection	32

**7.0 Digital**

7.1 Web / Applications	34
7.2 Social Media	35
7.3 Social Media Image Use	36
7.4 Videography	37
7.5 Videography Elements	38

1

Logo



## 1.1 Logo

Wellington Shire Council have adopted a unique and visually attractive logo to represent their organisation.

It is essential that all use of this logo, and the associated branding, is applied as per the guidelines contained in this document.

Correct application of the Wellington Shire logo and brand ensures authenticity, cohesion and instant recognition with the audience.



**WELLINGTON**  
SHIRE COUNCIL

*The Heart of Gippsland*

## 1.2 Logo Anatomy

The Wellington Shire Council logo is formed using a stylised ellipse element, combined with two forms of typography.

The ellipse element may be used without the title or tagline in special circumstances, with prior approval from Wellington Shire Council.

While the ellipse element can exist without the title and tagline, the title and/or tagline should never exist without the ellipse.



## 1.3 Logo Ellipse Composition

Wellington Shire Council's iconic landscape is largely identified by three natural features; mountains, grass and water. Abstract illustrations of these features combine to form the ellipse element contained in the logo.

These individual illustrations may be used either in whole, or in part, to accompany design.

A. Ellipse (Whole)

B. Mountain element

C. Grass element

D. Water element

A.



B.



C.



D.



## 1.4 Logo Versions

The default version of the Wellington Shire Council logo is the Colour (Primary) version. This version should be used whenever possible.

If the primary version cannot be used, there are four alternate versions of the logo which are permitted for use.

- A. Colour (Primary Logo)
- B. Black
- C. White
- D. Colour (Reverse)
- E. Spot

A.



B.



C.



D.



E.



## 1.5 Logo Legibility

To ensure the legibility and impact of the logo is not diminished, minimum size and exclusion guidelines have been established.

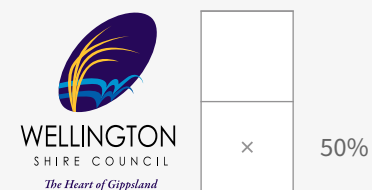
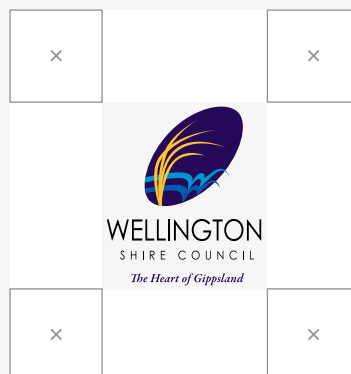
### Minimum Size

The logo should never be reproduced smaller than the sizes shown below.



### Exclusion Zone

The logo exclusion zone is equivalent to 50% of the height (x) of the logo. No objects should encroach upon this region.



## 1.6 Incorrect Logo Usage

The integrity of the logo must be maintained at all times. The logo should never be distorted or compromised in any way.

- A. Do not rotate the logo
- B. Do not stretch or squish the logo
- C. Do not recolour the logo
- D. Do not add shadows or other effects
- E. Do not rearrange logo elements
- F. Do not place on a busy background
- G. Do not place the logo in a box or other shape
- H. Do not outline the logo
- I. Do not alter the logo typeface

A.



B.



C.



D.



E.



F.



G.



H.



I.



## 1.7 Co-Branding

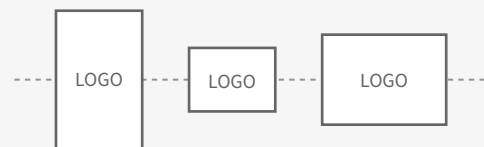
Where Wellington Shire Council is involved in a joint partnership with other agencies, it is appropriate that the logo/s of all agencies involved be publicly acknowledged.

Logos should be displayed horizontally on a solid white background where possible.



### Position

Where Wellington Shire Council is working in collaboration with other agencies or Council sub-brands, it is preferable that Council's logo is positioned far left.



### Alignment

When multiple logos are to be recognised, the logos should be sized proportionally (with respect to each other), and aligned horizontally with vertical centers. Logo spacing is to be as per applicable logo exclusion guidelines.



### Government Collaboration

Where Wellington Shire is working in collaboration with Federal and/or State Governments, the logo positioning shall be in accordance with the guidelines of the Federal and State Governments, in hierarchical order.

2

**Colour**



## 2.1 Palette

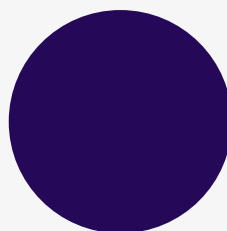
Wellington Shire Council's corporate brand utilises four vibrant colours.

The Corporate Purple (2695C) is the default 'hero' colour, and should feature prominently throughout all design. The remaining three colours may feature in minor or accent roles throughout design.

Tints from these four colours may be used throughout design.

For print applications, please use the Pantone and CMYK values, for digital applications please use the RGB/Hex values.

### Corporate Colours



**Pantone** 2695C  
**CMYK** C91 M100 Y0 K49  
**RGB** R38 G8 B89  
**Hex** #260859



**Pantone** 2728C  
**CMYK** C96 M69 Y0 K0  
**RGB** R0 G92 B171  
**Hex** #005cab

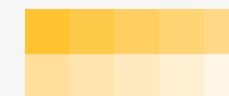
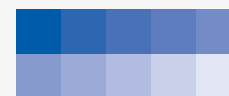


**Pantone** Process Blue  
**CMYK** C100 M10 Y0 K10  
**RGB** R0 G147 B208  
**Hex** #0093d0



**Pantone** 123C  
**CMYK** C0 M24 Y91 K0  
**RGB** R255 G196 B48  
**Hex** #ffc430

### Tints



# 3

## Typography

### 3.1 Primary Font

Wellington Shire Council use Source Sans Pro as its primary font across both print and digital applications.

Source Sans Pro is a sans serif font which is available in 6 weights, and features multi-lingual support.

It is preferred due to its clarity, legibility and variety of weights.

# Source Sans Pro

## Suitability:

Headings / Titles

## Source Sans Black

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

## Suitability:

Headings / Titles

## Source Sans Bold

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

## Suitability:

Subtitles / paragraph introductions

## Source Sans Semibold

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

## Suitability:

Body copy

## Source Sans Regular

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

## Suitability:

Body copy / pull quotes

## Source Sans Light

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

## Suitability:

Captions and fine print

## Source Sans Extra Light

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

## 3.2 Alternative Font

Where Source Sans Pro is unavailable, Wellington Shire Council prefers Arial as its alternative font.

Arial is a contemporary, sans serif font with standard and narrow variations (additional styles and weights are available for purchase).

Arial is preferred as the alternative font due to its versatility and availability.

# Arial

**Suitability:**  
Headings / Titles

## Arial Black

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

**Suitability:**  
Headings / Titles

## Arial Bold

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**  
**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

**Suitability:**  
Body copy

## Arial Regular

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890  
AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

**Suitability:**  
Subtitles / paragraph  
introductions

## Arial Narrow Bold

**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**  
**AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890**

**Suitability:**  
Body copy

## Arial Narrow

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890  
AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQqRrSsTtUuVvWwXxYyZz1234567890

4

**Application**

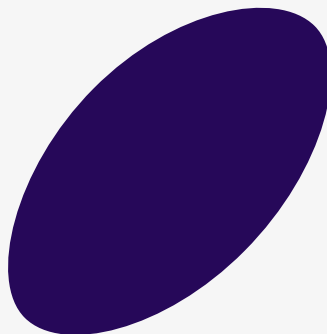
## 4.1 Reflected Ellipse

A 'reflected ellipse' design element may be used to assist branding and design.

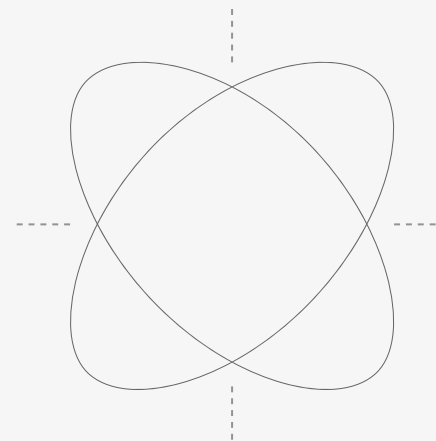
The 'reflected ellipse' element is created by duplicating and reflecting the ellipse element from logo, to create a segmented object.

The 'reflected ellipse' element may be used as a graphical design feature and placeholder in both print and digital design applications.

See following page for usage guidelines.



Ellipse



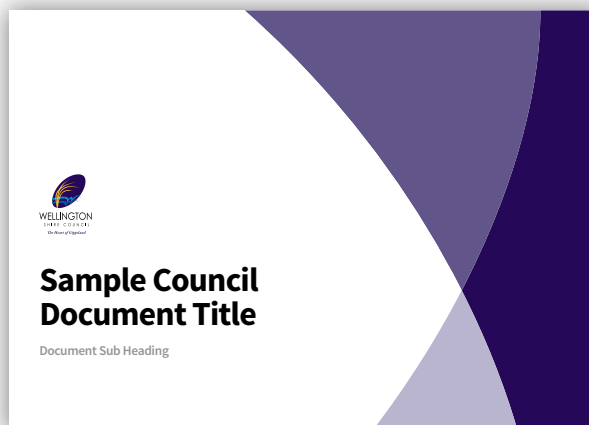
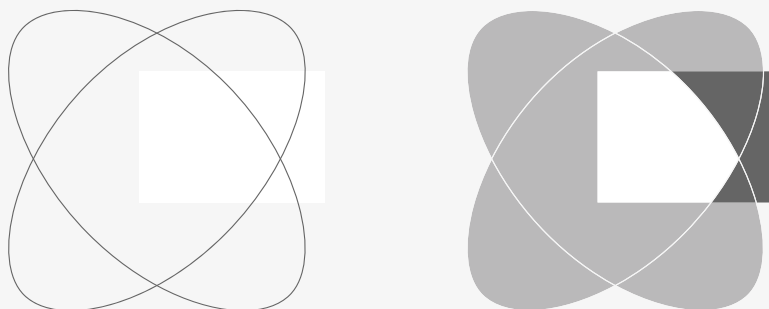
**Reflected Ellipse Element**

Ellipse duplicated, reflected  
and centered

## 4.2 Reflected Ellipse Use

- The 'reflected ellipse' may be positioned on the design canvas as required.
- The 'reflected ellipse' is to be scaled larger than the canvas size. Overhanging segments are to be clipped (bled) off.
- The remaining segments may be filled with solid colours, colour tints and images. Blending options may be used when positioning over an image.
- Consideration should be given to symmetry and the rule of thirds when positioning.

### Reflected Ellipse Example

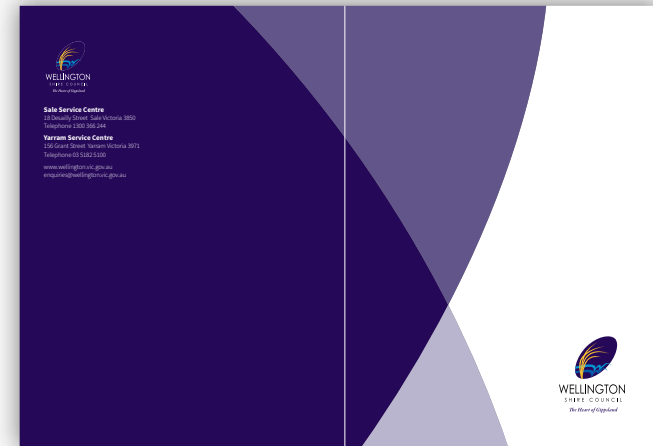


### 4.3 Stationery

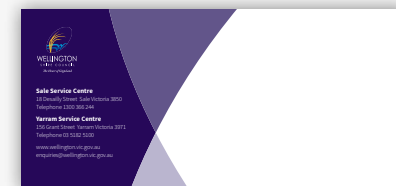
Wellington Shire Council’s stationery suite utilises the ‘reflected ellipse’ element to create a standardised and instantly recognisable design.



A4 Letterhead



Presentation Folder



Business Cards

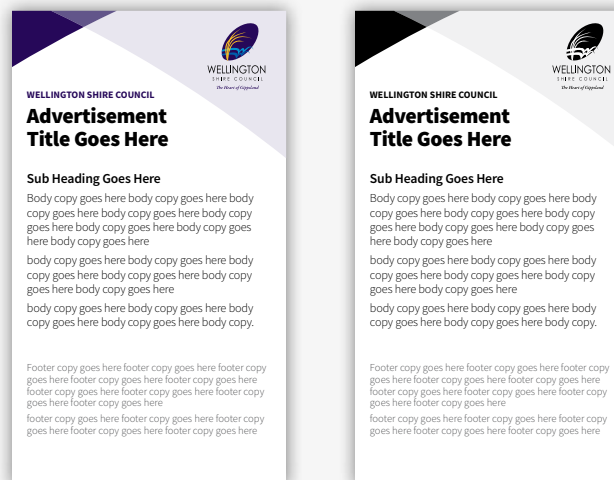
DL With Compliments



## 4.4 Print Advertising

A standard template is used for Wellington Shire Council's print advertising requirements.

- Two versions are available, colour and monochromatic.
- Portrait orientation is preferred, however a landscape version may be used if the content requires.
- The 'reflected ellipse' element and Wellington Shire Council logo is to be included as per the templates shown right.



Advertising Templates (Portrait)



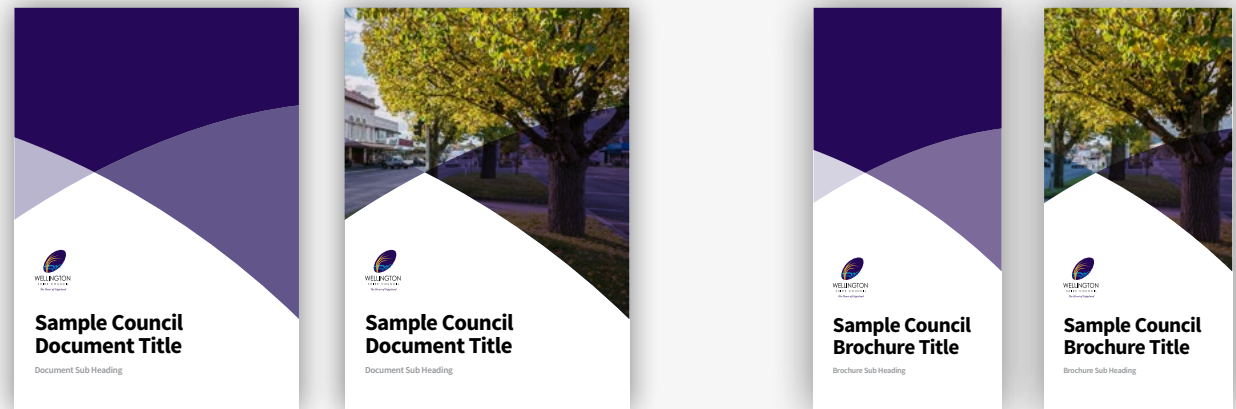
Advertising Templates (Landscape)

## 4.5 Publications (Cover)

Publications produced by Wellington Shire Council are to remain consistent with the overall brand.

Publications must either be A4 (Portrait), A4 (Landscape) or DL (Portrait) in size. The size shall be determined by content and circulation requirements.

- Cover pages should include the 'reflected ellipse' element and Wellington Shire Council logo, as demonstrated on the templates right. An image may be used on cover pages.
- The back page of publications must contain the Council logo and contact details.
- A4 publication covers are to include a 15mm page margin, DL publication covers are to include a 10mm page margin.



A4 (Portrait)

DL

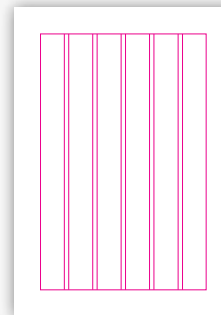


A4 (Landscape)

## 4.6 Publications (Layout)

Publication layouts should utilise a column grid system. This enables content to be structured in an organised and aesthetically pleasing manner.

- An emphasis is to be placed on legibility and negative space. Type/graphics should be clear and easy to understand.
- Layouts should be engaging - avoid long, unbroken passages of text. Images, negative space, pull quotes and graphical elements should be used to break-up text and connect with the reader.
- Publications which require printing must be created with facing pages.
- Publications with 8 + pages require page numbering and an index.

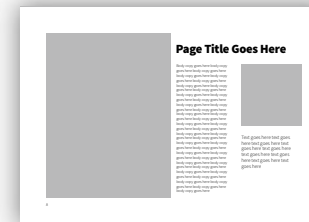
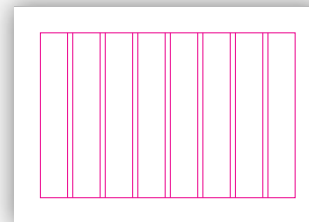


### A4 (Portrait)

Page Margin: 25mm

Columns: 6

Gutter: 5mm

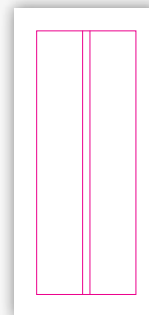


### A4 (Landscape)

Page Margin: 25mm

Columns: 8

Gutter: 5mm



### DL

Page Margin: 15mm

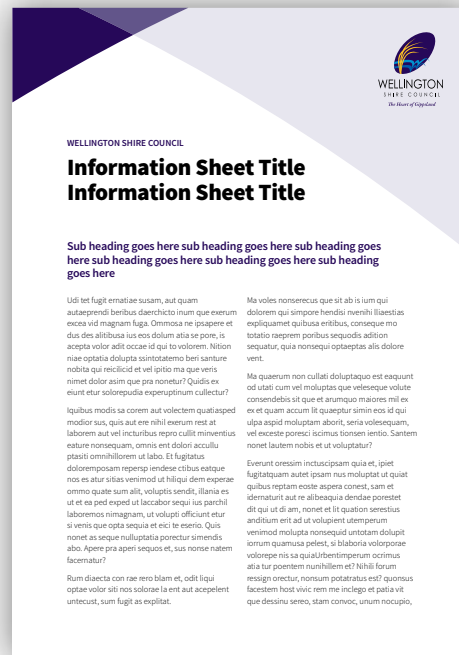
Columns: 2

Gutter: 5mm

## 4.7 Information Sheets

Information sheets issued by Wellington Shire Council must adhere to the following guidelines:

- Information Sheets must be A4 (Portrait) in size.
- The front and end pages must utilise the ‘reflected ellipse’ design element and Wellington Shire Council logo as per the template shown right.
- The front page top margin, and end page bottom margin is to be 65mm. All other pages are to have a margin of 25mm on all sides.
- For longer multipage documents, the pages between the first and end page may be free of the ‘reflected ellipse’ element.



Front Page



End Page

# 5

## Signage

## 5.1 Project Signage

Temporary on-site signage is to be erected for major projects undertaken by Wellington Shire Council.

Signage is to adhere to the following guidelines:

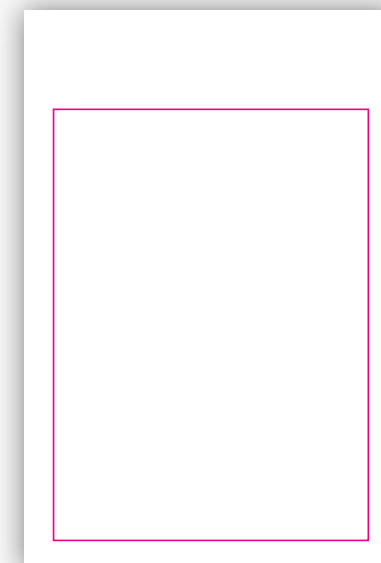
- Size is to be 800mm (w) x 1200mm (h).
- Short term signage (< 6 months) should be manufactured from corflute. Long term signage (> 6 months) should be manufactured from aluminium or composite panel.
- In the event of a jointly funded project (where Wellington Shire Council is the lead agency), contribution figures should be listed under project cost, and the logo/s of the contributing partner/s are to be inserted bottom left as per the templates shown right.
- Signage siting/fixing is at the discretion of the Project Manager.



**Project Signage  
(Council funded)**



**Project Signage  
(Jointly funded)**



**Signage Margins**

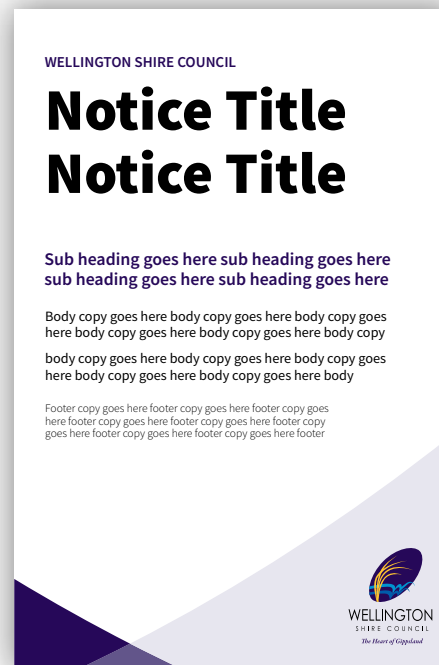
Top: 210mm  
Left: 60mm  
Right: 60mm  
Bottom: 60mm

## 5.2 Public Notice Signage

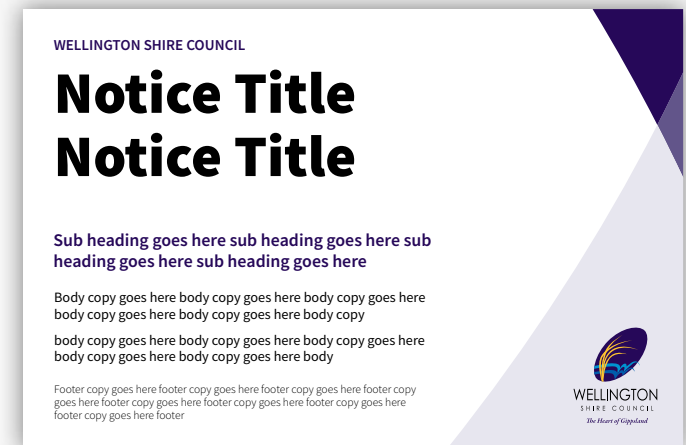
Public notice signage is used by Wellington Shire Council to communicate information, messaging and advice.

Public notice signage should adhere to the following guidelines:

- Signage should be portrait or landscape in orientation.
- The size, material and fixings used is to be dependent on the content, requirements and life-span of each sign.



Public Notice Signage (Portrait)



Public Notice Signage (Landscape)

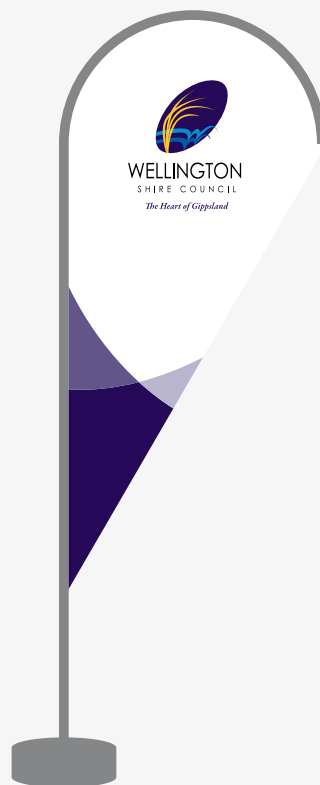
## 5.3 Promotional Signage

Wellington Shire Council's presence should be clearly visible at all events hosted by Council, or for which Council has made a financial contribution.

This may be achieved by displaying corporate promotional signage such as teardrop or pull-up banners.

Promotional signage should adhere to the following guidelines:

- The primary colour logo should appear on a solid white background.
- The reflected ellipse element should be utilised on all promotional displays where possible.



Teardrop Banner



Pull-Up Banner



## 5.4 Acknowledgement Plaque

Major Council projects which require an acknowledgement plaque should adhere to the following guidelines:

- The size of the plaque is to be 300mm (w) x 300mm (h).
- The plaque is to be a 2mm stainless steel panel, with digital etching.
- The plaque content margin is to be 20mm on all sides.
- Fixing is to be determined by the location of the project, and at the discretion of the Project Manager.
- In the event of a jointly funded project (where Wellington Shire Council is the lead agency), contributing partners should be listed in the 'In partnership...' text, and the logo/s of the contributing partner/s are to be inserted as per the Co-Branding Guidelines on page 11 of this document.



Acknowledgement Plaque

# 6

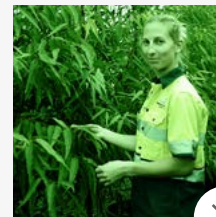
## Imagery

## 6.1 Imagery Guidelines

Images may be used in conjunction with the Wellington Shire Council brand where required to assist with design and the overall narrative.

All images used must be the property of Wellington Shire Council. Unlicensed images are not permitted for use.

Appropriate permission must be sought for images featuring recognisable faces or subject matter which is copyright.



### Quality

All images are to be correctly exposed and in focus. Do not use images that are over/under exposed, out of focus or noisy.

### Colour Mode

All images are to be colour. RGB colour mode is to be used for digital applications and CMYK colour mode is to be used for print applications. Grayscale and heavily over/under saturated images are to be avoided.

### Manipulation

Image enhancement through photo editing software such as Adobe Photoshop is acceptable, however excessive manipulation and overly dramatic filters/lighting are to be avoided.

## 6.2 Image Selection

Careful attention to detail should be applied when selecting an image/or images, to accompany design.

Imagery is a powerful design element, and choosing the most appropriate image for each design project will play an important role in the overall effectiveness of the design.

Emphasis should be placed on image style, location and accuracy as detailed in the recommendations to the right.

Give consideration to the hues and shapes of the image, ensuring it interacts harmoniously with other design elements and typography.



### Style

Images that showcase Wellington's man-made places, open spaces and friendly faces are to be used. Images should be well composed, simple and balanced. Consideration should be given to symmetry (rule of thirds), and perspective.



### Location

Places, spaces and faces located within the Wellington Shire boundary are to be used whenever possible. In the event local imagery is unavailable, licensed stock imagery may be substituted providing there is no method of identifying that the image was captured outside the Wellington Shire boundary.



### Accuracy

Wellington Shire Council's places, spaces and faces are constantly changing. When selecting an image to accompany a design project, ensure that the image accurately reflects the current place, space or face.

7

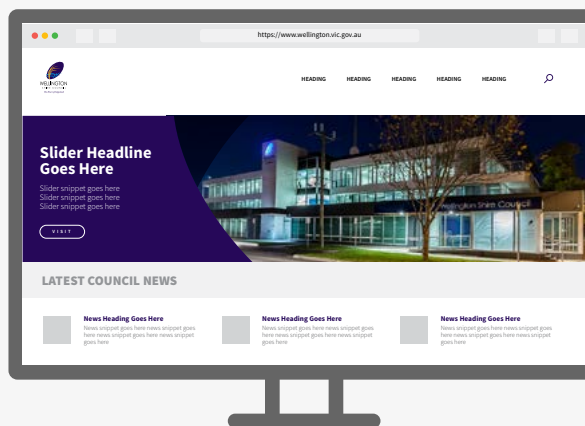
**Digital**

## 7.1 Web / Applications

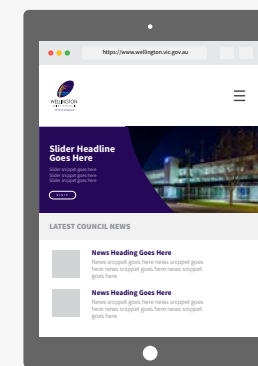
Wellington Shire Council's corporate website, and any associated digital applications, are to reflect the branding guidelines in this document.

The design and functionality of Council's digital presence is ever-changing, as online technologies change, however the look and feel of Council's website and applications should not be compromised.

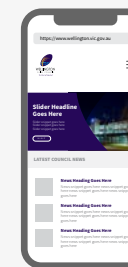
Websites produced and administered by Wellington Shire Council must be responsive - catering for mobile, tablet and desktop views; and must also meet current Web Content Accessibility Guidelines (WCAG) standards.



Desktop



Tablet



Mobile

## 7.2 Social Media

Wellington Shire Council maintain active social media accounts across Facebook, Instagram, Twitter, LinkedIn and YouTube.

Council's social media presence should be instantly recognisable and consistent across all channels.



### Profile Image

The Wellington Shire Council logo should be used as a profile image on social media channels to ensure instant recognition and authenticity. The logo should appear centered on a solid white background.



### Cover Image

Social Media account cover images should feature the Wellington Shire Council headquarters with the reflected ellipse element by default, however may be interchanged for promotional and/or special event purposes when required.

### Active Channels



LinkedIn

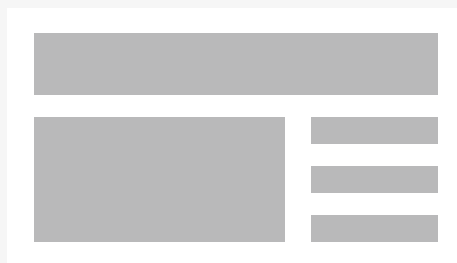
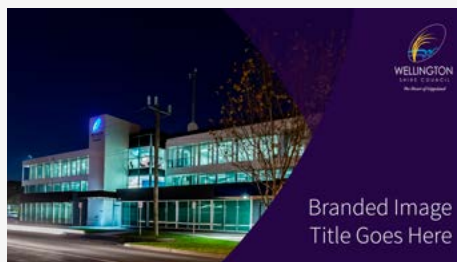
YouTube

## 7.3 Social Media Image Use

Image use on Social Media must comply with the imagery guidelines in this document.

Images should be used in posts only when appropriate. The preferred image crop ratio is 16 : 9, however this may be altered if the content requires.

When posting to social media, three styles of image are permitted for use - as shown right.



### Standard Image

A correctly exposed and well composed image, without any additional graphics or filters, may be used to accompany posts. See the Imagery section on page 31 for details.

### Branded Image

A branded image template, featuring an image, the reflected ellipse element and typography may be used to accompany posts. This should be reserved for major announcements and event promotion.

### Maps / Infographics

Custom designed maps, infographics and diagrams may be used when required. Where possible, these should utilise the branding guidelines contained in this document.



## 7.4 Videography

Videos are an informative and engaging communication medium for Wellington Shire Council to circulate information.

Videos distributed by Wellington Shire Council are to meet the following guidelines:

- All footage, music and graphics used in any Council produced video must be fully licensed.
- It is preferable that Wellington Shire Councillors are used as spokespeople (when appropriate) in any Council produced video.
- Subtitles should be included on all video.



### Video Specifications

**Size:** 1920 x 1080, 25fps

**Audio:** Overall mix level -12db

**Output Format:** H264, 25fps

**Preset:** High quality 1080 HD

**File type:** .mp4

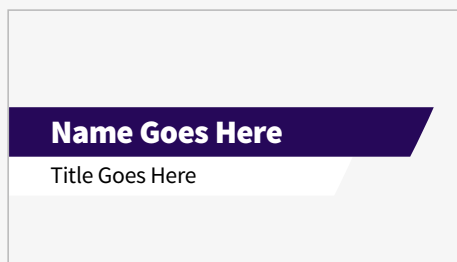
## 7.5 Videography Elements

Videos produced and distributed by Wellington Shire Council should include a Title Slide, Lower Third identification panels and an End Slide.



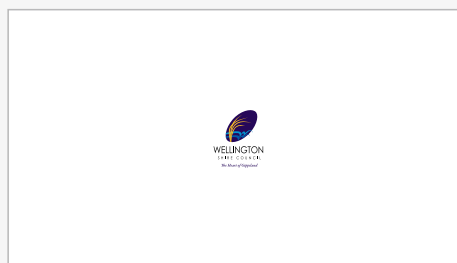
### Title Slide

**Duration: 3.50s.** An animated title slide should be used on any corporate video. The slide should include the video title and Wellington Shire Council logo. *A template example of this slide can be provided upon request.*



### Lower Third

Lower third titles are to be used to identify those speaking throughout the video. The titles should include the name and title of the person speaking. *A template example of this slide can be provided upon request.*



### End Slide

**Duration: 3.00s.** The end slide is to feature the Council logo centered on a solid white background. The logo should fade out with a 1.0s dip to white/dissolve transition effect.



**Sale Service Centre**

18 Desailly Street (PO Box 506), Sale Victoria 3850  
Telephone 1300 366 244

**Yarram Service Centre**

156 Grant Street, Yarram Victoria 3971  
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A NEW BEGINNING  
 – PRIORITIES FOR AND EXPECTATIONS OF OUR  
 NEW CHIEF EXECUTIVE OFFICER  
 COUNCILLOR WORKSHOP – WEDNESDAY 1 SEPTEMBER 2021 AT 9 AM

When and where	<b>Wednesday 1 September 2021</b>	<b>Start: 9.00 am</b>	<b>Finish Time: 11.00 am</b>	<b>Location: By Zoom video</b>
Meeting Purpose: Attendees:	<p><b>Performance Management Process Outline and Identification of Priorities for the new Chief Executive Officer for the 2021/22 Performance Agreement</b></p> <p><b>Mayor and Councillors were in attendance by Zoom, along with CEO Karina Ewer</b></p> <p><b>In attendance by Zoom – Facilitator, Stephen Blackadder of Blackadder Associates</b></p>			
<b>1</b>	<p><b>Apologies - and welcome by Mayor</b>  <b>NOTE:</b> Mayor Matthew Hannan welcomed everyone to the meeting and invited Facilitator Stephen to conduct the review.</p>			
<b>2</b>	<p><b>Training in Performance Management</b> – presentation by Facilitator Stephen with PowerPoint  <b>NOTE:</b> Facilitator Stephen provided a 31 slide PowerPoint presentation on the Performance Management Process in order to meet the requirements of the Guidelines in Performance Management issued by the Office of Local Government in 2011. One aspect of the Guidelines on page 14 is <i>“Panel members should be trained in the performance management of general managers”</i>. It was noted that the presentation by the Facilitator satisfied the Guidelines and included such issues as a detailed outline of the Review Process; the roles and responsibilities of council, the Mayor under Section 226 (n), the Panel and CEO; the CEO contract provisions; the Performance Agreement components; the importance of the CEO self-assessment; how the Review Meeting is conducted; the trips, traps and tips to help Panel Members understand the areas where problems could arise; the rating of performance; the consideration of reward for performance as well as development opportunities and disciplinary action; and how to measure success. Opportunity was provided to Councillors to ask any questions and to have any aspect clarified.</p>			
<b>3</b>	<p><b>Initial Impressions and Personal Priorities – Presentation by Chief Executive Officer Karina Ewer.</b>  <b>NOTE:</b> CEO Karina outlined her actions and activities since commencing in the role and noted the short, medium and long-term list of actions she is pursuing. Particular aspects noted were:</p> <ul style="list-style-type: none"> <li>• The activation of the 100 day plan presented to the Council at interview.</li> <li>• Initiatives pursued such as: <ul style="list-style-type: none"> <li>- Successfully hold 8 CEO Listening Posts</li> <li>- The first Women’s Networking Event</li> <li>- A BBQ Breakfast for all staff</li> </ul> </li> </ul>			

- Individually met all Elected Members
- Individually met with all Directors and Managers
- Met many of the RAMJO group either face to face or through Zoom
- Commenced working with Moira Shire to develop that relationship
- Commenced engaging with neighbouring Councils to assess common ground and work towards shared service provision where possible
- Commenced the strategic plan review (through the listening posts and through discussions with staff and Elected Members)
- Attending toolbox meetings at least once per month at the depot to meet outdoor staff
- Making a number of findings about issues that need to be addressed:
  - the significant leave liability and steps which need to be taken to reduce that liability
  - the significant number of critical vacancies and the impact on the Council's ability to deliver its programmes
  - the need to realign the organisational structure with current and projected future needs of the Council
  - working with the Finley High School to consider possible school based apprenticeships and where these might augment staffing requirements
  - the creation of the position of Deputy CEO/Director Corporate Services will enable the CEO to focus more externally and ensure Council's advocacy and representational aims are more fully realised
  - the National Heavy Vehicle movements and livestock movements
  - the need to ensure housing is available for new appointees and whether the Council should hold any housing stock
  - the many Council policies which are out of date or require new policies
  - the need to review the Council's Information Technology and to ensure that technology is suited to current and future service delivery, including eServices
  - reviewing the Council's waste management and sewer facilities to plan for future growth
  - the Tocumwal Foreshore Building management of contract
  - Finley Subdivision caveats
  - development proposals at each of the townships
  - Tocumwal Motel demolition
  - developing relationship with CEO of Moira Council
  - Border Bubble maintenance and advocacy
  - Covid closures and staff management through this time
  - developing relationship with Finley High School
  - Working with Sporties to see their vision for the future and to act as a sounding board when they have had to lay off staff due to restrictions – including consideration of how further restrictions will impact them financially
  - The survival of our towns in the long term and the need to market our area and promote the image of the Shire and attract new

	residents
4	<p><b>Council Priorities for and Expectations the General Manager</b></p> <p><b>NOTE:</b> The Workshop then proceeded to have a general discussion on first impressions and particular issues and priorities which might be addressed in the first year of the role.</p> <p>Each Councillor was invited to comment and it was noted Karina is bringing fresh ideas and was prepared to question how some practices and processes had developed and the time she is taking to ask questions of staff to gain a good understanding of any future improvements. There was support for the actions taken by the CEO to better understand and evaluate the structure, strategy and culture of the organisation.</p> <p>The CEO submitted a list of future priorities which are suggested to be built into the Performance Agreement for the year. They are:</p> <ul style="list-style-type: none"> <li>• <b>Strategic Plan Review</b> – review Council’s Community Strategic Plan in line with LG Act requirements</li> <li>• <b>Councillor Induction and Training</b> – prepare for the induction of new Councillors and their training as per the requirements of the LG Act.</li> <li>• <b>LEP Review</b> – engage a consultant to conduct Council’s LEP Review, including the development of a Township Master plan for each of the four townships. Aim to have the Review completed in a short a time frame as possible.</li> <li>• <b>Governance</b> – align Council’s governance requirements with the outcomes expected under the LG Act</li> <li>• <b>Excess Leave Liabilities</b> – reduce Council’s current excess leave liability by a third of it’s current level by 30 June 2022. Ensure reporting is undertaken on at least a quarterly basis until the liabilities are within acceptable ranges as set out in the Employee Leave Policy</li> <li>• <b>Organisational Realignment</b> – complete the organisational realignment to allow for all vacancies to be filled effectively. Report to Council on the final results of staff engagement and vacancy rates on at least a quarterly basis.</li> <li>• <b>Information Technology</b> – complete the review and update of the IT Strategy and present to Council for consideration and implementation</li> <li>• <b>Audit, Risk and Improvement Committee</b> – complete development of the ARIC and advertise and select appropriate external representatives for that panel</li> <li>• <b>Staff culture</b> – actively engage with staff to ensure a culture of quality and customer focus is instilled in all employees</li> <li>• <b>Community Engagement</b> – continue to engage with community sectors to understand business and individual needs and where Council might provide appropriate levels of support according to approved Council roles.</li> <li>• <b>Advocacy</b> – continue to advocate for the community to ensure the best health and wellbeing outcomes and to ensure equitable access to Council facilities and operational outputs.</li> </ul>
5	<p><b>Next Actions</b></p> <p><b>NOTE:</b> It was noted that under the Chief Executive Officer’s contract of employment a Performance Agreement is required to be put in place for the first year of the contract. That Agreement needs to contain the Council’s expectations of the CEO’s conduct and performance and to also list the key project priorities the Council wants delivered in the first year.</p> <p>A draft Performance Agreement has been provided by Facilitator Stephen and the outcomes of this workshop will be built into the Agreement.</p>

	<p>The CEO will complete an Action Plan under Clause 7.4 of the CEO's contract of employment to indicate how the CEO will action the priorities listed in Item 4 above and that Action Plan is to be submitted to a workshop of Councillors to ensure the actions meet the Council's expectations.</p> <p>After the election of Councillors in December 2021 the induction programme will include a session on briefing the new Council on the priorities adopted for the CEO.</p> <p>In February 2022 a workshop of Councillors will conduct an informal review of the CEO's performance and progress in addressing the priorities.</p>
6	<p><b>General Business</b> – none.</p> <p><b>NOTE:</b> The meeting closed at 11.00 am.</p>

Councillor Matthew Hannan  
**Mayor and Workshop Chair.**



# CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

2021/2022 Performance Agreement for Chief  
Executive Officer, Karina Ewer





## Chief Executive Officer Personal Performance Agreement

FOR POSITION OF

**Chief Executive Officer**

FOR THE PERIOD

**1 July 2021 to 30 June 2022**

FOR THE EMPLOYEE

**Karina Ewer**

<b>Mayor:</b> Cr Matthew Hannan	<b>Chief Executive Officer:</b> Karina Ewer
Signed :	Signed
Date:	Date:

**NOTE:** A reminder of the role and responsibilities of the Chief Executive Officer:

- The CEO works cooperatively and professionally with Council and individual Councillors
- The CEO leads the organisation and provides strategic direction that results in efficient operational delivery
- The CEO is well regarded in the community and is respectful in all of her dealings with community members
- The CEO is well networked with Government and the private sector and uses her networks to benefit the Council

**NOTE on RATINGS:**

The appraisal process has a five-point scale as follows:

**Above Competent Performance**

Generally defined as - outcomes consistently above the level of competence that would be acceptable in the role - consistently exceeds reasonable expectations. Excellent role model for others - what other staff should aspire to.

For projects - completed as required but with significant additional/better outcomes eg major cost saving, winner of major award, significant positive community recognition

**More than Satisfactory Performance**

Generally defined as - competent outcomes with some above competent components eg communicates competently but did an outstanding job facilitating the community forum.

For Projects – completed as required with some value-add eg on time but under budget

**Competent**

Generally defined as – what is expected of a person competently performing duties and undertaking responsibilities at a satisfactory level - outcomes generally meet objectives at the standard envisaged

For projects - completed as required/expected

**Competent Performance but with some exceptions**

Generally defined as - outcomes generally at competent level, but with some below competent outcomes eg personal management generally competent but regularly arrives late to meetings.

For projects - generally acceptable completion of project with some minor exceptions eg delivered slightly over time or slightly over budget

**Unacceptable Performance**

Generally defined as - outcomes consistently below competent performance requiring significant remedial action. Potential negative impact on council's reputation.

