

20.5 2017-2018 ANNUAL REPORT FOR THE PERIOD ENDING 30 JUNE 2018**Document ID:** 393239**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership

- Attachments:**
1. 2017-2018 Annual Report for the period ending 30 June 2018.pdf [↓](#)
 2. Appendix A - Government Information (Public Access) Act, 2009 - Annual Report ending 30 June 2018.pdf [↓](#)
 3. Appendix B - Public Interest Disclosures Act, 1994 - Report for the year ending 30 June 2018.pdf [↓](#)
 4. Appendix C - Audited Financial Reports for the year ending 30 June 2018.pdf [↓](#)
 5. Appendix D - Update for the Disability Inclusion Action Plan 2017-2021 as at 30 June 2018.pdf [↓](#)
 6. Appendix E - Delivery Program 2017-2021 Annual Report as at 30 June 2018.pdf [↓](#)

RECOMMENDATION

That Council

1. adopt the 2017-2018 Annual Report as presented and publish the document to the community; also advise the Office of Local Government of the URL of the document within Council's website.

PURPOSE

The purpose of this report is for Council to adopt the Annual Report for the 2017-2018 reporting year ending 30 June 2018.

SUMMARY

Council's Annual Report for 2017-2018 has been prepared in accordance with Sections 406 & 428 of the Local Government Act, 1993 also Regulation 217 of the Local Government (General) Regulation, 2005 and the Integrated Planning and Reporting Guidelines for local government in NSW issued by the Office of Local Government during March 2013.

BACKGROUND

The Annual Report is one of the key reports of accountability between Council as a community leader and its residents, the document provides updated information on the implementation of the four year Delivery Program incorporating the annual Operational Plan. As a statutory report it also details how Council has performed over the past financial year as a business entity.

Highlights for the reporting year are:

- Council continued to actively engage with the youth of the community by co-ordinating Youth Week activities during April. The most popular activity was undoubtedly the Skate School run by Totem Skateboarding where about 50 children participated in learning to refine their techniques or to learn the art skateboarding. Other held during the week involved NSW Police and Narrandera Bidgee Boxing where both a 'blue-light disco' and a 'kids boot-camp' were held and were very well attended, apart from their physical well-being the children were informed of where they could find help in stressful situations and were encouraged to seek help when needed;
- April was also the month of the NSW Seniors Festival with Council co-ordinating a large variety of events across the Shire such as a lunch at Grong Grong, a morning tea at Barellan, movies at the Narrandera Shire Library also a theatre tour and lunch at the Morundah Pub;
- The Disability Inclusion Action Plan 2017-2021 adopted by Council in June 2017 continues to be actioned with a number of achievements during the reporting year including the installation of a more user friendly entrance to the Council Administration Centre by replacing the heavy glass door with an automatic double leaved door. Another visible achievement is the installation of the colourful Liberty Swing into the play area of Marie Bashir Park at Narrandera. The Liberty Swing was officially opened by NSW State MP Steph Cooke with the first child to use the swing was Cooper Perram of Narrandera. Cooper was very happy with this new addition to Marie Bashir Park and said that 'I feel very comfortable and safe in here; I can't wait to come back and use it every day'.
- Both the Narrandera Shire and Leeton Shire communities are serviced by community transport administered by Council, this service provides a door to door transport service for clients attending general medical and specialist appointments in the regional centres such as Wagga Wagga, Griffith, Albury and Canberra. For the reporting year Narrandera Leeton Community Transport provided over 13,000 trips to residents with volunteers travelling in excess of 410,000 kilometres to assist community members.
- Social Isolation is a hidden issue within the community, particularly with the aged members of our population. A service co-ordinated by Council staff to address this issue is Social Support, providing eligible clients with the opportunity to remain integrated with the community through the simple gesture of taking a client for a coffee and lunch or providing social interaction in a group situation where a number of clients are taken on an outing. For the reporting year in excess of 2,700 hours of social support was provided to 88 clients within both Narrandera Shire and Leeton Shire;
- The Narrandera Arts Centre continues to host exhibitions, displays and civic functions; during the reporting year the venue hosted a number of unique events including The Harmonic Oscillator created by artist Vic McEwan where the soundscapes of hospital spaces were recorded, the artist-as-researcher engaged with the lived experience of patients, families and staff to study the outcomes to better understand the human experience of treatment and recovery. Another event was the Warangesda:Deep Waters exhibition that examined the history and legacy of the Warangesda Mission at Darlington Point, a significant cultural site for the Wiradjuri People;

