



# Narrandera

## Shire Council



# Annual Report

## 2012/2013



Front Cover:-

Commemorative monument unveiled by Her Excellency Professor Marie Bashir AC CVO  
Governor of New South Wales 28 April 2013 – the start of Narrandera Town Sesquicentenary  
Celebrations 2013

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## **Section 2**

Appendix A1 – Government Information (Public Access) Act – Annual Report

Appendix A2 – Public Interest Disclosures Act – Annual Report

## **Section 3**

Appendix B - Section 428 (2) (a) Audited Financial Reports including  
General Purpose  
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Special Schedule

## **Section 4**

Appendix C - Operational Plan 2012-2013 &  
Delivery Plan 2012-2016 -  
Progress report as at 30 June 2013

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# **NARRANDERA SHIRE COUNCIL**

## **ANNUAL REPORT TO 30 JUNE 2013**

Section 1.	Annual Report	
Section 2.	Appendix A1 –	Government Information (Public Access) Act – Annual Report
	Appendix A2 –	Public Interest Disclosures Act – Annual Report
Section 3.	Appendix B –	Section 428 (2) (a) Audited Financial Reports
Section 4.	Appendix C –	Delivery Program 2012-2016 & Operational Plan 2012-2013 - Progress report as at 30 June 2013

### **ABOUT THIS DOCUMENT**

This document has been prepared in accordance with Sections 217 & 428 of the Local Government Act, 1993 and the Integrated Planning and Reporting Guidelines for local government in NSW issued March 2013 by the Division of Local Government.

This document is accessible for viewing and printing from Council's website, each section is listed separately in PDF format. The path for this document is:-

<http://www.narrandera.nsw.gov.au>

Select '**About the Council**' then select '**Reports**'

Additional copies are on public display at Council's Administration Centre located at 141 East Street, Narrandera and may be viewed anytime between the hours of 8.15am and 4.30pm week days. Photocopy charges will apply if any page or pages are requested to be copied.

This document is also on exhibition at the Narrandera Shire Library located at 39-51 East Street, Narrandera; the Barellan Post Office located at 108 Yapunyah Street, Barellan; the Binya Post Office located at 33 Francis Street, Binya; also the Grong Grong General Store located at 34 Junee Street, Grong Grong. Photocopy charges may also apply if any page or pages are requested to be copied.

## **ADMINISTRATION & GOVERNANCE DETAILS**

### ***Location of Council's administration centre***

141 East Street  
NARRANDERA NSW 2700

Telephone (02) 6959 5510  
Fax (02) 6959 1884  
Email [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)  
Web [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)

### ***Hours of operation of Councils administration centre***

Enquiries	8.15am	-	4.30pm
Cashier	8.30am	-	4.00pm

### ***2012/2013 MEMBERS PRIOR TO 18 SEPTEMBER 2012***

Mayor	Cr Jenny Clarke
Deputy	Cr Bob Manning
Councillors	Cr Graham Eipper
	Cr Peter Gunn
	Cr Wesley Hall
	Cr Michelle Kilgower
	Cr Jason Lee
	Cr Troy Lee
	Cr Kevin Morris

### ***2012/2013 MEMBERS AFTER 18 SEPTEMBER 2012***

Mayor	Cr Jenny Clarke
Deputy	Cr Wesley Hall
Councillors	Cr Graham Eipper
	Cr Jim Howard
	Cr Neville Kschenka
	Cr Jason Lee

Cr Barry Mayne

Cr Kevin Morris

Cr John Sullivan

### **2012/2013 MANAGEMENT TEAM**

General Manager	Mr Ray Pluis
Director of Corporate Services	Mr Martin Hiscox
Director of Technical Services	Mr Frank Dyrssen

### **GENERAL INFORMATION**

Council manages a broad range of services including the Narrandera/Leeton airport, Teloca House (a residential aged care facility), water supply and sewerage infrastructure (for the town of Narrandera only); also the usual health, building, community, recreation and public works operations provided by most general purpose Councils. The Shire has an overall area of 4,117 sq. Km and caters for a population of approximately 6000 with the principal areas being Narrandera (5200 persons), Barellan (500 persons) and Grong Grong (300 persons).