For projects - project not completed as required with no valid justification



## PART A - ANNUAL PROJECTS AND PRIORITIES – TO JUNE 2022

PROJECT/PRIORITY	ACTIONS PROPOSED	DUE DATE	RATING	EVIDENCE/COMMENTS
<b>Community Strategic Plan Review</b>	<ul style="list-style-type: none"> <li>Commence Review of Council's Community Strategic Plan in line with LG Act requirements</li> </ul>	30 June 2022		
<b>Councillor Induction and Training</b>	<ul style="list-style-type: none"> <li>Prepare for the induction of new Councillors and their training as per the requirements of the LG Act.</li> </ul>	30 June 2022		
<b>Local Environmental Plan Review</b>	<ul style="list-style-type: none"> <li>Engage a consultant to conduct Council's LEP Review, including the development of a Township Master plan for each of the four townships. Aim to have the Review completed in a short a time frame as possible.</li> </ul>	30 June 2022		The full LEP Review is expected to take between 12 and 18 months to complete
<b>Governance</b>	<ul style="list-style-type: none"> <li>Align Council's governance requirements with the outcomes expected under the LG Act</li> </ul>	30 June 2022		
<b>Excess Leave Liabilities</b>	<ul style="list-style-type: none"> <li>Reduce Council's current excess leave liability by a third of its current level by 30 June 2022. Ensure reporting is undertaken on at least a quarterly basis until the liabilities are within acceptable ranges as set out in the Employee Leave Policy</li> </ul>	30 June 2022		Further reporting expected in 2023 and 2024
<b>Organisational Realignment</b>	<ul style="list-style-type: none"> <li>Complete the organisational realignment to allow for all vacancies to be filled effectively. Report to Council on the final results of staff engagement and vacancy rates on at least a quarterly basis.</li> </ul>	30 December 2021		
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>Complete the review and update of the IT Strategy and present to Council for consideration and implementation</li> </ul>	30 December 2021		
<b>Audit Risk and Improvement Committee</b>	<ul style="list-style-type: none"> <li>Complete development of the ARIC and advertise and select appropriate external representatives for that panel</li> </ul>	30 March 2022		



<b>Staff Culture</b>	<ul style="list-style-type: none"> <li>Actively engage with staff to ensure a culture of quality and customer focus is instilled in all employees</li> </ul>	Ongoing		
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>Continue to engage with community sectors to understand business and individual needs and where Council might provide appropriate levels of support according to approved Council roles.</li> </ul>	Ongoing		
<b>Advocate</b>	<ul style="list-style-type: none"> <li>Continue to advocate for the community to ensure the best health and wellbeing outcomes and to ensure equitable access to Council facilities and operational outputs.</li> </ul>	Ongoing		
<b>Strategic Partnership Discussion Paper</b>	<ul style="list-style-type: none"> <li>Prepare a paper that will set out a plan for development of private and public sector partnerships. The plan should include consideration of Council's access to grant funding and strategic partnerships to underpin investment and economic development in the Shire.</li> </ul>	30 March 2022		
<b>Rebranding</b>	<ul style="list-style-type: none"> <li>Complete a Rebranding Strategy for Council's consideration</li> </ul>	30 June 2022		



## PART B - CORE CAPABILITIES

Core Capabilities are based on the Local Government NSW (LGNSW) Capability Framework and Murray River Council has adopted the Framework based on the authority given by LGNSW. The framework consists of 20 Core Capabilities spread across the following Key Result Areas (KRAs):

**1. Personal Attributes**

**2. Relationships**

**3. Results**

**4. Resources**

**5. Workforce Leadership**

### Key Result Area 1 – PERSONAL ATTRIBUTES

KRA 1 - Core Capabilities			Rating
1.1	<b>Manage Self</b>	Shows drive and motivation, an awareness of own strengths and weaknesses, and a commitment to learning.	
1.2	<b>Display Resilience and Adaptability</b>	Expresses own views, perseveres through challenges, and is flexible and willing to change.	
1.3	<b>Act with Integrity</b>	Behaves in an honest, ethical and professional manner, and is prepared to speak up for what is right.	
1.4	<b>Demonstrate Accountability</b>	Takes responsibility for own actions, commits to safety, and acts in line with legislation and policy.	
			<b>KRA Average Rating</b>
<b>Comments</b>			
<i>* refer to the Level Descriptors/Behavioural Indicators in the LGNSW Capability Framework</i>			



## Key Result Area 2 – RELATIONSHIPS

KRA 2 - Core Capabilities			Rating
2.1	<b>Communicate and Engage</b>	Communicates clearly and respectfully, listens and encourages input from others.	
2.2	<b>Community and Customer Focus</b>	Commits to delivering customer and community focused services in line with strategic objectives.	
2.3	<b>Work Collaboratively</b>	Behaves as a respectful, inclusive and reliable team member, collaborates with others and values diversity.	
2.4	<b>Influence and Negotiate</b>	Persuades and gains commitment from others, and resolves issues and conflicts.	
<b>KRA Average Rating</b>			
<b>Comments</b> <i>* refer to the Level Descriptors/Behavioural Indicators in the LGNSW Capability Framework</i>			

## Key Result Area 3 – RESULTS

KRA 3 - Core Capabilities			Rating
3.1	<b>Plan and Prioritise</b>	Plans and organises work in line with organisational goals, and adjusts to changing priorities.	
3.2	<b>Think and Solve Problems</b>	Thinks, analyses and considers the broader context to develop practical solutions.	
3.3	<b>Create and Innovate</b>	Encourages and suggests new ideas and shows commitment to improving services and ways of working.	
3.4	<b>Deliver Results</b>	Achieves results through efficient use of resources and a commitment to quality outcomes.	
<b>KRA Average Rating</b>			
<b>Comments</b> <i>* refer to the Level Descriptors/Behavioural Indicators in the LGNSW Capability Framework</i>			



## Key Result Area 4 – RESOURCES

KRA 4 - Core Capabilities			Rating
4.1	<b>Finance</b>	Behaves as a responsible custodian of council funds and applies processes in line with legislation and policy.	
4.2	<b>Assets and Tools</b>	Uses, allocates and maintains work tools appropriately and manages community assets responsibly.	
4.3	<b>Technology and Information</b>	Uses technology and information to maximise efficiency and effectiveness.	
4.4	<b>Procurement and Contracts</b>	Understands and applies procurement processes to ensure effective purchasing and contract performance.	
<b>KRA Average Rating</b>			
<b>Comments</b>		<i>* refer to the Level Descriptors/Behavioural Indicators in the LGNSW Capability Framework</i>	

## Key Result Area 5 – WORKFORCE LEADERSHIP

KRA 5 - Core Capabilities			Rating
5.1	<b>Manage and Develop People</b>	Engages and motivates staff, and develops capability and potential in others.	
5.2	<b>Inspire Direction and Purpose</b>	Communicates organisational goals, priorities and vision and recognizes achievements.	
5.3	<b>Optimise Workforce Contribution</b>	Hires and deploys people effectively and applies sound workforce planning principles.	
5.4	<b>Lead and Manage Change</b>	Initiates, supports and champions change and assists others to accept and engage with change.	
<b>KRA Average Rating</b>			
<b>Comments</b>		<i>* refer to the Level Descriptors/Behavioural Indicators in the LGNSW Capability Framework</i>	



## PART C – VALUES

**NOTE:** The Chief Executive Officer is expected to behave at the highest standard against Council's Values and the Code of Conduct for staff

VALUE	RATING	EVIDENCE/COMMENTS
<b>INTEGRITY</b> <ul style="list-style-type: none"> <li>Do what we say we'll do</li> </ul>		
<b>LEADERSHIP</b> <ul style="list-style-type: none"> <li>Strive for excellence</li> </ul>		
<b>SELFLESSNESS</b> <ul style="list-style-type: none"> <li>Always care for others over self</li> </ul>		
<b>OBJECTIVITY</b> <ul style="list-style-type: none"> <li>Stick to the facts</li> </ul>		
<b>ACCOUNTABILITY</b> <ul style="list-style-type: none"> <li>Take responsibility for actions</li> </ul>		
<b>OPENNESS</b> <ul style="list-style-type: none"> <li>Be welcoming and imaginative, and curious to try new things</li> </ul>		
<b>HONESTY</b> <ul style="list-style-type: none"> <li>Tell it like it is – keep to the facts, yet say what you mean</li> </ul>		
<b>RESPECT</b> <ul style="list-style-type: none"> <li>Have due regard for the feelings, wishes, or rights of others</li> </ul>		
<b>TRUST AND TEAMWORK</b> <ul style="list-style-type: none"> <li>Value and trust the efforts of team members</li> </ul>		
<b>ADVOCACY</b> <ul style="list-style-type: none"> <li>Give public support for the cause of local government</li> </ul>		
<b>PARTNERSHIP</b> <ul style="list-style-type: none"> <li>We co-operate to advance our mutual interests</li> </ul>		





## PART D - PERSONAL DEVELOPMENT PLAN

Agreed Development Activity	Expected Outcome	Discuss Results of Activity
Identification of leadership development opportunities from the Chief Executive Officer's Hogan Personality Assessment, nomination of actions to improve leadership behaviours and building those actions in a Leadership Development Programme	Improved leadership, relationships and behaviours	
Organise visits and knowledge exchange opportunities with other CEOs and CEOs of Councils similar to Berrigan in other Australian States.	Identify best practice and transfer tested knowledge	
Complete Australian Company Directors Course by 30 June 2022 to help with strategic focus and exposure to other areas for advocacy	Successful completion	



# CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

## ANNUAL/6 MONTH PERIODIC REVIEW

In addition to the annual review conducted by the Panel, there will be an informal 6 month periodic review conducted by the Panel with the Chief Executive Officer, the first being in February 2022

FOR **Karina Ewer**

AS AT

### PART A - ANNUAL PROJECTS AND PRIORITIES

- i. Highlights
- ii. Improvement Opportunities
- iii. Comments

### PART B - CORE CAPABILITIES

- i. Highlights
- ii. Improvement Opportunities
- iii. Comments



**PART C – VALUES**

- i. Highlights
  
- ii. Improvement Opportunities
  
- iii. Comments

**PART D - PERSONAL DEVELOPMENT**

- i. Highlights
  
- ii. Improvement Opportunities
  
- iii. Comments

AGREE AND DOCUMENT ANY CHANGES REQUIRED TO THE PERFORMANCE AGREEMENT:

\_\_\_\_\_  
Signed  
Chief Executive Officer and Date

\_\_\_\_\_  
Signed  
Mayor and Date



# Monthly Investment Report

## August 2021



IMPERIUM MARKETS

Imperium Markets Pty Ltd ABN: 87 616 579 527  
Authorised Representative of Libertas Financial Planning Pty Ltd AFSL 429 718  
Phone: +61 2 9053 2987  
Email: [michael.chandra@imperium.markets](mailto:michael.chandra@imperium.markets)  
Level 9 Suite 02, 3 Spring Street, Sydney NSW 2000

### Impact of COVID-19 to Council's Portfolio

COVID-19 has adversely impacted financial markets, which in turn, has also affected Council's investment portfolio. We provide a quick summary in this section.

With regards to financial markets, shares (equities) experienced a significant correction in March 2020 but have continued to surpass their all-time highs due to the unprecedented global fiscal and monetary policy support. **The RBA cut rates to record lows on 3<sup>rd</sup> November 2020 to 0.10%, consistent with most global central banks resetting their official rates back to emergency levels.** Despite the Delta variant causing a surge in global infections and imposing further lockdowns (including Australia), equity markets have continued their rally over the course of 2021, focusing on the accelerated vaccine rollout and gradual easing of restrictions. Longer-term bond yields have fallen sharply since the start of the calendar year, with the market pushing back on expectations of global central banks tightening in the immediate future.

With regards to the medium-longer term outlook for financial markets, of importance is the RBA's outlook and expectations for the Australian economy. They would like to see the following three economic indicators improve before they even consider increasing interest rates:

1. The unemployment rate to drop to around 4.0% (currently sitting at 4.6% and masked by a drop in the participation rate), noting it has not been below 4.5% since 2008;
2. *"Until actual (underlying) inflation is sustainably within the 2-3% target range"* (it has not been within their target band for the past 5 years); and
3. Wage growth to surpass +3% (it has not been above this level for the past 8 years).

The RBA's base case (forecast) suggests conditions for a rate rise **"will not be met until 2024"**.

The largest impact to Council's investment portfolio is with regards to its largest exposure being assets held in bank term deposits, which accounts for around ~64% of Council's total investment. **The biggest risk that Council faces over the medium-longer term in this environment is not the potential loss of capital (given all the banks are well capitalised and regulated by APRA), but the rapid loss of interest income as interest rates have plummeted.**

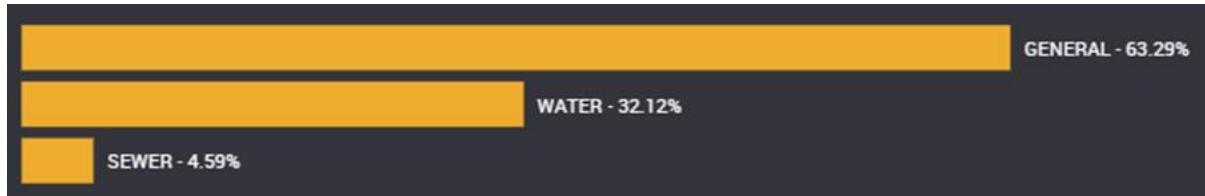
Council's term deposit portfolio was yielding 0.56% p.a. at month-end, with a weighted average duration of around 176 days or 6 months. **This short average duration will only provide some income protection against the low interest rate environment over the immediate future.** As existing deposits mature however, they will inevitably be reinvested at much lower prevailing rates.

**Given official rates have fallen to record lows, Council is likely to see a rapid decline in interest income over future financial years. Its budgeted income over the medium-longer term needs to be revised to reflect the low interest rate environment. Returns between 0.40%-0.80% p.a. may potentially be the "norm" over the next few financial years, especially if rolling the majority of surplus funds for terms less than 2-3 years.** Yields may in fact be lower if electing to invest for terms under 12 months.

## Council's Portfolio & Compliance

### Fund Allocation

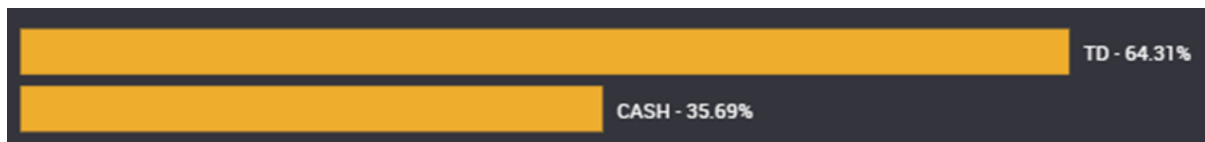
As at the end of August 2021, the portfolio was mainly directed to General Funds:



### Asset Allocation

As at the end of August 2021, the portfolio is mainly directed to fixed term deposits (64.31%). The remainder of the portfolio is held in low yielding cash accounts with NAB (AA-) and Bendigo-Adelaide (BBB+), which remains at relatively high levels and will cause a drag to performance. We recommend opening the 'accelerator' cash account with Macquarie Bank (A+), which is currently paying an overnight rate of 0.40% p.a. for balances up to \$10m (and 0.20% p.a. for balances greater than \$10m).

**With the RBA cutting interest rates in November 2020 to 0.10%, the priority should be to lock in any remaining attractive medium-longer dated fixed deposits or fixed bonds that may still be available to address reinvestment risk as margins continue to compress.**



*Council's Investment Policy does not specify any limits for Maturity, Counterparty and Credit Quality compliance measures. In the following sections, we have tentatively placed what other NSW councils have adopted as part of their compliance limits. We provided Berrigan Shire Council an Investment Policy review during the month of April 2021.*

### Term to Maturity

The portfolio is highly liquid with a large proportion of the investment portfolio maturing within 3 months (68%). We recommend a more diversified maturity profile to address reinvestment risk, which has been and continues to be a major detriment towards Council's interest income going forward.

Where ongoing liquidity requirements permit Council to invest in attractive 1-5 year investments, we recommend this be allocated fixed term deposits or fixed bonds (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 90 days	\$29,556,470	67.82%	10%	100%	\$14,025,955
✓	91 - 365 days	\$12,025,955	27.59%	20%	100%	\$31,556,470
✓	1 - 2 years	\$2,000,000	4.59%	0%	70%	\$28,507,697
✓	2 - 5 years	\$0	0.00%	0%	50%	\$21,791,212
		<b>\$43,582,425</b>	<b>100.00%</b>			

### Counterparty

As at the end of August 2021, Council had an overweight position to Bendigo-Adelaide, largely driven by the large cash balance. Overall, the portfolio is lightly diversified, with some exposure to the unrated ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	NAB	A-1+	\$6,334,874	14.54%	40.00%	\$11,098,095
✓	AMP Bank	A-2	\$7,000,000	16.06%	25.00%	\$3,895,606
✗	Bendigo-Adel.	A-2	\$20,221,595	46.40%	25.00%	<b>-\$9,325,989</b>
✓	Defence Bank	A-2	\$6,000,000	13.77%	25.00%	\$4,895,606
✓	Central Murray	Unrated	\$2,000,000	4.59%	10.00%	\$2,358,242
✓	Goulburn Murray	Unrated	\$2,025,955	4.65%	10.00%	\$2,332,288
			<b>\$43,582,425</b>	<b>100.00%</b>		

In September 2020, ratings agency **S&P downgraded AMP Bank by one notch to "BBB"** stating its view that *"the overall creditworthiness of the AMP group is weaker"* and that *"the group is exposed to challenges that may disrupt its overall strategic direction and its ability to effectively execute its strategy."* Their short-term rating of A-2 remained unchanged. We have no issues with Council's investments with AMP Bank, given they are super-senior ranked assets, extremely low risk and high up the bank capital structure.

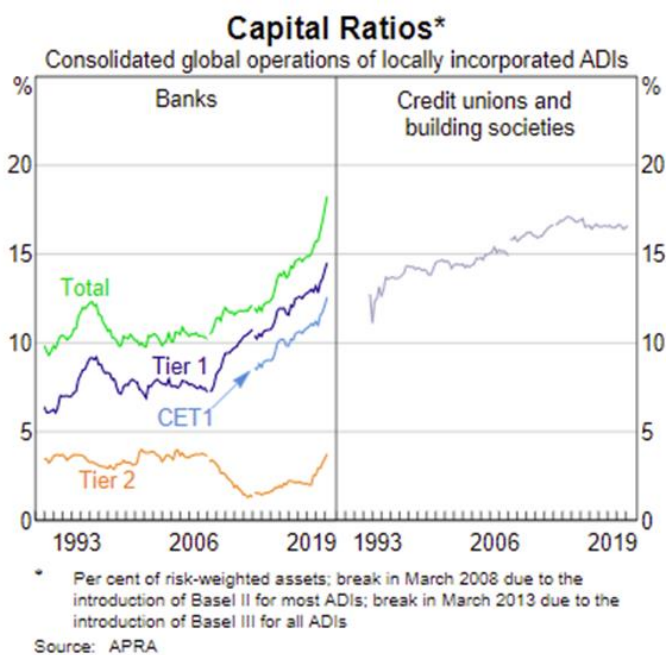
We remain supportive of the regional and unrated ADI sector (and have been even throughout the GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

**RBA Governor Lowe has commented that they have not seen any signs of stress in the financial system and that unlike during the GFC, the banks (all ADIs) now have cash, are well capitalised and are acting as “shock absorbers” in the current crisis.**

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). We believe that deposit investments with the lower rated ADIs should be continued 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.

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. **APRA’s mandate is to “protect depositors” and provide “financial stability”.**

**The biggest single risk that depositors face in the current low interest rate environment is not capital or credit risk, but reinvestment risk. Interest rates are now at their effective lower bound of 0.10%.**





**Credit Quality**

Council did not have an overweight position to any category as at the end of August. The portfolio remains well diversified from a ratings perspective, with some exposure down to the local credit unions.

From a ratings perspective, the “BBB” / “A-2” rated banks now generally dominate the number of ADIs issuing deposits within the investment grade space. However, given most banks are fully liquid during the current pandemic, most of the “BBB” / A-2” rated and Unrated ADIs are currently not seeking wholesale funding. As such, in the interim, we could see a shift towards a larger proportion of assets being directed towards the higher rated ADIs given the lack of appetite amongst the lower rated ADIs.

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	A-1+ Category	\$6,334,874	15%	100%	\$37,247,550
✓	A-1 Category	\$0	0%	100%	\$43,582,425
✓	A-2 Category	\$33,221,595	76%	80%	\$1,644,344
✓	A-3 Category	\$0	0%	20%	\$8,716,485
✓	Unrated ADI Category	\$4,025,955	9%	15%	\$2,511,409
		<b>\$43,582,425</b>	<b>100.00%</b>		

## Performance

Council's performance for the month ending 31 August 2021 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.01%	0.03%	0.05%	0.02%	0.13%
AusBond Bank Bill Index	0.00%	0.01%	0.02%	0.00%	0.04%
<b>Council's T/D Portfolio<sup>^</sup></b>	<b>0.05%</b>	<b>0.17%</b>	<b>0.38%</b>	<b>0.11%</b>	<b>0.95%</b>
<b>Outperformance</b>	<b>0.05%</b>	<b>0.16%</b>	<b>0.36%</b>	<b>0.10%</b>	<b>0.91%</b>

<sup>^</sup>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	0.10%	0.10%	0.10%	0.10%	0.13%
AusBond Bank Bill Index	0.02%	0.03%	0.03%	0.03%	0.04%
<b>Council's T/D Portfolio<sup>^</sup></b>	<b>0.64%</b>	<b>0.66%</b>	<b>0.75%</b>	<b>0.64%</b>	<b>0.95%</b>
<b>Outperformance</b>	<b>0.62%</b>	<b>0.63%</b>	<b>0.72%</b>	<b>0.61%</b>	<b>0.91%</b>

<sup>^</sup>Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of August 2021, the deposit portfolio provided a solid return of +0.05% (actual) or +0.64% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.00% (actual) or +0.02% p.a. (annualised). The outperformance continues to be driven by a combination of those deposits originally invested beyond 6 months.

Going forward, with the low interest rate environment (depleted cash rate), maturing deposits will inevitably be reinvested at lower prevailing rates. The reduction in interest income over coming years can be mitigated by undertaking a longer duration position.

Investors using the Imperium Markets platform have reduced the invisible costs associated with brokerage, and thereby lift client portfolio returns as investors are able to deal in deposits directly with the ADIs and execute at the best price possible.

### Council's Term Deposit Portfolio & Recommendation

As at the end of August 2021, Council's deposit portfolio was yielding 0.56% p.a. (down 8bp from the previous month), with an average duration of around 176 days (~6 months).

We strongly recommend Council extends this average duration. In the low interest rate environment, the biggest collective risk that the local government sector has faced over the post-GFC era has been the dramatic fall in interest rates - from 7¼% to the historical low levels of 0.10%.

As the past decade has highlighted (post-GFC era), we have seen too many portfolios' roll a high proportion of their deposits between 3-6 months, resulting in their deposits being reinvested at lower prevailing rates. That is, depositors have overpaid for liquidity and generally not insured themselves against the low interest rate environment by diversify their funding across various tenors (out to 5 years) but rather placed all their 'eggs in one basket' and kept all their deposits short. **Reinvestment risk has collectively been and continues to be the biggest detriment to depositors' interest income over the post-GFC period.**

At the time of writing, we see value in:

ADI	LT Credit Rating	Term	T/D Rate
ICBC, Sydney	A	5 years	1.30% p.a.
NAB	AA-	5 years	1.20% p.a.
ICBC, Sydney	A	4 years	1.08% p.a.
NAB	AA-	4 years	1.05% p.a.
ICBC, Sydney	A	3 years	0.90% p.a.
AMP Bank	BBB	3 years	0.80% p.a. <sup>^</sup>
NAB	AA-	3 years	0.80% p.a.
BoQ	BBB+	3 years	0.80% p.a.
AMP Bank	BBB	2 years	0.75% p.a. <sup>^</sup>
NAB	AA-	2 years	0.60% p.a.

<sup>^</sup> AMP T/Ds – contact us to receive an additional 0.20% p.a. rebated commission on top of the rate shown above

The above deposits are suitable for investors looking to provide some income protection and mitigate reinvestment/rollover risk in the low interest rate environment.

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
ME Bank	BBB+	9-12 months	~0.50% p.a.
AMP Bank	BBB	11-12 months	0.45% p.a.^
BoQ	BBB+	12 months	0.43% p.a.
CBA	AA-	12 months	~0.41% p.a.
NAB	AA-	12 months	0.34% p.a.

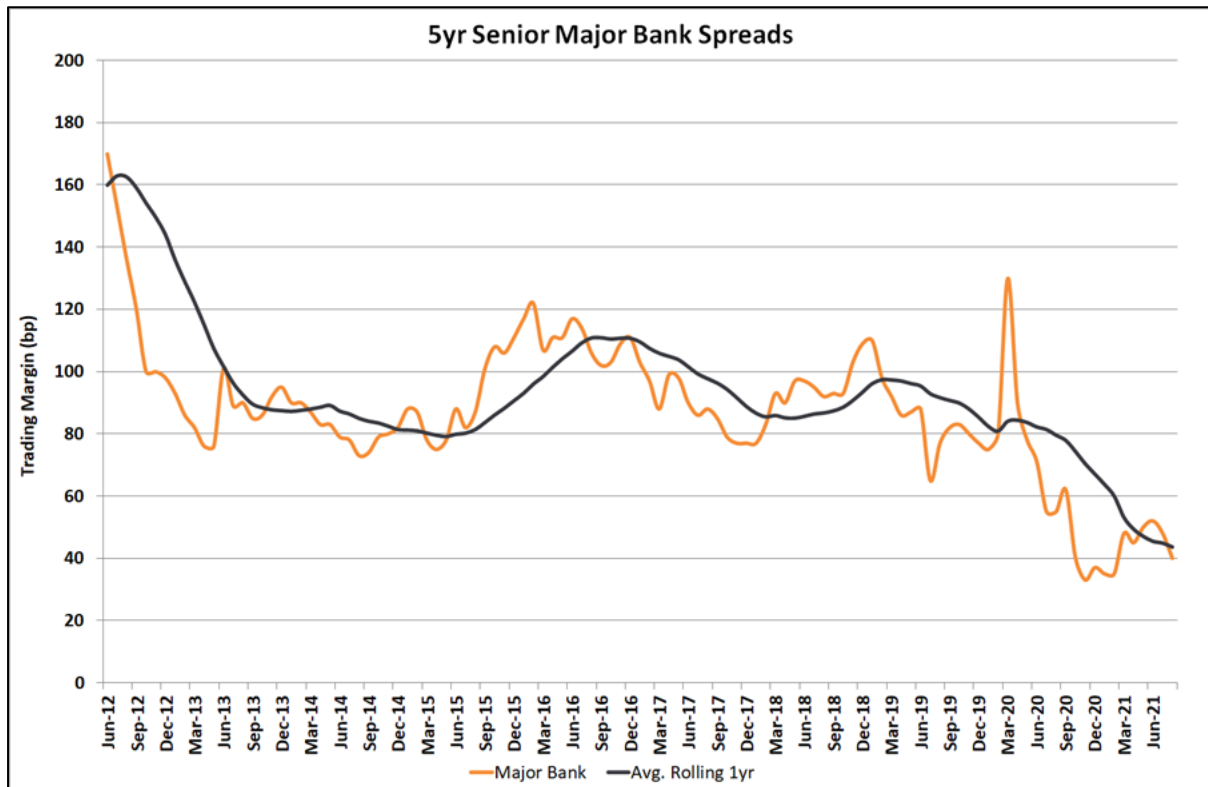
<sup>^</sup> AMP T/Ds – contact us to receive an additional 0.20% p.a. rebated commission on top of the rate shown above

*Amongst the investment grade sector, short-dated term deposits (maturing less than 12 months) are yielding under 0.50% p.a. (most are under 0.40% p.a.). We believe there is not much value being offered in short-dated deposits.*

*In contrast, there is an upward pick-up in yield for investors that can take advantage of 2-5 year fixed T/Ds whilst official rates are stuck at depressed levels at least for the next two to three years. For those investors that do not require high levels of liquidity and can stagger their investments longer-term, they will be rewarded over coming years if they roll for a minimum term of 2 years (we note some investors tend to roll for 3-5 years), potentially yielding, on average, more than double the return compared to those investors that purely invest in short-dated deposits.*

### Senior FRNs Review

Over August, amongst the senior major bank FRNs, physical credit securities tightened by around 4-8bp at the long-end of the curve. During the month, **NAB (AA-) issued a 5 year senior FRN at +41bp, tightening from initial guidance of +47bp, printing \$2.75bn** (orders above \$3.8bn). We thought this was issued at a very tight level on a historical basis. The other major banks may follow suit over coming months looking to refinance their upcoming maturities at the current very cheap (historic) levels.



Source: IBS Capital

United Overseas Bank, Sydney Branch (AA-) followed with their own 5 year senior FRN benchmark issue, printing \$450m at +41bp. NSW Treasury Corporation (AA+) issued a new March 2034 fixed bond at a yield of 1.82%, printing \$1.5bn.

Separately, ING Bank (Australia) issued a 5 year covered bond (AAA rated) security at +40bp (floating) or 1.10% s.a. (fixed), tightening from initial price guidance of +45bp. It was over 3 times oversubscribed with orders in excess of \$2.3bn, with ING printing \$625m in the floating tranche and \$125m in the fixed tranche. We favoured the fixed tranche given the immediately outlook for rates.

Amongst the “A” and “BBB” rated sector, the securities were also marked around 3-10bp tighter at the long-end of the curve. While turnover in the secondary market is still predominately dominated by commonwealth, semi-government and major bank senior paper, given the lack of supply, we have started to observe that even a handful of regional bank senior paper has sometimes been trading inside “mid” levels over recent months.

The lack of supply from new (primary) issuances has played a major role with the rally in credit markets over the past 1½ years, now appearing fairly expensive of a historical level. 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 ensuing years (in a relatively stable credit environment).

Senior FRNs (ADIs)	31/08/2021	31/07/2021
“AA” rated – 5yrs	+40bp	+48bp
“AA” rated – 3yrs	+18bp	+22bp
“A” rated – 5yrs	+55bp	+65bp
“A” rated – 3yrs	+35bp	+40bp
“BBB” rated – 3yrs	+45bp	+48bp

Source: IBS Capital

We now generally **recommend switches** (‘benchmark’ issues only) into new attractive primary issues (or longer-dated alternatives), out of the following senior FRNs that are maturing:

- **On or before mid-2024 for the “AA” rated ADIs (domestic major banks);**
- On or before mid-2022 for the “A” rated ADIs; and
- Within 12 months for the “BBB” rated ADIs (consider case by case).

Investors holding onto the above senior FRNs (‘benchmark’ issues only) in their last 1-2 years are now generally holding sub-optimal investments and are not maximising returns by foregoing realised capital gains. In the current low interest rate environment, any boost in overall returns should be locked in when it is advantageous to do so.

*FRNs remain expensive in the current environment relative to deposits or bonds in the medium-long end of the curve.*

**Senior Bonds - Northern Territory Treasury Corporation (NTTC)**

We are aware of the following senior retail bond offering from Northern Territory Treasury Corporation (NTTC) effective 30<sup>th</sup> August 2021:

Maturity Date	Rate % p.a. <sup>^</sup>	Interest Paid
15/12/2022	0.40%	Annually
15/12/2023	0.60%	Annually
15/12/2024	0.90%	Semi-Annually
15/12/2025	1.10%	Semi-Annually
15/12/2026	1.40%	Semi-Annually

<sup>^^</sup>The rates offered in the above table can be reviewed and changed at any time from Treasury. The rate for broker sponsored applications will be dropped by 0.20% p.a. effective 1 October 2020.

**Any investor interested in this product should avoid placing through the broker channel and contact Imperium Markets to receive the full commission of 0.25% (plus GST) on the face value of the investment, in the form of an additional rebate.** If placed through the brokers, they are likely to keep the 0.25% commission (on the face value of the investment).

Overview	Description
Issuer	Northern Territory Government
Credit Rating	Aa3 (Moody's), which is AA- equivalent (S&P)
Type	Fixed senior (retail) bonds
Program	Territory Bonds Issue 111
Date for applications	<b>01/07/2021 – 30/11/2021</b>
Liquidity	Weekly redemptions available, subject to the prevailing market rate and administration costs <sup>^^</sup>

<sup>^^</sup> Note given this is a retail bond offering (min. parcel size of \$5,000), for wholesale investors, we would not consider this to be a liquid investment (the largest redemptions to date have only been \$200-\$300k).

The product should be viewed as a hold-to-maturity product, noting there are significant penalty costs including admin fees, the prevailing market interest rate, and factors in any associate commissions that were previously paid. Given the longer-term outlook for official interest rates, **any investor with capacity should consider placing a small parcel (up to \$5m) in the 15/12/2024, 15/12/2025 and 15/12/2026 maturities through Imperium Markets** to receive an effectively higher rate, once factoring in the rebated commission.

# Economic Commentary

## International Market

US Fed Chair Powell distanced the subject of Fed rate hikes from decisions about potentially tapering QE bond purchases later this year. Positive risk sentiment continued in financial markets as Powell indicated there would be stricter tests for any potential rate hikes, while remaining dovish on inflation.

Global equity markets subsequently rallied again, setting new highs across various regions, with the focus primarily on vaccination targets and the easing of restrictions in those jurisdictions that still apply various forms of lockdowns. Across the US, the S&P 500 Index gained +2.90%, while the tech-heavy NASDAQ Index surged another +4.00%. Equities also gained across Europe’s main indices, with gains led by Germany’s DAX (+1.87%), UK’s FTSE (+1.24%) and France’s CAC (+1.02%).

**The FDA granted full approval to the Covid-19 vaccine made by Pfizer Inc. and BioNTech** which should increase confidence on the vaccine’s safety and effectiveness.

**US Federal Chair Powell hinted that the central bank will likely begin to withdraw some of its easy-money policies before year-end** (QE bond purchases of US\$120bn per month) but unlikely to move on official rates anytime soon.

Momentum appears to be building again for the US fiscal packages which includes the US\$1 trillion infrastructure package and the US\$3.5 trillion framework by the end of September.

**US core inflation moderated in July at +0.3% m/m vs. +0.4% expected (the annual rate was +4.3% y/y).** Much of the re-opening pressure has now abated with certain measures of inflation back to their pre-pandemic levels.

The US unemployment rate fell to 4.4% in July with 943,000 jobs added during the month.

Canada’s Q2 GDP figures came in very much weaker than expected at -0.25% q/q or -1.1% on an annualised basis.

Eurozone’s GDP came in better than expected at +2%, driven by the strength in the Euro-periphery, with Portugal at +4.9%, Spain +2.8% and Italy +2.7%, against +0.9% for France and +1.5% for Germany.

**RBNZ Governor Adrian Orr indicated that their overnight cash rate would likely have been raised in August** after meeting its targets on inflation and employment, however the latest outbreak of Covid-19 and subsequent lockdown halted that decision.

The MSCI World ex-Aus Index rose +2.38% for the month of August:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+2.90%	+7.58%	+29.21%	+15.95%	+15.81%	+14.01%
MSCI World ex-AUS	+2.38%	+5.73%	+28.04%	+13.20%	+12.98%	+10.26%
S&P ASX 200 Accum. Index	+2.50%	+5.97%	+28.15%	+9.87%	+10.94%	+10.31%

Source: S&P, MSCI



## Domestic Market

In its meeting in August, the RBA surprised markets by sticking to its taper plans of reducing purchases to \$4bn from \$5bn a week starting from early September, despite the protracted lockdowns in NSW and VIC. Snap lockdowns were also experienced across several other states.

**RBA Governor Lowe Dr Lowe commented on the path of future rate hikes: “it will not be enough for inflation to just sneak across the 2% line for a quarter or two. We want to see inflation well within the target band and be confident that it will stay there”.**

There appears to be a significant way before wage growth lifts above the RBA’s target of 3% y/y. There were only modest signs of recovery in private sector wages amid tighter labour markets prior to the current lockdowns, with public sector wage restraint currently a significant drag on overall wages growth. **The Wage Price Index (WPI) rose just +0.4% q/q and +1.7% y/y in the June quarter.**

Headline employment rose +2k to a record high 13.2m to remain 1.2% above pre-pandemic February 2020 levels. Employment in NSW declined broadly as expected, down -36k or -0.9% in the month, but was offset by gains elsewhere, notably in Victoria. **The unemployment rate fell 0.3% to 4.6% in July, mainly attributed to a 1.0% decline in the participation rate.** The underemployment rate rose 0.4% to 8.3%.

**PM Morrison is trying to pressure states into sticking with the re-opening hurdles of 70% and 80% adult vaccination – those hurdles being reachable by October and November respectively.**

Residential building approvals fell -6.7% m/m in June, the third consecutive month of declines, following a -7.6% fall in May and a -5.0% April. Meanwhile, Australian dwelling price rose +1.6% m/m and +16.1% y/y in July.

**The trade surplus increased by \$1.2bn to a record high of \$10.5bn in June,** driven by an increase in goods exports (+4% m/m to \$38.2bn), with both rural (+7% m/m to \$4.7bn) and non-rural goods (+2% m/m to \$31.4bn) increasing.

Retail sales fell in line with expectations, down -2.7% m/m in July. The decline in the month was driven by a sharp fall in NSW (-8.9% m/m) with Greater Sydney having been in lockdown since June 26.

**The Australian dollar fell -0.62%, finishing the month at US73.35 cents** (from US73.81 cents the previous month).

## Credit Market

The main global credit indices tightened again over August in the risk-on environment. The indices now trade back to their levels experienced in late 2020:

Index	August 2021	July 2021
CDX North American 5yr CDS	46bp	50bp
iTraxx Europe 5yr CDS	45bp	47bp
iTraxx Australia 5yr CDS	58bp	63bp

Source: Markit

# Fixed Interest Review

## Benchmark Index Returns

Index	August 2021	July 2021
Bloomberg AusBond Bank Bill Index (0+YR)	+0.00%	+0.00%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.09%	+1.76%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.05%	+0.11%
Bloomberg AusBond Credit Index (0+YR)	+0.06%	+1.00%
Bloomberg AusBond Treasury Index (0+YR)	+0.20%	+2.01%
Bloomberg AusBond Inflation Gov't Index (0+YR)	-0.43%	+2.70%

Source: Bloomberg

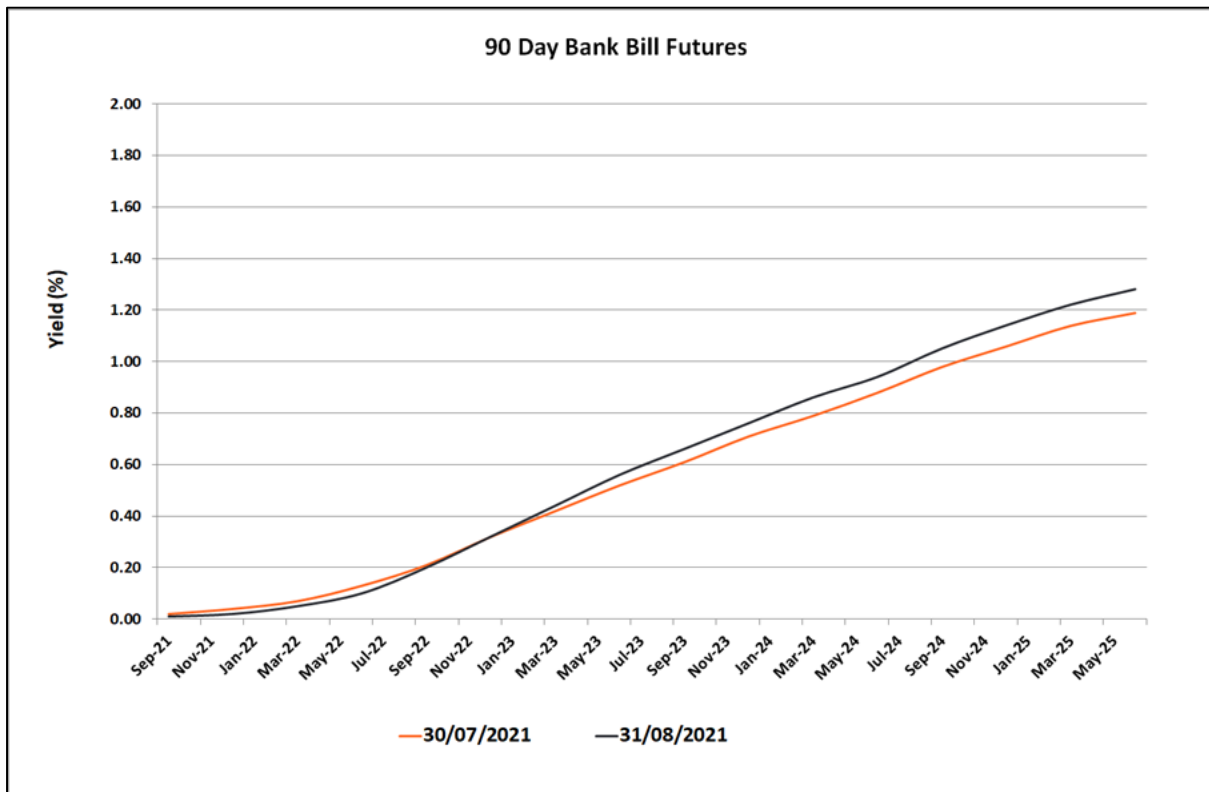
## Other Key Rates

Index	August 2021	July 2021
RBA Official Cash Rate	0.10%	0.10%
90 Day (3 month) BBSW Rate	0.01%	0.02%
3yr Australian Government Bonds	0.15%	0.13%
10yr Australian Government Bonds	1.12%	1.14%
US Fed Funds Rate	0.00%-0.25%	0.00%-0.25%
10yr US Treasury Bonds	1.30%	1.24%

Source: RBA, AFMA, US Department of Treasury

### 90 Day Bill Futures

Over August, bill futures marginally rose across the board as the vaccine rollout approaches the 70-80% target, with the market now focusing on the easing of restrictions across the country. Overall, bill futures continue to depict a low rate environment over the long-run, despite the steeping curve in recent months:



Source: ASX

## Fixed Interest Outlook

Delta variant concerns have persisted, resulting in global bond yields to drift significantly lower over recent months. US Federal Reserve Chairman Powell reiterated that a decision to taper off the Fed's US\$120bn in monthly asset purchases does not mean it will be raising interest rates at the same time, whilst reiterating their view that rising inflationary pressures will largely prove 'transitory'. *In late August, the first US Fed hike was only fully priced by around March 2023.*

In Australia, sporadic outbreaks are likely to be controlled via short-lived restrictions until the vaccination rate lifts substantially, with a target set at 70-80%. The RBA has factored in these snap lockdowns as part of their economic projections. Conceivably, the RBA's base case scenario does not see rate hikes until 2024 (conditions for an official rate rise "***will not be met until 2024***"), while their upside scenario is consistent with rate hikes in 2023, dependent on the flow of ongoing economic data.