- Community organisations and events were supported throughout the reporting year with over \$15,000 in financial assistance provided to a wide variety of projects including \$560 provided for school academic awards, \$300 to TAFE NSW Riverina Institute for academic awards, the NSW Rural Women's Gathering held October 2017 received \$1,000 in support, the Barellan & District Progress Association received \$1,000 and the Earlies Rod & Custom Run also received \$1,000;
- An opportunity to reopen the Narrandera to Tocumwal Rail link was actively pursued seeking a more efficient and effective rail transport for freight to Melbourne Port. Funding in the amount of \$500,000 was secured to undertake a feasibility study which is expected to be released early in the 2018-2019 financial year. The study is to provide a detailed analysis of existing structures along the 181 kilometres route to Tocumwal, demand for use of the line, assessment of the economic and financial modelling and land use and environmental planning issues;
- An expression of interest to the motoring body NRMA for the installation of an Electric Vehicle Fast Charger in Narrandera was lodged with the submission being successful; the unit will be installed by the end of 2018 in an area adjacent to the new public amenities along the Twynam Street frontage of Marie Bashir Park;
- The Economic Development Team partnered with industries from the Red Hill Industrial Estate to create both a photo library and promotional collateral in print and digital forms which will be used to promote the Estate and the Shire as a whole to potential buyers, developers and potential employees;
- Destination marketing of the Shire was one of the priorities of the Economic Development Team across the reporting year with attendance at the South Australian Caravan and Camping Expo in February 2018, in conjunction with the Newell Highway Promotions Committee brochures were distributed at the Victorian Caravan, Camping and Touring Supershow also the Queensland Caravan and Camping Supershow. The team also participated in the Travel Oz Riverina episode which aired in November 2018;
- The Narrandera Shire Visitors Guide was launched in March, this excellent publication lists everything that a visitor would need to know about Narrandera Shire from the top 10 experiences, our history and heritage, a calendar of events, monuments to visit, what to see and do in the Shire, our life on the Murrumbidgee River, venues for dining and recreation, an accommodation guide as well as maps for Narrandera, Barellan, Grong Grong and a regional guide to other centres of population;
- Council continues to recognise that its human capital is one of its most valuable resources and has strived to develop a highly skilled and motivated workforce. During the reporting year staff attended training sessions across a wide spectrum of courses from cultural awareness training, customer service, procurement, water industry operations, records management, leadership and management, manual handling, traffic control, fire warden training and plant operations. A total of \$87,474.36 was expended on organisational training for the reporting year;

- Eight staff members completed further education during the reporting year attaining formal qualification in water industry operations, horticulture, civil construction, accounting also leadership and management;
- Capital works were a major part of the 2017-2018 financial year with Council adopting an original budget of \$7.508 million dollars for works; \$5.38 million dollars was planned for the General Fund, \$1.278 million dollars was planned for the Water Fund with \$850,000 was planned for the Sewer Fund. At the 30 June 2018 62% of works were completed, 25% of works were in progress with the remaining 13% of works either deferred or to be carried over into 2018-2019’;
- Stormwater management continues to be a high priority for Council with the covering of the open main stormwater drain completed during the reporting year, other works were the raising of the height of the main drain leading to the siphon under the main Murrumbidgee Irrigation Canal and constructing flood diversion embankments. The earthen ‘levee bank’ around the Narrandera-Leeton Airport was significantly enlarged and strengthened with Council taking advantage of surplus fill provided by the NSW Roads and Maritime Services during their upgrade to the Newell Highway at Gillenbah. Flood Risk Management Plans for both Barellan and Narrandera are well advanced so to better manage future flood events.

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

Theme

Our Civic Leadership

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

Nil

Financial

Nil

Legal / Statutory

Local Government Act, 1993

Local Government (General) Regulation, 2005

Integrated Planning and Reporting Guidelines published March 2013

Community Engagement / Communication

By publishing the 2017-2018 report in both traditional print media also using digital and social media to provide accountability and transparency

Human Resources / Industrial Relations (if applicable)

Nil

RISKS

There are no perceived risk associated with the adoption and publication of the 2017-2018 Annual Report however should the Annual Report not be adopted Council would be in breach of the Act by not providing a statutory document to the Office of Local Government.

OPTIONS

1. Endorse the 2017-2018 Annual Report as presented and publish the document to the community and advise the Office of Local Government of the URL of the document within Council's website;
2. Require amendments to the 2017-2018 Annual Report before endorsement.

CONCLUSION

The reporting year 2017-2018 has again been very busy with many projects completed or substantially completed; the recommendation is that Council adopt the 2017-2018 Annual Report as presented and publish the document to the community.

RECOMMENDATION

That Council

1. adopt the 2017-2018 Annual Report as presented and publish the document to the community; also advise the Office of Local Government of the URL of the document within Council's website.