#### ***Meetings***

Ordinary meetings of Council are held on the third Tuesday of every month from February to November commencing at 5.00pm. Traditionally the December meeting is amended by one week with the meeting being held on the second Tuesday of the month commencing at 5.00pm. There is no meeting held during the month of January.

Members of the general public are most welcome to attend but are encouraged to verify the date and time by either contacting Council or by navigating to Councils website.

Council conducts the majority of its business in an open forum, with the only exceptions being those matters pertaining to staff, litigation and the private business of individuals where confidentiality has been requested. However, all such decisions are ratified in open Council.

## **SECTION 1.**

### **Our Community Vision**

#### ***OVERVIEW***

In 2009 a new planning and reporting framework for NSW local government was introduced. These reforms replace the former Management Plan and Social Plan with an integrated framework. To comply with this legislation, Council has produced the following documents:

- Community Strategic Plan – long term
- Delivery Program – four year term
- Operating Plan – one year term (annually)
- Resourcing Strategy (including a Long Term Financial Plan, an Asset Management Strategy, and a Workforce Plan)

#### ***VISION***

The vision of our Community Strategic Plan is ‘to preserve and enhance the lifestyle of our communities by encouraging, promoting and facilitating the sustainable development of the shire.’

Our Community Strategic Plan is built around five key themes:

- A strong and resilient community and sustainable environment
- A growing economy
- Quality and sustainable infrastructure
- Efficient and responsive services
- Trusted and effective Government

To achieve this vision Council will align Council programs and services with the key themes and directions and assess our success through the achievement of set targets



## **Governance**

### ***Government Information (Public Access) Act, 2009 (GIPA)***

This legislation became effective from 1 July 2010.

#### **Access to Council Records**

The focus of GIPA is to maintain and advance a system of responsible and representative democratic government that is open, accountable, fair and effective. The Act requires Council to proactively release information where possible, providing there is no over-riding public interest against disclosure.

The Act establishes four ways that the public can access Council information being Mandatory Disclosure, Informal Release, Formal Access and Proactive Release. Council has been working, and continues to work, in providing as much open access information as it can onto the website of Council.

#### **Disclosure Log**

Council's disclosure log records details about information that has already been released in response to a formal access application and may be of interest to other members of the public (unless the applicant objects to its recording).

<b>Number GIPAA</b>	<b>Date of Decision</b>	<b>Topic/ Information Requested</b>	<b>Information Released</b>
GIPA/12-1	30/08/2012	Information relating to a dog incident that occurred at Narrandera Park on 7 December 2011	Access to information provided
GIPA/12-2	03/12/2012	Information relating to costs for 2012 Local Government election	Information Provided
GIPA/12-3	03/12/2012	Information relating to flooding at Lizard Drive, Narrandera	Information Provided
GIPA/13-1	12/02/2013	Information relating to Bassetts Road bridge	Information Provided

The complete 2012/2013 GIPA Annual Report is attached to this annual report as Appendix A1.

### ***Public Interest Disclosures Act, 1994***

Is the means by which a disclosure can be made by organisation members of illegal, immoral, or illegitimate practices under the control of their employers, to persons or organisations that may be able to effect action.

Council is required to report annually on its obligations under the 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).

The complete 2012/2013 report is attached to this annual report as Appendix A2.

### ***Privacy and Personal Information Protection Act, 1998***

Council has adopted the Model Privacy Management Plan as provided to Council by the Department of Local Government without amendment.

One privacy complaint was received during 2012/2013 but was not resolved until July 2013 therefore the outcome is not included within this report.

### ***Mayoral and Councillor Fees and Expenses***

Council Policy Document (ES70) titled - Payment of expenses and provision of facilities to Councillors - is available for public viewing during normal business hours. This policy was reviewed during the 2012/2013 period in accordance with the Local Government Act 1993 without any amendments being made.

### ***General Provisions***

#### **Claiming of expenses**

All claims for expenses are to be in writing and submitted within two months of the expense being incurred. Claims are to be supported by the submission of appropriate receipts and tax invoices.