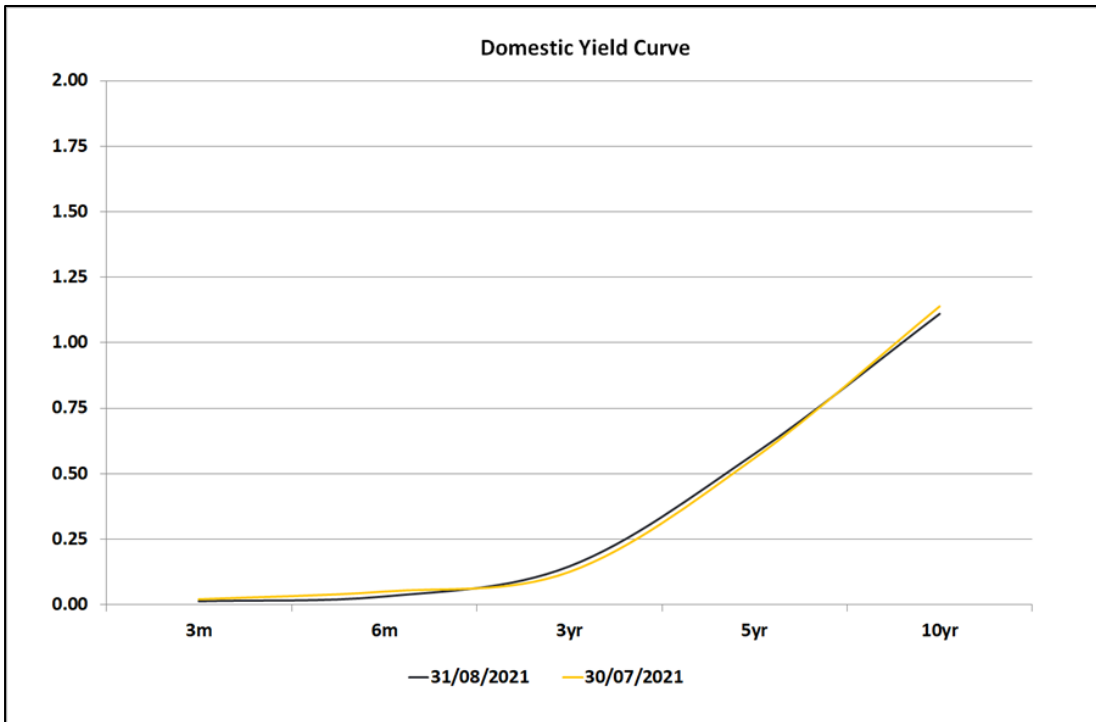
They would like to see the following three economic indicators improve before they even consider increasing interest rates:

1. The unemployment rate to drop to around 4% (currently at 4.6% but masked by a significant drop in the participation rate), and noting it has not been below 4.5% since 2008;
2. *"Until actual (underlying) inflation is sustainably within the 2-3% target range"* (it has not been within their target band for the past 5 years); and
3. Wage growth to surpass +3% (it has not been above this level for the past 8 years).

**Governor Lowe has remained relatively dovish with his comments, indicating an earlier rate hike prior to 2024 would require *"strong, unequivocal evidence that the pick-up in the economy is translating into wages growth and inflation is sustainably higher"*.**

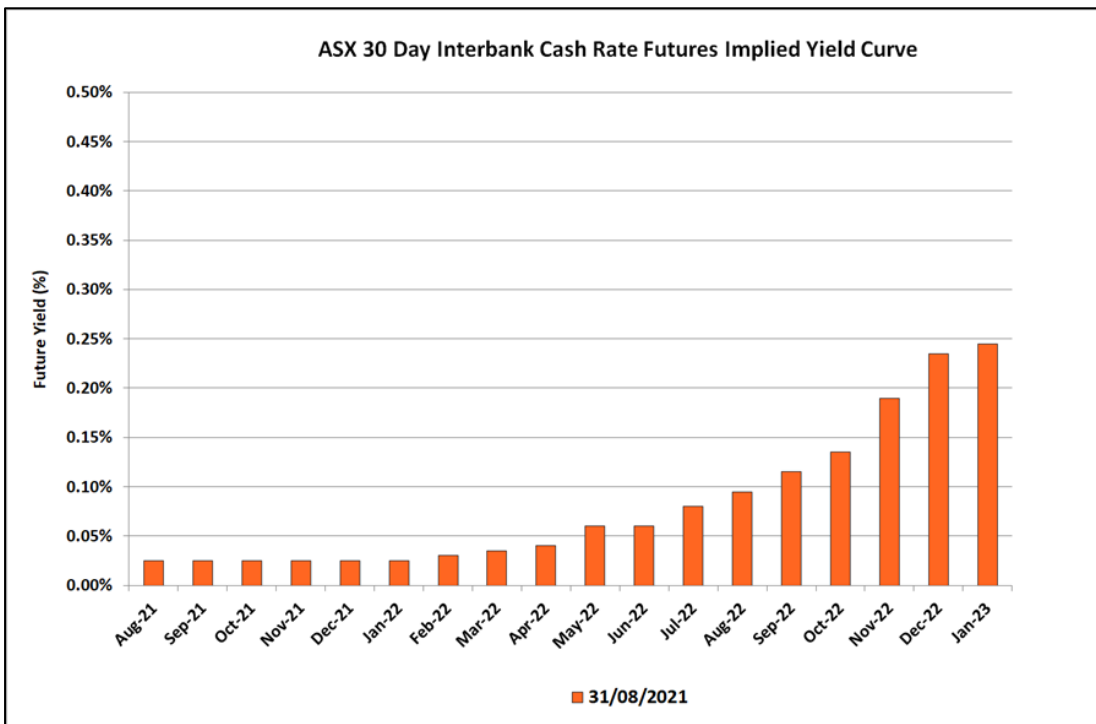
**He has commented on the path of future rate hikes: *"it will not be enough for inflation to just sneak across the 2% line for a quarter or two. We want to see inflation well within the target band and be confident that it will stay there"*.**

The domestic bond market continues to suggest a prolonged low period of interest rates. Over the month, yields fell around 2bp at the long-end of the curve:



Source: AFMA, ASX, RBA

The market continues to factor in the possibility of a rate hike up to 25bp by the end of 2022, dependent on the speed of the recovery once the vaccination target is met and restrictions are eased:



Source: ASX

## Disclaimer

Imperium Markets provides fixed income investment advisory services and a financial market platform through which clients and fixed income product providers may transact with each other.

The information in this document is intended solely for your use. The information and recommendations constitute judgements as of the date of this report and do not consider your individual investment objectives and adopted policy mandate.

Imperium Markets monitors the entire fixed income investible universe and recommends the best rate available to us, regardless of whether a product provider uses our market platform. You are responsible for deciding whether our recommendations are appropriate for your particular investment needs, objectives and financial situation and for implementing your decisions. You may use our platform to transact with your chosen product providers.

Imperium Markets charges a flat fee for our investment advice. Any commissions received are rebated to clients in full. If you choose a product provider who uses our market platform, the product provider pays us 1bp p.a. funding fee of the value of the investments transacted.



## Berrigan Shire Council Development Assessment Report

### 1 Application Details

Development Application Number	162/21/DA/D9
Property Address	Bruton Street Tocumwal (prev. 100 Burma Road, Tocumwal)
Lot and DP	Lot 6 DP1275427 Lot 8 DP1275427 Lot 9 DP1275427
Description	17 Lot Subdivision
Applicant	Eslers Land Consulting
Applicant Address	598 Macauley Street, Albury NSW 2640
Zoning	RU5 - Village
Owners Consent	Verified
Author of Report	Planning Consultant

### 2 Detailed Description of Proposal

#### The proposal

The subject application seeks consent for a **seventeen (17) lot subdivision** on Bruton Street, Tocumwal. The subject lots adjoin the north side of Bruton Street and are located between Hannah Street and Anthony Ave. See **Figure 1** below

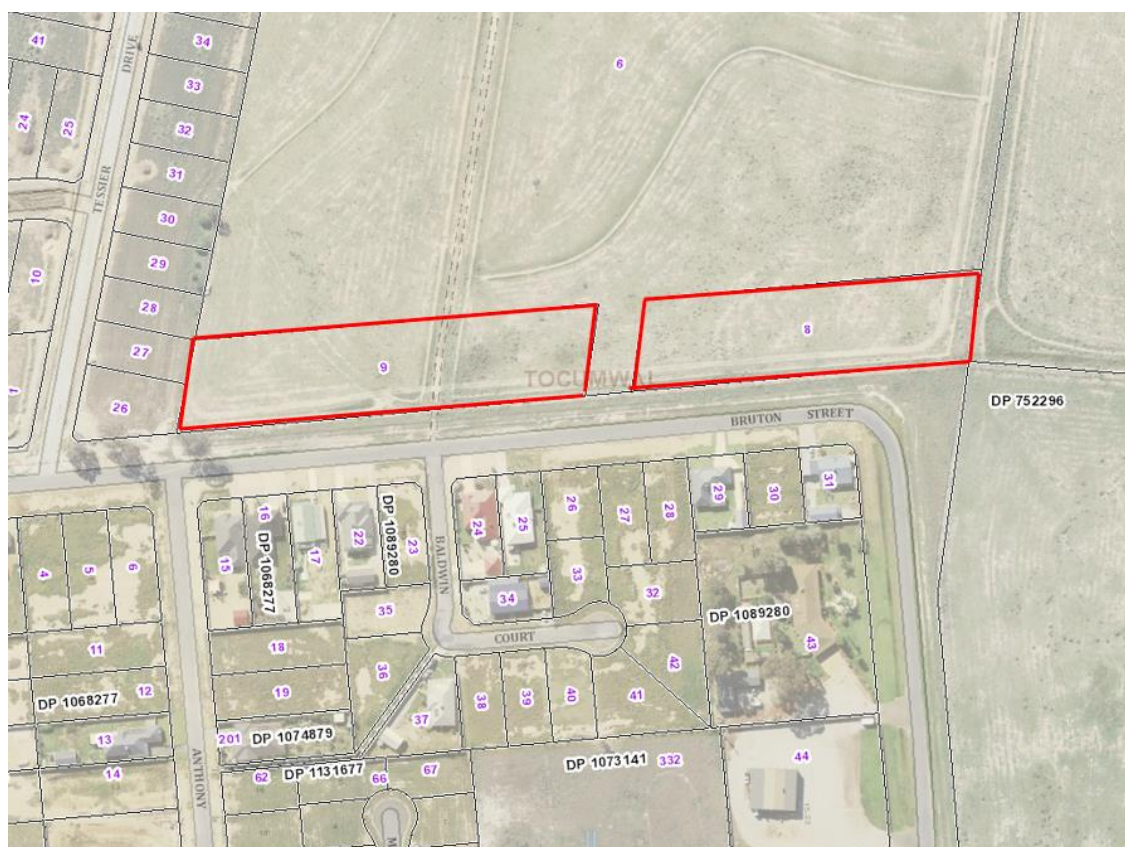


Figure 1: Subject site – identified in red (Source: SIX Maps)



## Background/context

The subject application was submitted on 31 March 2021 and was subsequently referred to Council's Asset's and Operations Manager and Council's Director of Technical Services for comment. The originally submitted subdivision plan is shown below in **Figure 2**.

In response to comments received by the internal referrals process additional information was requested by Council on the 30 April 2021. The request sought clarification on matters such as access to proposed lots 15, 16 and 17 and also sought comment from the applicant in terms of how the lots were to be serviced and whether the proposed subdivision design provided the best outcome for the site, taking into consideration the strategic long-term use of the land to the North. Details were also requested regarding clarification of the future road classification and stormwater management issues.

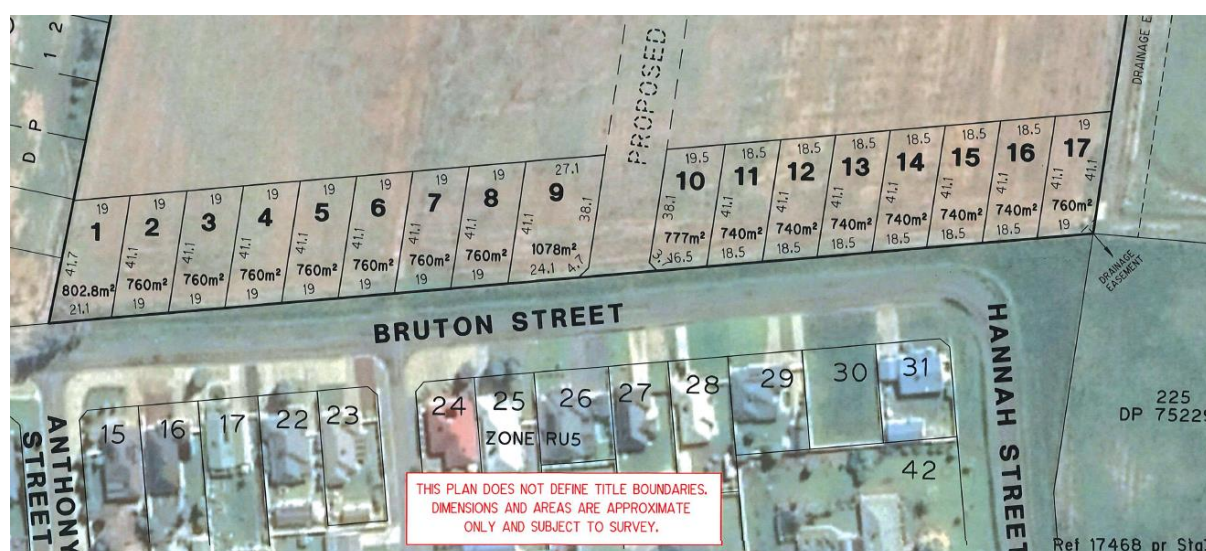


Figure 2: Originally submitted subdivision plan

The applicant provided a response on 13 May 2021 responding to Council's requests and seeking to demonstrate how the development addressed Council officers' initial concerns.

A detailed assessment of the application was subsequently carried out in preparation for the drafting of the original assessment report. During this detailed review it was noted there were several non-compliances that were mistakenly overlooked by the applicant and tried to be construed in the submitted Statement of Environmental Effects to imply that the development complied with the Berrigan Local Environmental Plan (LEP) and Development Control Plan (DCP). The applicant was subsequently issued with a detailed request for further information following the detailed assessment and compliance check against the LEP and DCP requirements. The request for additional information requested that the application be withdrawn as the subdivision did not comply with a 'development standard' under the Berrigan LEP. Alternatively, it was suggested to the application they could alternatively lodge a Clause 4.6 variation request to address the non-compliance with the 'minimum lot size' controls applying to the site. The request also sought that an amended Statement of Environmental Effects was submitted that correctly addressed compliance with the Berrigan Development Control Plan, the submission of a Traffic Impact Assessment and details of the proposed road treatment.

The Request for Additional Information issued on 4 June 2021 specified the following;

*"In response to your amended plans and comments of 13 May 2021. Please see the following comments below regarding the proposed subdivision at 100 Burma Road, Tocumwal. The development application in its current form is not supported by Council officers as there are several outstanding matters that need to be clarified and addressed prior to Council being able to determine the subject application.*



### **Compliance with LEP Standards**

*The development application in its current form does not comply with Clause 4.1 of the Berrigan Local Environmental Plan. Following a review of the relevant LEP maps, it is confirmed that the minimum lot size that applies to the land is a blanket wide 5,000m<sup>2</sup> regardless of the current RU5 zoning along Bruton Street. As such the subdivision in its current form cannot be supported as it contravenes a development standard.*

*Under the LEP there is provision to submit a Clause 4.6 variation request to Council to vary a development standard such as minimum lot size, however, due to the extent of the variation, any such request requires the concurrence of the Department of Planning, Industry and Environment and Council. As Council have a number of concerns already with the proposed development and the extent of the variation proposed, it is unlikely that a variation would be supported in this instance.*

*It is for this reason it is recommended that the application is withdrawn until such time as a Planning Proposal to amend the current minimum lot size and zoning is considered, assessed and gazetted.*

*The following information is provided for your consideration and action prior to any revised subdivision being considered for this lot. This information is intended to help inform what Council will be looking to resolve under any future subdivision application.*

### **Road treatments**

*The currently proposed road and intersection treatments are not supported by Council. The newly proposed road connecting to Bruton Street to continue north towards Racecourse Road is not supported as a local access road. Council's Engineers have expressed that the road at a minimum will need to be designed and constructed as a 'local collector road'. An updated design is required that addresses the relevant standards in accordance with Councils Engineering and Subdivision Guidelines.*

*Additionally, a swept path analysis will need to be undertaken to demonstrate that the new road will be capable of supporting the movement of heavy vehicles and also provide construction details with regard to any turning lanes and other intersection treatments etc.*

*Furthermore, the proposed intersection upgrade at Bruton and Hannah Streets, in its current form is also not supported. The creation and upgrade of this intersection to service two lots will create several impacts that have not been sufficiently investigated demonstrating that the proposed intersection treatment will be acceptable and be able to function to Council's satisfaction. This includes matters regarding:*

- *Waste collection*
- *Visitor parking*
- *Vehicle safety*
- *Vehicle movements*

*The proposed road design currently identifies a future road connection further to the east. This road connection is not supported as the land to the east is currently zoned rural and is not identified in Council's long-term strategic plans as it is within the flight path of the airport.*

*Lots 15, 16 and 17 need to provide relevant details that support their accessibility and safety. This includes construction details and specifications of a court head or similar that demonstrates the ability for a waste collection vehicle to access these lots, provide safe turning arrangements for entry and egress to the cul-de-sac. The design of the court head (or similar) must demonstrate with swept paths that a waste vehicle can safely maneuver in and out of the street.*

*Please note, the cost and construction of the proposed intersections and upgrades will be at the full cost to the developer.*

### **Traffic Impact Assessment**

A Traffic Impact Assessment is required that demonstrates that the proposed development can provide a satisfactory outcome in terms of traffic impact on the locality. The traffic impact assessment at a **minimum** must investigate the following:

- Intersection treatments proposed, their safety and access requirements
- Demand and location of visitor parking for all lots
- Existing conditions and traffic movements along Bruton and Hannah Streets and the surrounding network.
- Investigate potential traffic increases as a result of the proposed subdivision and the introduction and connection of the collector road to Racecourse Road.
- Determine how the impacts will be managed, and the requirements for the upgrades to the existing road resulting from the proposed development.
- Investigate the location of the proposed collector road and whether it would be better suited to have the collector road as an extension of Hannah Street where lots 16+17 are currently proposed.

### **Development Control Plan compliance (generally)**

The proposed subdivision does not comply with Section 7.2 – ‘Neighbourhood character’ as it is inconsistent with the objectives regarding RU5 and R5 lot interface requirements.

The proposed subdivision application provides no servicing strategy or similar documentation to demonstrate to Council’s satisfaction how services will be augmented to service the development in accordance with Section 7.9 ‘Infrastructure and Services’

The Development Application is not supported in its current form for the reasons outlined above and the overall impact that this development may have on the future urban growth of Tocumwal over the next decade. Whilst Council is supportive of this land being developed for residential purposes, it wants to ensure that the design and outcome of this subdivision does not inhibit or produce an outcome that negatively impacts on the urban growth anticipated to the north.

It is recommended that due to the number of issues associated with the DA, that the application is withdrawn. The minimum lot size issue will be required to be considered as part of the Planning Proposal that you are currently preparing for the residual lot to the north. It is also recommended that you consider lodging a staged concept development application for the wider precinct that can be assessed concurrently with the Planning Proposal. By undertaking a staged concept DA as part of the Planning Proposal process, this will ensure that the overall subdivision design and infrastructure requirements have been appropriately considered and as a result Council can then be satisfied that all relevant matters have been considered and are satisfied.”

Subsequently, Council also provided the applicant guidance on 17 June 2021 (on the request of the applicant) regarding what was needed to be considered in a Clause 4.6 variation request if submitted to Council.

A Clause 4.6 variation request was subsequently received from the applicant on 25 June 2021, along with updated engineering plans. The submitted information was subsequently addressed against the request for additional information and noted that the applicant had still not addressed a range of items outlined in the RFI of 4 June 2021. The information that remained outstanding included;

- Swept path analysis to demonstrate roads will be capable of supporting the movement of heavy vehicles and also and turning lanes and intersection treatments that might be required.

- The swept paths were also requested to demonstrate that a garbage truck is capable of utilising the court head (even with visitor/on-street parking impacts etc.).
- No traffic impact assessment has been submitted. The TIA was requested to demonstrate the proposed location of the collector road will suitably support the current subdivision and the anticipated demand to the rear where the future residential development will eventually occur.
- No justification has been provided for the identified DCP non-compliances

The amended engineering plan received on 25 June 2021 was subsequently re-referred internally to the same Council officers for comment. Issues were again raised regarding the lack of detail provided on the subdivision plans particularly regarding the proposed court bowl and vehicle movement swept paths.

A meeting with the applicant was subsequently held on 16 July via zoom and correspondence with the applicant continued via email on 29 July 2021, 30 July 2021 and finally 3 August 2021 when the amended detail was received. The amended detail included a letter that responded to councils comments, revised subdivision plans and provided a copy of the future concept plan for the lots to the north.

### Development Description

The subject lots provide frontage to Bruton Street Tocumwal and are identified as Lot 8 and Lot 9 in DP1275427. Lot 8 is 6,000sqm and Lot 9 is 7,200sqm in area, they are rectangular blocks that are approximately 38m in depth and 150 and 180m in width respectively. The subject site contains no existing vegetation, is highly disturbed primary production land. The site is zoned RU5 – Village and contains a minimum lot size of 5000sqm under the Berrigan Local Environmental Plan. The site is also affected by the Obstacle Limitation Surface controls of RL130-140(AHD).

The table below provides a summary of the proposed lots, their size and dimensions.

Lot Number	Area	Depth	Width
1	802m <sup>2</sup>	40.8m	21m
2	760m <sup>2</sup>	40.8m	19m
3	760m <sup>2</sup>	40.8m	19m
4	760m <sup>2</sup>	40.8m	19m
5	760m <sup>2</sup>	40.8m	19m
6	760m <sup>2</sup>	40.8m	19m
7	760m <sup>2</sup>	40.8m	19m
8	760m <sup>2</sup>	40.8m	19m
9 (corner lot)	1,078m <sup>2</sup>	38.1m	24.1m
10 (corner lot)	777m <sup>2</sup>	38.1m	16.5m
11	740m <sup>2</sup>	41.1m	18.5m
12	740m <sup>2</sup>	41.1m	18.5m
13	740m <sup>2</sup>	41.1m	18.5m
14	740m <sup>2</sup>	41.1m	18.5m
15	740m <sup>2</sup>	41.1m	18.5m
16	740m <sup>2</sup>	41.1m	18.5m
17	760m <sup>2</sup>	41.1m	19m

A copy of the final subdivision plan extract is shown below in **Figures 3 and 4**.

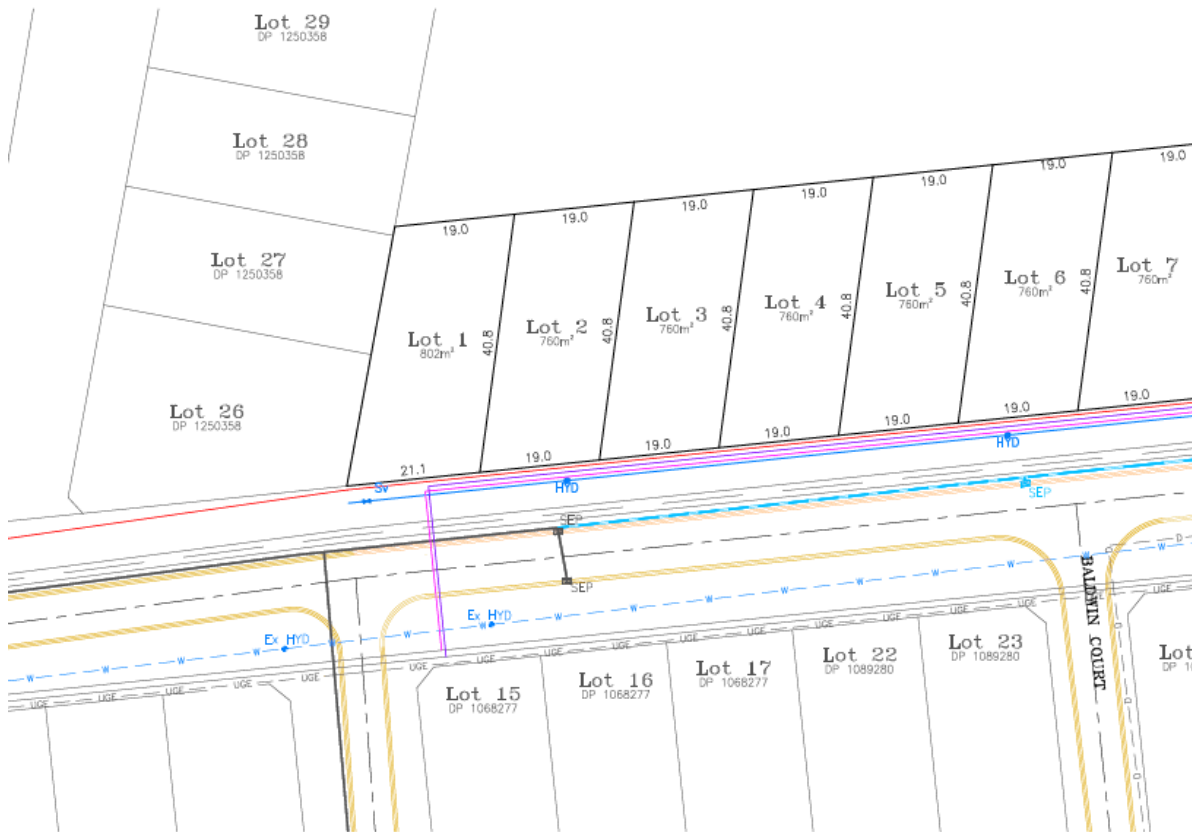


Figure 3: Extract of Amended Subdivision Plans

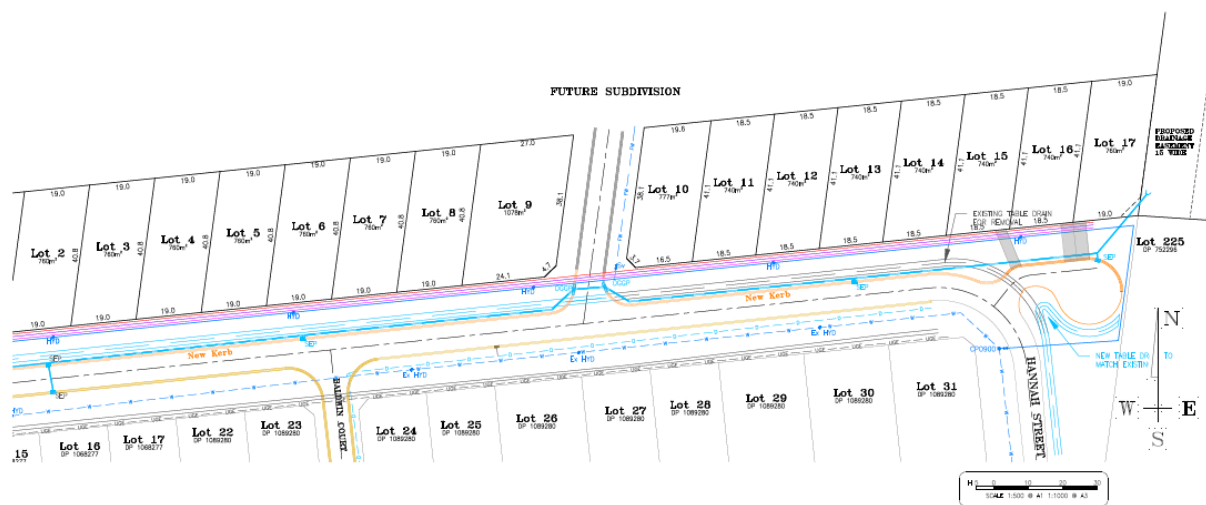


Figure 4: Extract of Amended Subdivision Plans

Photos from a site inspection conducted on 3 June 2021 are provided in the figures below.





Figure 5: Hannah Street looking North



Figure 6: Hannah Street Road Reserve looking north



Figure 7: Subject site looking north (Lots 15-17 will be located the other side of the post & wire fence)



Figure 8: Corner of Bruton & Hannah Streets looking west





Figure 9: Proposed location of Court bowl – Lots 15-17 will be located to the other side of the post & wire fence



Figure 10: Bruton Street (looking west)



Figure 11: Intersection of Bruton and Hannah Streets

### 3 Political Donations

Political Donations	None Disclosed
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### 4 Notification

Public Notification	No		
Advertised Development	No		
Date From:	N/A	Date To:	N/A
Newspaper:	N/A		
Submissions Received:	N/A		

### 5 History of Site/Development Applications

Date	Description
31/03/2021	Development Application Lodged
30/04/2021	Request for Additional Information
13/05/2021	Response from Applicant
04/06/2021	Request for Additional Information
25/06/2021	Response from Applicant
16/07/2021	Zoom Meeting with Applicant
03/08/2021	Response from Applicant

### 6 Development Contributions

Does the Berrigan Development Contributions Plan apply to the subject site?	Yes
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Is a Section 7.12 Contribution required to be paid for this development proposal and has the applicable condition been applied to the consent?	Refer to draft conditions of consent
Is a Section 7.11 Contribution required to be paid for this development proposal and has the applicable condition been applied to the consent?	Refer to draft conditions of consent

## 7 Matters for Consideration under Section 4.15 of the EP&A Act

In determining a development application, a consent authority is required to take into consideration the following matters when considering a development application:

### (a) (i) Any environmental planning instrument,

Satisfactory – where inconsistent has been justified accordingly.

<b>Berigan Local Environmental Plan 2013</b>	
<b>Part 2: Permitted and prohibited development</b>	
<b>Zoning</b>	RU5 – Village
<b>Use</b>	N/A – however subdivision is permitted in the zone.
<b>Clause 2.6 – Subdivision</b>	<p><b>2.6 Subdivision—consent requirements</b></p> <p>(1) Land to which this Plan applies may be subdivided, but only with development consent.</p> <p>The subject application seeks development consent for subdivision and therefore complies with this standard.</p>
<b>Part 4 Development Standards</b>	
<b>Clause 4.1</b> Minimum subdivision lot size	Refer to discussion below
<b>Clause 4.1C</b> Exceptions to minimum lot sizes for certain residential development	Not applicable
<b>Clause 4.6</b> Exceptions to development standards	Refer to discussion below
<b>Part 5 Misc. provisions</b>	
N/A	
<b>Part 6 Additional Local Provisions</b>	
<b>Clause 6.10 – Essential Services</b>	<p><b>Matters for consideration:</b></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> <p>(a) the supply of water,  (b) the supply of electricity,  (c) the disposal and management of sewage,  (d) stormwater drainage or on-site conservation,  (e) suitable vehicular access.</p> <p><b>Comment:</b></p> <p>The proposed development contains all services.</p>

**Clause 4.1 ‘Minimum subdivision lot size’**

Clause 4.1 ‘minimum subdivision lot size’ applies to the subject site. The site contains a minimum lot size requirement of 5000sqm. As such the proposed development does not comply with this development standard.

The proposed subdivision does not comply with Clause 4.1(3) in that the proposed lots will result in an outcome that is less than the minimum 5000sqm minimum requirement.

*(3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the Lot Size Map in relation to that land.*

The table below provides a summary of each lots compliance with Clause 4.1.

Lot Number	Area	Requirement	Compliance	Variation
1	802m <sup>2</sup>	5000 m <sup>2</sup>	No	83.96%
2	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
3	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
4	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
5	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
6	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
7	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
8	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%
9 (corner lot)	1,078m <sup>2</sup>	5000 m <sup>2</sup>	No	78.44%
10 (corner lot)	777m <sup>2</sup>	5000 m <sup>2</sup>	No	84.46%
11	740m <sup>2</sup>	5000 m <sup>2</sup>	No	85.2%
12	740m <sup>2</sup>	5000 m <sup>2</sup>	No	85.2%
13	740m <sup>2</sup>	5000 m <sup>2</sup>	No	85.2%
14	740m <sup>2</sup>	5000 m <sup>2</sup>	No	85.2%
15	740m <sup>2</sup>	5000 m <sup>2</sup>	No	85.2%
16	740m <sup>2</sup>	5000 m <sup>2</sup>	No	85.2%
17	760m <sup>2</sup>	5000 m <sup>2</sup>	No	84.8%

Consent can only be given to the application where a Clause 4.6 variation request has been prepared and submitted to the consent authority for consideration and assessment. The proponent has submitted a Clause 4.6 Variation request, and this is **attached** to this report. The Clause 4.6 variation request has been assessed in the following sections.

**Clause 4.6 ‘Exceptions to Development Standards’**

Clause 4.6 ‘exceptions to development standards’ is being utilised for the purposes of this development application. This section provides an assessment of the application and its merits against the relevant considerations of the clause and any other Department policies and guidelines.

*(1) The objectives of this clause are as follows—*

*(a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,*

*(b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.*

The clause 4.6 variation request has been lodged by the proponent to apply flexibility to the development standards for this particular application. The clause 4.6 variation request seeks to justify why Council should consider a variation to the development standard in this instance and how approval of the variation would result in a better outcome for and from the development by allowing such flexibility in this circumstance.

The table below provides an assessment of the application and its merits against the relevant considerations of Clause 4.6.

Clause	Comment
(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.	Noted
(3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating—	Council is in receipt of a written request from the applicant that seeks to justify the contravention of the development standard. Discussion is provided below.
(a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and	<p>Compliance with the development standard is unreasonable and unnecessary in the circumstance.</p> <p><b>Applicant’s comment:</b>  <i>“Strict compliance with the standard is unnecessary in this instance because all other RU5 zone land within the Tocumwal township has a minimum lot size of 600m<sup>2</sup>, the development on the opposite side of Bruton Street is consistent with the minimum lot size of 600m<sup>2</sup> and the variation from the standard will allow this proposed development to be consistent with developments in the Tocumwal township.”</i></p> <p><i>“It is unnecessary to comply with the standard in this particular case, because the proposed development complies with other RU5 requirements and is complement to other subdivisions within the Tocumwal township.”</i></p> <p><b>Planners comment:</b>  It is considered that despite the variation to site area, the proposal results in a better planning outcome. The site, being ‘undersized’ results in a smaller scale development than what the current minimum lot size requires. However, the minimum lot size has been incorrectly applied and was no previously identified by the property owner or Council staff as it has never been an identified issue. The intention of the two lots proposed for subdivision are what is currently being proposed as part of the 17 lot subdivision for this ‘higher-density’ residential allotments.</p> <p>Accordingly, the proposed variation to the site area standard is considered satisfactory, and the applicant’s objection to the standard is supported in this regard.</p>
(b) that there are sufficient environmental planning grounds to justify contravening the development standard.	<p>There are sufficient environmental planning grounds to justify contravening the development standard in this instance.</p> <p><b>Applicant’s comment:</b></p>

Clause	Comment
	<p><i>“All environmental issues have been addressed in the previously lodged development application for the proposed 17 lot subdivision.” (The applicant makes reference to the submitted Statement of Environmental Effects.)</i></p> <p>The applicant also stated in their covering letter to the Clause 4.6 variation request the following:</p> <p><i>“Specifically, this Application proposes to reclassify lot sizing of land affected by an overlay that applies as a minimum lot size of 5,000m<sup>2</sup>, regardless of current zoning status being RU5 Village. While this current lot sizing on the affected land may well be technically correct, there is no alignment to immediately adjoining land along Tessier Drive, nor residential land allotments directly opposite and also accessible directly from Bruton Street, which have a lot size ranging from 600m<sup>2</sup> and above, as opposed to that of 5,000m<sup>2</sup>.</i></p> <p><i>The intended outcome of this Application is principally to provide additional land that is sized and suitable for future residential growth, in an area that affords significant increased housing demand within RU5 Village zoning classification. Our proposal to remove the minimum lot size 5,000m<sup>2</sup> overlay, allows for flexibility to meet the growth needs of the Tocumwal township, and provides for increased financial opportunity and further development input that is conducive to the local needs of current citizens, and newly anticipated resident arrivals.”</i></p> <p><b>Planners Comments:</b></p> <p>The non-compliance in this instance is appropriate to support. It has been demonstrated that the proposal and its lot size breach remain, consistent with the objectives of the subject zone as well as the Berrigan LEP 2013, despite the numerical non-compliance.</p> <p>The subdivision lot size proposed is appropriate and relates well to surrounding development, character and context of the locality. The non-compliant lot area does not result in any unreasonable visual impacts. The amenity of neighbours is not unreasonably impacted and the proposal would not compromise the character or nature of the area sought by the local planning framework. The non-compliance does not result in an adverse impact to streetscape or amenity. The scale of the proposed lot sizes of the development is appropriate. Whilst it is not the most appropriate means to facilitate the development, it is not inconsistent with the proposed vision for this area, and the demand for housing in Tocumwal is high, and the outcomes of this development are considered more appropriate to manage under a Clause 4.6 currently. The applicable minimum lot size will be appropriately amended in the near future as part of the LGA's LEP review process.</p>
(4) Development consent must not be granted for development that contravenes a development standard unless—	See below

Clause	Comment
(a) the consent authority is satisfied that—	
(i) the applicant’s written request has adequately addressed the matters required to be demonstrated by subclause (3), and	It is in the assessing officers opinion that the applicants written request has addressed the matters required to be demonstrated by subclause (3). The assessment is not comprehensive, however the variance sought is considered to be justifiable in its on merits as the variation is a result of an incorrect MLS map as a result of the when LEP2013 was adopted.
(ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and	The proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives of the RU5 zone. The minimum lot size that currently applies to the subject site is inconsistent with the recommended and widely implemented minimum lot size of 600m2 that applies to the remainder of the RU5 zone within Tocumwal and the wider Berrigan LGA.
(b) the concurrence of the Planning Secretary has been obtained.	<p>Per practice note PS-20-002 issued on 5 May 2020. The concurrence of the Planning Secretary is not required to be obtained.</p> <p>Extract from PS-20-002 is provided below:</p> <p><b><i>Numerical and non-numerical development standards</i></b>  <i>The Secretary’s concurrence may not be assumed by a delegate of council if:</i></p> <ul style="list-style-type: none"> <li>• <i>the development contravenes a numerical standard by greater than 10%; or</i></li> <li>• <i>the variation is to a non-numerical standard.</i></li> </ul> <p>Although the development contravenes a numerical standard by greater than 10%, concurrence can be assumed as the application is not to be determined under delegated authority.</p> <p><i>“The purpose of the restriction on assumed concurrence for variations of numerical and nonnumerical standards applying to <u>delegates</u> (emphasis added) is to ensure that variations of this nature <u>are considered by the council</u> or its independent hearing and assessment panel <u>and that they are subject to greater public scrutiny than decisions made by council staff under delegation.</u></i></p> <p><i>In all other circumstances, delegates of a consent authority may assume the Secretary’s concurrence in accordance with the attached written notice.”</i></p> <p>As such it is confirmed that the Planning Secretary’s concurrence is therefore not required.</p>
(5) In deciding whether to grant concurrence, the Planning Secretary must consider—	N/A
(a) whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and	N/A

Clause	Comment
(b) the public benefit of maintaining the development standard, and	N/A
(c) any other matters required to be taken into consideration by the Planning Secretary before granting concurrence.	N/A
(6) Development consent must not be granted under this clause for a subdivision of land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition, Zone R5 Large Lot Residential, Zone E2 Environmental Conservation, Zone E3 Environmental Management or Zone E4 Environmental Living if—	N/A – does not apply to the subject application.
(a) the subdivision will result in 2 or more lots of less than the minimum area specified for such lots by a development standard, or	N/A
(b) the subdivision will result in at least one lot that is less than 90% of the minimum area specified for such a lot by a development standard.	N/A
(7) After determining a development application made pursuant to this clause, the consent authority must keep a record of its assessment of the factors required to be addressed in the applicant's written request referred to in subclause (3).	Council will ensure that the relevant records are kept.
(8) This clause does not allow development consent to be granted for development that would contravene any of the following—	Noted
(a) a development standard for complying development,	N/A – does not apply to the subject application.
(b) a development standard that arises, under the regulations under the Act, in connection with a commitment set out in a BASIX certificate for a building to which <a href="#">State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004</a> applies or for the land on which such a building is situated,	N/A – does not apply to the subject application.
(c) clause 5.4.	N/A – does not apply to the subject application.

<b>Murray Regional Environmental Plan No.2 – Riverine Land 1994</b>	
Does this plan apply?	Yes
<b>Planning Principles</b>	
When this Part applies, the following must be taken into account—	The subdivision complies with the relevant principles of the MREP and is not expected to have an adverse impact on the nearby Murray River due to the large setbacks from this waterway.
(a) the aims, objectives and planning principles of this plan,	
(b) any relevant River Management Plan,	

(c) any likely effect of the proposed plan or development on adjacent and downstream local government areas,	
(d) the cumulative impact of the proposed development on the River Murray	
<b>Specific Principles</b>	
N/A	

### State Environmental Planning Policies

The following State Environmental Planning Policies apply to the subject development.

<b>State Environmental Planning Policy No. 55 (Remediation of Land) 1998</b>	
<b>Trigger Clause</b>	Clause 7
<b>Clause</b>	Contamination and remediation to be considered in determining development application (1) A consent authority must not consent to the carrying out of any development on land unless— (a) it has considered whether the land is contaminated, and
<b>Objectives</b>	N/A
<b>Compliance/Comment</b>	The subject site is zoned for residential uses and is not considered to be contaminated based on any previous use of the land. Therefore, no further consideration is deemed necessary under SEPP55. Any future application for development consent for the erection of a dwelling will require that a soil test is submitted and approved.

<b>State Environmental Planning Policy (Koala Habitat Protection) 2021</b>	
<b>Trigger Clause</b>	Clause 6(1)
<b>Clause</b>	(1) This Policy applies to each local government area listed in Schedule 1.
<b>Aims</b>	To encourage the conservation and management of areas of natural vegetation that provide habitat for koalas to support a permanent free-living population over their present range and reverse the current trend of koala population decline.
<b>Compliance/Comment</b>	Whilst it is acknowledged that the Berrigan Shire Local Government Area is listed within Schedule 1 of this SEPP, the subject land contains no trees or vegetation and will therefore not have an adverse impact on koala populations.

(ii) any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority,


Not Relevant

(iii) any development control plan,

Non-compliant – see report below for variation request.

<b>Berrigan Development Control Plan 2014</b>	
<b>Part 7: Subdivision</b>	Yes
Part 7.1: Context	The proposed subdivision complies with the Berrigan Shire Strategic Land Use Plan.