Government Information (Public Access) Act – Annual Report for Agency Narrandera Shire Council

Clause 7A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
No	No

Clause 7B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
8

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0%	0%	

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

	Access Granted In Full	Access Granted In Part	Access Refused In Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	4	0	0	0	0	0	0	0	4	50%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	0	1	0	0	0	0	0	0	1	13%
Members of the public (other)	1	2	0	0	0	0	0	0	3	38%
Total	5	3	0	0	0	0	0	0	8	
% of Total	63%	38%	0%	0%	0%	0%	0%	0%		

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Government Information (Public Access) Act – Annual Report for Agency Narrandera Shire Council

Table B: Number of applications by type of application and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	5	3	0	0	0	0	0	0	8	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	5	3	0	0	0	0	0	0	8	
% of Total	63%	38%	0%	0%	0%	0%	0%	0%		

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Government Information (Public Access) Act – Annual Report for Agency Narrandera Shire Council

Table C: Invalid applications

Reason for Invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	0	

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Government Information (Public Access) Act – Annual Report for Agency Narrandera Shire Council

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used ^a	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	3	100%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	3	

Table F: Timeliness

	Number of applications ^a	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	7	88%
Decided after 35 days (by agreement with applicant)	1	13%
Not decided within time (deemed refusal)	0	0%
Total	8	

Government Information (Public Access) Act – Annual Report for Agency Narrandera Shire Council

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner ^a	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

^aThe Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	

Government Information (Public Access) Act – Annual Report for Agency Narrandera Shire Council

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Total	0	



Our Ref: CJT/cj/Folder 1550

Contact: Corporate Services

22 October 2018

Mr Michael Barnes
NSW Ombudsman
Level 24
580 George Street
SYDNEY NSW 2000

By email only: pid@ombo.nsw.gov.au

Dear Sir

RE: 2017-2018 PUBLIC INTEREST DISCLOSURE ANNUAL REPORT

Please find attached Council's annual report in accordance with Section 31 of the Public Interest Disclosure Act 1994, a copy of this report has also been forwarded to the Office of Local Government for the attention of the Minister for Local Government.

For further information please contact Corporate Services by telephone (02) 6959 5510, fax (02) 6959 1884 or Email council@narrandera.nsw.gov.au

Yours faithfully

A handwritten signature in black ink, appearing to read "Craig Taylor", is written over a light blue horizontal line.

Craig Taylor
Governance and Engagement Manager

Encl.

Address all correspondence to:- The CEO 141 East Street NARRANDERA NSW 2700

NARRANDERA SHIRE
COUNCIL PUBLIC INTEREST
DISCLOSURES ACT
ANNUAL REPORT
1 JULY 2017 – 30 JUNE 2018



NARRANDERA SHIRE COUNCIL

Narrandera Shire Council
141 East Street
NARRANDERA, NSW 2700
Tel: 02 6959 5510 Fax: 02 6959 1884
Email: council@narrandera.nsw.gov.au

PUBLIC INTEREST DISCLOSURES



2017 – 2018 ANNUAL REPORT

1. Background

The Narrandera Shire Council is required to report annually on its obligations under Council Public Interest Disclosures Act 1994 (*PID Act*).

The report must be in accordance with the requirements of section 31 of the *PID Act* and clause 4 of the Public Interest Disclosures Regulation 2011 (*PID Regulation*).

This report is for the period 1 July 2017 to 30 June 2018.

Statistical Information

Detail required by clause 4(2)(a) – (c) of the *PID Regulation*, is shown as per the following table:

	1 July 2017 to 30 June 2018
Number of public officials who made PIDs	Nil
Number of PIDs received	Nil
Of PIDs received, number primarily about:	Nil
Corrupt Conduct	Nil
Maladministration	Nil
Serious and substantial waste of local government money	Nil
Government information contravention	Nil
Local Government pecuniary interest convention	Nil
Number of PIDs finalised	Nil

Public Interest Disclosures Internal Reporting Policy (clause 4(2)(d) -PID Regulation)

Council's current Public Interest Disclosures Internal Reporting Policy and Internal Reporting system was reviewed and adopted on 10 December 2014 and is based on the NSW Ombudsman's model internal reporting policy for local government.

Staff Awareness of Public Interest Disclosures Policy (clause 4(2)(e) -PID Regulation)

All staff, including Councillors, undertook refresher training and information on the PID on 27 March 2014 with this training facilitated by a representative of the Ombudsman's Office.

The need for any further refresher training course has been identified and it is anticipated that this training will be conducted within the 2019 calendar year.

Council in meeting its obligations for staff awareness have:

- Included the Public Interest Disclosures Policy Internal Reporting Policy on the Intranet;
- The Public Interest Disclosures Policy Internal Reporting Policy is provided and explained as part of staff induction for new staff on commencement;
- Provided information to staff when PID training is being conducted in our region;
- All staff underwent training conducted by the Ombudsman's Office in March 2014;
- Placement of Public Interest Disclosure Information on Bulletin Boards;
- Public Interest Disclosure Information placed within Councils staff communique.