#### **Allowances and expenses**

Where the business of Councillors requires Councillors to travel from Narrandera and/or obtain overnight accommodation, the actual cost of those expenses and other reasonable incidental expenses shall be met or reimbursed by the Council.

Councillors shall meet any additional costs associated with the attendance of their partners unless such attendance is specifically covered elsewhere in this policy.

Where a Councillor incurs sustenance expenses that arise from attending to business which has been approved in accordance with this policy, but does not involve an overnight stay and/or absence from the Shire, reimbursement of actual costs incurred will be paid provided that there is adequate substantiation of the expenditure.

### **Reimbursement and reconciliation of expenses**

Councillors are to provide receipts to support all claims for reimbursement or substantiate payments from advances or in the event that a receipt is not provided a signed certification confirming the details of the expense will be required.

### **Payment in advance**

Where it is likely that a Councillor will incur expenses as a result of attending to business outside the Council area, and where it is not possible for those expenses to be pre-paid or charged directly to the Council, the Councillor is entitled to claim a sustenance allowance in accordance with Council limits per overnight stay to be drawn in advance.

Such an allowance is not authority to incur unsubstantiated expenses to that amount. Any expenses paid from the sustenance allowance shall be fully substantiated and the unexpended balance of the sustenance allowance repaid to Council. The pre-payment of the allowance is not to be regarded as a general expenses allowance.

### **Staff expenses**

The method of expenses adopted for Councillors shall also apply to Senior Staff where representing Council or at functions authorised by Council.

### ***Establishment of Monetary Limits and Standards***

#### **Accommodation**

Accommodation is to be reasonable and appropriate to the occasion. As a guide the limit on accommodation in capital cities is \$300 per night and in other centres \$160 per night. Where the accommodation is provided at the facility where the event is being staged (as is the case for the Shires Association Conference), the policy provides for accommodation to be provided at that location even if cost of the accommodation exceeds the nominated limit.

#### **Sustenance**

Sustenance shall be paid to Councillors and senior staff on the basis of reasonable expenses as defined above.

### **Childcare or care for an immediate family member of a Councillor to permit the undertaking of civic duties**

Childcare expenses of up to \$40 per hour and a maximum of \$1,000 per financial year will be paid to allow councillors to perform official civic duties. The care is not to be provided by someone who normally lives at the Councillor's residence.

### **Spouse and partner expenses**

Council shall meet the cost of the attendance of partners at the conference dinner at the annual conference of the Shires Association of NSW (now known as Local Government NSW as of 1 March 2013). Any additional costs associated with travelling, accommodation and/or participation in partners' programs shall be the responsibility of the Councillor. Council shall meet the costs of partners accompanying Councillors to functions in the local area where the councillor is attending the function as a representative of Council.

Council shall meet the costs of a partner accompanying the Mayor, or a Councillor representing the Mayor, to functions where the Mayor or Councillor is attending the function as a representative of council.

In situations where partners accompany Councillors at seminars, conferences and the like, all additional costs arising from the partner's attendance are the responsibility of the Councillor.

### **Incidental Expenses**

Council will reimburse Councillors incidental expenses associated with an approved attendance at conferences, seminars or training courses. Incidental expenses could include but are not limited to telephone, facsimile, refreshments, internet, laundry, dry cleaning, taxi fares, parking fees and meals not included in the registration cost. Any incidental expenses would be subject to a daily limit of \$120 and justified through a claim form and reconciliation.

### ***Specific Expenses for the Mayor and Councillors***

#### ***Attendance at seminars and conferences***

#### **Local Government NSW (LGNSW) annual conference**

Council shall be represented at the annual conference of LGNSW by the Mayor, Deputy Mayor, General Manager and their spouses. Costs for spouses include the registration cost and conference dinner only.

Additionally, Council shall provide a once only opportunity for a Councillor/s (to a maximum of two Councillors only for each annual conference) to attend the annual conference during the four year term of the Council.

In addition to the delegates nominated above a Councillor not seeking re-election at the next general election, but entitled to receive a LGNSW long service certificate, shall be entitled to attend a conference in the final year of a term of Council to partake in the presentation of such certificates.