	 <p><b>Recommend</b></p> <ul style="list-style-type: none"> <li>• Reduce minimum lot size in the southern portion to 600m<sup>2</sup> to match adjoining RU5 zoned land in west.</li> <li>• northern portion to remain as R5 with MLS of 5000m<sup>2</sup>.</li> <li>• Staging: Medium term</li> </ul> <p>Note: Arbitrary redline indicates zoning and minimum lot size delineation</p>
<p>Part 7.2: Neighbourhood character</p>	<p>The proposed subdivision will be compatible with the existing development in the neighbourhood to the south of Bruton Street and to the west in Tessier Drive.</p> <p>The subdivision is considered to be consistent with the theme and character of the adjoining development relating to the same land use. However, the development is considered inconsistent with the objectives when assessed against the existing vacant land to the north due to having more than two lots in the RU5 zone adjoining a single lot in the R5 Zone. Therefore, a variation is required to this control.</p> <p>The applicant has offered to place an ‘restriction as to user’ on the 88B instrument of Lot 6 DP1275427 (held in the same ownership) that introduces a 15m ‘no build’ area on the southern and western boundaries of the lot. This will ensure that a buffer is provided between the existing R5 and RU5 zone to ensure amenity and character requirements are met whilst the land is undeveloped. In the case that the land to the north of the subject development is not rezoned (which is unlikely when considering the objectives and vision of the Strategic land use plan). It will ensure that any potential subdivision of this land for large lot residential will not adversely impact the proposed 17 lot subdivision to the south. Although it would be duly noted that Council would be unlikely to support any subdivision DA to Lot 6 until such time that it is re-zoned.</p>
<p>Part 7.3: Staging</p>	<p>Not proposed.</p>
<p>Part 7.4: Movement Network</p>	<p>The development will provide appropriate access to Bruton Street as part of the proposed subdivision. Furthermore, to ensure limited impact and appropriate access arrangements for Lots 15-17 will have access off a Court to be constructed to the eastern extent of Bruton Street. The applicant has worked through these design options with Council</p>



	staff and this is considered the most appropriate outcome in the context of this application. The plans demonstrate the court head can provide suitable access for waste vehicles, visitor traffic and the like.
Part 7.5: Activity centres & community facilities	Not proposed
Part 7.6: Public Open Space	Not proposed – the application proposes infill development only.
Part 7.7: Landscaping	A landscape plan will be conditioned on the consent to ensure that it complies with Council's requirements prior to the issuance of a construction certificate.
Part 7.8: Lot design	The lots comply with the standards specified for rectangular shaped blocks.
Part 7.9: Infrastructure & services	The lots are able to be adequately serviced by Council's existing infrastructure, where no available, extension of these services will be at the developer's expense. The applicant states that all lots will be able to comply with this requirement.
Part 7.10: Natural Hazards	The site contains no natural hazards such as bushfire prone land, flooding or contamination.
Part 7.11: Site Management	Complies Conditions of consent will be imposed to ensure compliance where required.

**(iia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4,**

Not Relevant

**(iv) any matters prescribed by the regulations,**

Satisfactory – matters specified in Clauses 92, 93 and 94 has been considered.

**that apply to the land to which the development application relates,**

**(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,**

Satisfactory

**(c) the suitability of the site for the development,**

Satisfactory

**(d) any submissions made in accordance with this Act or the regulations,**

No submissions received.

**(e) the public interest.**

Satisfactory

## **8 Compliance with LEP 2013 / other misc. considerations**

<b>Mapping Restrictions</b>		<b>Assessment Detail</b>	
Is the site a heritage listed item or within a heritage conservation area?	No	If yes, address Clause 5.10 of LEP 2019 and confirm what level of significance it	Comment: N/A

Mapping Restrictions		Assessment Detail	
		is? (e.g. local, regional or state).	
Is the site affected by land reservation or acquisition? (e.g. road widening, open space, trunk drainage etc)	No	If yes, what is the affectation and address Clauses 5.1 and 5.1(a) of LEP 2019.	Comment: N/A
Is the site affected by Flood Planning Map	No	If yes, what is the affectation and address Clause 6.2 of BLEP2013	Comment: N/A
Is the site affected by Terrestrial Biodiversity Map	No	If yes, what is the affectation and address Clause 6.3 of BLEP2013	Comment: N/A
Is the site affected by Riparian Lands and Waterways Map	No	If yes, what is the affectation and address Clause 6.4 of BLEP2013	Comment: N/A
Is the site affected by Wetlands Map	No	If yes, what is the affectation and address Clause 6.5 of BLEP2013	Comment: N/A
Is the site affected by Explosive Storage Area Map	No	If yes, what is the affectation and address Clause 6.11 of BLEP2013	Comment: N/A
Is the site affected by Obstacle Limitation Surface Map	Yes	If yes, what is the affectation and address Clause 6.8 and 6.9 of BLEP2013	Comment: N/A as no structures are proposed. Matters relating to the OLS would be addressed as part of any future application for residential uses.
Is the site on the river bed, banks or river front areas of the Murray River	No	If yes, what is the affectation and address Clause 6.6 and 6.7 of the BLEP2013	Comment: N/A
Clause 6.10 - Does the site contain essential services?	Yes	(a) the supply of water, (b) the supply of electricity, (c) the disposal and management of sewage, (d) stormwater drainage or on-site conservation, (e) suitable vehicular access.	See earlier comments made in report.
Clause 6.1 – Earthworks	No	If yes, describe extent of earthworks and affectation and address Clause 6.1(3)	Consent is not sought for earthworks. Any earthworks to be carried out would otherwise be exempt.
Bushfire Prone Land	No	BAL/APZ requirements	Comment: N/A

## 9 Submissions

Submission Issue(s)	Justification for Favorable Determination
N/A	

## **10 Conclusion**

---

The Development Application has been assessed against the heads of consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979, Local Environmental Plan 2013 and Development Control Plan 2014 and is considered satisfactory.

**PUBLIC NOTIFICATION OF THE DETERMINATION PURSUANT TO ITEM 20(2) (c) AND (d) OF SCHEDULE 1 OF THE ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979****DECISION:**

APPROVED

**DATE OF OFFICERS REPORT:**

2 September 2021

**REASONS FOR THE DECISION:**

The Development Application has been assessed against the relevant heads of consideration under the following statutory requirements (keep whichever is relevant):

- Section 4.15 of the Environmental Planning and Assessment Act, 1979
- Murray Regional Environmental Plan No.2 – Riverine Land 1994
- Berrigan Local Environmental Plan 2013
- Berrigan Development Control Plan 2014
- State Environmental Planning Policy No. 55 (Remediation of Land) 1998
- State Environmental Planning Policy (Koala Habitat Protection) 2021

and is considered satisfactory subject to conditions as outlined in the Notice of Determination.

**HOW COMMUNITY VIEWS WERE TAKEN INTO ACCOUNT IN MAKING THE DECISION:**

1. The Development Application was not required to be notified in accordance with Section 2 of the Berrigan Community Engagement Framework & Community Participation Plan 2019 and Part 12 of the Berrigan Development Control Plan 2012 which outlines the advertising and notification procedure pathways for various forms of development.
2. The Development Application has been assessed having regard to Section 4.15(e) of the Act taking into consideration the public interest.

**11 Signature of Applicable Officers**

Name:	
Position:	
Signature:	
Date:	

# BRUTON STREET CULLEN P & J STAGE 3 TOCUMWAL

ENGINEERING LAYOUT 1



SURVEYORS CIVIL ENGINEERS  
DEVELOPMENT CONSULTANTS

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AMENDMENTS/ACTIONS:-	DATE:
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AUTHORITY APPROVED:

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DRAWN: E.LEGG  
DATE: JULY-2021

PROJECT No: 00017468  
REV: A

SHEET 1 OF 5 | A1

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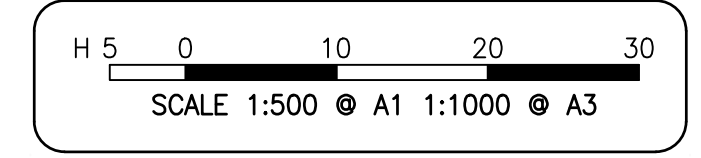
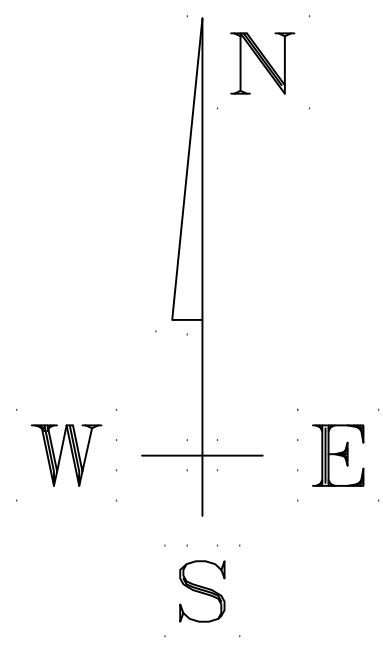
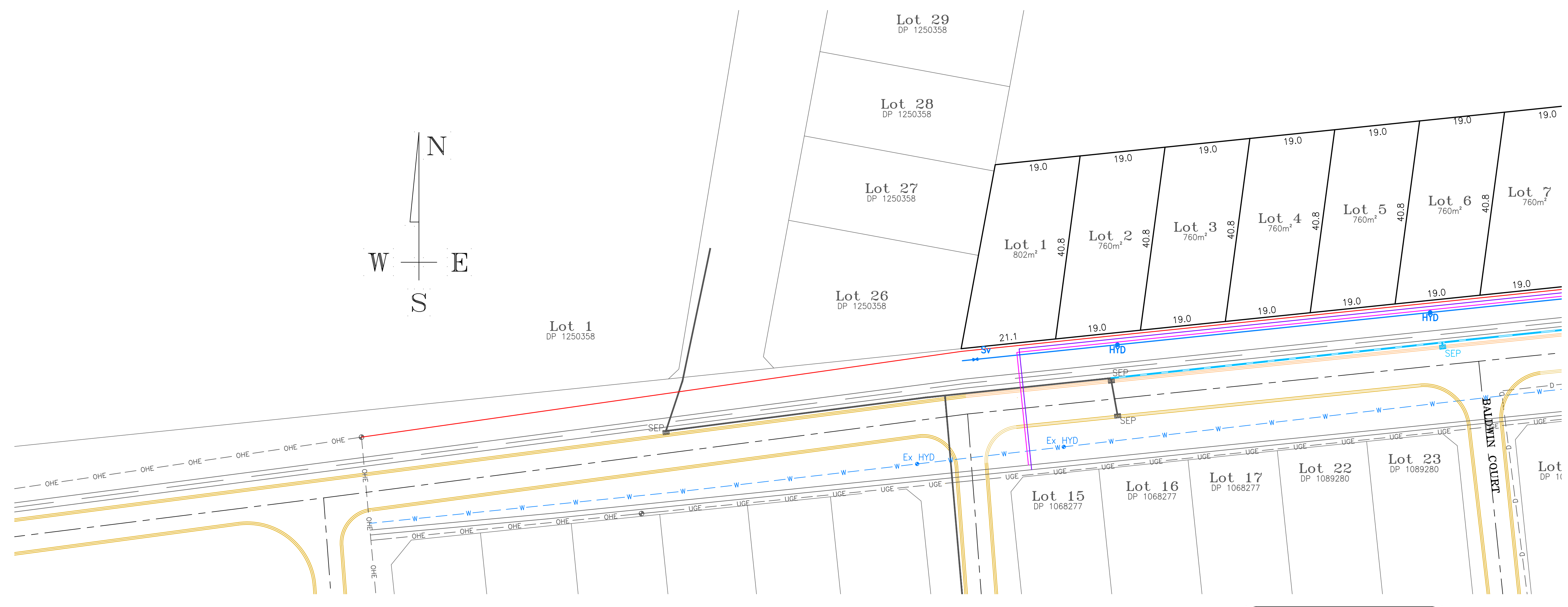
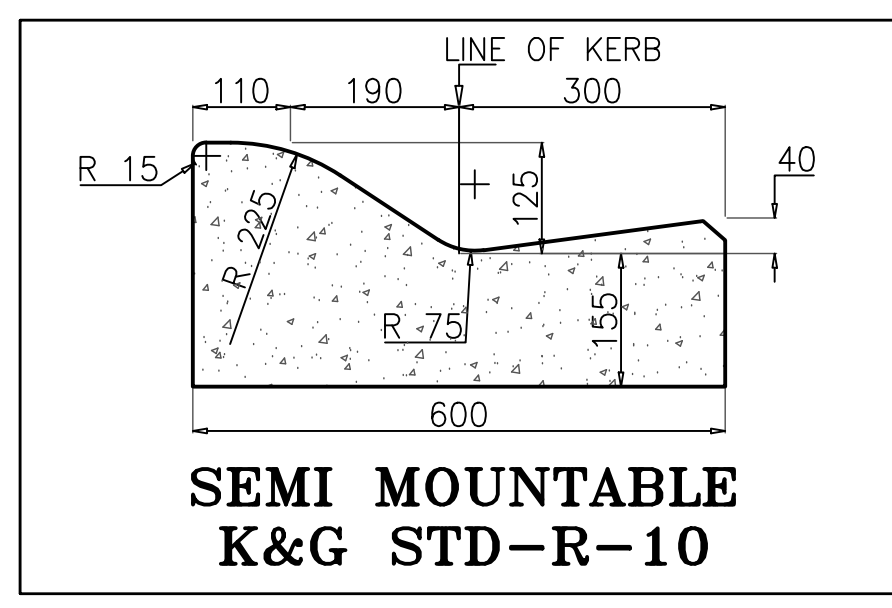
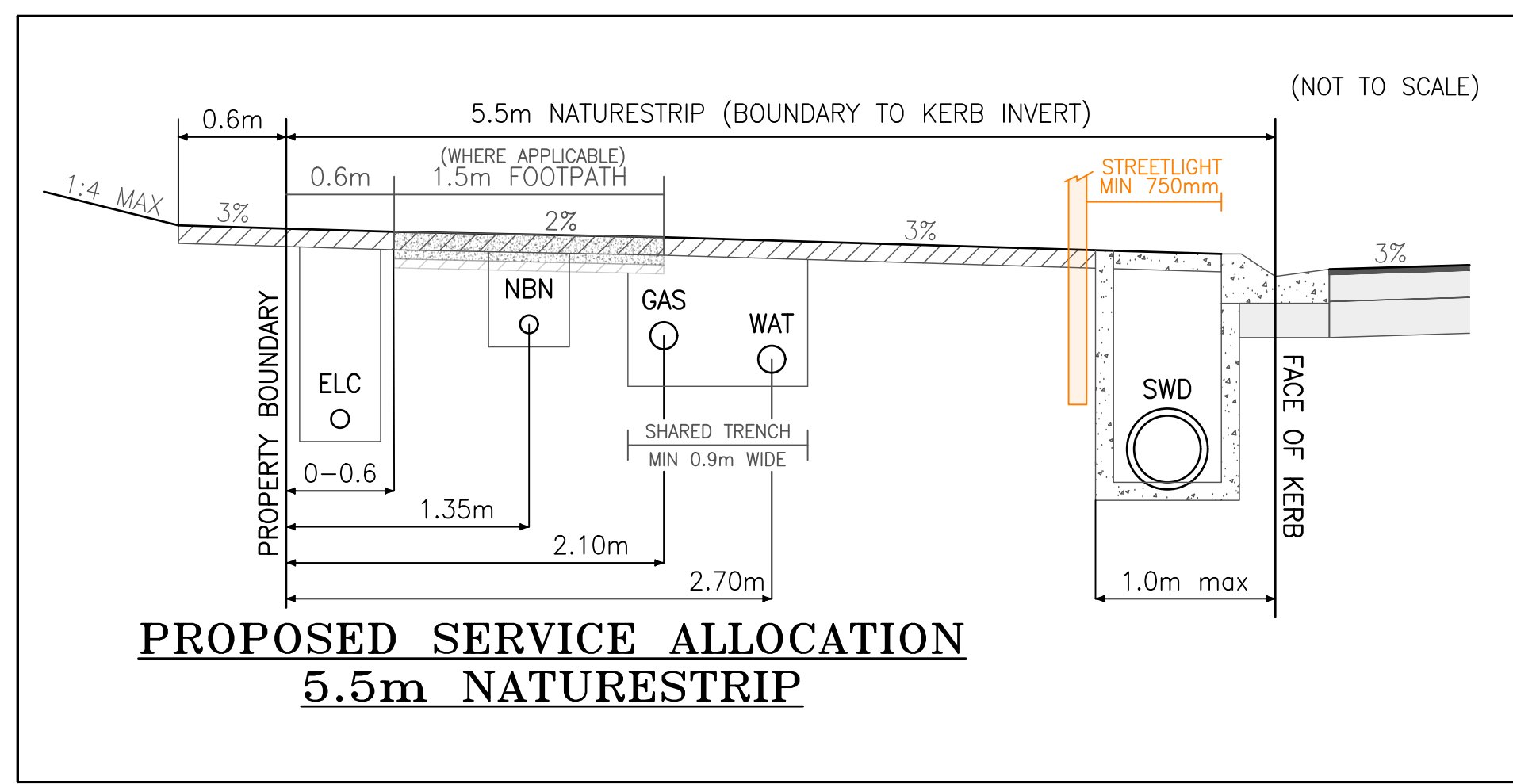
- EXISTING DRAINAGE
- EXISTING TABLE DRAIN
- EXISTING WATER

**PROPOSED SERVICES**

- PROPOSED DRAINAGE
- PROPOSED WATER
- PROPOSED GAS
- PROPOSED TELSTRA
- PROPOSED POWER
- PROPOSED CROSSOVER

**FUTURE SERVICES**

- FUTURE DRAINAGE
- FUTURE SEWER
- FUTURE WATER
- FUTURE GAS
- FUTURE POWER





# BRUTON STREET CULLEN P & J STAGE 3 TOCUMWAL

ENGINEERING LAYOUT 2



SURVEYORS CIVIL ENGINEERS  
DEVELOPMENT CONSULTANTS

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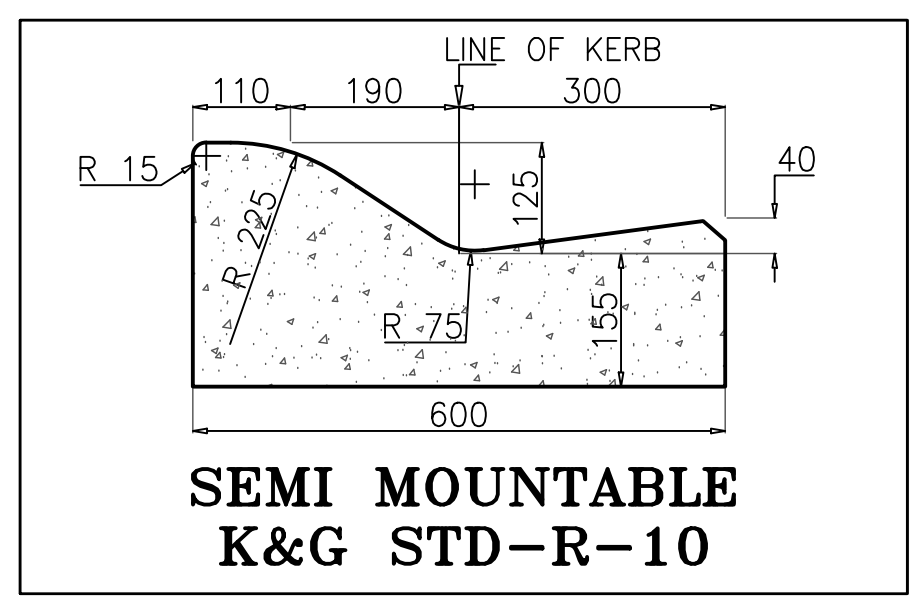
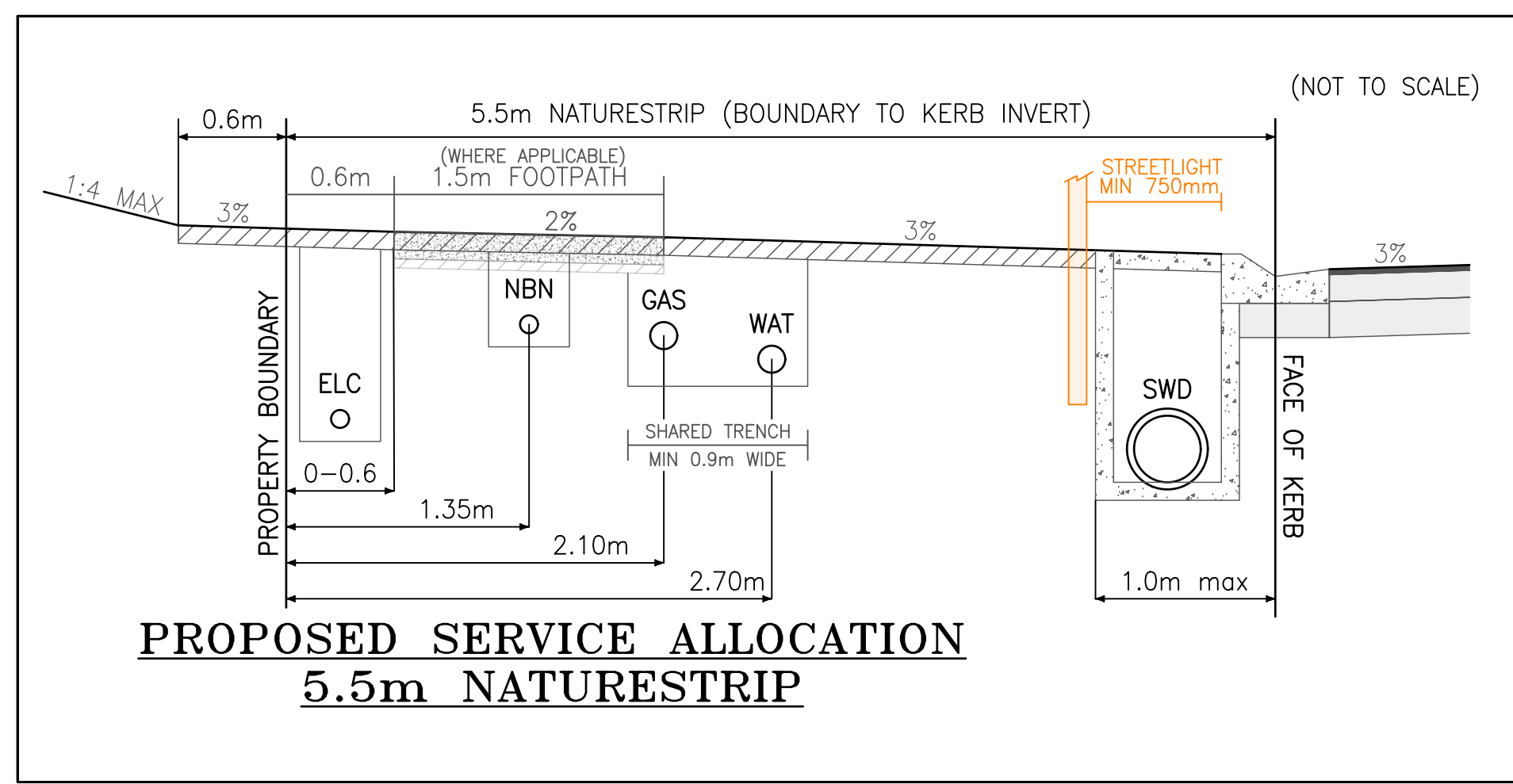


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SHEET 2	OF 5	A1



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- EXISTING DRAINAGE
- EXISTING TABLE DRAIN
- EXISTING WATER

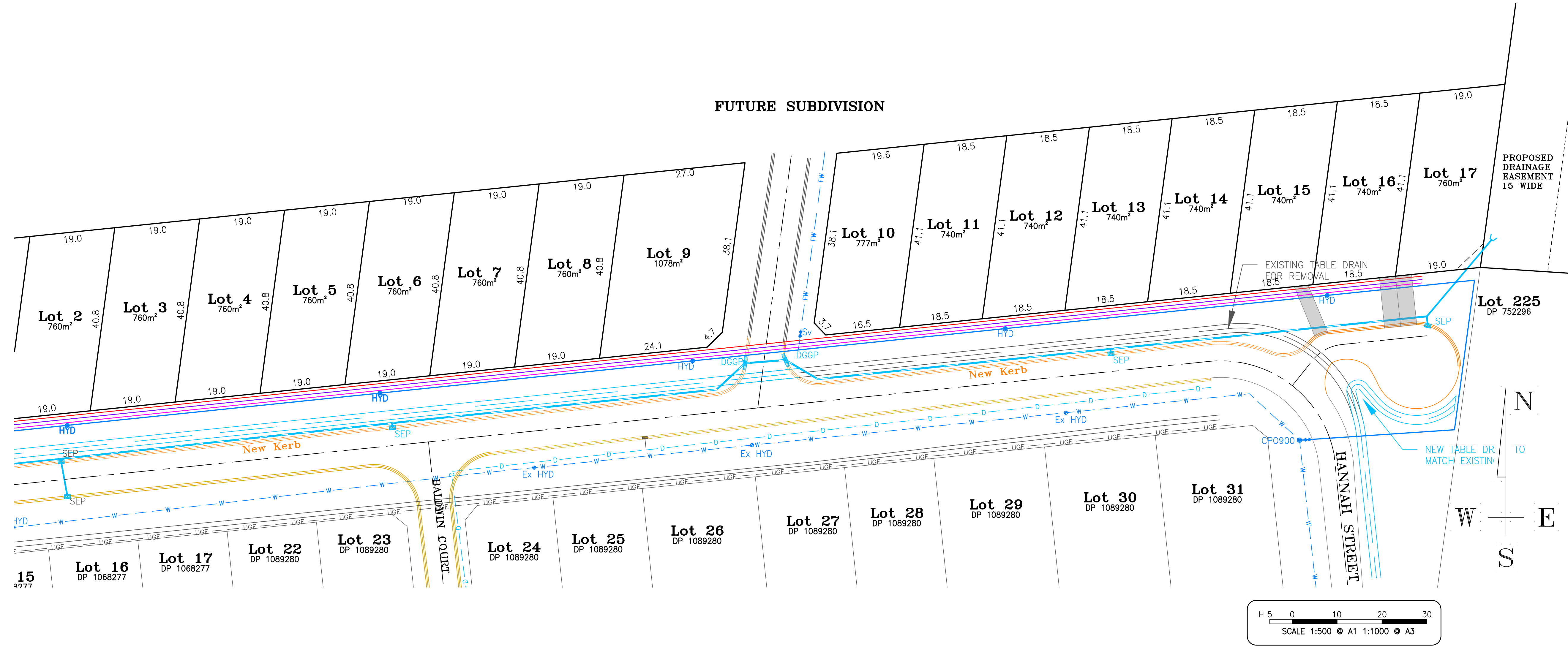
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- PROPOSED DRAINAGE
- PROPOSED WATER
- PROPOSED GAS
- PROPOSED TELSTRA
- PROPOSED POWER
- PROPOSED CROSSOVER

**FUTURE SERVICES**

- FUTURE DRAINAGE
- FUTURE SEWER
- FUTURE WATER
- FUTURE GAS
- FUTURE POWER

### FUTURE SUBDIVISION





**BRUTON STREET  
CULLEN P & J  
STAGE 3  
TOCUMWAL**  
ENGINEERING KERB  
DETAIL



**SURVEYORS CIVIL ENGINEERS  
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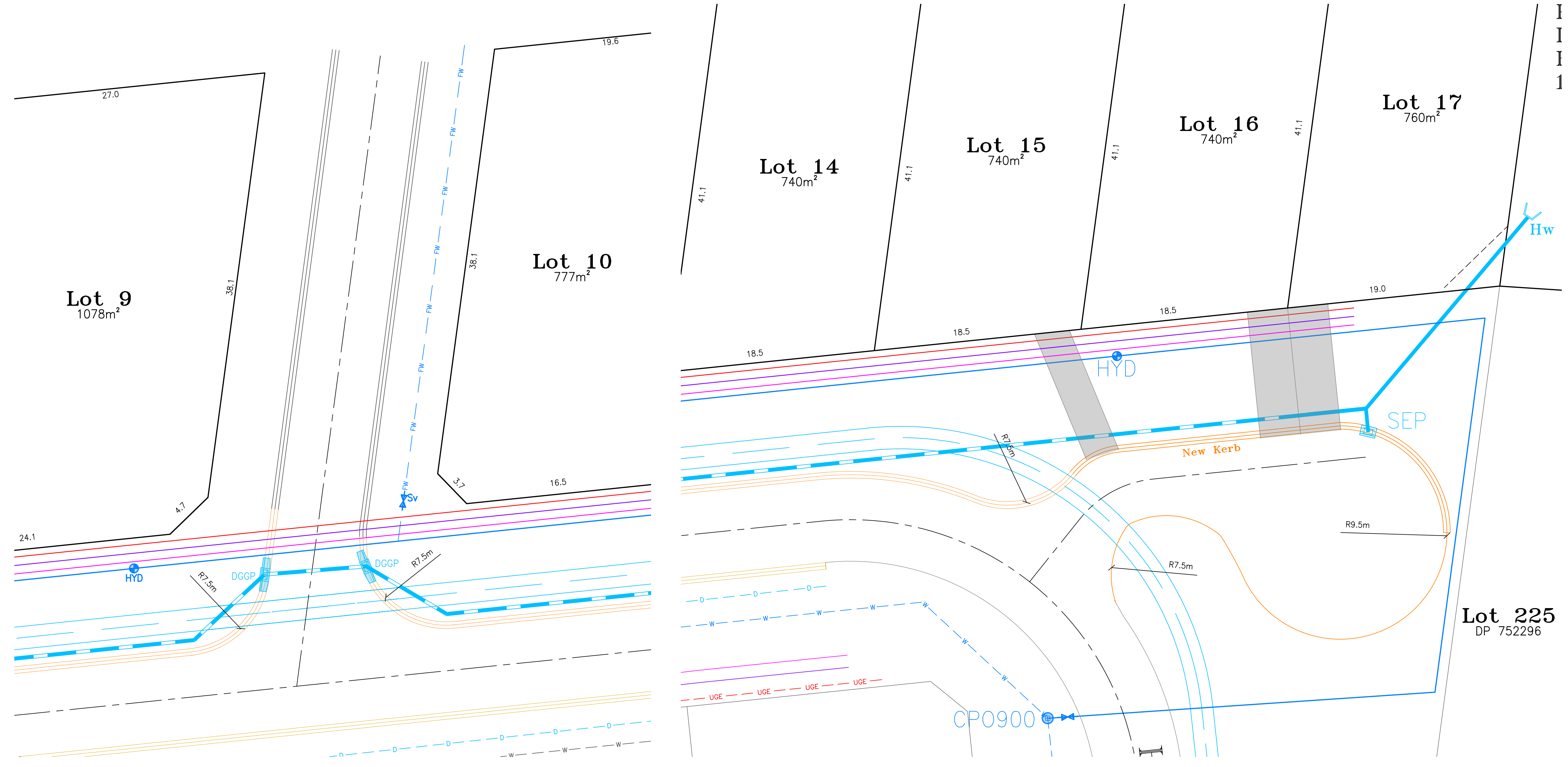
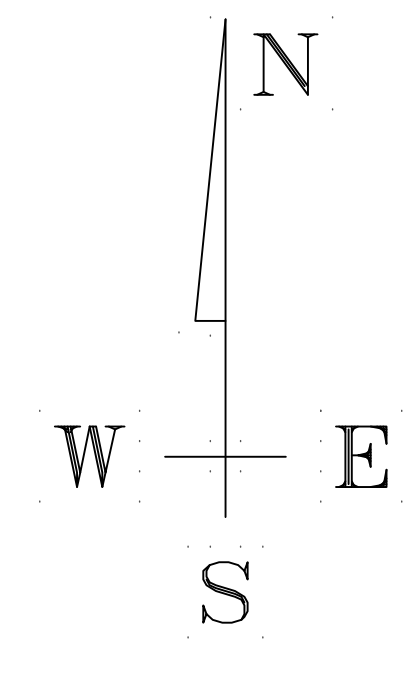
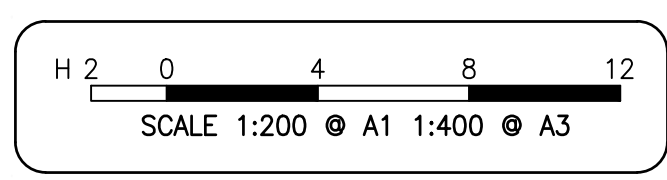
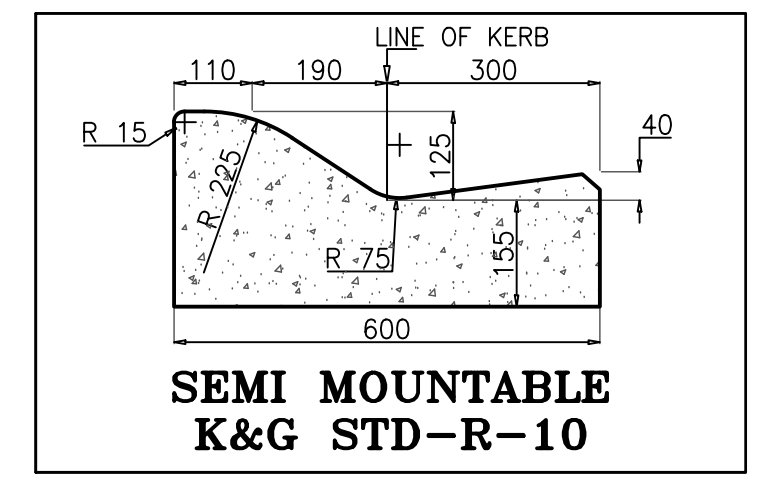
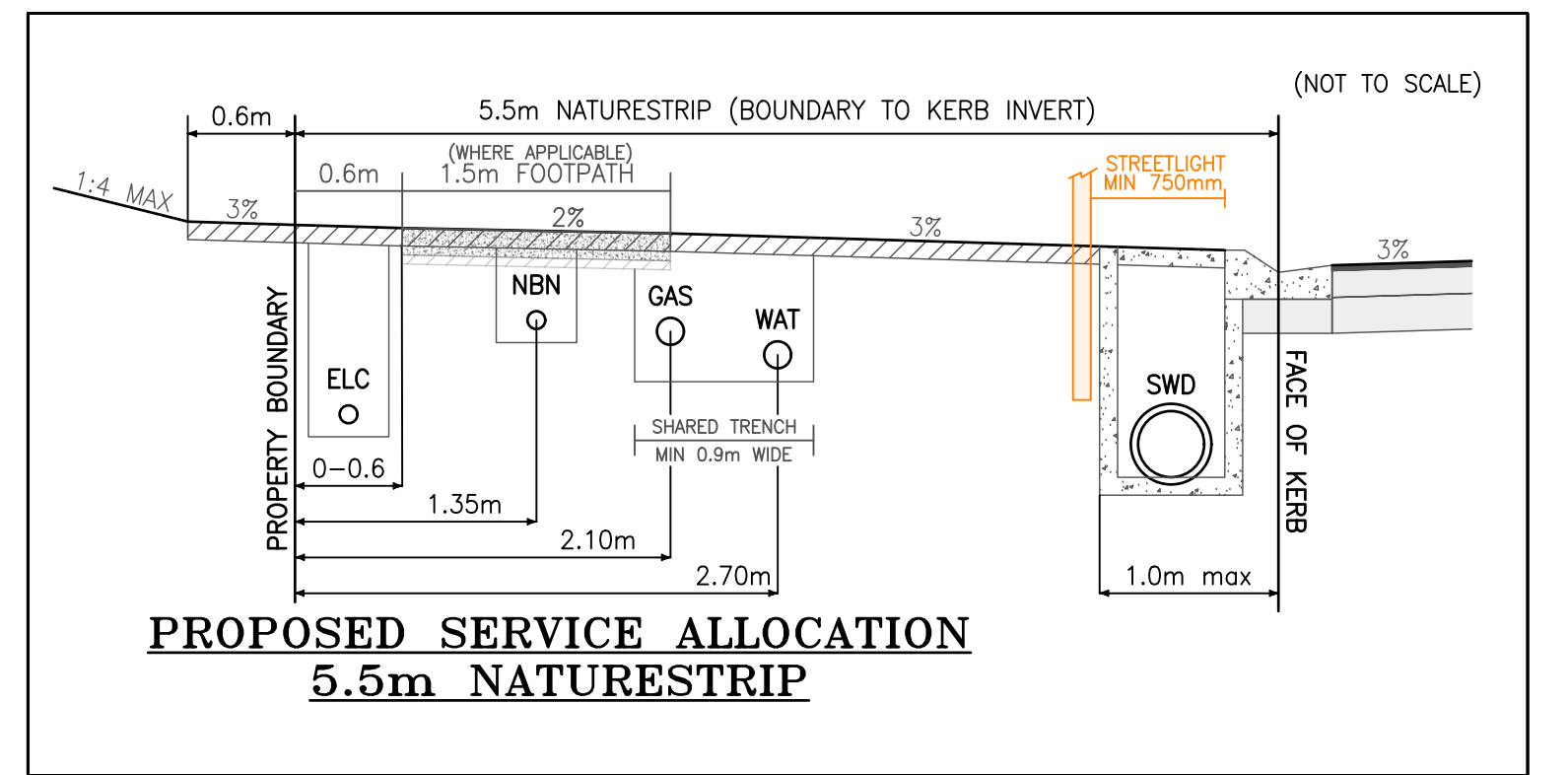
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- PROPOSED DRAINAGE
- PROPOSED WATER
- PROPOSED GAS
- PROPOSED TELSTRA
- PROPOSED POWER
- PROPOSED CROSSOVER

**FUTURE SERVICES**

- FUTURE DRAINAGE
- FUTURE SEWER
- FUTURE WATER (FW)
- FUTURE GAS (FG)
- FUTURE POWER (FE)





# BRUTON STREET CULLEN P & J STAGE 3 TOCUMWAL

ENGINEERING TURNING  
MANEUVER



SURVEYORS CIVIL ENGINEERS  
DEVELOPMENT CONSULTANTS

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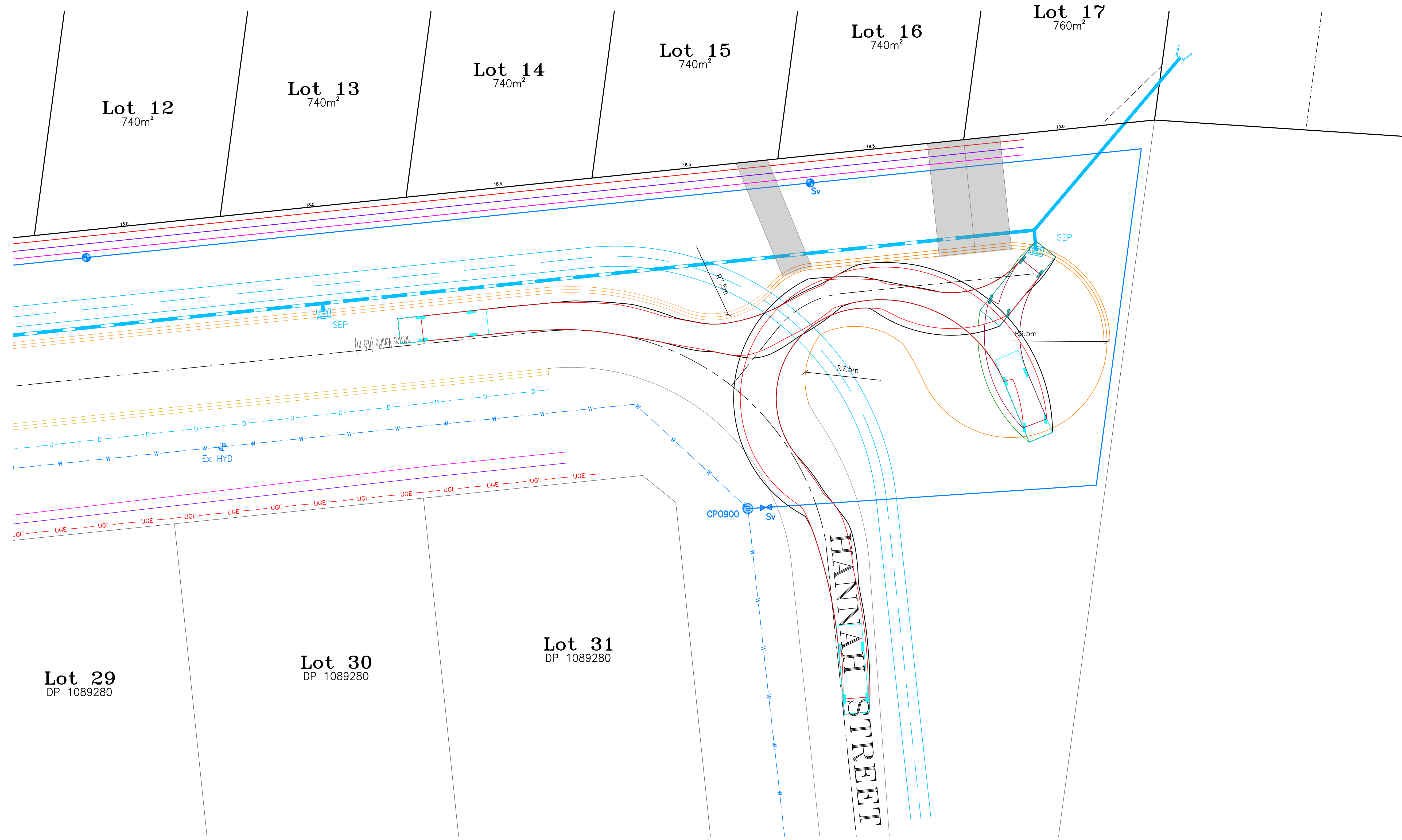
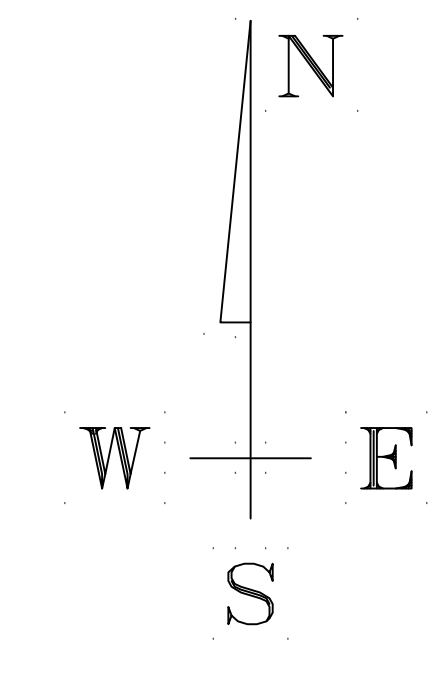
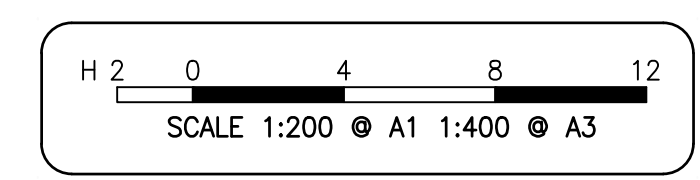
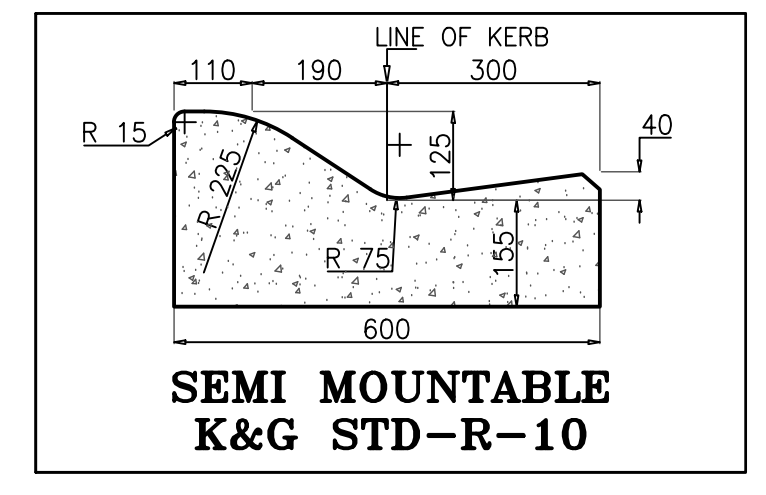
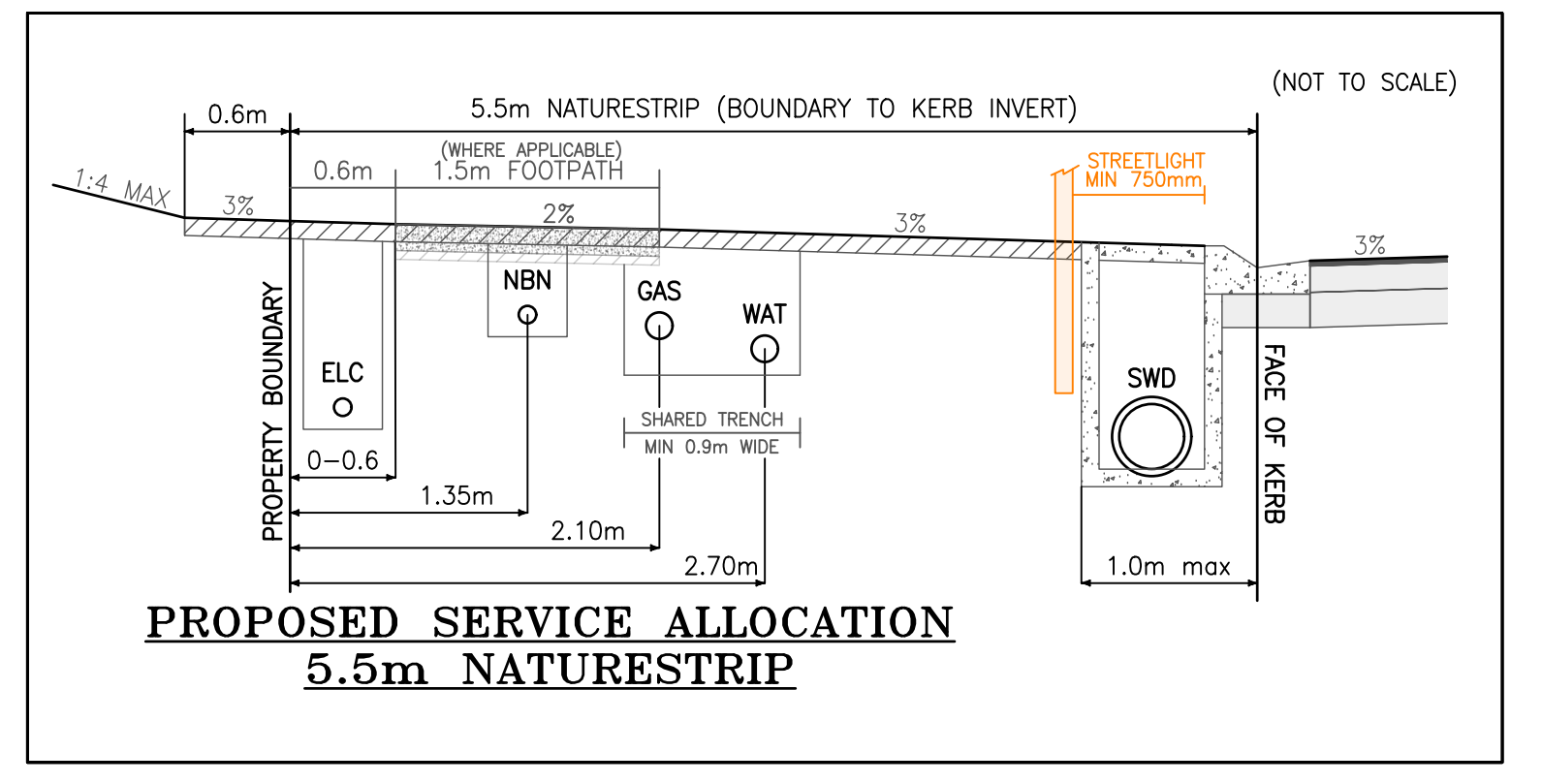
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- FUTURE GAS (FG)
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# BRUTON STREET CULLEN P & J STAGE 3 TOCUMWAL

## DRAINAGE LAYOUT



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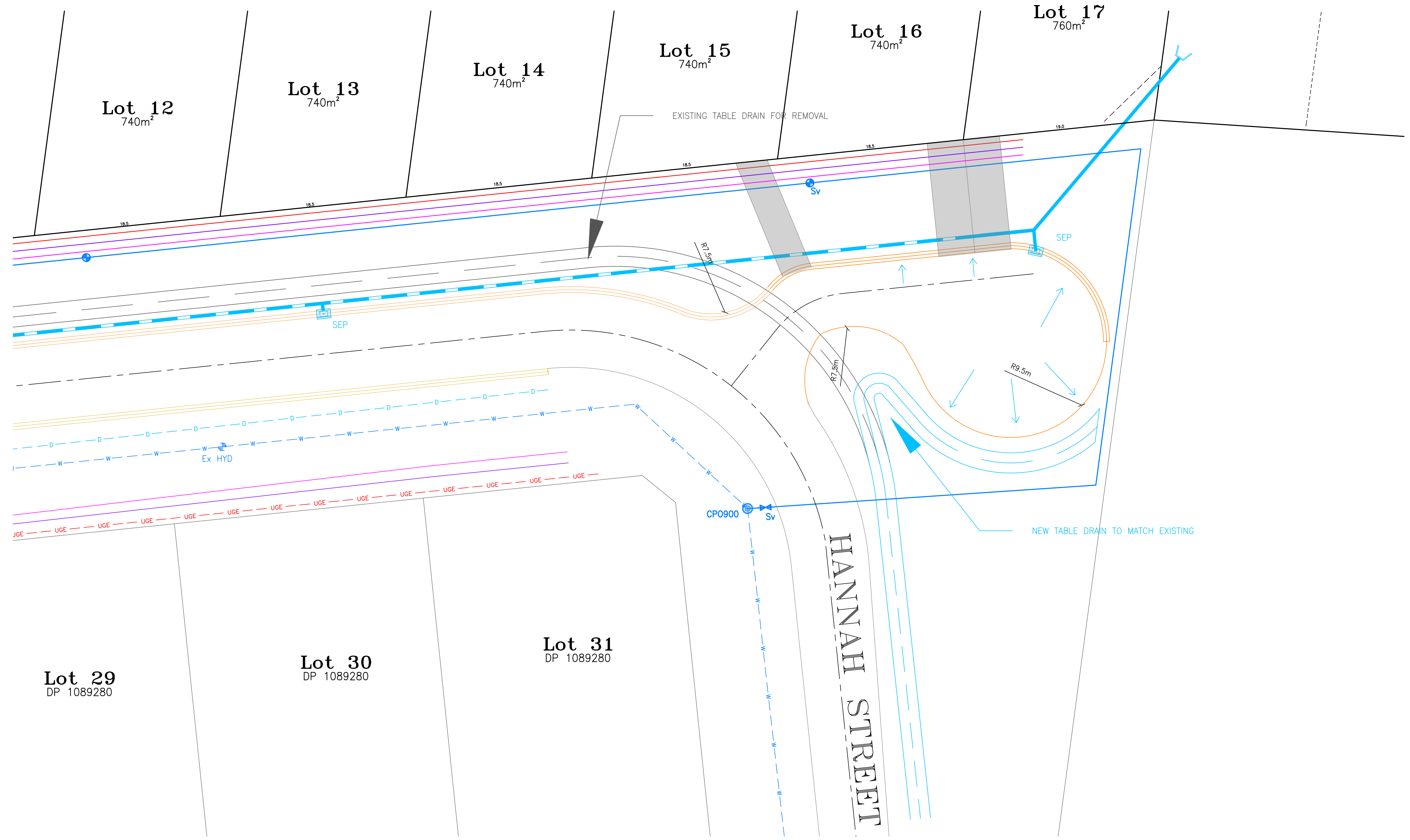
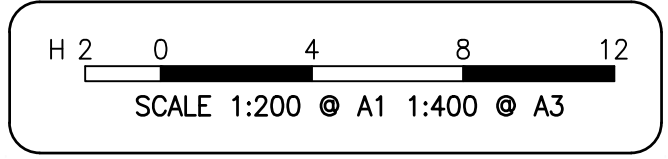
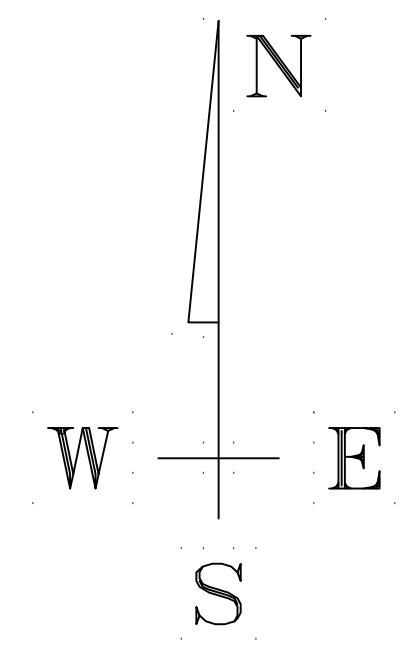
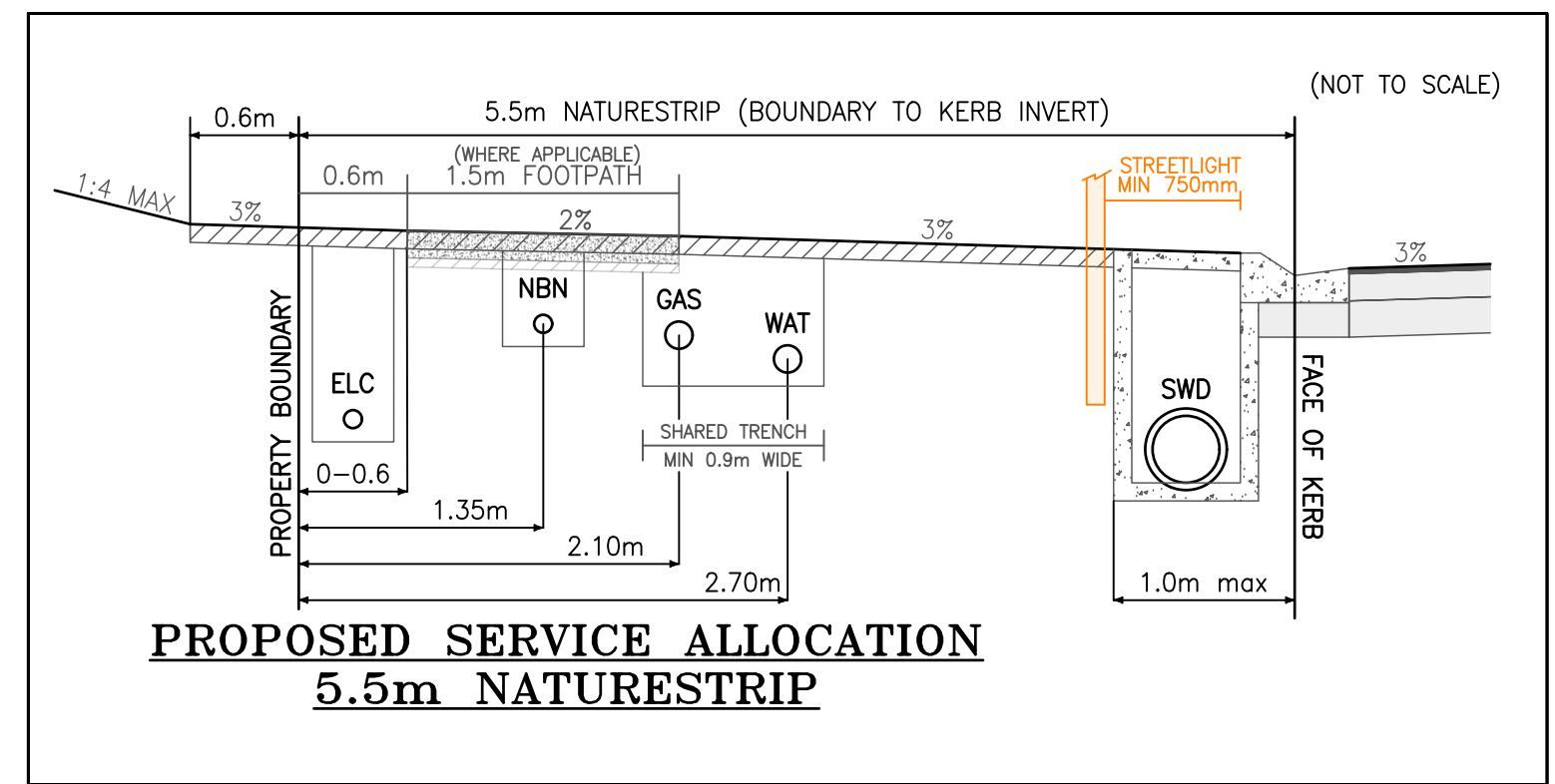
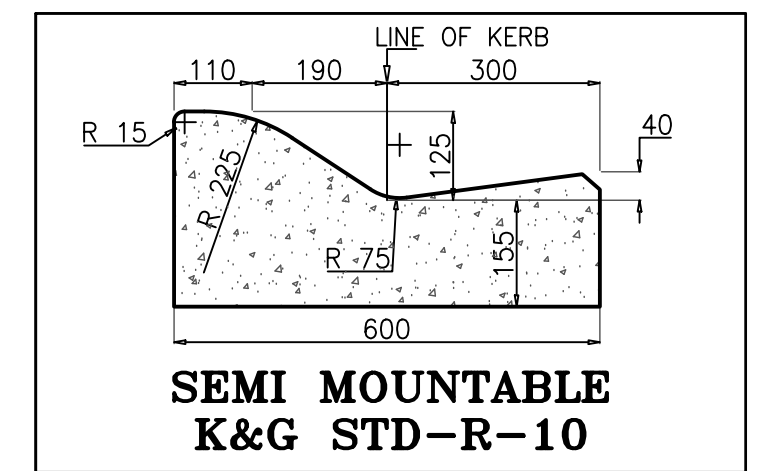
ESLER CHECKED:

AUTHORITY APPROVED:

DATUM: A.H.D	DRAWN: E.LEGG	DATE: JULY-2021
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PROJECT No: 00017468 REV: A

SHEET 5 OF 5 | A1



OUR REF: 17468 – Clause 4.6 Covering Ltr  
YOUR REF: 162/21/DA/D9

[ian.bignell@eslers.com.au](mailto:ian.bignell@eslers.com.au)

25 June 2021

Attn: Mr Matt Miller  
Town Planner  
Berrigan Shire Council  
PO Box 137  
BERRIGAN NSW 2712

**Re: Application to Vary a Development Standard  
Clause 4.6, Appendix 3  
Proposed 17 Lot Subdivision, Stage 3b  
Lot 4, DP802330  
Bruton Street, Tocumwal**

We enclose herewith, for Council consideration, against the NSW Planning and Infrastructure *Application to Vary a Development Standard* in respect of Clause 4.6, Appendix 3, as against the subject land referenced within Development Application No. 162/21/DA/D9. Reference is also made to Council's email sent by Matt Yeomans to my attention on 4 June 2021.

Specifically, this Application proposes to reclassify lot sizing of land affected by an overlay that applies as a minimum lot size of 5,000m<sup>2</sup>, regardless of current zoning status being RU5 Village. While this current lot sizing on the affected land may well be technically correct, there is no alignment to immediately adjoining land along Tesser Drive, nor residential land allotments directly opposite and also accessible directly from Bruton Street, which have a lot size ranging from 600m<sup>2</sup> and above, as opposed to that of 5,000m<sup>2</sup>.

The intended outcome of this Application is principally to provide additional land that is sized and suitable for future residential growth, in an area that affords significant increased housing demand within RU5 Village zoning classification. Our proposal to remove the minimum lot size 5,000m<sup>2</sup> overlay, allows for flexibility to meet the growth needs of the Tocumwal township, and provides for increased financial opportunity and further development input that is conducive to the local needs of current citizens, and newly anticipated resident arrivals.

Other issues raised by Council within their email of 4 June 2021, are more aligned to matters of Master Planning over lots that have differing zoning conditions applied. Whilst planning considerations that are in accord with Council's legislative and followed requirements is acknowledged, as concerns these other neighbouring lands, this Application is specific only to Development Application No. 162/21/DA/D9, with it recognised that any other future and further development within other zones is a matter for staged and in-depth evaluation, which is not of concern to the particular issue now highlighted of 5,000m<sup>2</sup> minimum lot size overlays across land already assessed as being RU5 Village.

Council's assistance with re-evaluating their stance in support of this Application to Vary a Development Standard, as relates to Clause 4.6, Appendix 3 and highlighted above, is now formally sought. To this end, revised Design Layout Plans are included, with these updated plans submitted in place of those submitted against Development Application 162/21/DA/D9.

Should you have any questions or require further information regarding the above, please contact Ian Bignell, phone (02) 6058 0100.

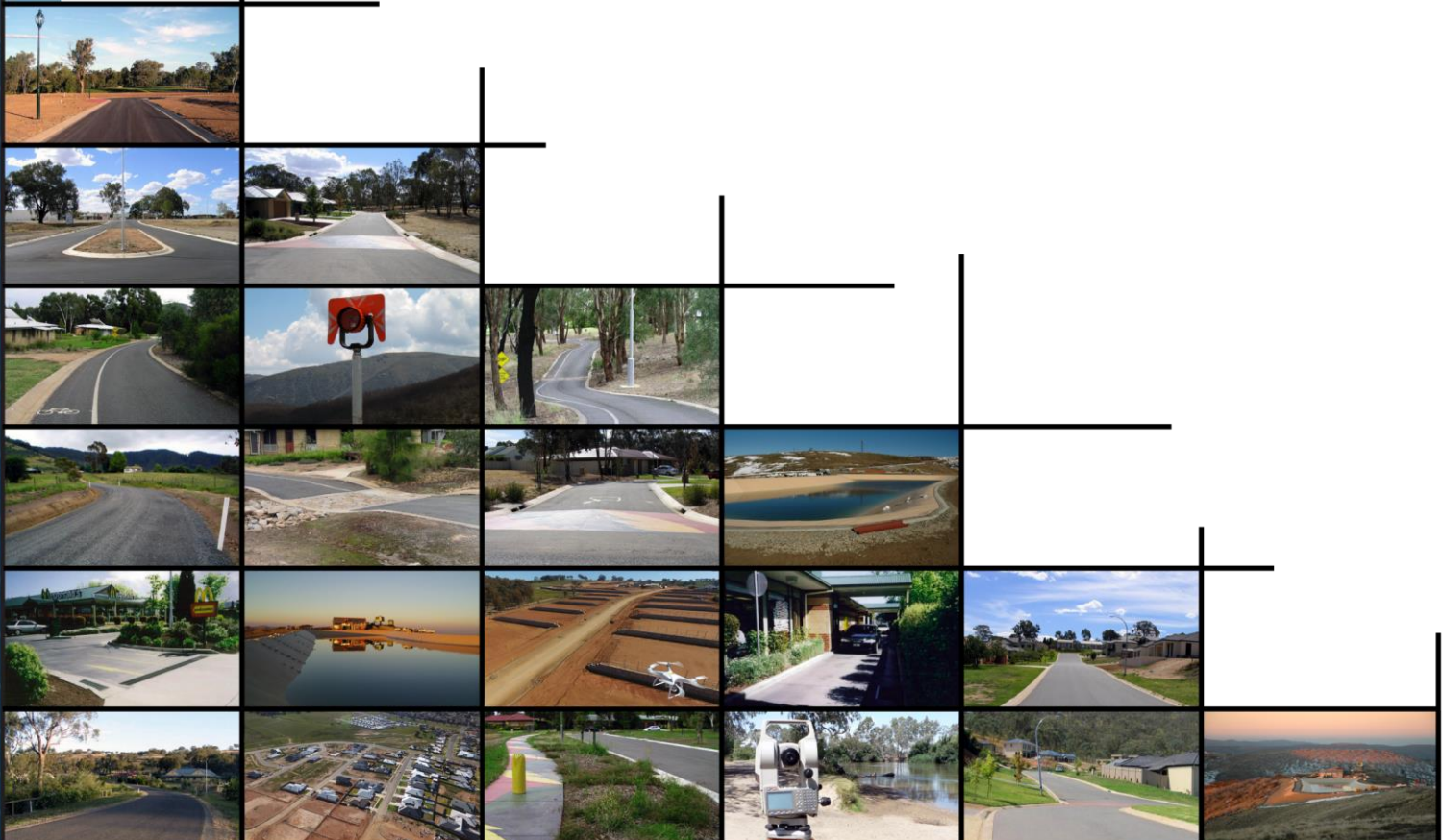
Yours faithfully  
**ESLERS LAND CONSULTING**

**Per: Ian Bignell**  
Albury Office



**Mr Peter and Mrs Jennie Cullen  
Zone RU5 Village  
Proposed 17 Lot Subdivision  
Bruton Street, Tocumwal, NSW, 2714  
Clause 4.6 Appendix 3  
Application Form to Vary a Development Standard**

Reference: 17468



## Table of Contents

INTRODUCTION .....	1
THE SITE .....	1
THE PROPOSED SUBDIVISION .....	2
COMPLIANCE .....	2
APPLICATION TO VARY A DEVELOPMENT STANDARD .....	4
Clause 4.6 of the Standard Instrument Local Environment Plan .....	4
Written application providing grounds for variation to development standards .....	4
1. What is the name of the environmental planning instrument that applies to the land? .....	4
2. What is the zoning of the land? .....	4
3. What are the objectives of the zone? .....	4
4. What is the development standard being varied? e.g. FSR, height, lot size? .....	4
5. Under what clause is the development standard listed in the environmental planning instrument? .....	4
6. What are the objectives of the development standard? .....	4
7. What is the numeric value of the development standard in the environmental planning instrument? .....	4
8. What is proposed numeric value of the development standard in your development application? .....	4
9. What is the percentage variation (between your proposal and the environmental planning instrument)? .....	4
10. How is strict compliance with the development standard unreasonable or unnecessary in this particular case? .....	5
11. How would strict compliance hinder the attainment of the objectives specified in Section 5(a)(i) and (ii) of the Act? .....	5
12. Is the development standard a performance-based control? Give details .....	5
<b>Additional matters to address</b> .....	5
13. Would strict compliance with the standard, in your particular case, would be unreasonable or unnecessary? Why? .....	5
14. Are there sufficient environmental planning grounds to justify contravening the development standard? Give details .....	5

## INTRODUCTION

Eslers Land Consulting has been engaged on behalf of our clients, Mr Peter and Mrs Jennie Cullen, to prepare a Development Application to Berrigan Shire Council seeking approval for the subdivision of 17 lots to be completed in one stage.

The subject land is contained within the Village (RU5) Zone, with the proposed subdivision considered consistent with the Council's Planning Scheme and therefore, the immediate surroundings.

This application form is included as a supplement to the development application and address the proposed lot sizes that vary from the lot size overlay map as presented in the Berrigan Council Local Environmental Plan (LEP) 2013.

## THE SITE

The site is located in part of Lot 4 in DP802330, within the Parish of Tocomwal, County of Denison. A subdivision plan that creates proposed Lots 8 and 9 is presently with Council and awaiting release of the Subdivision Certificate. The total area of proposed Lots 8 and 9 is 1.319 hectares. This portion of land is vacant and runs parallel to Hannah Street to the East, with planned access via Bruton Street to the South. The land is held in the names of Peter Julian Cullen and Jennie Claire Cullen as Joint Tenants in Folio Identifier 4/802330.



Image 1 – Current View of Proposed Lots 8 and 9 Prior to Subdivision



## THE PROPOSED SUBDIVISION

It is proposed to complete this subdivision on a specific portion of land only that resides within future Lots 8 and 9, as depicted below in *Image 2 – Proposed 17 Lot Subdivision*.



*Image 2 – Proposed 17 Lot Subdivision*

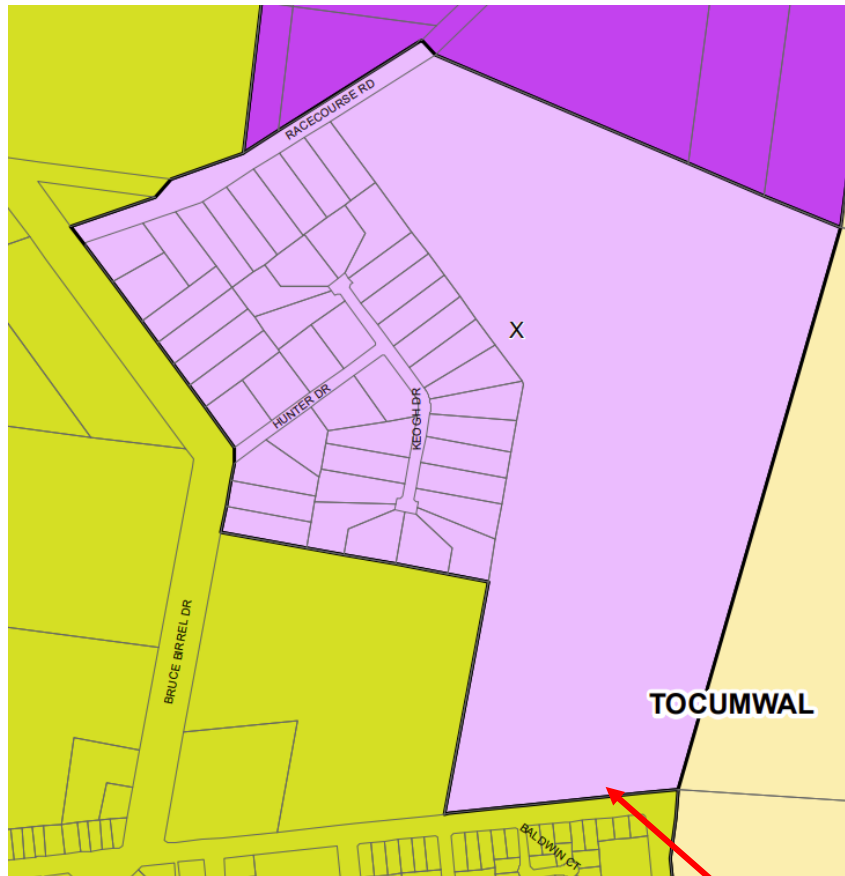
## COMPLIANCE

The subject land is located within Council's Village (RU5) Zone and Development Contributions Plan (DCP). Surrounding the site are RU5 and R5 zoned allotments of varying sizes.

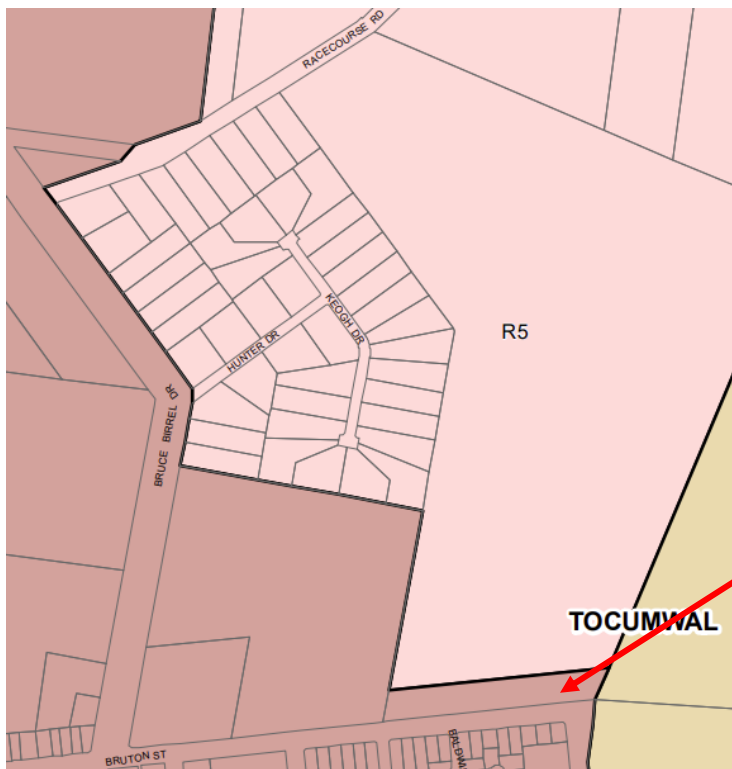
### **Berrigan Shire Council Local Environmental Plan 2013**

The development varies from the Berrigan Shire Council's Local Environmental Plan (LEP) 2013. Under this LEP the minimum lot size land for the proposed 17 lots is 5,000m<sup>2</sup>, as depicted within Berrigan Shire's Lot Size Map – [Sheet LSZ\\_004A](#)). The lot sizes proposed within this development range from 740m<sup>2</sup> to 1,078m<sup>2</sup> and therefore vary from the LEP.

It is proposed to apply via Clause 4.6 of the Standard Instrument Local Environmental Plan for a variation approval for the minimum lot size to be 600m<sup>2</sup> and consistent with the Village (RU5) Zone for the majority of the Tocumwal township.



Extract from Berrigan Shire Council's LEP 2013 Zoning [Lot Size Map Sheet LSZ\\_004A](#)



**Berrigan Local  
 Environmental  
 Plan 2013**

Land Zoning Map - Sheet LZN\_004A

**Zone**

- E1 National Parks and Nature Reserves
- E3 Environmental Management
- IN1 General Industrial
- R5 Large Lot Residential
- RE2 Private Recreation
- RU1 Primary Production
- RU5 Village
- SP2 Infrastructure
- W2 Recreational Waterways

Extract from Berrigan Shire Council's LEP 2013 [Zoning Map Sheet LZN\\_004A](#)

<b>APPLICATION TO VARY A DEVELOPMENT STANDARD</b>
<b>Clause 4.6 of the Standard Instrument Local Environment Plan</b>
Written application providing grounds for variation to development standards
To be submitted together with the development application (refer to EP&A Regulation 2000, Schedule 1 Forms)
<b>1. What is the name of the environmental planning instrument that applies to the land?</b>
The Berrigan Shire Local Environmental Plan (LEP) 2013
<b>2. What is the zoning of the land?</b>
Village (RU5)
<b>3. What are the objectives of the zone?</b>
<ul style="list-style-type: none"> <li>To provide for a range of land uses, services and facilities that are associated with a rural village.</li> <li>To enhance and maintain the unique village character of Berrigan, Barooga, Finley and Tocumwal.</li> <li>To ensure there are opportunities for economic development.</li> <li>To encourage development that relates to tourists and visitors.</li> </ul> <p>The development application proposed 17 residential lots varying in size from 740m<sup>2</sup> to 1078m<sup>2</sup>. The purpose of the lots is for typically residential houses that are permitted with consent in the RU5 zone.</p>
<b>4. What is the development standard being varied? e.g. FSR, height, lot size?</b>
The development standard being varied is the lot size, although the proposed subdivision is fully contained within the RU5 zone, with the minimum lot size map overlay classifying the land as being a minimum of 5,000m <sup>2</sup> . (See image above). Typically, RU5 zones are overlaid with a minimum lot size of 600m <sup>2</sup> , which better achieves the objectives of the zone.
<b>5. Under what clause is the development standard listed in the environmental planning instrument?</b>
<p>Part 2 Permitted or prohibited development clauses 2.1 to 2.3 and Land Use Table.</p> <p>Part 4 Principal development standards clause 4.1 Minimum subdivision lot size.</p> <p>Part 4 4.1(2) This clause applies to a subdivision of any land shown on the Lot Size Map that requires development consent and that is carried out after the commencement of this Plan.</p>
<b>6. What are the objectives of the development standard?</b>
<ul style="list-style-type: none"> <li>(a) to protect the productive capacity of agricultural land by preventing unnecessary fragmentation,</li> <li>(b) to ensure that lot sizes do not undermine the land's capacity to support rural development,</li> <li>(c) to ensure that subdivision does not impact on the natural and environmental values of the area,</li> <li>(d) to provide for a range of lot sizes appropriate for the services available to the area,</li> <li>(e) to ensure that new subdivisions reflect existing lot sizes and patterns in the surrounding locality</li> </ul>
<b>7. What is the numeric value of the development standard in the environmental planning instrument?</b>
The Lot Size Map identifies this development as being within the minimum lot size of 5,000m <sup>2</sup> .
<b>8. What is proposed numeric value of the development standard in your development application?</b>
It is proposed a minimum lot size of 600m <sup>2</sup> is applied to the subdivision, which is consistent with other RU5 zone land within the Tocumwal township. (The actual minimum size lot will be 740m <sup>2</sup> .)
<b>9. What is the percentage variation (between your proposal and the environmental planning instrument)?</b>
The proposed minimum lot size is 12% of the existing minimum lot size and a variation of 88% from the LEP.



## APPLICATION TO VARY A DEVELOPMENT STANDARD

10. How is strict compliance with the development standard unreasonable or unnecessary in this particular case?

Strict compliance with the standard is unnecessary in this instance because all other RU5 zone land within the Tocumwal township has a minimum lot size of 600m<sup>2</sup>, the development on the opposite side of Bruton Street is consistent with the minimum lot size of 600m<sup>2</sup> and the variation from the standard will allow this proposed development to be consistent with developments in the Tocumwal township.

11. How would strict compliance hinder the attainment of the objectives specified in Section 5(a)(i) and (ii) of the Act?

Strict compliance with the minimum lot size of 5000m<sup>2</sup> would hinder the objectives of the development standard, as mentioned in note 6 above, and also Section 5(a)(i) in that the land has been identified residential development and zoned RU5 accordingly. Similarly strict compliance would hinder Section 5(a)(ii) in that the proposed orderly development of RU5 zoned land cannot be achieved.

**Note:** If more than one development standard is varied, an application will be needed for each variation (e.g. FSR and height).

12. Is the development standard a performance-based control? Give details.

The development standard is a numeric control (specification for minimum lot size) and not a performance-based control.

### Additional matters to address

*As outlined in "Varying Development Standards: A Guide" there are other additional matters that applicants should address when applying to vary a development standard.*

13. Would strict compliance with the standard, in your particular case, would be unreasonable or unnecessary? Why?

It is unnecessary to comply with the standard in this particular case, because the proposed development complies with other RU5 requirements and is complement to other subdivisions within the Tocumwal township.

14. Are there sufficient environmental planning grounds to justify contravening the development standard? Give details.

All environmental issues have been addressed in the previously lodged development application for the proposed 17 lot subdivision.

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

### **1. Approved Plans**

Development must be carried out in accordance with the following approved plans and supporting documentation (stamped by Council), except where the conditions of this consent expressly require otherwise.

Description	Sheet	Revision	Date
Engineering Layout 1	1	A	July 2021
Engineering Layout 2	2	A	July 2021
Engineering Kerb Detail	3	A	July 2021
Engineering Turning Manoeuvre	4	A	July 2021
Drainage Layout	5	A	July 2021

In the event of any inconsistency between the approved plans and the supporting documentation, the approved plans prevail. In the event of any inconsistency between the approved plans and a condition of this consent, the condition prevails.

**Note:** an inconsistency occurs between an approved plan and supporting documentation or between an approved plan and a condition when it is not possible to comply with both at the relevant time.

### **2. Construction Certificate**

No work is to commence until the person granted development consent has had the detailed plans and specifications endorsed by the Council or other accredited certifier and has received a “Construction Certificate” [Section 81A EP&A Act 1979].

### **3. Uncovering relics or Aboriginal objects**

While demolition or building work is being carried out, all such works must cease immediately if a relic or Aboriginal object is unexpectedly discovered. The applicant must notify the Heritage Council of NSW in respect of a relic and notify the Secretary of the Department of Planning, Industry and Environment and the Heritage Council of NSW in respect of an Aboriginal object. Building work may recommence at a time confirmed by either the Heritage Council of NSW or the Secretary of the Department of Planning, Industry and Environment.

In this condition:

“relic” means any deposit, artefact, object or material evidence that:

- relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and
- is of State or local heritage significance; and

“Aboriginal object” means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction and includes Aboriginal remains.

### **4. Subdivision Certificate Preliminary Review**

Prior to the submission of a Subdivision Certificate application a draft copy of the final plan, administration sheet and Section 88B instrument (where included) must be submitted in order to establish that all conditions have been complied with. Street addresses for the lots within this subdivision will be allocated as part of this preliminary check process, for inclusion on the administration sheet.

### **5. Kerb and Gutter**

Kerb and gutter as well as road shoulder sealing from the existing pavement to the kerb must be provided for the full length of the Bruton Street frontage of proposed Lots 1 - 17 at no cost to Council in accordance with Councils Subdivision Code. These works must be completed prior to the issue of a Subdivision Certificate.

### **6. Kerb and Gutter**

Concrete kerb and gutter must be provided in Bruton Street adjacent to the subdivision as per Council policy and prior to the issue of a Subdivision Certificate.

### **7. Road Seal**

Bruton Street and proposed unnamed Road must be constructed to a sealed standard 4 metres wide adjacent to the subdivision prior to the issue of a Subdivision Certificate. The works must conform with the standards and specifications imposed by Councils Director of Technical Services.

### **8. Financial Contribution Public Open Space**

A financial Contribution of \$10,560 must be submitted to Council for the embellishment of existing and future open space areas as required by Councils Development Contributions Plan under the provisions of Section 94 of the Environmental Planning and Assessment Act 1979 prior to the issue of a Subdivision Certificate.

### **9. Easements**

Easements must be created over interlot utility services where necessary and shown on the formal plan of subdivision following survey of the land.

### **10. Telephone and Electricity Connections**

Evidence from the appropriate providers must be submitted to Council that proposed Lots 1-17 are able to be connected to telephone and power services prior to the issue of a Subdivision Certificate.

### **11. Telephone and Electricity Connections**

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

Separate telephone and electricity services must be connected to each allotment prior to the issue of a Subdivision Certificate.

### **12. Driveway**

A sealed, paved or concrete access driveway must be installed from the back of the kerb to the property boundary at each proposed vehicular crossing prior to the issue of a Final Occupation Certificate. This is to ensure safe vehicular movement on the site, prevent nuisance or uneven surface hazards in the public place and to enhance the development.

### **13. Filling**

Filling of a site and alteration of surface levels is an activity which requires prior development consent from Council. Soil excavation for installation of the swimming pool shall be removed from the site to an approved location, so as to prevent future drainage, stability or privacy issues

### **14. Site Survey**

Prior to commencement of construction, the applicant must engage a registered land surveyor to identify the exact location of all property boundaries. The applicant, being the person benefiting from this consent, is responsible for ensuring that no part of any structure encroaches over property boundaries or causes nuisance to adjoining properties. An identification survey certificate will be required to be provided to Council by a Surveyor prior to issue of a Final Occupation Certificate.

### **15. Financial Contribution Stormwater**

A financial contribution of \$197,824 must be submitted to Council for the provision of stormwater infrastructure as required by Councils Development Contributions Plan under the provisions of Section 94 of the Environmental Planning and Assessment Act 1979 prior to the issue of a Subdivision Certificate.

### **16. Financial Contribution Water Supply**

A financial Contribution of \$125,256 must be submitted to Council for the augmentation of the town water supply scheme in accordance with the provisions of Councils Water Development Servicing Plan created under Section 64 of the Local Government Act 1993 prior to the issue of a Subdivision Certificate.

### **17. Water and Sewer Connections**

All water supply and sewer work must be carried out by a NSW Licenced Plumber and Drainer. All plumbing and drainage works must be carried out in accordance with AS3500 (National Plumbing and Drainage Code) and any conditions applied to the approval to do water and sewer work issued under Section 68 of the Local Government Act 1993.

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

Such conditions may include the necessity for the Council to undertake inspections of all drains and pipework before they are covered or provision of Compliance Certificates or works as executed drawings prior to issue of an Occupation or Subdivision Certificate.

### **18. Waste Material**

All material and rubble arising from the demolition works shall be recycled and separated wherever possible. Any waste material must be disposed of in an approved landfill in accordance with EPA guidelines and Berrigan Shire Council requirements.

### **19. Comply with Noise Control Act**

Operations on the site must comply with relevant environmental legislation (including Noise Control Act).

### **20. Road Reserve**

Demolition waste, recycled materials or the like is not permitted to be stored on the road reserve. The road reserve is to be kept clean, tidy and in a safe condition while the demolition is being carried out.

### **21. Protection of Public Places**

Building material, rubble, waste containers, plant and the like are NOT permitted to be stored on the road reserve including the footpath. The footpath is to be kept clean, tidy and in a safe condition during building operations.

Council must be notified of any damage to public infrastructure caused by the development. Adequate protection must be provided prior to work commencing and maintained during building operations. Any damage caused must be made good, to the satisfaction of Council, before a Subdivision Certificate can be issued. Public infrastructure includes the road pavement, kerb and gutter, concrete footpaths, drainage structures, utilities and landscaping fronting the site.

### **22. Sewer Extension Plan**

A sewer extension plan must be submitted to Council for approval. All lots within the subdivision must then be provided with a sewer connection prior to the issue of a Subdivision Certificate.

### **23. Water Connection**

Water connections must be provided to each allotment within the subdivision.

### **24. Water and Sewer Connections**

Separate water and sewer connections must be provided to proposed Lots 1-17 as per Council policy prior to the issue of a Subdivision Certificate.

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

### **25. Landscape Plan**

A landscape plan must be provided in accordance with Council's Engineering Guidelines for Subdivisions and Developments prior to the issuance of a construction certificate. This plan must also show the location and species list of all proposed street trees.