### **Divisional conferences and presidential tours**

It shall be the policy of Council for those Councillors wishing to do so to attend divisional conferences of LGNSW.

### **Other conferences and seminars**

Attendance at other conferences and seminars shall require the specific approval of Council as provided for elsewhere in this policy.

After returning from the conference Councillors, or a member of council staff accompanying the Councillor or Councillors, should provide a written report to council on the aspects of the conference relevant to Council business and/or the local community. No written report is required for the Annual Conferences of LGNSW.

Council shall pay conference registration fees charged by the conference organisers including the costs of related official lunches and dinners, and associated tours where they are relevant to the business and interests of the Council.

### ***Training and Educational Expenses***

Council understands the importance for elected officials, as community leaders, to be kept up to date with requirements and will meet all reasonable expenses associated with training that relates directly to a Councillor's duties and obligations as an elected member.

### ***Travel Arrangements and Expenses***

#### **Form of travel**

The Mayor and the General Manger are empowered to determine the mode of travel having regard to availability, economy, time and safety factors when travel is required outside the Council area.

Travel by air within Australia is to be economy class, unless otherwise specified by Council. Councillors are prohibited from seeking any private benefit which includes frequent flyer points.

When travelling by vehicle, a suitable Council vehicle will be provided. If a Council vehicle is not available or it is not feasible to use a Council vehicle, Councillors will be paid the kilometre rate as prescribed in the Local Government (State) Award for using their own vehicle. Should a Councillor

decide to use their own vehicle when a Council provided vehicle is available, they will be reimbursed on the basis of fuel costs only.

The driver of the personal vehicle or a Council provided vehicle, while attending to Council business, will be personally responsible for any traffic or parking fines which may be incurred.

Wherever possible, every effort is to be made to minimise travel costs through the use of Council vehicles and sharing with other Councillors and staff where appropriate.

Typically, a Councillor's private vehicle is likely to be used for:

- travel to/from Council and Council Committee meetings,
- travel to/from authorised inspections,
- travel to/from Council authorised workshops, courses, seminars or conferences that are held within the area of Narrandera Shire Council.

Reimbursement will not be paid for any travel expense incurred through attending to civic needs except as provided by this policy.

Council staff shall under normal circumstances make arrangements and bookings for travel and accommodation needs.

### ***Care and Other Related Expenses***

#### **Child and other care**

Reasonable expenses of a carer will be reimbursed for childcare and care of frail aged and/or disabled individuals who reside at the Councillor's household and for whom the Councillor is the primary carer while the Councillor is attending council and committee meetings, or while representing the Council in an official capacity.

#### **Insurance expenses and obligations**

The Mayor and Councillors will be covered by Council's insurance policies in the course of their official duties as elected local representatives. Such coverage will include the following:

- Public Liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their council functions).
- Professional indemnity (for matters arising out of Councillor's performance of their civic duties and/or exercise of their control functions).
- Personal Injury while on Council business. NOTE: Councillors are not covered by Workers' Compensation payments and arrangements.
- Travel Insurance for approved intrastate, interstate or overseas travel.

All insurances are subject to the limitations with the insurance policy coverage.

### **Legal expenses and obligations**

Council shall indemnify or reimburse the reasonable legal expenses of:

(a) A Councillor defending an action arising from the performance in good faith of a function under the *Local Government Act, 1993* (section 731 refers); or

(b) A Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act; or

(c) A Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding substantially favourable to the Councillor.

Council will not meet the costs of an action in defamation taken by a Councillor or Council employee as plaintiff in any circumstances. Council will not meet the costs of a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

### ***Provision of Facilities***

#### ***General provisions***

#### **Provision of facilities generally**

Council facilities and equipment shall only be used by Councillors in the performance of the functions of a Councillor and in the manner prescribed and authorised by Council.

Council shall supply Councillors with appropriate meals, refreshments and/or beverages associated with Council and committee meetings and functions.