### **26. Traffic Management Plan (TMP)**

A traffic management plan must be prepared and submitted to the Principal Certifying Authority prior to the issue of a construction certificate that provides detail on how traffic is proposed to be managed during the subdivision works. The TMP must be prepared in accordance with Part 1(4.4) of Council's Works Specification Subdivisions/ Developments and any other required Australian Standards.

### **27. Compliance with Council Standards**

A full set of detailed engineering plans must be submitted to Council for approval that comply with Council's Engineering Guidelines for Subdivisions and Developments prior to the issuance of a construction certificate.

### **28. Standard of Works**

All work must be carried out in accordance with Council's Engineering Guidelines for Subdivisions and Developments and must include any necessary works required to make the construction effective. All works, including public utility relocation, and road construction must incur no cost to Council.

### **29. Engineering Works & Design**

The design and construction of the engineering works listed below must be provided for in accordance with Council's Engineering Guidelines for Subdivisions and Developments:

#### **a) Inter-allotment Stormwater Drainage**

Piped inter-allotment stormwater drainage catering for the entire area of each lot must be provided. Each lot must be uniformly graded to its lowest point where a grated surface inlet pit must be provided. All collected stormwater is to be piped to an approved constructed public drainage system.

#### **b) Construction and Design of New Court Bowl**

The design of the new court bowl must be carried out in accordance with Council's Engineering Guidelines for Subdivisions and Developments. This includes but is not limited to; full kerb and gutter to the entire court bowl, grading and stormwater drainage works and bitumen seal.

Detailed engineering plans of the court bowl design must be submitted to Council for approval prior to the issuance of a construction certificate.

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

### **c) Construction and Design of New Unnamed Road**

The design and construction of the new unnamed road between lots 9 and 10 is to be constructed for the first 50m north from Bruton Street. Detailed engineering plans of the roads design must be submitted to Council for approval prior to the issuance of a construction certificate.

### **d) Construction of New Table Drain**

The design and construction a new table drain and associated works are required to Hannah Street that allows for augmentation and connection into the new stormwater infrastructure constructed as part of the new court bowl.

All works that form part of this condition will be carried out at the full expense to the Developer.

### **30. Street Trees**

Street trees must be provided in accordance with Council's subdivision and development standards. The location of street trees must be considerate of driveways, services, drainage pits and sight lines at intersections. The species and size of street trees must comply with the requirements of Council. Details demonstrating compliance with the above must be submitted for approval before any street trees are planted.

### **31. Contamination**

Any new information, that may come to light during construction works, which has the potential to alter previous conclusions about site contamination, shall be immediately notified to Council's Development Manager.

### **32. Creation of Restrictions / Positive Covenants**

The final plan and Section 88B instrument must provide for the following:

#### **33. Restriction – No build buffer**

Lot 6 DP1275427 must be burdened with a restriction to enforce a 15m wide 'no build' buffer between the southern and western portion of the subject lot that shares interface with RU5 zoned lots. Wording must be confirmed with Council prior to registration.

#### **34. Easement – Private Stormwater Drainage**

Inter-allotment drainage easements must be created to ensure each and every lot is provided with a legal point of discharge. Easement widths must comply with Council's Design Guidelines Subdivisions/ Developments.

#### **35. Erosion & Sediment Control Plan**

## **17 Lot Subdivision – 162/21/DA/D9 – Proposed Conditions**

Submission of an Erosion and Sediment Control Plan to the Principal Certifying Authority, including details of:

- a) Allotment boundaries
- b) Location of the adjoining roads
- c) Contours
- d) Existing vegetation
- e) Existing site drainage
- f) Critical natural areas
- g) Location of stockpiles
- h) Erosion control practices
- i) Sediment control practices
- j) Outline of a maintenance program for the erosion and sediment controls

(NOTE: For guidance on the preparation of the Plan refer to 'Managing Urban Stormwater Soils & Construction' produced by the NSW Department of Housing)

### **36. Stockpiles**

Stockpiles of topsoil, sand, aggregate or other material capable of being moved by water shall be stored clear of any drainage line, easement, natural watercourse, footpath, kerb or roadside.

### **37. Dust Control**

The emission of dust must be controlled to minimise nuisance to the occupants of the surrounding premises. In the absence of any alternative measures, the following measures must be taken to control the emission of dust:

All dusty surfaces must be wet down and suppressed by means of a fine water spray. Water used for dust suppression must not cause water pollution; and

All stockpiles of materials that are likely to generate dust must be kept damp or covered.





**Edward  
River**  
COUNCIL

Appendix 7.9-A

# Brand Guidelines

2016 Version 1.0

# Contents

*This document provides guidelines for Edward River Council logo usage and contains examples of Edward River Council branded communications.*

*Always refer back to these guidelines to ensure consistency across all forms of communication.*



<b>1.0 The logo</b>	<b>2.0 Identity elements</b>	<b>3.0 Communications</b>	<b>4.0 Brand assets</b>
1.1 Introduction	2.1 Brand colours	3.1 Business card	4.1 Logo files
1.2 Logo configurations	2.2 Typography	3.2 Letterhead template	4.2 Graphic element files
1.3 Logo colours	2.3 Graphic elements	3.3 A4 Marketing document cover template	4.3 Communication files
1.4 Clearance space and minimum size	2.4 Brand application	3.4 A3 Image poster template	
1.5 Incorrect usage		3.5 A3 Brand poster template	
		3.6 DL Brochure template	
		3.7 Advertising templates	
		3.8 Footer lock-ups	
		3.9 eNews banner	
		3.10 Pull up banner	
		3.11 Brand subsidiaries	
		3.11.1 Deniliquin Visitor Information Centre & Peppin Heritage Centre	
		3.11.2 Central Murray Regional Library	



# 1.0 The logo

# 1.1 Introduction

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## About the logo

The Edward River Council logo takes its inspiration from the rich agricultural and farming heritage of its geographical location as well as representing water, growth and the colours of the natural environment. The merging of the leaves and droplets represents the Edward River Council community.

The following guidelines provide examples and recommendations of logo configurations, usage and application which must be adhered to at all times.



Edward  
River  
COUNCIL

# 1.2

## Logo configurations

### Primary logo

Where possible use the primary logo configuration on all forms of communication. The primary logo is available in CMYK, spot colour, black, white and in a range of file formats.

### Horizontal logo

In certain applications, it may be necessary to use the horizontal logo due to space constraints. The horizontal logo is available in CMYK, spot colour, black, white and in a range of file formats.

### Stacked logo

In certain applications, it may be necessary to use the stacked logo due to space constraints. The stacked logo is available in CMYK, spot colour, black, white and in a range of file formats.

### Note regarding symbol

The symbol must not be used in isolation to represent the Edward River Council logo. The symbol must always appear with the Edward River Council text, in either the primary, horizontal or stacked format.

*Primary*



*Horizontal*



*Stacked*



# 1.3 Logo colours

The Edward River Council logo is made up of the combination of six colours.

## Primary

The primary four logo colours are yellow, blue, light green and grey.

## Secondary

The secondary logo colours are the colours which are formed when the droplet and leaves overlay. These colours are the dark and mid green.

## Preferred logo reproduction

It is preferred that the Edward River Council logo is reproduced full colour.

## Economical print production

For economical printing, use the CMYK logo. This logo is designed to be reproduced in four colour printing and will give you the most economy when printing the full colour logo.

## Mono logos

Black or white logos may also be used when full colour reproduction is not available.



# 1.4 Clearance space and minimum size

## Clearance space

The logo must always be surrounded with a minimum amount of clear space, separating it from other text or graphic elements. This clear area preserves the legibility and visual impact of the logo.

The magenta keyline in the example shown here represents the minimum amount of clear space. The clearance space is defined by the height of the capital 'O'. This space is shown with an 'X' and applies to the primary, secondary and stacked logos. Additional space is preferred where possible.

## Minimum size

To ensure that legibility of all of the logo text is maintained, it is important that the following widths are adhered to (as shown):

Primary logo: must never used below the minimum width of 20mm.

Horizontal logo: must never used below the minimum width of 25mm.

Stacked logo: must never used below the minimum width of 10mm.

Primary logo clearance space defined by an 'X'



Horizontal logo clearance space defined by an 'X'



Stacked logo clearance space defined by an 'X'



Primary logo minimum size



Horizontal logo minimum size



Stacked logo minimum size



# 1.5

## Incorrect usage

Care must be taken to avoid incorrect use of the Edward River Council logo, examples of which appear opposite.

Displaying the logo incorrectly weakens the integrity, impact and continuity of the Edward River Council brand.

To ensure the correct reproduction it is important to follow the recommendations set out in these guidelines.

The following are examples of incorrect logo usage. These rules apply to all logo formats.

### Note regarding symbol

The symbol must not be used in isolation to represent the Edward River Council logo. The symbol must always appear with the Edward River Council text, in either the primary, horizontal or stacked format.



Do not reproduce the symbol in keyline.



Do not compress, stretch or alter proportions of the logo.



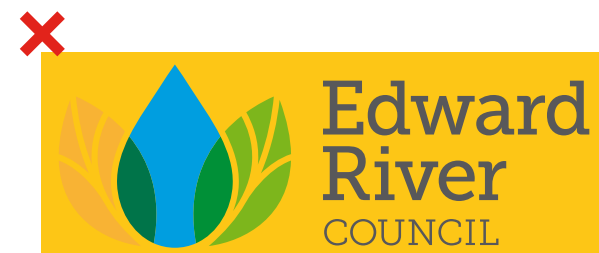
Do not add any visual effect or drop shadow to the logo. Always ensure the correct clearance space is maintained.



Do not alter, change or remove elements or relationships between text and logo elements. Do not rekey the text.



Do not fill the inner space of the droplet in the logo with any other colour than the official logo colours.



Do not place the logo on any background that will affect the legibility of the text or symbol.





## 2.0 Identity elements

# 2.1

## Brand colours

### Primary colour palette

A palette of four primary colours has been chosen and is derived from the Edward River Council logo. This colour palette can be used on Edward River Council collateral as headings or as feature or highlight colours. Percentages of these colours may also be used to add interest. The colours must be shown at either 100% or in the range between 10% to 50%. Black and white can also be used.

The secondary greens within the logo should only be used within the logo, and should not be used as highlight or feature colours.

<p><b>Yellow</b> PMS 1365 C CMYK C:0 M:35 Y:85 K:0</p> <p>RGB R:251 G:176 B:64</p> <p>#fbb040</p>	<p><b>Blue</b> PMS Process Cyan C CMYK C:100 M:0 Y:0 K:0</p> <p>RGB R:0 G:174 B:239</p> <p>#00aef</p>	<p><b>Light green</b> PMS 360 C CMYK C:59 M:0 Y:100 K:0</p> <p>RGB R:117 G:192 B:68</p> <p>#75c044</p>	<p><b>Grey</b> PMS Cool Grey 11 C CMYK K:80</p> <p>RGB R:88 G:89 B:91</p> <p>#58595b</p>	100%
				50%
				10%

# 2.2

## Typography

### Primary typeface

Museo Slab is to be used as the primary or hero font for all Edward River Council communication. It is ideally suited for large headlines, pull out quotes, headings and small volumes of text (for example the business cards).

### Support typeface

For larger areas of text such as the body copy within brochures and press ads, the support typeface Helvetica should be used in combination with Museo Slab.

### Alternative support typography

If Helvetica is not available it is advisable to use Arial as an alternative font.

### Font licenses

Due to licensing requirements all fonts will need to be purchased and licensed to Edward River Council.

*Primary typeface: Museo Slab*

### Museo Slab

AaBbCcDdEdFfGgHhIiJjKkLlMm  
NnOoPpQqRrSsTtUuVvWwXxYyZz  
1234567890

*Museo Slab 300, Museo Slab 300 Italic*

**Museo Slab 500, Museo Slab 300 Italic**

**Museo Slab 700, Museo Slab 700 Italic**

*Support typeface: Helvetica (when not available use Arial)*

### Helvetica

AaBbCcDdEdFfGgHhIiJjKkLlMm  
NnOoPpQqRrSsTtUuVvWwXxYyZz  
1234567890

*Helvetica Light, Helvetica Light Oblique*

*Helvetica Regular, Helvetica Oblique*

**Helvetica Bold, Helvetica Bold Oblique**

# 2.3

## Graphic elements

### Graphic elements

A graphic look and feel has been created for Edward River Council to complement the logo. All graphic elements should be used to complement the logo and not overpower. Try to limit the graphic techniques, so that only one is being used at a time. For multiple page documents, it is permissible to use more than one technique.

*The following pages show examples of the usage of these graphic elements on of various applications. Please follow this intent when creating new items of collateral.*



#### A. Leaf shape with mono leaf overlay

The outline of the leaf (without the veins) can be used as a graphic shape to mask imagery. To add interest an overlay of the white one colour leaf can be used.



#### B. Symbol pattern

The symbol can be repeated at the same scale to form a pattern. It must not overlay.

This look and feel can also be used in single colour, to achieve a watermark effect.



#### C. Yellow and green leaves

Individual one colour leaves have been created as additional graphic elements. These must only appear in green or yellow and should not overlay.

#### Mono leaves

The leaves can also be used in white and also as an overlay effect (see example A).

*Please note: The droplet is not designed to be seen in isolation.*



#### D. Leaf image mask

The leaf can be used as an image mask as an interesting graphic device, for use on covers. Ensure that the image chosen within the mask is legible.

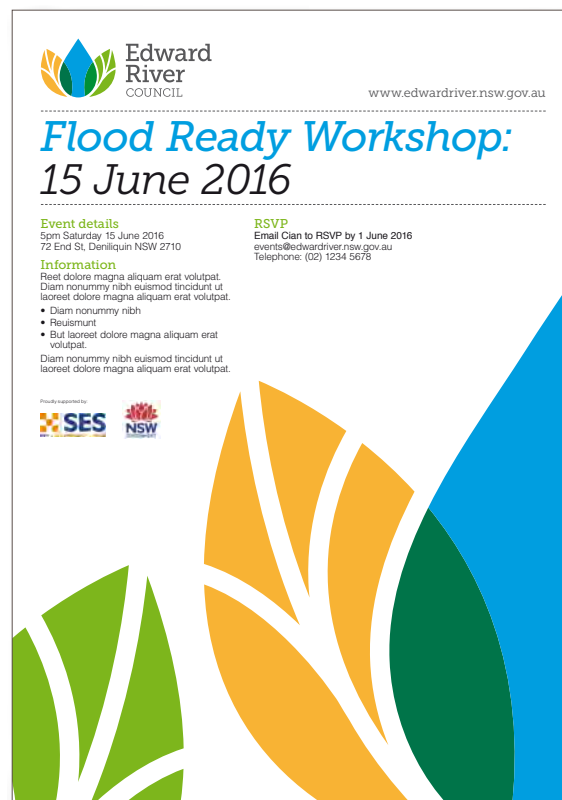
# 2.4 Brand application

## Recommendations for successful brand application

When creating a new item of collateral the following recommendations should be adhered to. Examples of correct applications are shown opposite and in detail in the following pages.

1. Choose a logo format. Select the primary colour logo where possible.
2. Place logo in position to suit communications, ensuring minimum size and clearance space are adhered to.
3. Select the graphic element to use on collateral. For single page/view communication keep to one graphic element per item.
4. Use colours to your advantage, to highlight information, to pull out text or to create contrast. Keep large amounts of body text in black.
5. Limit text sizes within collateral and keep consistency across how headings and subheadings are used. The eye finds it hard to scan and process inconsistent text sizes.
6. Try to keep an uncluttered layout so that text, logos and images are given space.
7. Ensure that all copy is edited to create a succinct message.
8. When choosing imagery ensure it is professional quality and at an appropriate resolution for the output method. For example, for print production: 300dpi at 100% and for screen: 70dpi @100%.

Poster using repeated symbol pattern.



Document cover using leaf shape with mono leaf overlay.



Brochure using leaf image mask.



Footer lock up using repeated symbol pattern as a subtle watermark and yellow and green leaves.





# 3.0 Communications

# 3.1 Business card

The following is an example of the business card for Edward River Council

## Front

The front design uses the typeface Museo Slab and the primary logo. The name is highlighted in blue with the bolder font – Museo Slab 700.

## Back

The back design is simple and clean and uses symbol repeat pattern.

## Production specifications

High production values must be used to ensure that the business cards are printed with a premium finish. Always use a premium uncoated paper stock.

Size: 90 x 55mm

Colours: CMYK two sides

Recommended paper stock: Uncoated white (Spicers Pacesetter Laser Board 340gsm)

*Front*



*Back*



# 3.2 Letterhead template

The following is an example of the Edward River Council letterhead and follower.

## First page

The primary logo sits prominently in the top left corner. The address block is set in the typeface Museo Slab. A watermark of the symbol also appears large on the first page only. A non-watermarked version is also available.

## Note regarding digital signature use on watermark letterhead

When inserting digital signatures into the watermarked letterhead ensure that the inserted files are saved in PNG format with a transparent background. This will avoid white blocks around the signature.

## Follower

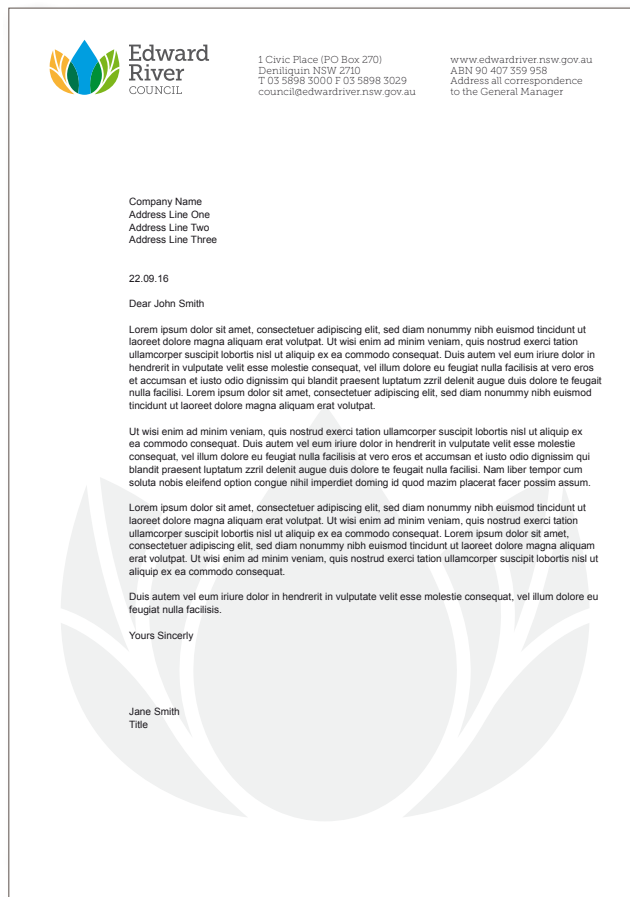
The follower uses a header of Edward River Council in blue.

## Production specifications

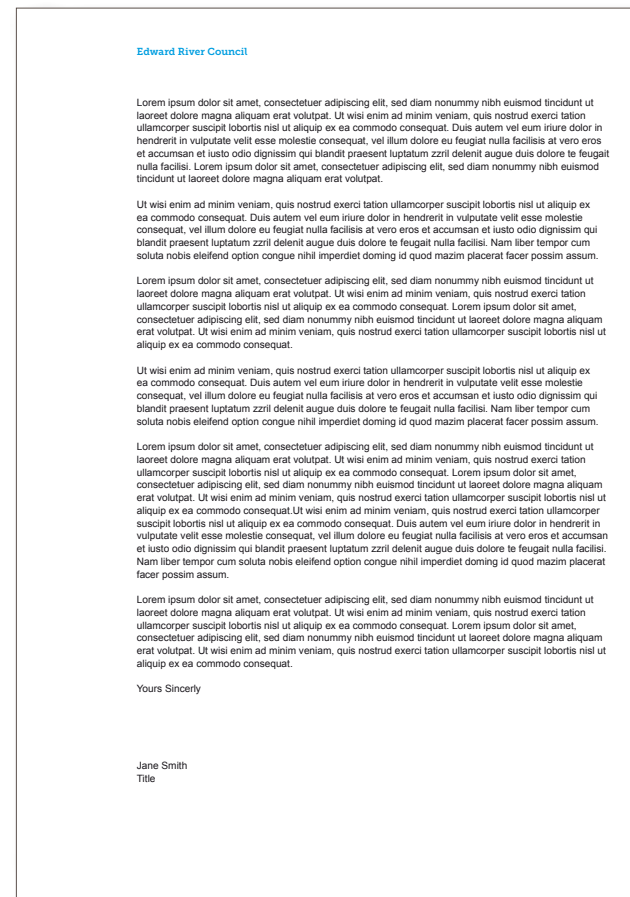
Format: This file is supplied as a Microsoft Word template

Size: A4

*First page – version without watermark also available*



*Follower*





# 3.3

## A4 Marketing document cover template

The following is an example of the Edward River Council marketing document cover.

This cover uses the leaf shape with mono leaf overlay. The image can be updatable within leaf shape.

Two variations are shown. The first has no title, whilst the second shows an alternative image and how a title can work.

### Note regarding image use

Ensure appropriate, high quality photography is used and make sure that it is positioned so that key focus areas are not cropped or obscured by the image mask.

### Production specifications

Format: This file is supplied as a Microsoft Word template

Size: A4

No title (@35%)



With title – variation image



# 3.4 A3 Image poster template

The following is an example of the Edward River Council image poster. This poster uses the leaf shape with mono leaf overlay. The image can be updatable within leaf shape.

Three variations are shown. The first poster uses a shorter title, the second shows a longer title and the third shows two inset images – note the rounded corners on the top left and bottom right corners.

## Note regarding image use

Ensure appropriate, high quality photography is used and make sure that it is positioned so that key focus areas are not cropped or obscured by the image mask.

## Note regarding rounded corners

To create interesting image boxes use alternating rounded corners to complement the layout. Match the graphic intent shown in these examples.

## Production specifications

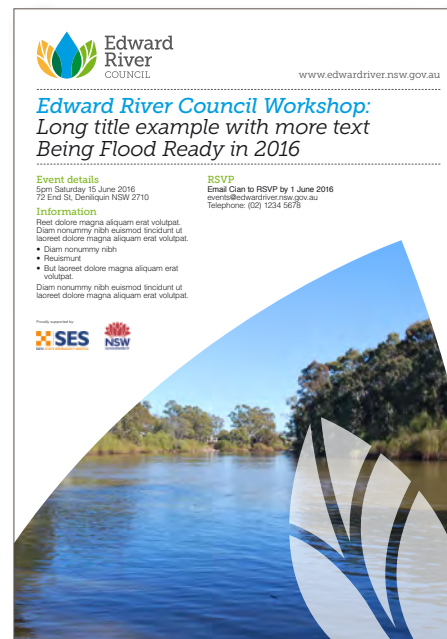
Format: This file is supplied as a Microsoft Word template

Size: A3

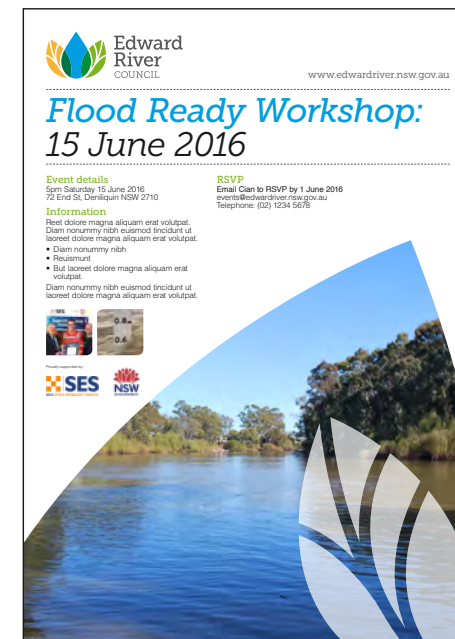
Larger heading (@20%)



Smaller heading



Inset images



# 3.5 A3 Brand poster template

The following is an example of the Edward River Council brand poster. This poster uses the symbol pattern to make a bold memorable poster without the use of custom imagery.

Three variations are shown. The first poster uses a shorter title, the second shows a longer title and the third shows two inset images – note the rounded corners on the top left and bottom right corners.

## Note regarding rounded corners

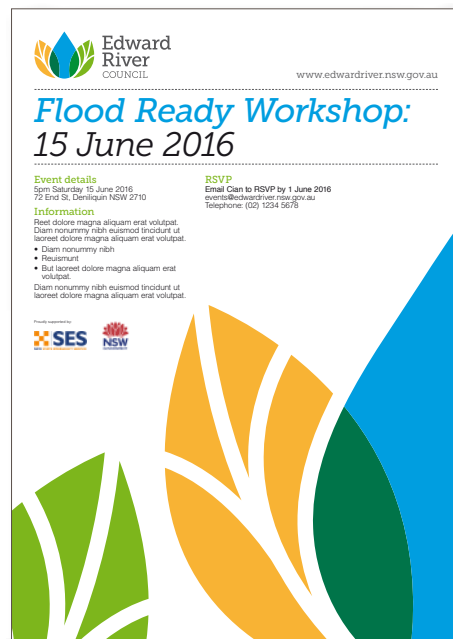
To create interesting image boxes use alternating rounded corners to complement the layout. Match the graphic intent shown in these examples.

## Production specifications

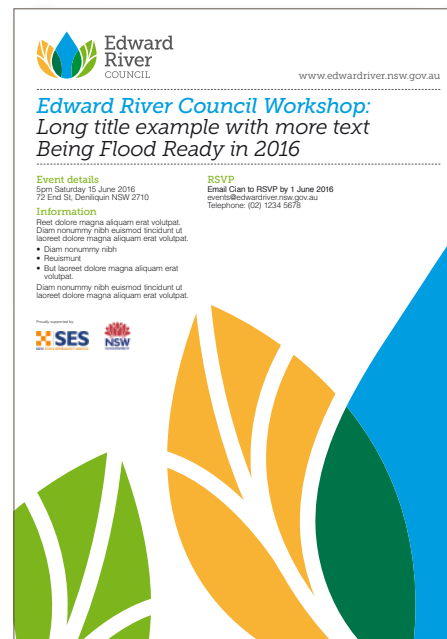
Format: This file is supplied as a Microsoft Word template

Size: A3

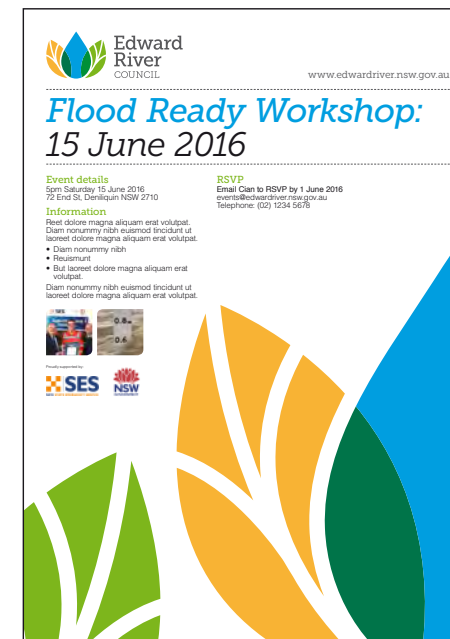
Larger heading (@20%)



Smaller heading



Inset images



# 3.6 DL Brochure template

The following is an example of the Edward River Council DL Brochure. This brochure uses the leaf image mask and yellow and green leaves.

All images and text are updatable.

### Note regarding image use

Ensure appropriate, high quality photography is used and make sure that it is positioned so that key focus areas are not cropped or obscured by the image mask.

### Note regarding rounded corners

To create interesting image boxes use alternating rounded corners to complement the layout. Match the graphic intent shown in these examples.

### Production specifications

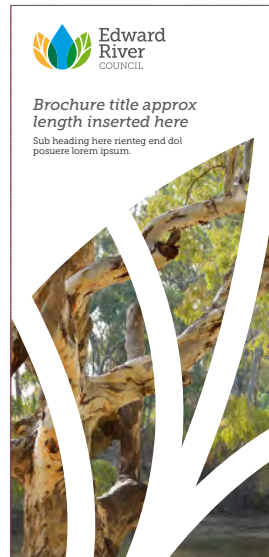
Format: This file is supplied as a Microsoft Word template

Size: 6 Panel DL Brochure.

DL Brochure Cover 2 (@35%)

DL Brochure Inside (unfolded)

DL Brochure Outside (unfolded)





# 3.7 Advertising templates

The following is an example of Edward River Council advertising templates.

The graphic intent of the following two templates should be adhered to when creating new advertisements.

Two variations are shown. The full page ad uses the graphic symbol pattern, inset images and highlight text in the brand colour palette. A rule device is used to separate the headline from the rest of the article.

The small format advertisement shows an example of a limited space advertisement, where an image is not used. In this advertisement, a rule device is used to separate the headline from the rest of the article.

## Note regarding image use

Ensure appropriate, high quality photography is used and make sure that it is positioned so that key focus areas are not cropped or obscured by the image mask.

## Note regarding rounded corners

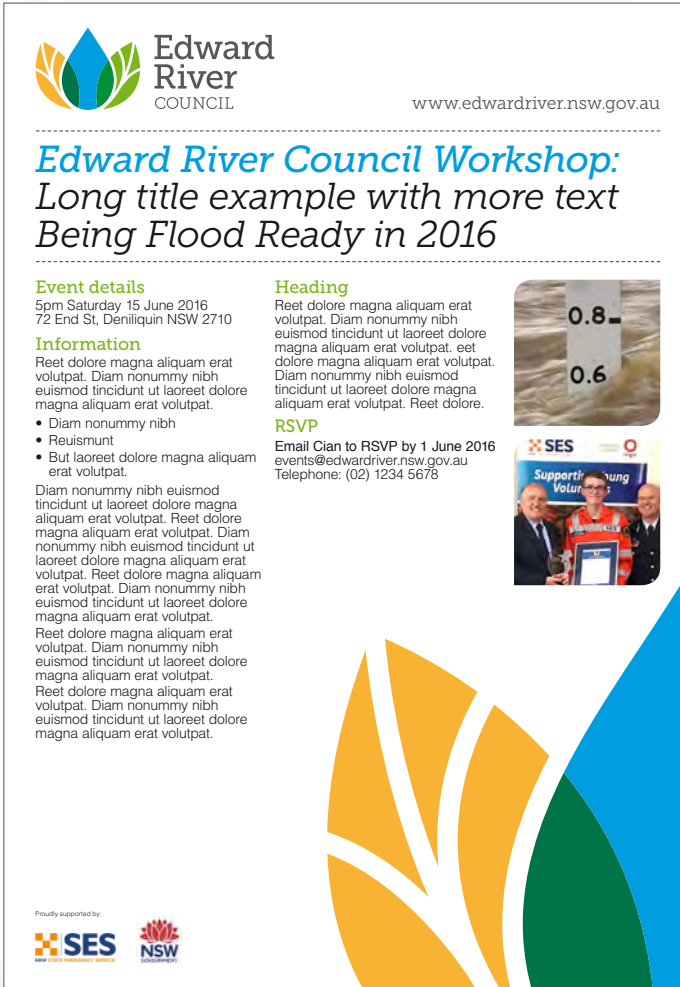
To create interesting image boxes use alternating rounded corners to complement the layout. Match the graphic intent shown in these examples.

## Production specifications

Format: This file is supplied as an Adobe Indesign format.

Size: mixed

Full page (@35%)



**Edward River COUNCIL** [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au)

**Edward River Council Workshop:**  
**Long title example with more text**  
**Being Flood Ready in 2016**

**Event details**  
5pm Saturday 15 June 2016  
72 End St, Deniliquin NSW 2710

**Information**  
Reet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

- Diam nonummy nibh
- Reuismunt
- But laoreet dolore magna aliquam erat volutpat.

Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Reet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Reet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Reet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Reet dolore magna aliquam erat volutpat. Reet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

**Heading**  
Reet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. eet dolore magna aliquam erat volutpat. Diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Reet dolore.

**RSVP**  
Email Cian to RSVP by 1 June 2016  
[events@edwardriver.nsw.gov.au](mailto:events@edwardriver.nsw.gov.au)  
Telephone: (02) 1234 5678

**Supporting Volunteers**

**SES NSW**

Prudently supported by **SES NSW**

Small format (@60%)



**Edward River Council**  
**Questionnaire**

Vollpuit a nonsequia voloreiciunt aut fugia nus estin plam expliquam latecerum fugiaspis evenis maximin venimaxim esti sollestio et dolum quae autem iur solum dolorecti quantum nimuscim erfena tempere debet, te rem vendel mint, utat faci officidus. sum aut que re, ant et evelist ianturit lis explabor res quibus nusdam.

**Responses must be received by 6pm Sunday 24 July 2016.**

Go to the Council website, [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) and click on: Community Engagement Questionnaire

**Edward River COUNCIL**

# 3.8

## Footer lock-ups

The following are examples of footer lock-ups that can be used as a branded sign-off on multiple applications.

Three variations are shown and can be chosen according to the audience and requirements of the communication.

All three footers use variations on the symbol pattern:

**Corporate:** uses the symbol pattern as a watermark

**Muted:** uses the symbol pattern as a reversed watermark, with the addition of the yellow and green leaves.

**Colourful:** uses a large scale version of the symbol pattern with a low percentage of the green in the background.

### Production specifications

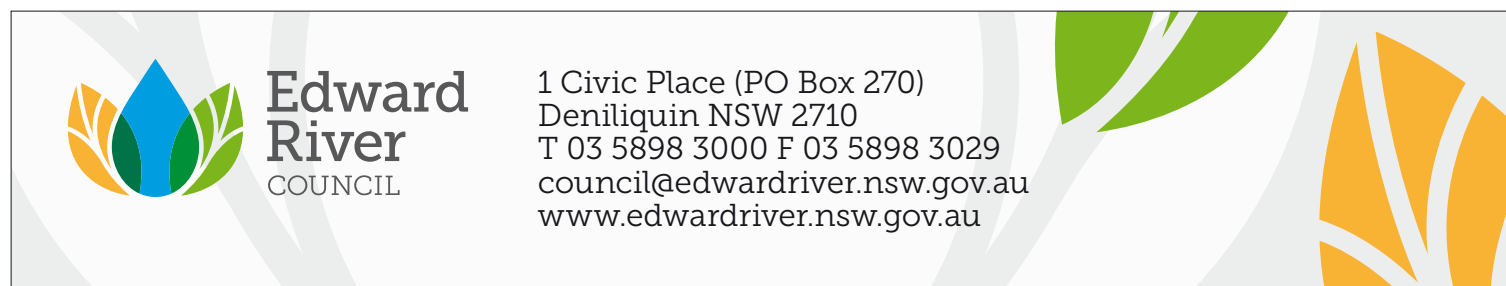
**Format:** This file is supplied as a PNG

**Size:** 20cm wide

### Corporate (@100)



### Muted



### Colourful



# 3.9 eNews banner

The following is an example of the Edward River Council email newsletter banner. The symbol pattern is used as the secondary graphic device. This banner is inserted at the top of the email newsletter.

## Production specifications

Final size: 600px x 120px

File set up: PNG

*eNewsletter Banner (@100%)*



# 3.10

## Pull up banner

The following is an example of the Edward River Council pull up banner. The symbol pattern is used as the secondary graphic device appearing as a watermark.

Due to space restrictions the stacked logo format has been used.

### Production specifications

Final size: 850mm wide x 2000mm high

File set up: Adobe Indesign

*Pull up banner (@7%)*





# 3.11

## Brand subsidiaries

The Deniliquin Visitor Information Centre & Peppin Heritage Centre and Central Murray Regional Library are subsidiaries of the Edward River Council. Please follow the recommendations on the following pages when using these logos.

Follow the same principles for usage as the Edward River Council logo.

*Parent brand*



*Subsidiaries*



# 3.11.1

## Brand subsidiaries

### Deniliquin Visitor Information Centre & Peppin Heritage Centre

#### About the logo

The Deniliquin Visitor Information Centre & Peppin Heritage Centre is a subsidiary of the Edward River Council (ERC). It has a similar graphic style to the parent ERC logo, however, the symbol appears in two colours only.

#### Colours

The Deniliquin Visitor Information Centre & Peppin Heritage Centre is made up of three colours. Yellow, light yellow and grey. The yellow is from the ERC logo and is used in the outer leaves. A light yellow is used in the droplet shape. This light yellow has been created exclusively for use in this subsidiary brand only. The text appears in grey.

#### Clearance space

The logo must always be surrounded with a minimum amount of clear space, separating it from other text or graphic elements. This clear area preserves the legibility and visual impact of the logo.

The magenta keyline in the example shown here represents the minimum amount of clear space. The clearance space is defined by the height of the capital 'H'. This space is shown with an 'X'. Additional space is preferred where possible.

#### Minimum size

To ensure that legibility of the logo text is maintained, it is important that the logo is never used below the minimum width of 50mm.



**Deniliquin Visitor  
Information Centre**  
& PEPPIN HERITAGE CENTRE

**Yellow**  
PMS 1365 C  
CMYK  
C:0 M:35 Y:85 K:0  
RGB  
R:251 G:176 B:64  
#fbb040

**Light Yellow**  
PMS 109 C  
CMYK  
C:0 M:16 Y:85 K:0  
RGB  
R:255 G:209 B:65  
ffd141

**Grey**  
PMS Cool Grey 11 C  
CMYK  
K:80  
RGB  
R:88 G:89 B:91  
#58595b



*The clearance space is defined by the height of the capital "H". This space is shown with an 'X'.*



*50mm wide*

# 3.11.2

## Brand subsidiaries

### Central Murray Regional Library

#### About the logo

The Central Murray Regional Library is a subsidiary of the Edward River Council (ERC). It has a similar graphic style to the parent ERC logo, however, the symbol appears in two colours only.

#### Colours

The Central Murray Regional Library is made up of three colours. Light green, grass green and grey. The light green is from the ERC logo and is used in the outer leaves. A grass green is used in the droplet shape. This grass green has been created exclusively for use in this subsidiary brand only. The text appears in grey.

#### Clearance space

The logo must always be surrounded with a minimum amount of clear space, separating it from other text or graphic elements. This clear area preserves the legibility and visual impact of the logo.

The magenta keyline in the example shown here represents the minimum amount of clear space. The clearance space is defined by the height of the capital 'O'. This space is shown with an 'X'. Additional space is preferred where possible.

#### Minimum size

To ensure that legibility of the logo text is maintained, it is important that the logo is never used below the minimum width of 33mm.



**Light green**  
**PMS 360 C**  
 CMYK  
 C:59 M:0 Y:100 K:0  
 RGB  
 R:117 G:192 B:68  
 #75c044

**Grass green**  
**PMS 382 C**  
 CMYK  
 C:30 M:0 Y:100 K:0  
 RGB  
 R:190 G:215 B:48  
 #bed730

**Grey**  
**PMS Cool Grey 11 C**  
 CMYK  
 K:80  
 RGB  
 R:88 G:89 B:91  
 #58595b



The clearance space is defined by the height of the capital "O". This space is shown with an 'X'.



33mm wide



## 4.0 Brand assets

# 4.1 Logo files



## Primary Logo

### SPOT COLOUR

**EPS**  
ERC\_LOGO\_SPOT\_FA.eps

**CMYK**  
**EPS**  
ERC\_LOGO\_CMYK\_FA.eps

**JPEG**  
ERC\_LOGO\_CMYK\_FA.jpg

**PNG**  
ERC\_LOGO\_CMYK\_FA.png

### BLACK & WHITE

**EPS**  
ERC\_LOGO\_BLACK\_FA.eps  
ERC\_LOGO\_WHITE\_FA.eps

**JPEG**  
ERC\_LOGO\_BLACK\_FA.jpg

**PNG**  
ERC\_LOGO\_BLACK\_FA.png  
ERC\_LOGO\_WHITE\_FA.png

## Horizontal Logo

### SPOT COLOUR

**EPS**  
ERC\_HORIZONTAL LOGO\_SPOT\_FA.eps

**CMYK**  
**EPS**  
ERC\_HORIZONTAL LOGO\_CMYK\_FA.eps

**JPEG**  
ERC\_HORIZONTAL LOGO\_CMYK\_FA.jpg

**PNG**  
ERC\_HORIZONTAL LOGO\_CMYK\_FA.png

### BLACK & WHITE

**EPS**  
ERC\_HORIZONTAL LOGO\_BLACK\_FA.eps  
ERC\_HORIZONTAL LOGO\_WHITE\_FA.eps

**JPEG**  
ERC\_HORIZONTAL LOGO\_BLACK\_FA.jpg

**PNG**  
ERC\_HORIZONTAL LOGO\_BLACK\_FA.png  
ERC\_HORIZONTAL LOGO\_WHITE\_FA.png

## Stacked Logo

### SPOT COLOUR

**EPS**  
ERC\_STACKED LOGO\_SPOT\_FA.eps

**CMYK**  
**EPS**  
ERC\_STACKED LOGO\_CMYK\_FA.eps

**JPEG**  
ERC\_STACKED LOGO\_CMYK\_FA.jpg

**PNG**  
ERC\_STACKED LOGO\_CMYK\_FA.png

### BLACK & WHITE

**EPS**  
ERC\_STACKED LOGO\_BLACK\_FA.eps  
ERC\_STACKED LOGO\_WHITE\_FA.eps

**JPEG**  
ERC\_STACKED LOGO\_BLACK\_FA.jpg

**PNG**  
ERC\_STACKED LOGO\_BLACK\_FA.png  
ERC\_STACKED LOGO\_WHITE\_FA.png

# 4.2

## Graphic element files

---



### Symbol

#### SPOT COLOUR

##### EPS

ERC\_SYMBOL\_SPOT\_FA.eps

##### CMYK

##### EPS

ERC\_SYMBOL\_CMYK\_FA.eps

##### JPEG

ERC\_SYMBOL\_CMYK\_FA.jpg

##### PNG

ERC\_SYMBOL\_CMYK\_FA.png

#### BLACK & WHITE

##### EPS

ERC\_SYMBOL\_BLACK\_FA.eps

ERC\_SYMBOL\_WHITE\_FA.eps

##### JPEG

ERC\_SYMBOL\_BLACK\_FA.jpg

##### PNG

ERC\_SYMBOL\_BLACK\_FA.png

ERC\_SYMBOL\_WHITE\_FA.png



### Leaves

#### SPOT COLOUR

##### EPS

ERC\_GREEN LEAF\_SPOT\_FA.eps

ERC\_YELLOW LEAF\_SPOT\_FA.eps

##### CMYK

##### EPS

ERC\_GREEN LEAF\_CMYK\_FA.eps

ERC\_YELLOW LEAF\_CMYK\_FA.eps

ERC\_WHITE LEAF\_CMYK\_FA.eps

ERC\_BLACK LEAF\_CMYK\_FA.eps

##### JPG

ERC\_BLACK LEAF\_CMYK\_FA.jpg

ERC\_GREEN LEAF\_CMYK\_FA.jpg

ERC\_YELLOW LEAF\_CMYK\_FA.jpg

##### PNG

ERC\_BLACK LEAF\_CMYK\_FA.png

ERC\_GREEN LEAF\_CMYK\_FA.png

ERC\_WHITE LEAF\_CMYK\_FA.png

ERC\_YELLOW LEAF\_CMYK\_FA.png



### Watermark

#### BLACK & WHITE

##### EPS

ERC\_SYMBOL\_WATERMARK\_FA.eps

##### JPEG

ERC\_SYMBOL\_WATERMARK\_FA.jpg

##### PNG

ERC\_SYMBOL\_WATERMARK\_FA.png

# 4.3

## Communication files

### Adobe Indesign templates

#### BUSINESS CARD

ERC\_BUSINESS CARD\_FA.indt

#### ADVERTISING TEMPLATES

ERC\_260x347\_PORTRAIT AD\_FA.indt

ERC\_SMALL FORMAT AD\_FA.indt

### Word templates

#### WATERMARKED LETTERHEAD

ERC Letter.dotx

#### NON-WATERMARKED LETTERHEAD

ERC LetterNoWatermark.dotx

#### A4 MARKETING DOCUMENT COVER TEMPLATE

ERC MarketingCover.dotx

#### A3 IMAGE POSTER TEMPLATE

ERC A3Poster - LeafBackground.dotx

#### A3 BRAND POSTER TEMPLATE

ERC A3Poster - PictureBackground.dotx

#### DL BROCHURE TEMPLATE

ERC DL Brochure.dotx

### Other

#### FOOTER LOCK-UPS

ERC\_FOOTER LOCKUP\_COLOURFUL\_FA.png

ERC\_FOOTER LOCKUP\_CORPORATE\_FA.png

ERC\_FOOTER LOCKUP\_MUTED\_FA.png

#### ENEWS BANNER

ERC\_ENEWS-BANNER\_FA.png

#### BRAND SUBSIDIARIES

##### CMYK

##### EPS

CENTRAL MURRAY REG LIBRARY\_CMYK\_FA.eps

DENILIQVIN VIC\_PEPPIN HERITAGE\_CMYK\_FA.eps

##### JPG

CENTRAL MURRAY REG LIBRARY\_CMYK\_FA.jpg

DENILIQVIN VIC\_PEPPIN HERITAGE\_CMYK\_FA.jpg

##### PNG

CENTRAL MURRAY REG LIBRARY\_CMYK\_FA.png

DENILIQVIN VIC\_PEPPIN HERITAGE\_CMYK\_FA.png

##### SPOT

##### EPS

CENTRAL MURRAY REG LIBRARY\_SPOT\_FA.eps

DENILIQVIN VIC\_PEPPIN HERITAGE\_SPOT\_FA.eps

### Font licenses

Due to licensing requirements all fonts will need to be purchased and licensed to Edward River Council. See required fonts in the typography section.