### ***Provision of Equipment and Facilities for Councillors***

#### **Participation, Equity and Access**

Narrandera Shire Council encourages all members of the community to be involved in Local Government affairs and in particular those members who seek to stand for Council and who have disabilities. Council has installed an elevator from the ground floor to the first floor of Council's Administration Building. Additionally, Council provides a microphone and sound system as well as a hearing aid loop during Council meetings to support people with

hearing impairment. Council commits to allowing the provision of transport or other reasonable facilities to assist people with disabilities who have an interest to be involved and partake in civic duties as a representative Councillor.

### **Use of equipment and facilities**

Councillors may have access to Council telephones during hours when the Council administrative office is open.

Councillors may send and receive messages using Council facsimile or email facilities during hours when the Council administrative office is open.

Except in an emergency, Councillors use of Council's telephone and facsimile or email facilities shall relate to the business of Council only.

Council will provide Councillors with a name-badge and business cards.

Council at the Extraordinary meeting held 27 June 2013, resolved as part of its budget for the 2013/2014 financial year to provide Councillors and senior staff with an individual iPad.

Council shall supply appropriate meals, refreshments and/or beverages associated with Council and committee meetings and functions.

### **Acquisition and return of equipment and facilities by Councillors**

Councillors are to return to the General Manager any Council owned and provided equipment after the completion of their return of office, extended leave of absence or at the cessation of their civic duties.

### ***Provision of Equipment and Facilities for the Mayor***

Appropriate secretarial support will be provided for undertaking the duties of Mayor.

A fully furnished Mayoral Office with the provision of a land line telephone for Council business will be provided.

Ceremonial Mayoral chains shall be provided.

Appropriate stationery of pens, paper, diary and other appropriate items are to be provided to assist the Mayor in the performance of the day to day duties.

Appropriate refreshments and beverages will be provided as required to the Mayor for hospitality purposes.

Council shall provide a mobile telephone for Council use only by the Mayor to a monthly maximum expense of \$150. Any amount above this amount will require endorsement by the full Council.



Where the Mayor uses a private vehicle, reimbursement of expenses based on a rate per kilometre shall apply.

Payments made in 2012/2013 were as follows:-

Mayoral Allowance	\$ 22,310
Councillor Fees	\$ 94,451
Travelling Costs – Councillors	\$ 3,820
Attendance at LGNSW Conference – Councillors	\$ 4,309
Attendance at general Conferences – Councillors	\$ 1,518

### ***Overseas and Interstate Visits Funded by Council***

No Council delegations made overseas visits during 2012/2013.

Council continues to have close dialogue with its Sister City of Urumqui about the establishment of a Chinese gate as a gift to Narrandera, recognising the sesquicentenary of Narrandera in 2013.

An inspection visit was made to an aged care facility at Mildura on the 29 & 30 June 2013 by Mayor Clarke (accompanied by her husband), Deputy Mayor Hall, Cr Howard, the General Manager and the Director of Corporate Services.

### ***External Bodies Exercising Council Functions***

During the year the following external bodies exercised functions delegated by Council.

- Barellan Community Hall Committee: care, control and management of Community Hall
- Barellan Museum Committee
- Grong Grong Hall Management Committee and Progress Association: control and management of Community Hall
- John O'Brien Festival Organising Committee
- Koala Regeneration Reserve Committee
- Lake Talbot Environs Advisory Committee
- Live Well Committee
- Narrandera-Leeton Shire Councils Airport Management Committee
- Narrandera Outdoor Courts Construction Committee

- Narrandera Railway Station Building Management Committee
- Narrandera Sesquicentenary Planning Committee
- Narrandera Shire Council Aboriginal Advisory Committee
- Narrandera Shire Council Australia Day Planning Committee
- Narrandera Shire Council Economic Development Committee
- Narrandera Shire Council Wetlands Committee
- Narrandera Shire Library Committee
- Narrandera Sportsground Advisory Committee
- Narrandera Sports Stadium Management Care: control and management of Sports Stadium
- Noxious Weeds Advisory Committee

***Partnerships, Co-Operatives and Joint Ventures***

Partnerships, co-operatives or other joint ventures to which Council was a party in 2012/2013 are as follows:-

- Western Riverina Community Library
- MIA Fire Zone Agreement.