# Strengthening Telecommunications Against Natural Disasters (STAND) – Quick Reference Guide

## nbn™ Fixed Disaster Satellite Service – Standard Site Installation

STAND Evacuation Centre solutions are designed to help improve telecommunications resiliency for people temporarily occupying designated evacuation centres during times of disaster. These solutions are powered by nbn™ Skymuster Plus Satellite services with a Wireless Access Point (WAP) allowing access to those in the vicinity. These solutions are not designed to provide data resiliency to sites where existing infrastructure is already in place.

Much like other public Wi-Fi systems, when a user wants to use the service they will connect to the designated WiFi service name where they will be presented with a screen that outlines the terms and conditions and asks them to accept these to be able to continue. Once they are connected, they will be able to browse the internet and use a variety of services online. There are some restrictions on what sort of sites or content can be accessed but most users would not have any difficulties. It's important to note that irrespective of the speed from the Satellite, all users will be capped at 2Mbps -this is so that there will be enough bandwidth available for as many users as possible at your site.\*

This particular solution should work well with up to 40 concurrent users - while it is possible to connect more than that number, users may see some performance impacts if more than 40 users are trying to use the service simultaneously.

### How does the service work?

There are two modes that the service can work in: Everyday^ and Disaster Response~.

Everyday mode is the default mode and will allow users to access the internet but will not allow access to high demand streaming services (e.g.: YouTube, Netflix) or VPN Services.

Disaster Response mode is for when your site is acting as an evacuation centre - this allows high demand streaming services and VPN access; however this is capped to 150Gb within a calendar month.

To obtain the process for your toggling between these modes for your site, please refer to the relevant organisation in your State.

### Connection Considerations

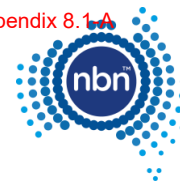
On the day of your installation your installer will be able to give you some guidance about where to place the system but it's a good idea to try and identify a location to install both the indoor and outdoor units beforehand. Some things to consider are:

Ideally the Satellite dish will be installed on the roof. We can install on most roofs but there are some which will not be compatible with our mounting hardware, - in those cases we will discuss the options to install alternatives like a fascia mount, or possibly installing a pole into the ground to mount the satellite dish on and running cabling back to the building. If you are aware of any reason that may prevent us from installing onto your roof (for example steep pitch, roof height, unsuitable material) please make sure we're made aware of this before the install date.

We will be installing two pieces of equipment inside your site; A Satellite Network Termination Device (NTD) and the WAP itself.

**The Satellite NTD** is what the satellite dish connects to, it is the connection point for devices to connect to the nbn network. We will be connecting the WAP to the NTD to supply the Internet to users of your site.





**The Wireless Access Point** is what users will connect to when the system is operational - it handles both registration of users and the access to the **nbn** network. The WAP consists of a dome antenna unit about 14cm in diameter and 3.5cm high connected to the NTD and is not suitable to be used as an outdoor unit. The WAP has a range of about 50m with clear line of site - that range is reduced the more obstacles there are between the WAP and the person trying to connect to it. For this reason, we would recommend installing the WAP unit in a large communal area, rather than a comms room or office. The WAP can be installed up to 90m from the location of its power source and connection to the NTD so it is possible to install all these devices in a comms room but still have the WAP in a central location.

Both the NTD and the WAP need a mains power source and plug into standard power points. In a typical install we will utilise one power point and install a power board which leaves the other one available. If two power points are available that is ideal. If your site does not have AC mains power, it will need to be able to deliver 230/240v AC power to a GPO for these devices to install into. **Nbn** will not be able to install or relocate power points to accommodate your installation, if you need to do this please have this completed before your scheduled install date.

**Note:** We will also be required to switch off the mains power to the site for a period of time during the installation and will require someone over the age of 18 to remain on site for the entire duration of the installation.

\* Your experience, including the speeds actually achieved over the nbn™ network, depends on the nbn™ access network technology and configuration over which services are delivered to your premises, whether you are using the internet during the busy period, and some factors outside nbn's control (like your equipment quality, software, broadband plan, signal reception and how your service provider designs its network). Speeds may also be impacted by the number of concurrent users on the nbn™ Fixed Wireless network, including during busy periods. Satellite end customers may also experience latency.

^ otherwise referred to as 'Ready Mode'

~ otherwise referred to as 'Active Mode'

## Reference Images



Figure 1: Sky Muster antennae installed on roof



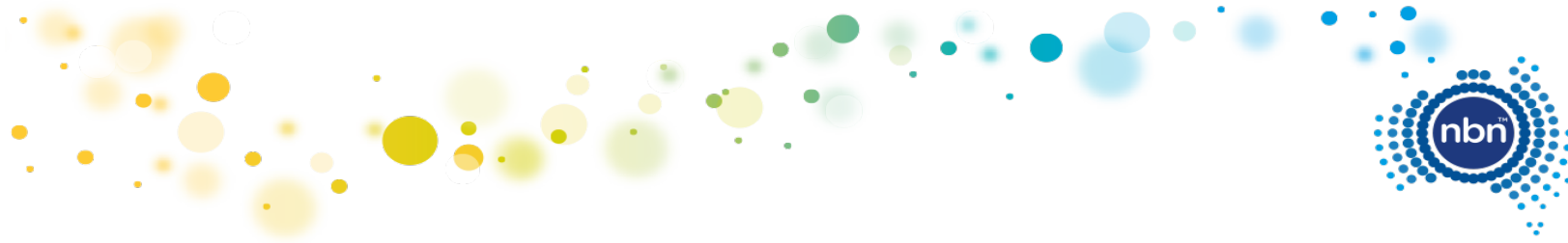
Figure 2: Network Termination Device (NTD) and Power Supply Unit (PSU)



Figure 3: Internal wireless access point (example)



Figure 4: Internal wireless access point (example) installed in ceiling position



Please note that all the information on this sheet is required to proceed with your site application. The more information we have, the faster we can

### **Location Information**

What is the name of the site? (E.g.: Harbour Town Hall, Glenfield Community Centre)

What is the address of the site? (Please include a full address including the street number if available)

Does this site have multiple buildings? If so, which building are we installing in? (For example, the site may be a showground but we are installing in a specific building)

What is the GPS location of the site? (This can be obtained from Google Maps; we use these co-ordinates as part of our pre-install work for you)

What is the primary use of the site? (E.g.: Community Centre, Office, Storage, Evacuation Centre)

Which organisation/body has overarching responsibility for this site? (e.g.: Local Council, RFS/DFES/CFA, State Govt) We will contact this organisation for more information.

### **Building Infrastructure & Services**

What are the walls of the building that we are installing in made of? (e.g.: Brick, Bessemer Blocks, Wood, Fibro) Different wall materials will require different installation options.

What is the roof made of? (e.g.: Tile, Colourbond, Klip-Lock etc) Different roof materials will require different installation options.

Is there Asbestos used in the construction of this site? If so, please specify where on site.

How many stories is the building that we are installing on? If the building is a single level but double height e.g.: Gymnasium or Warehouse, please specify.

Is there roof access (e.g.: Interior Access, Exterior Stairs) The Satellite Dish is usually installed on the roof, if access isn't available that will have to be discussed.

Does this site have 230/240v AC Power?

Does the location have a 230v PowerPoint available where we will be installing the equipment? The equipment requires at least one PowerPoint

As part of the installation we will need to isolate power for a short period of time will this be an issue? We isolate power for OH&S reasons, i

Is there a landline or mobile reception at this site? This is so the Technician can activate your service at the time of install.

Are there any OH&S issues on site e.g.: Exposed cabling, dangerous animals

Are there any special access requirements? E.g.: Call at gate, special vehicle required

Is there a site induction required?

Is this property heritage listed?

Is this site in a cyclone Area?

Is there any reason why we would not be able to install the Satellite Dish on the Roof of the building? The standard installation is on the roof

**Site Contact Information**

Who is the best person to contact about access to this site? (This will be the person we call for further information about the site, and who w

Email Address

Phone Number

Can you please provide a secondary contact for this site

Email Address

Phone Number

Please provide the name of the person completing this form

Email  
Number

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# Nomination Tracker User Guide

to schedule and complete the installation of your STAND Service.

(including at a particular pavilion, or in a Town Centre but in the library)

(our Satellite Service)

Organisation/body if we cannot reach any of the listed site contacts for ongoing maintenance.

to change how we approach the installation.

Please specify this.

to be taken into consideration.

oint.

if we cannot isolate power an electrician will need to be onsite.

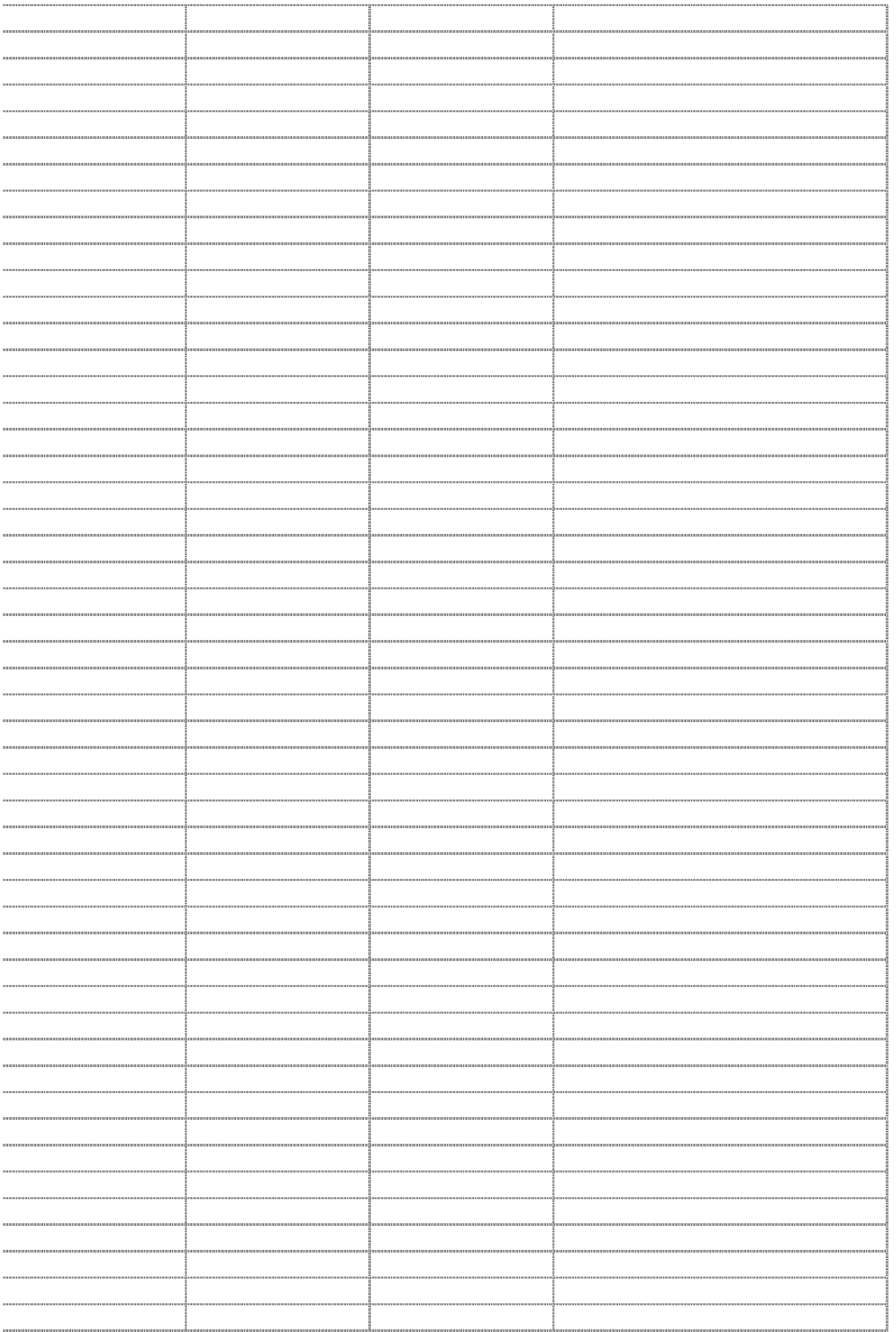
f of the building, if there is a reason why this is not possible, we will need to look at alternate options.

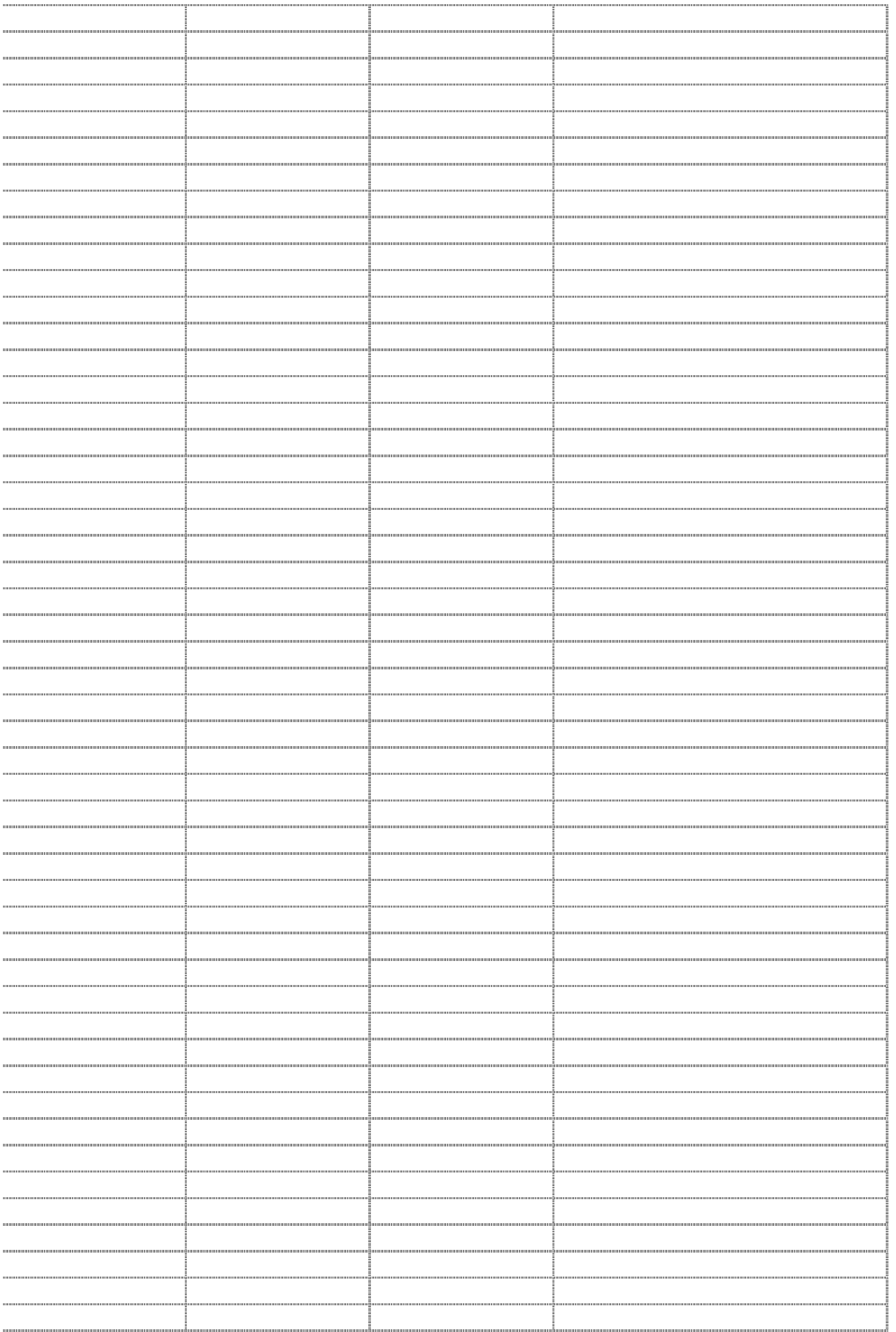
(e contact to make appointments to come out to site)

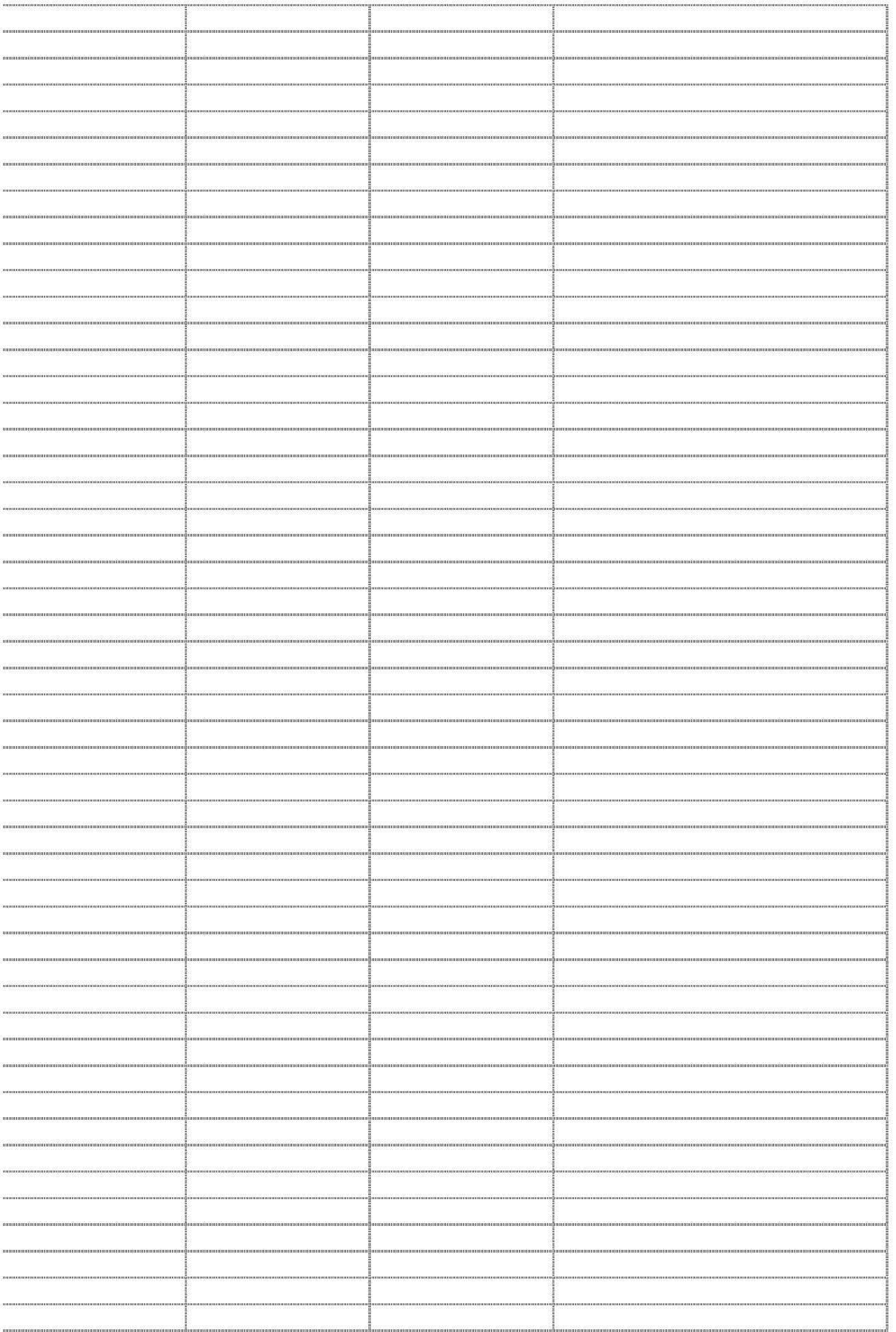


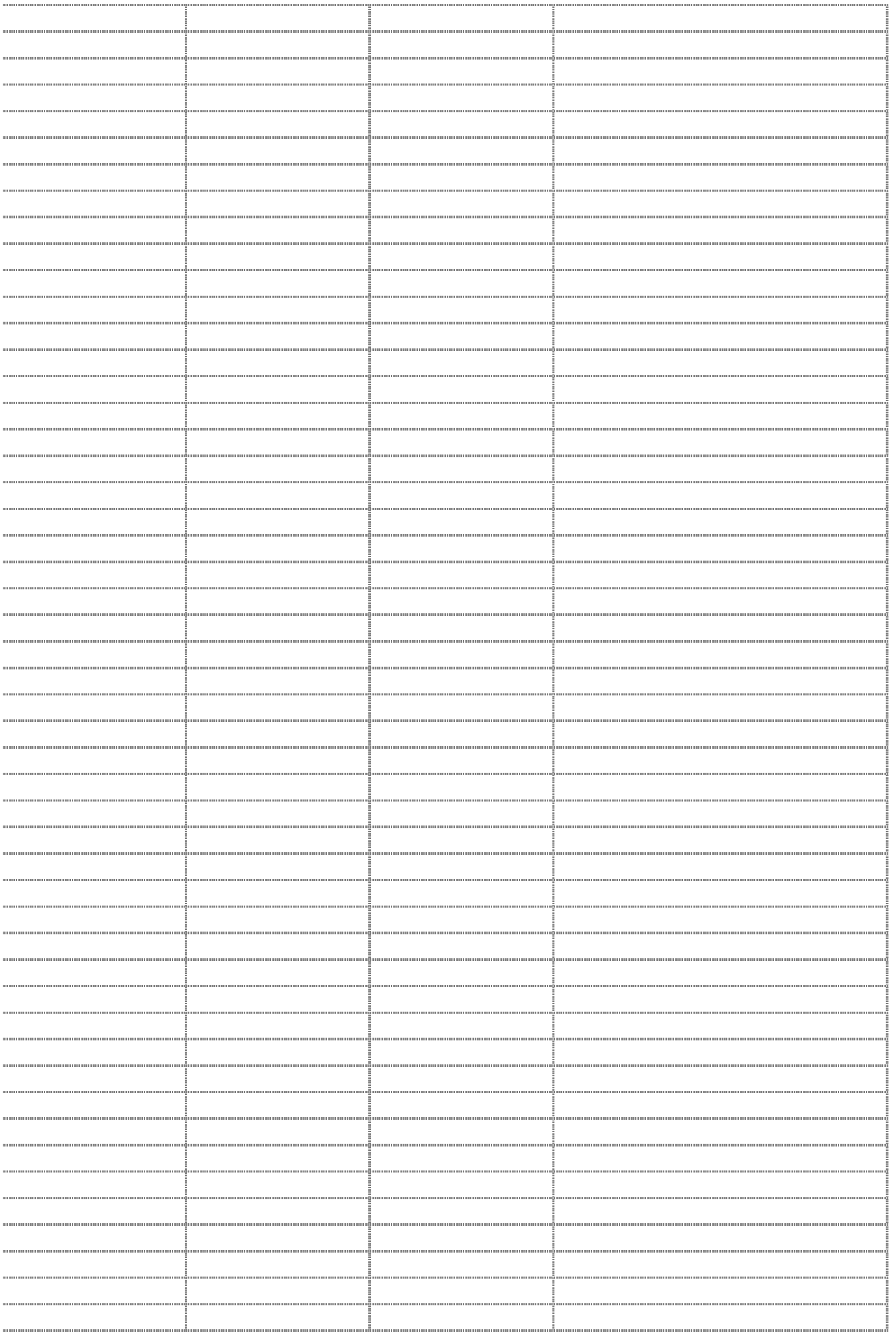


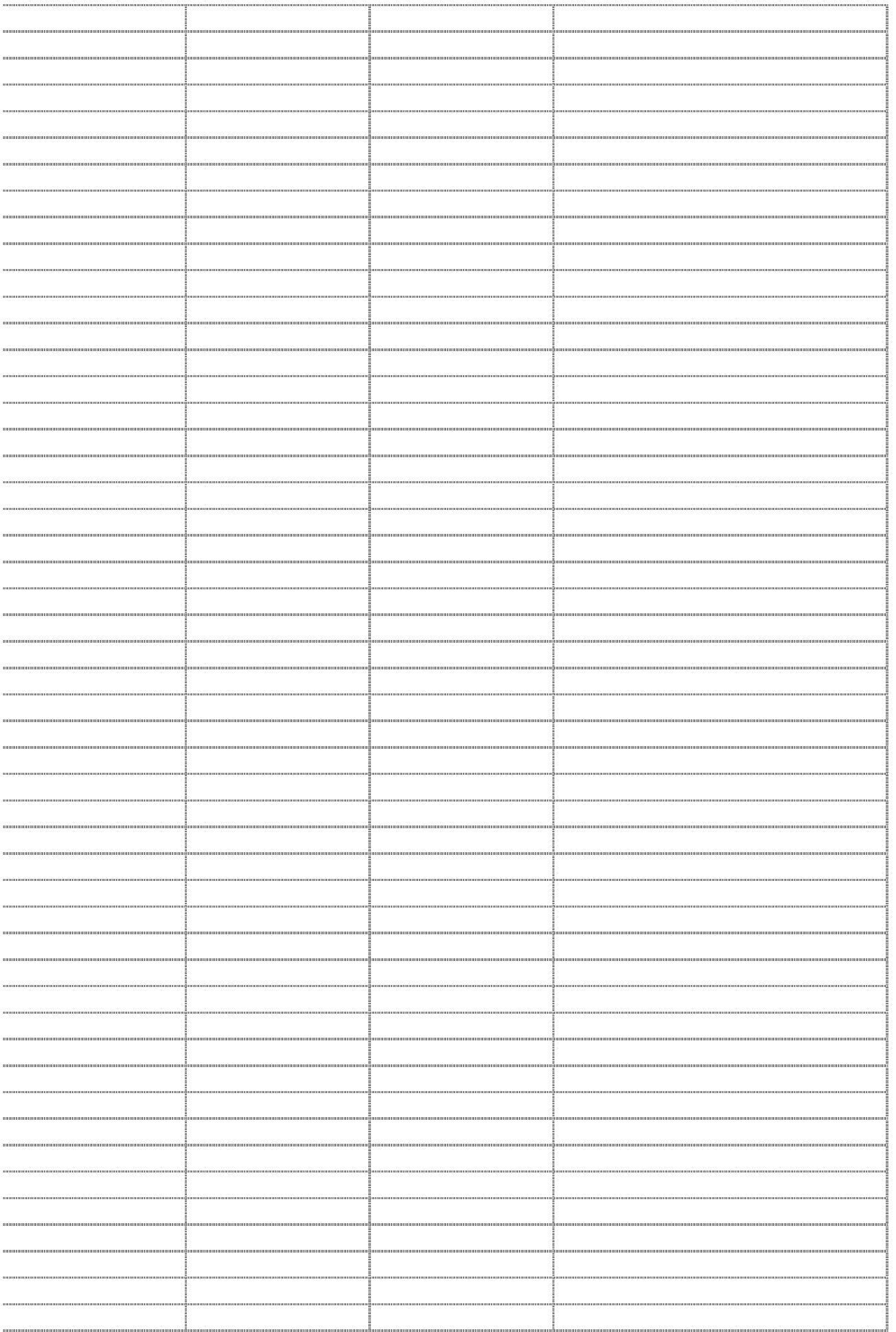


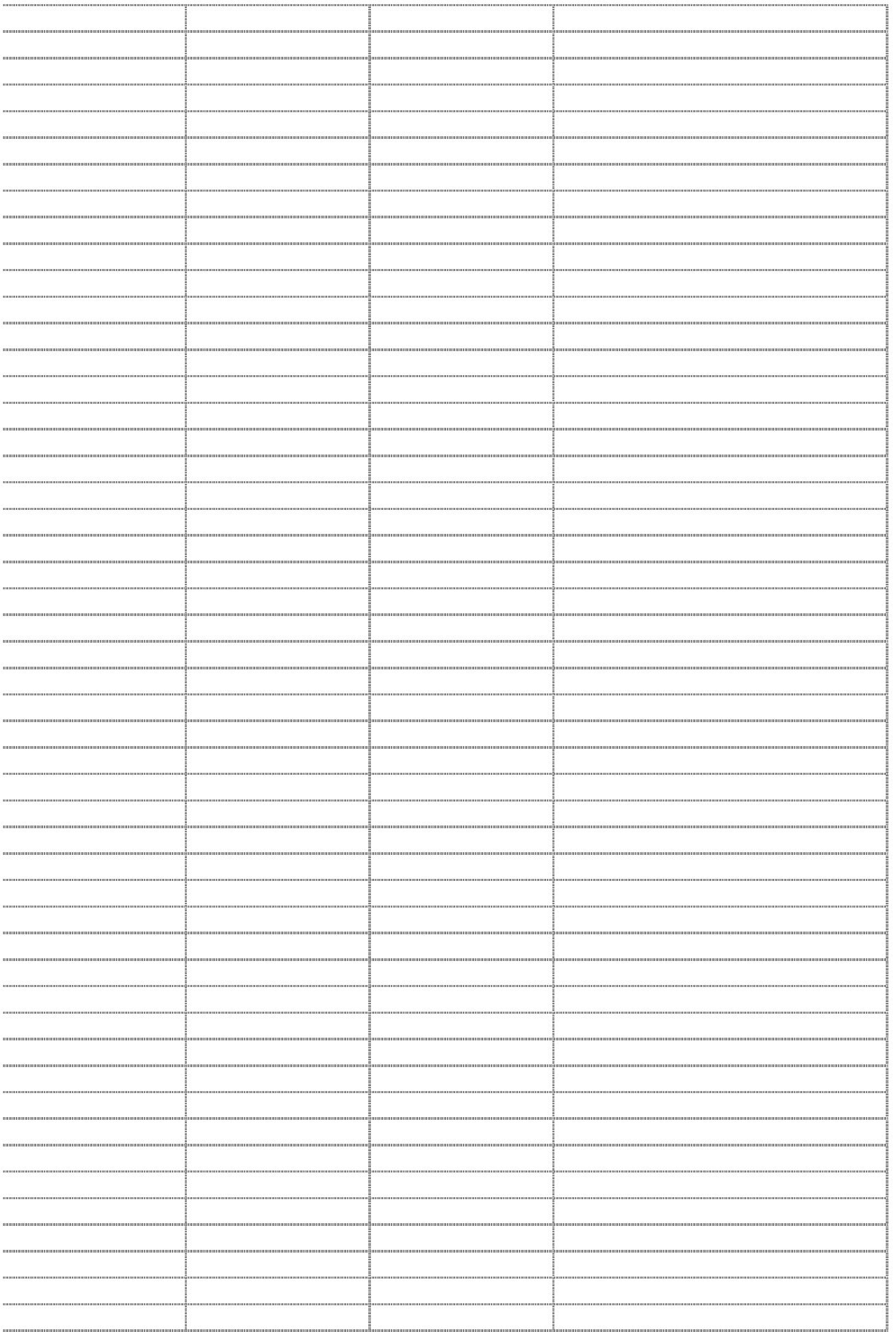


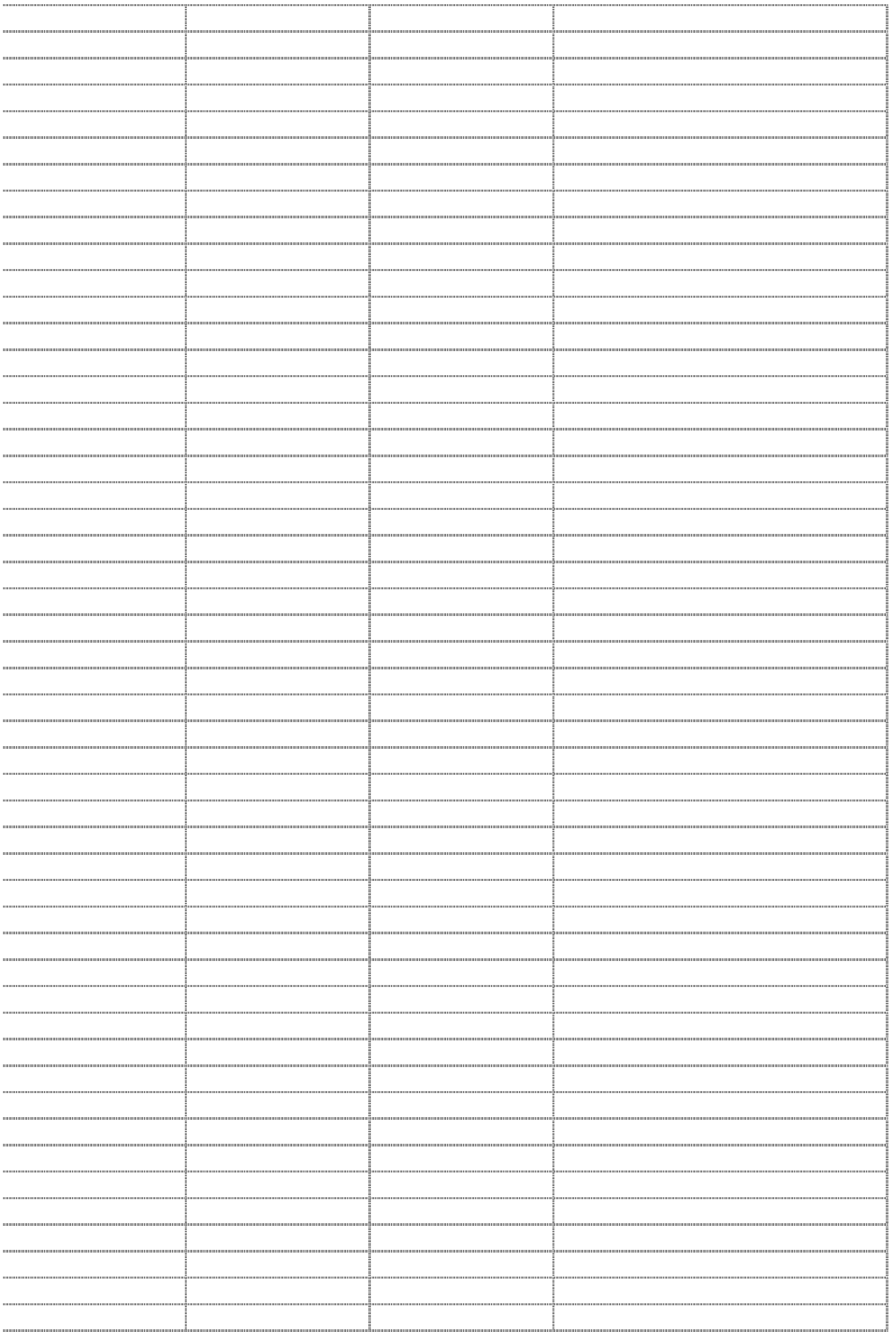




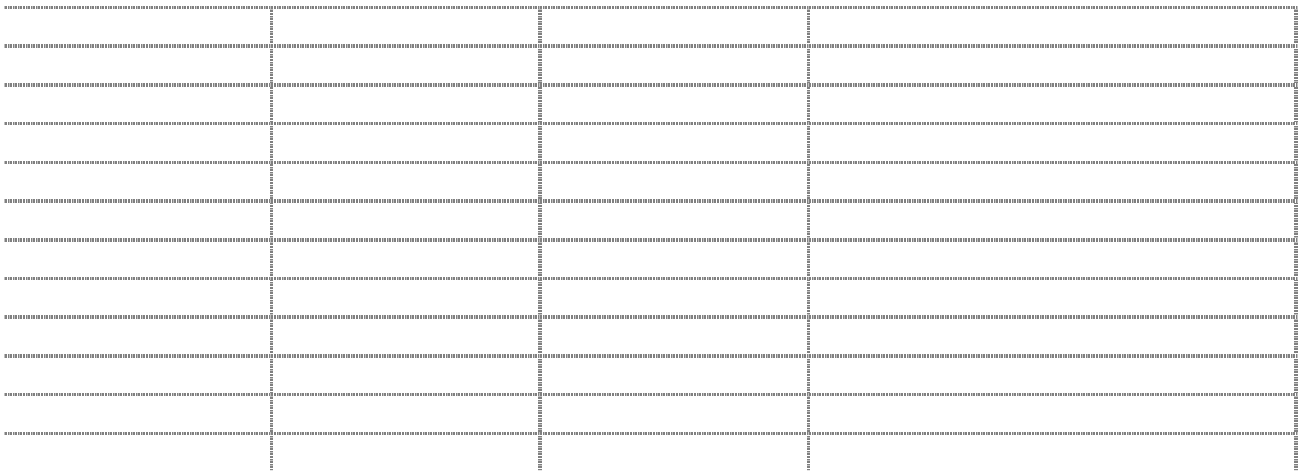




















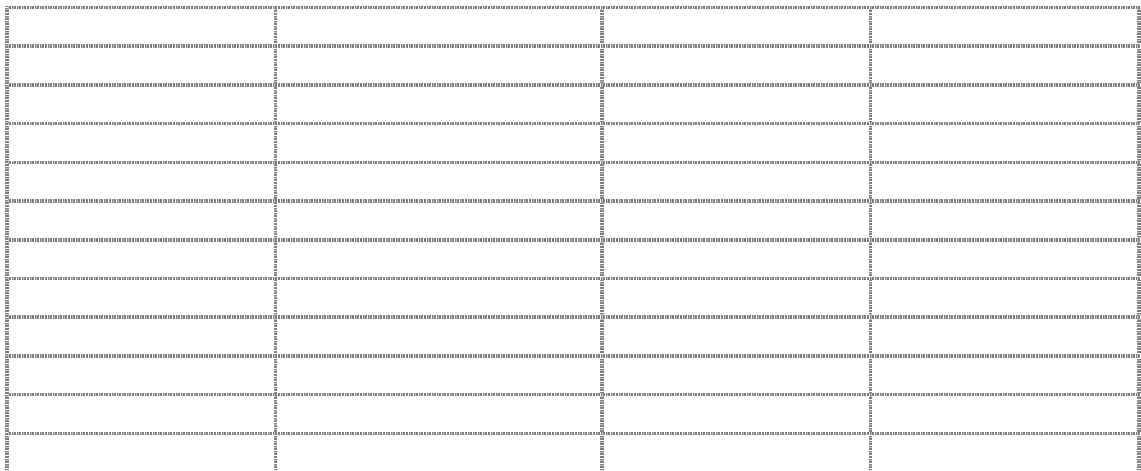












# Site Nomination Tracker

Installation Type (ie Large Site, Small Site or BSS)	Building Wall Material	Building Roof Material	Does this site contain Asbestos? If so where?
Small			
Small			
small			
small			
small			
Small			
Small			