## Infrastructure, Planning & Environment

### **Report on the Condition of Public Works**

The following schedule reports on the condition of Public Works under Control of Council as at 30 June 2013.

The schedule contains costs in relation to:

1. Estimated amount of current values required to bring the works up to a satisfactory standard.
2. Estimated amount at current values of the annual expense of maintaining the works at that standard.
3. The value of Councils maintenance program for the past year in respect of the works.

### **Section 428(2) (d) - Report on condition of Public Works Under Control of Council as at 30 June 2013**

<b>Asset Class</b>	<b>Asset Category</b>	<b>Asset Condition (see key below)</b>	<b>Estimated Cost to bring to a Satisfactory Standard '000</b>	<b>Estimated Annual Maintenance Expense '000</b>	<b>Program Maintenance Works for current year '000</b>
<i>References</i>		<i>Local Govt. Act 1993, Section 428 (2d)</i>			
Buildings	Council Offices	3	438	20	10
	Council Works Depot	3	333	10	21
	Council Houses	2	73	20	4
	Council Shops	2	266	15	18
	Museum & Cultural Bldgs	3	170	25	8
	Library	2	0	5	6
	Sports Stadium	2	0	15	8
	Water & Sewer Buildings	2	8	5	--
	Aged Care Hostel	1	0	50	51
	Open Space & Recreation	2	75	42	4
	Swimming Pools	2	0	20	15
	Aerodrome	2	81	15	2
	Tourism	3	0	5	4
	Community	3	290	15	1
	Emergency Services	3	17	5	0
	Caravan Park	3	0	10	5
	Preschool	3	63	7	0
Other	3	0	5	0	
<b>Subtotal</b>			<b>1814</b>	<b>289</b>	<b>157</b>

Asset Class	Asset Category	Asset Condition  (see key below)	Estimated Cost to bring to a Satisfactory Standard  '000	Estimated Annual Maintenance Expense  '000	Program Maintenance Works for current year  '000
Other Structures	Assets not included in buildings	3	223	25	25
<b>Subtotal</b>			<b>223</b>	<b>25</b>	<b>25</b>
Public Roads	Sealed Roads	3	825	1,100	1,247
	Unsealed Roads	3	0	780	781
	Sealed Roads Structure	2	0	0	0
	Bridges	3	2,000	50	0
	Footpaths	3	22	20	20
	Kerb & Gutter	3	100	30	21
<b>Subtotal</b>			<b>2,947</b>	<b>1,980</b>	<b>2,069</b>
Water	Bores	2	150	40	10
	Reservoirs	3	750	20	1
	Pump Station	3	500	100	35
	Water System Assets	3	2,000	190	80
<b>Subtotal</b>			<b>3,400</b>	<b>350</b>	<b>126</b>
Sewerage	Pump Stations	2	100	80	88
	Treatment Works	3	250	180	27
	System Assets	3	1,000	90	94
<b>Subtotal</b>			<b>1,350</b>	<b>350</b>	<b>209</b>
Drainage Works	Stormwater Drains	3	500	15	0
	Wetlands	0	0	0	0
	Other	0	0	0	0
<b>Subtotal</b>			<b>500</b>	<b>15</b>	<b>0</b>
<b>Total Classes - All Assets</b>			<b>10,234</b>	<b>3,009</b>	<b>2,586</b>

The following condition codes have been used in this Schedule

- 1 Excellent – no work required (normal maintenance)
- 2 Good – only maintenance work required
- 3 Average – maintenance work required
- 4 Poor – renewal required
- 5 Very Poor – urgent renewal or upgrade required

## **Rural Fire Service (RFS) activities**

Council is a member of the NSW Rural Fire Service MIA Zone along with the Councils of Carrathool, Griffith, Hay, Leeton and Murrumbidgee.

(The following information and commentary was provided by Kevin Adams – Zone Manager)

<start>



## **MIA Zone Annual Council Report**

**01-2012/13**

Written by: Tahlia Aramini

District or Directorate: MIA Zone

Version: 0.1

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### **Executive Services**

Pre-season Captains and Group Captains meetings were held from 15 to 18 October 2012.