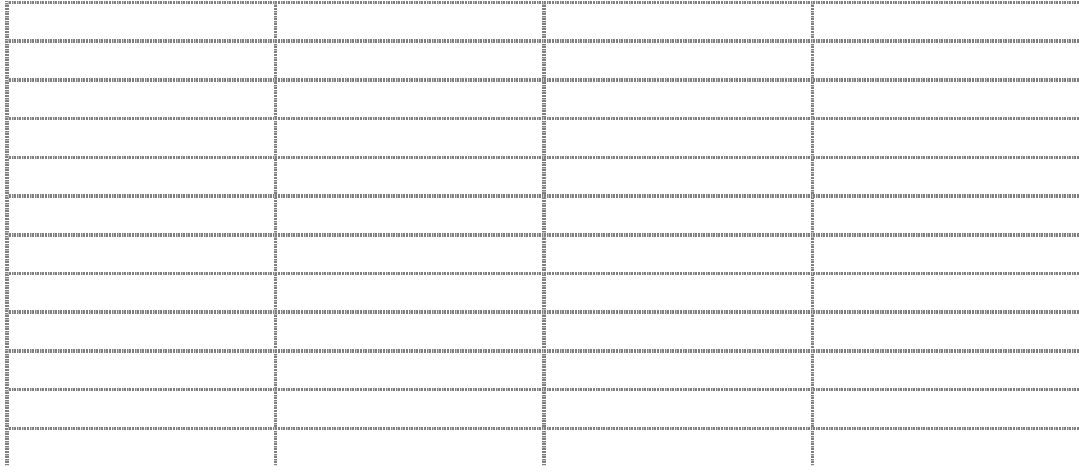




















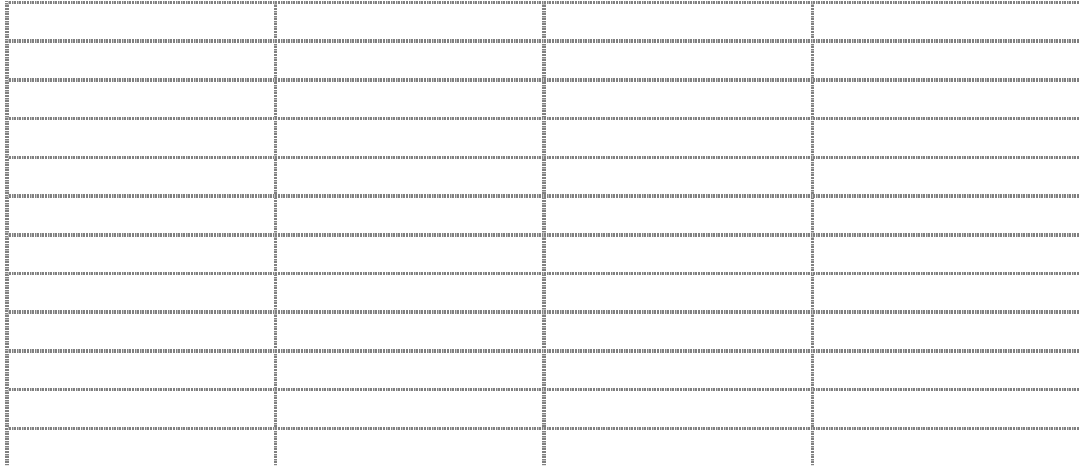




















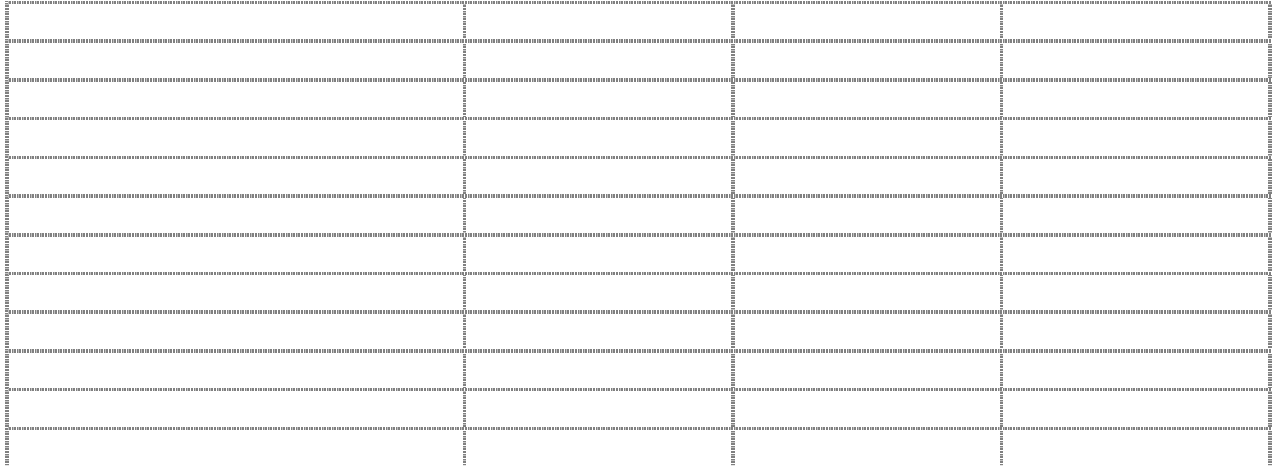






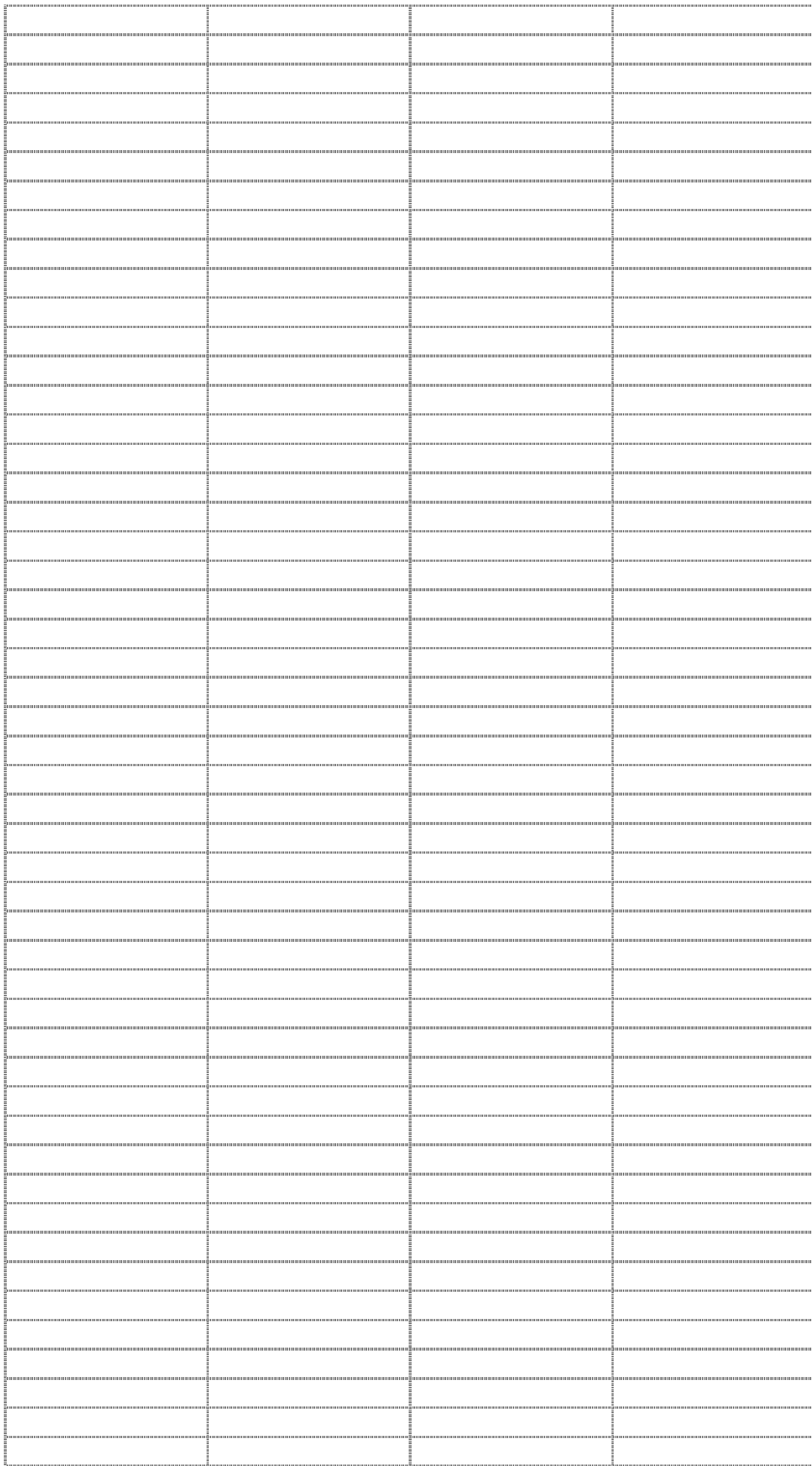














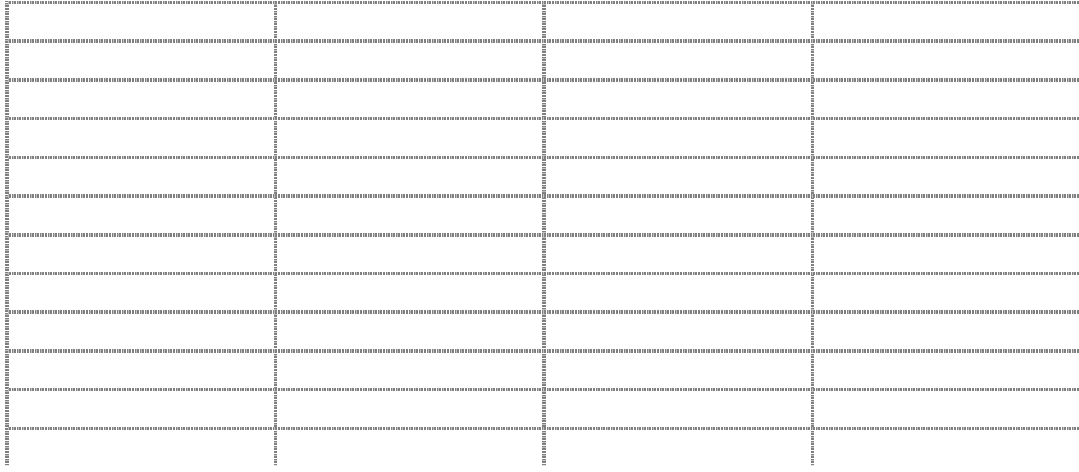




















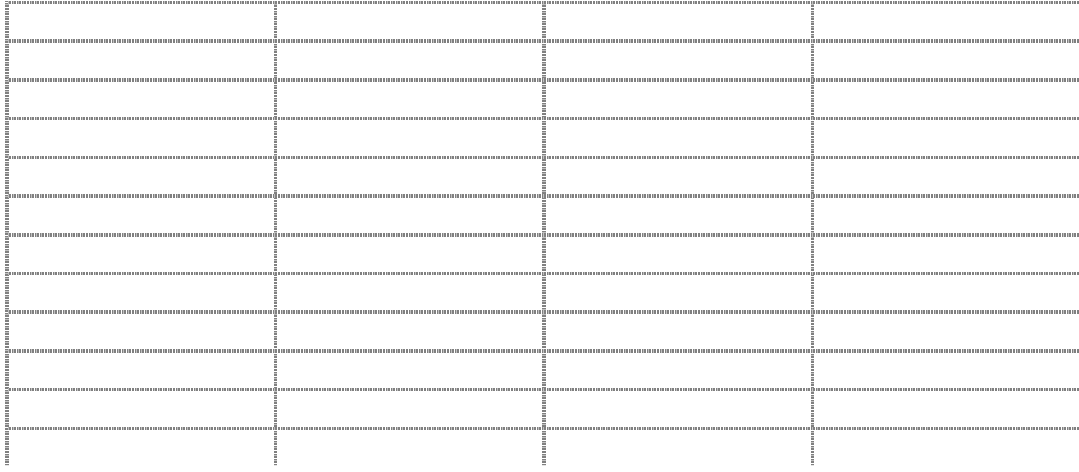






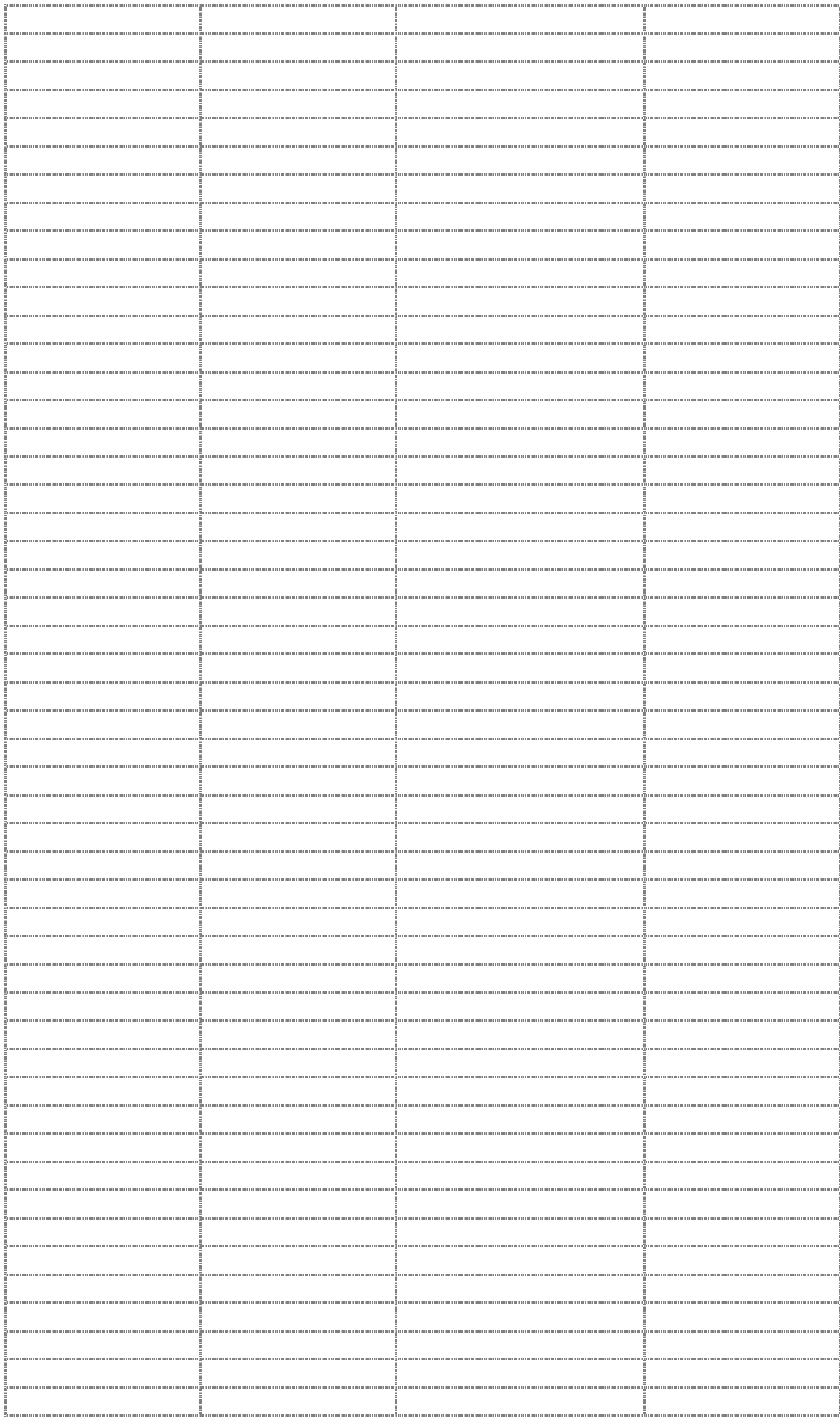




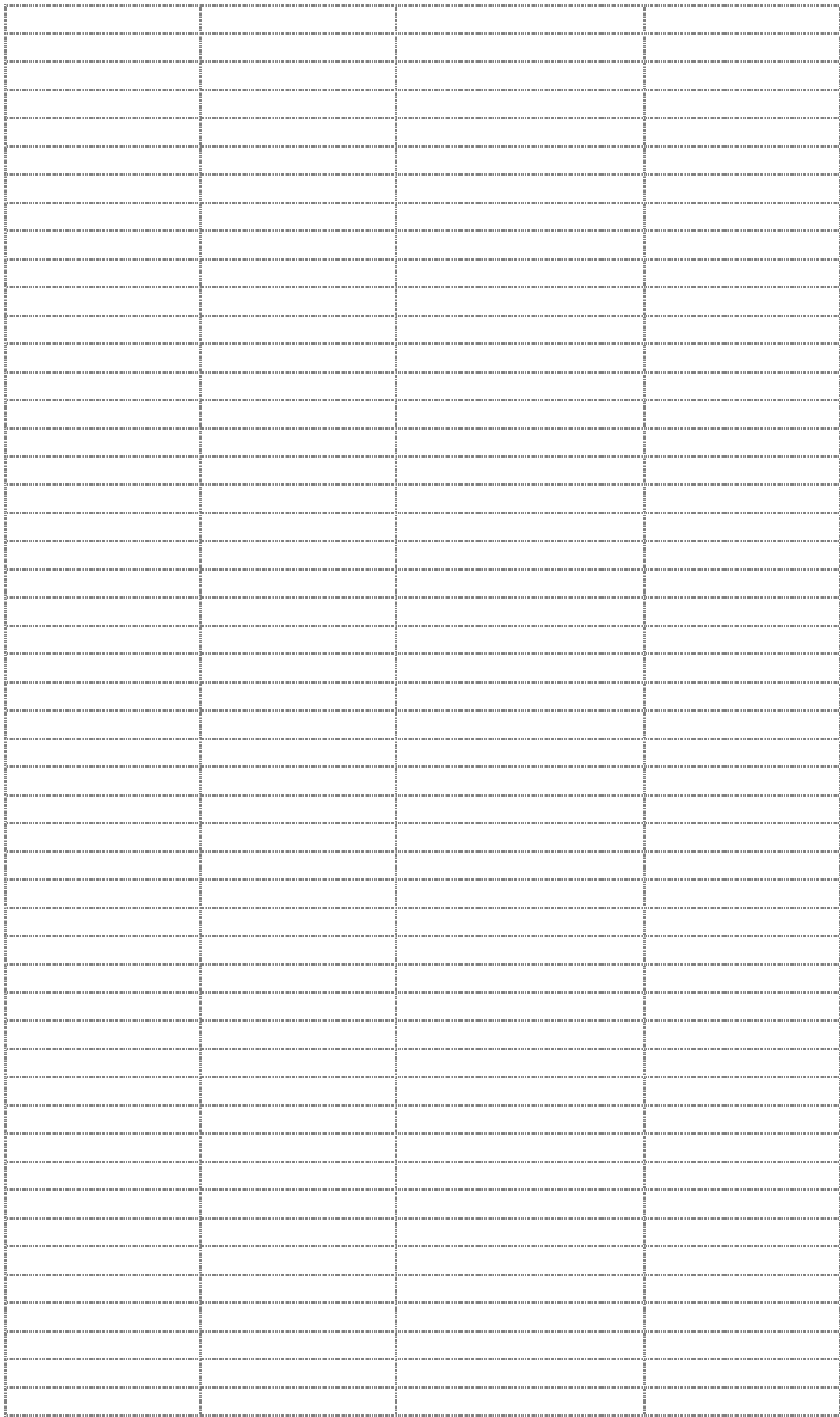






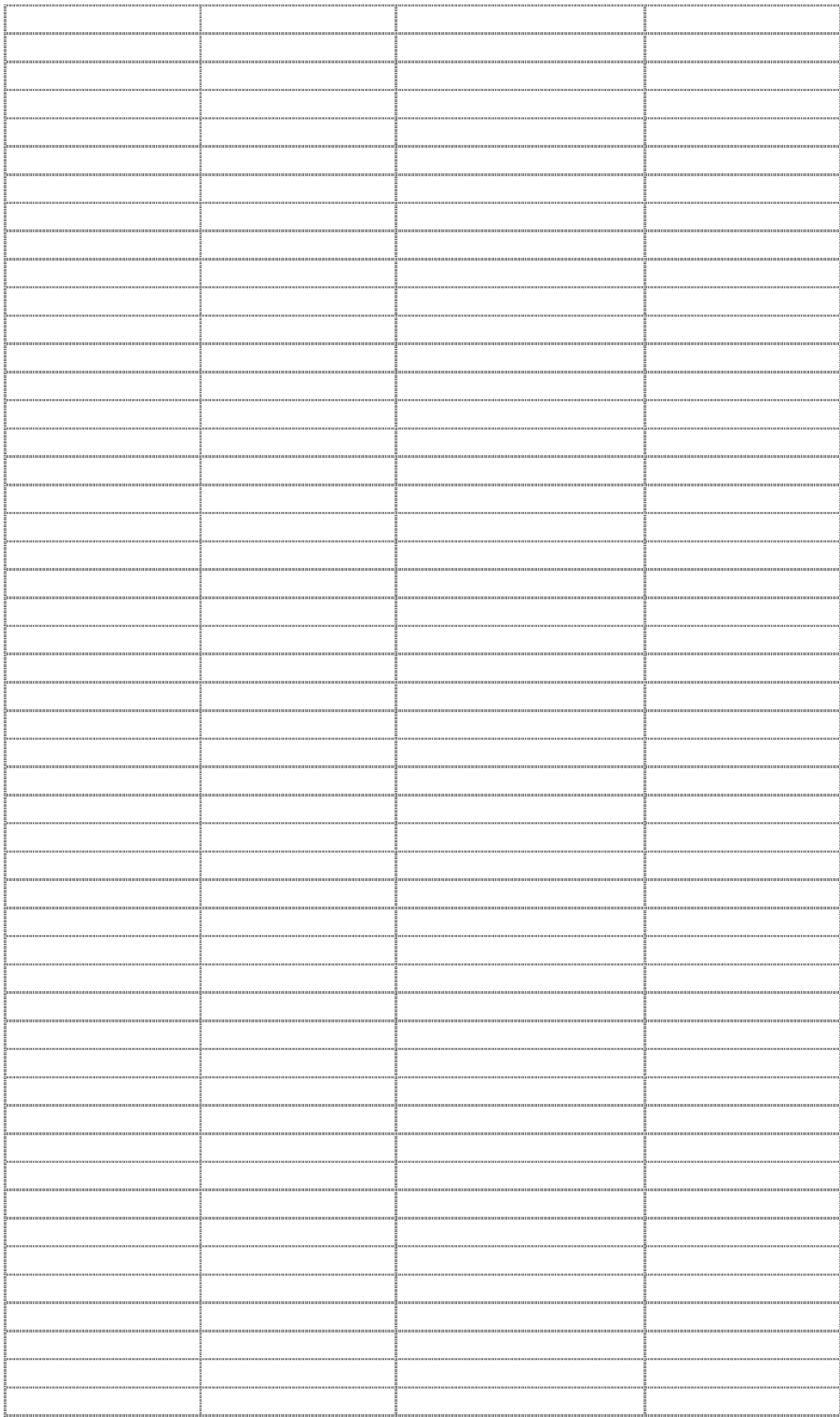


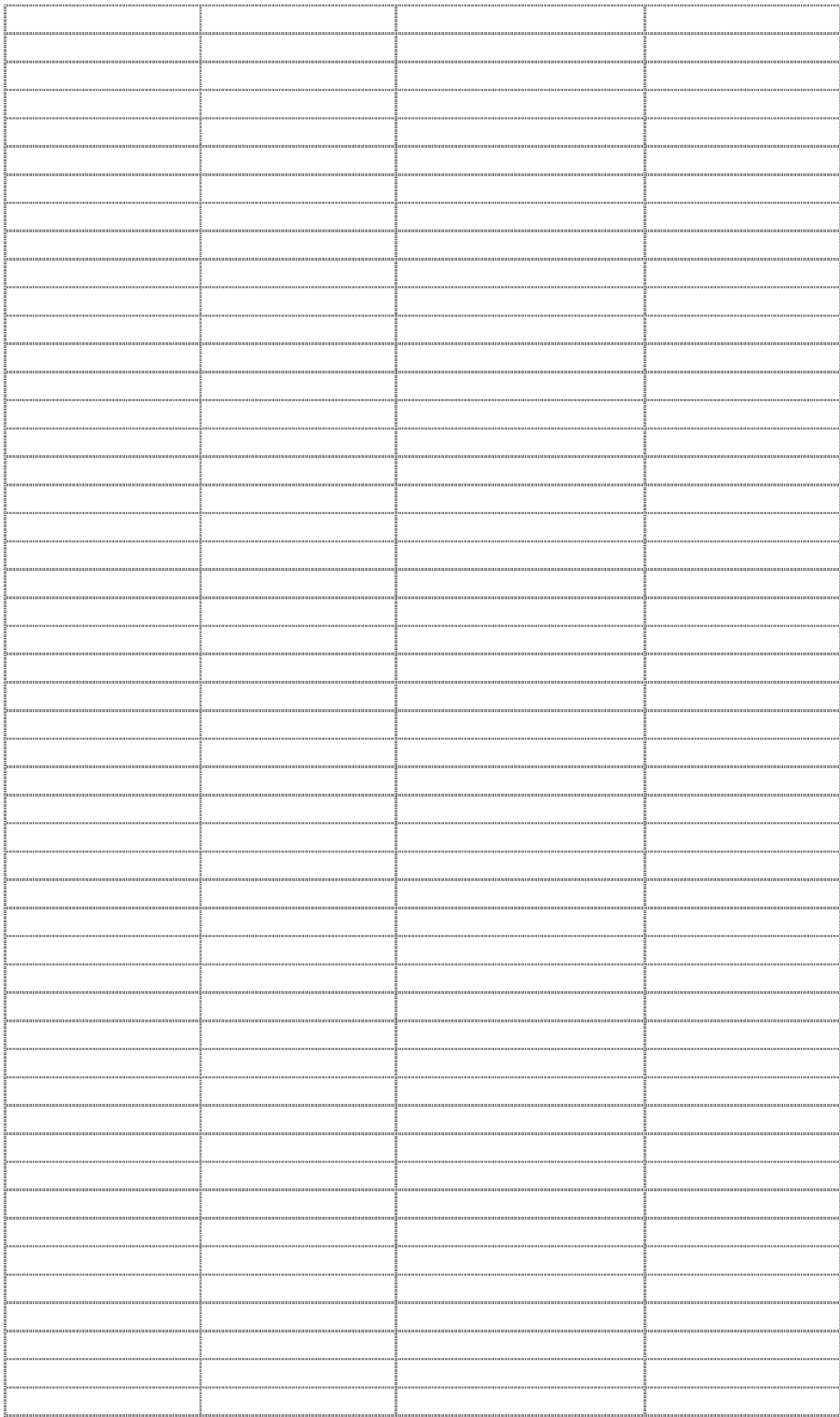


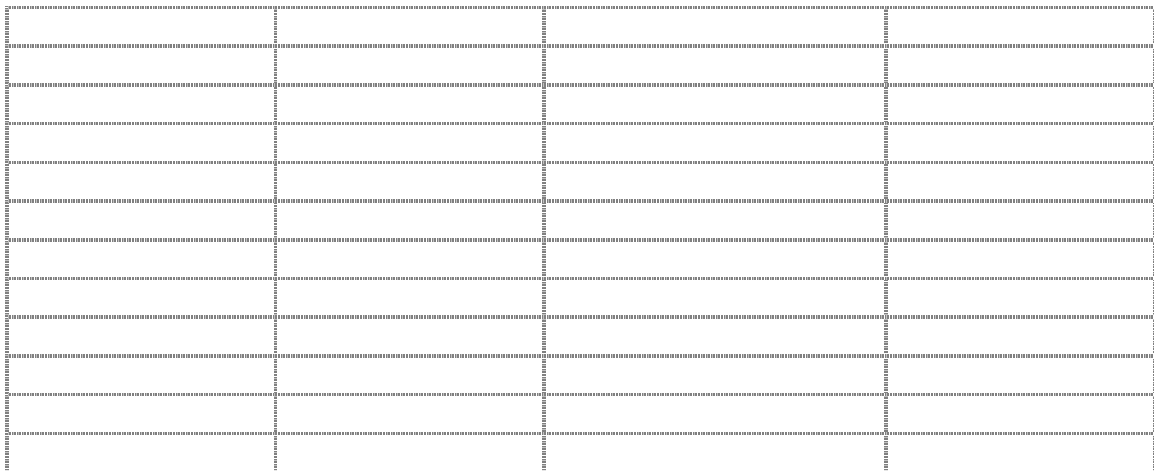










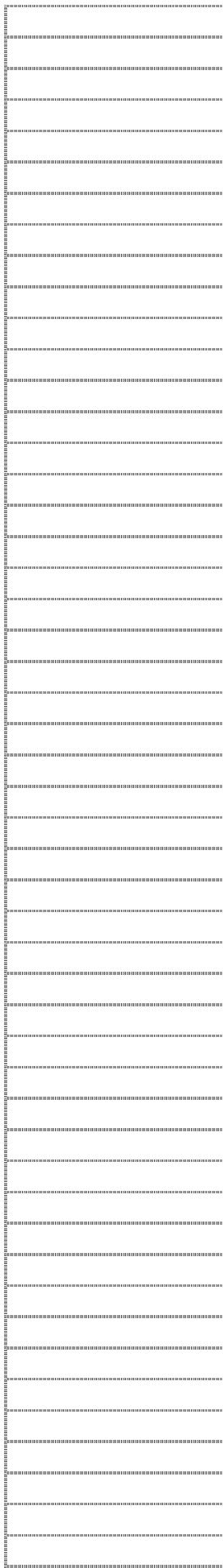


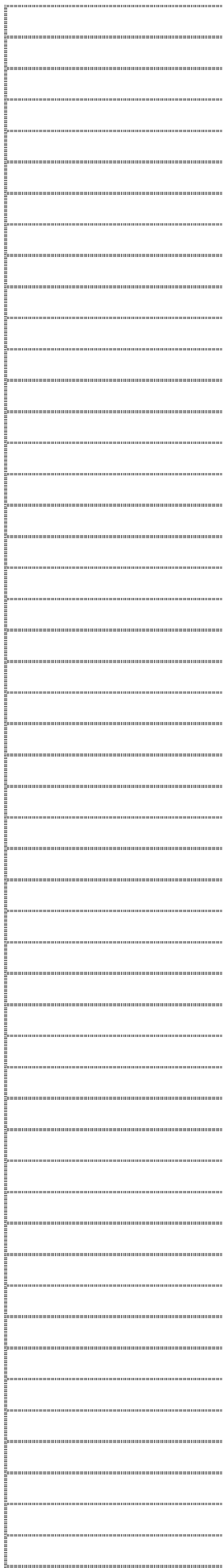


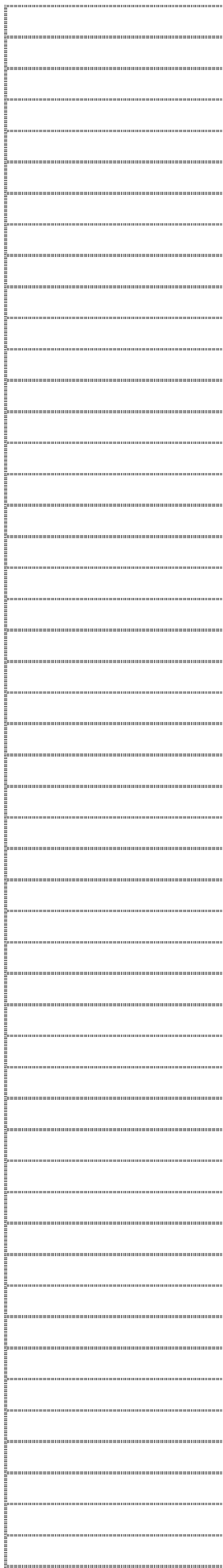


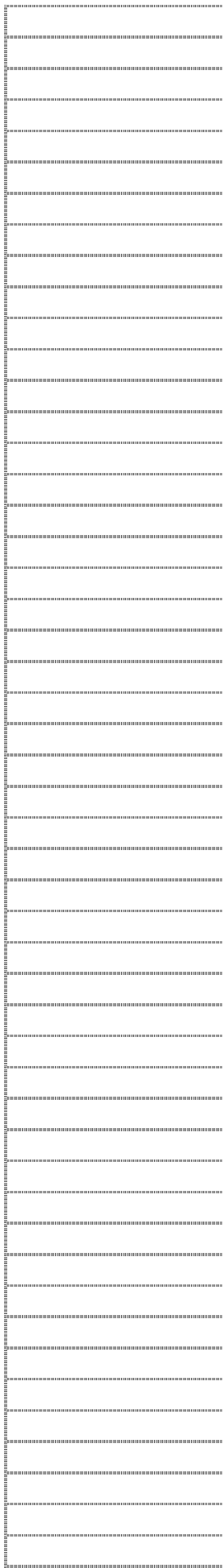
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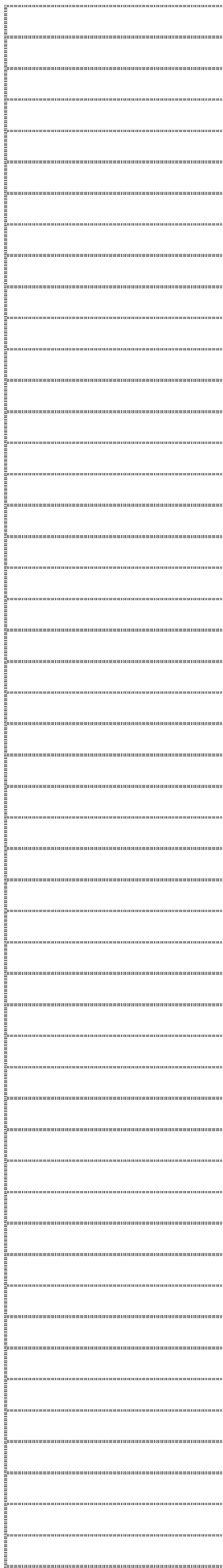
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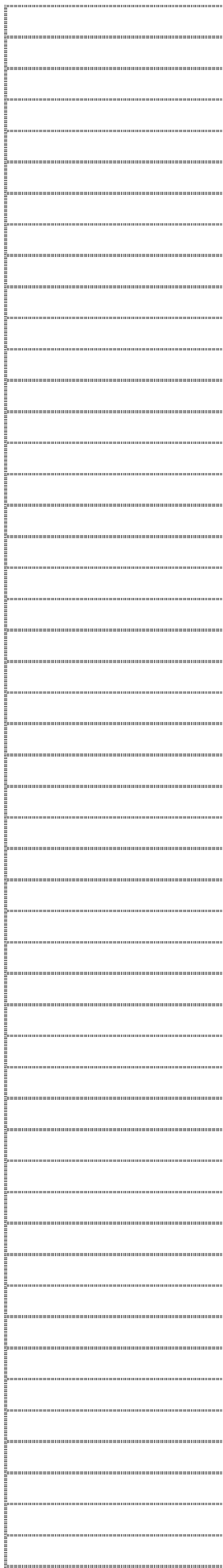


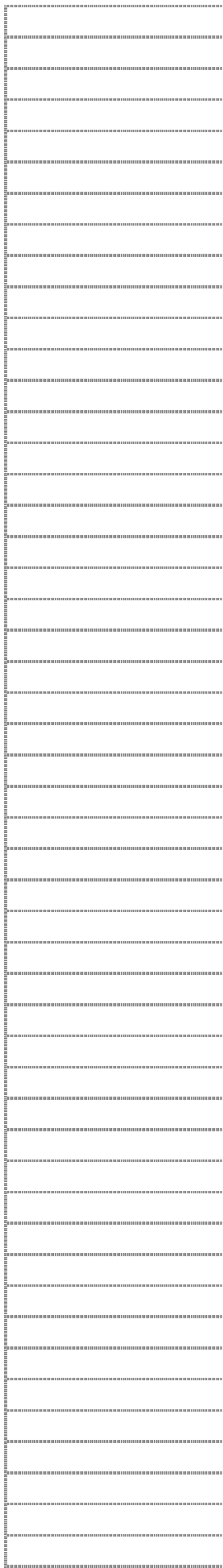


















# Strengthening Telecommunications Against Natural Disasters (STAND) – Frequently Asked Questions

- **Is it possible to change to an outdoor WAP or install additional WAPs?**  
The configuration for each solution has been designed and tested specifically and it is not possible to change the equipment configuration for your site solution.
- **Can these be tied into existing data networks on site?**  
No, these are intentionally designed to be standalone solutions.
- **Is it possible to have a UPS installed with a small solution?**  
No, the small system is not designed to include a UPS however they are compatible with a UPS if you have one or wish to source one.
- **How do you switch a service from Everyday^ to Disaster Response~ modes?**  
Active mode is to be used when the site is operating as an evacuation centre or responding to other emergency events. To obtain the process for your site please refer to the relevant organisation in your State.
- **Is it possible to increase the amount of bandwidth available per user?**  
No, the system is configured to present the best experience for each user in an evac centre environment. If your site is being utilised in an emergency and requires changes to be made please refer this back to the relevant organisation or emergency service in your State.
- **Are keys to the cabinet left on site?**  
There are no user serviceable parts inside the cabinets, and we are unable to leave keys on-site
- **What happens if there is a problem on site?**  
Please give us a call on 1300 626 267 this number is available 24x7.
- **We need to relocate the indoor/outdoor units, is that possible?**  
Yes, however there may be a charge involved in relocating equipment. You can give us a call on 1300 626 267 to discuss options for relocations
- **Is the Internet access moderated at all?**  
Yes, there are several categories of websites that are not accessible via this service, you can contact us for a full list if required.
- **Can people outside of the premises log onto the internet?**  
Yes, if you can pick up the signal and accept the terms and conditions you will be able to connect.



- **Can any device log onto the network?**  
No, devices that are unable to show the terms and acceptance screens and then accept them will not be able to log onto the network.
- **Are we able to plug a different device into the NTD?**  
No, the installation is to support the configured equipment. nbn is able to identify if different equipment is plugged into the NTD and this may result in the service being suspended.
- **Are we able to turn the system off to save power or restrict access?**  
Yes, but we would prefer if this didn't happen. Your service is remotely monitored and if it is turned off it appears to us that the system has failed, and we will try to contact you to resolve that. If you would like to power it off routinely to save power please give us a call on 1300 626 267 and let us know so we can note it. If you want to restrict the time the system is available, you can call us and we can organise for the WAP to be turned off during those hours.
- **What frequency do the WAP's work on?**  
The WAP works on 2.4 and 5ghz. If there is a configuration change that is required for example to a Wi-Fi channel this can be done remotely.
- **Are there any ongoing costs?**  
No, these solutions are fully funded by the Commonwealth for 3 years.
- **Is the Satellite service impacted by weather?**  
Some weather conditions can impact Satellite services temporarily, generally this happens in conditions where there is significant cloud cover or rain. If you think that you have a problem with your service, you can call us on 1300 626 267.
- **Can we move this service to another site?**  
Your site was nominated by your State and approved as the location by the Commonwealth and so we can't move it on request. If there is an issue or you would like to move it please contact your relevant State body to discuss your options.
- **I have a site that has generator backup but requires that to be manually started in a case of power loss. Will that impact this service?**  
Yes, but only temporarily and only if you have a small solution. Once the system loses power it loses communication with the network<sup>^</sup> when you power it back up it will go through a start-up sequence to regain its link to the network. This sequence will only take a few minutes and then the system will be fully operational again.
- **Who does the equipment belong to?**  
The equipment remains the property of the nbn.

<sup>^</sup> otherwise referred to as 'Ready Mode'

<sup>~</sup> otherwise referred to as 'Active Mode'



NSW Local Government Grants Commission  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541

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YOUR REFERENCE:  
CONTACT: Helen Pearce  
(02) 4428 4131  
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Ms Karina Ewer  
General Manager  
Berrigan Shire Council  
By email: [Karinae@berriganshire.nsw.gov.au](mailto:Karinae@berriganshire.nsw.gov.au)  
cc: [mail@berriganshire.nsw.gov.au](mailto:mail@berriganshire.nsw.gov.au)

20 August 2021

Dear Ms Ewer

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the Commission calculates financial assistance grants (FAGs), please find attached a summary of Council's 2021- 22 estimated FAGs entitlement (**Appendix A**).

The Commonwealth Treasury's estimate of the Consumer Price Index (CPI) for 2020- 21 has been adjusted up since the 2021-22 mid-year end of financial year update. When compared to the 2020-21 final adjusted amount, the total national FAGs for 2021-22 increased by 2.2%. The 2020-21 estimated entitlement comparison to the 2019-20 final adjusted amount was 1.1%, and remains the lowest percentage increase since the paused indexation period of 2014-15 to 2016-17. Accordingly, the State's FAGs allocation for 2021-22 is slightly higher than last year, however the ongoing economic impact of the pandemic is difficult to predict.

The national FAGs figure for 2021-22 is \$2.657 billion and is made up of \$1.840 billion for the general purpose component and \$0.817 billion for the local roads component. The national estimated entitlement for 2020-21 increased by \$38.9 million to account for final adjustments to the CPI and population shares for the year.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 31.8% or \$584.8 million in the general purpose component, which represents a 1.7% increase on last year's final figure. The local roads component is based on an historical formula. NSW's share of the total road funding is a fixed 29% share, or \$236.9 million. The total FAGs allocation to NSW for 2021-22 is \$821.7 million.

Council's 2021-22 FAGs estimated entitlement, compared to the 2020-21 final entitlement is as follows:

Year	General Purpose \$	Local Roads \$	Total \$	Change
2020-21 final	\$3,576,130	\$1,474,638	\$5,050,768	
2021-22 est.	\$3,661,973	\$1,504,490	\$5,166,463	2.3%



To assist councils with budgets and bank reconciliations, a breakdown of the 2021-22 quarterly instalments is attached (**Appendix A**). The NSW Statement of Payments is also attached (**Appendix B**).

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

A key challenge for the Commission continues to be the Commonwealth's request to apply the minimum per capita grant, which has a significant impact on the ability of the Commission to redirect funding. The map contained in **Appendix D** identifies the rate of population change in NSW from 2006 to 2016. **Appendix D** also lists the revised expenditure categories, disability factors, data sources used in calculating the expenditure allowance and the relative disability allowance.

Following the impacts of the global economic downturn and the pandemic, last year the Commission faced the challenge of a substantially reduced CPI estimate. NSW received an increase of just 0.9%, or \$5.1 million, on the prior year's final general purpose component figure. This was substantially lower than the 4%, or \$21.3 million, increase NSW received in 2019-20. However, at the time, the CPI had been underestimated by the Commonwealth and the adjustment increase for the 2020-21 final CPI has been welcomed by the Commission. The increase has enabled the Commission to resume the quarantining of \$5.0 million for the application to the relative disability allowance (it had to be reduced to \$4.5 million of quarantined funds in the previous year). This ensures that additional funds are still able to be directed to those councils with a greater relative need whilst ensuring that additional uncertainty is not delivered to the sector during this difficult time with the implementation of the 0% floor to the general purpose grant. However, the CPI has not been restored to higher levels of recent years and further fluctuations cannot be ruled out.

In addition to these calculations, the Commonwealth Government decided to retain the practice of forward payments of approximately half of the financial assistance grants, based on the 2020-21 estimates for payment. The Commonwealth Government decided to make this year's early payment given the ongoing cashflow challenges faced by local government across Australia and to allow councils early access to the funds to help manage the cumulative impacts of drought, bushfires and now the COVID-19 crisis. Councils received approximately 52% of their estimated 2021-22 FAGs on 8 June 2021. The remainder of the grant entitlements will be paid in quarterly instalments in August 2021, November 2021, February 2022 and May 2022.

### **CONSIDERATIONS FOR 2022-23 GRANTS**

Councils should be mindful that, given the current economic environment, there is a real possibility that there will be an extended period of a reduced CPI going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in the 2022-23 GPC than they will in 2021-22.

**SPECIAL SUBMISSIONS RELATING TO 2022-23 GRANTS**

Special submissions from councils for 2022-23 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disability factors listed in **Appendix A**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

**Appendix C**, titled *Guidelines for Special Submissions*, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) by **15 November 2021**.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely



**Helen Pearce**  
**Executive Officer**