Post-season Captains and Group Captains meetings were held from 8 to 11 April 2013.

The Bush Fire Danger Period for 2012/2013 ran from 1 November 2012 until 31 March 2013.

The role of District Services Officer – Membership, has become vacant.

The build of the MIA Zone Fire Control Centre (FCC) was finally completed, and staff were able to begin working from the new building in Wakaden St. The FCC was officially opened on Friday 19th April. The event was well attended by a number of our volunteers, council representatives, RFS Commissioner Shane Fitzsimmons, Federal Member Michael McCormack and Local Member Adrian Piccoli.

January 2013 was a busy month for the MIA Zone. An S44 was declared for the area from 6 to 14 January 2013. As well as Griffith, Leeton, Murrumbidgee and Narrandera shires, the MIA Zone was also informally responsible for the

Hay, Carrathool, Bland & Temora shires throughout January. Staff and volunteers were kept busy during this period, and the season ended with no major losses. The hard work of all involved is highly regarded.

The MIA Zone as a whole received a Commissioners Commendation for Service, for our efforts during the floods of March 2012. Group Captains Craig Bardney, Colin Smeeth & Barellan Captain Les Irvin were also individually identified and received awards.

## **Infrastructure**

### Tankers

MIA Zone took delivery of 8 tankers this financial year. 3 brigades within the zone were pleased to receive new Category 1 tankers (4x4 - 3500ltrs of water), 1 brigade received a new Cat 7 tanker (4x4 - 1500ltrs) and 4 pre-loved Cat 1 tankers were delivered.

We have 2 Cat 1 tankers in the current build program.

### Radios

MIA Zone was the first zone in NSW to switch to the new digital radio system. All transmitters and radios had to be reprogrammed to operate digitally. The new system has proved to be a noticeable improvement over the old analogue system. The reception is much better, with more clarity, and despite some initial concerns, a slightly better range.

### Stations

No changes since the last financial year. There are currently 24 RFS stations within MIA Zone, 14 brigades do not yet have stations.

### Fire Investigations

Any incident reported without a suspected cause given is now earmarked for investigation. This season, 74 incidents were listed for investigation, 70 of these were subsequently referred to as unwarranted. Of the remaining 4, 2 wild fires and 2 structure fires were investigated.

### Incidents

This year the number of call outs was a little below our average, though we had a very busy January.

Total number of responses reported was 291:

- 196 x Wild fire, structure, vehicle and or explosions
- 35 x Motor vehicle crashes
- 60 x Other - includes, Automatic Fire Alarms, Good intent and malicious calls and assist police etc.

MIA crews responded to calls out of area in Bland, Urana, Conargo, Jerilderie, Wagga Wagga and Lockhart districts. Several of these fires were declared Section 44's.

## **Membership Services**

Courses offered to volunteer members include:

- Bush Firefighter
- Village Firefighter
- Advanced Firefighter
- Crew Leader
- Group Leader
- Rural Fire Driver
- First Aid Application
- Chainsaw Operator
- Safe Working on Roofs

Four Courses have been completed to date. 50 volunteers have been deemed competent in Bush Firefighter, Village Fire fighter, Advanced Fire fighter or First Aid. The Rural Fire driving was postponed due to wet weather, but has been rescheduled for the first week in September.

53 New volunteers have joined the MIA Zone, since July 2012.

90% of new volunteers are attending a Basic Fire Fighting course soon after joining.

2 volunteers have resigned from the MIA Zone, since July 2012.

## **Operational Services**

### Bush Fire Risk Management Plan

The MIA Bush Fire Risk Management Plan has been reviewed and a new Draft plan was placed on public exhibition during early 2013. The Plan was approved by the NSW Bush Fire Coordinating Committee on 3 June 2013.

### Community Protection Plan

A Community Protection Plan was developed for the village of Grong Grong with consultation of the local residents. The next Community Protection Plan is planned for McPherson Range Road / Rankin Springs Rd Griffith.

## Neighbourhood Safer Places

Additional Neighbourhood Safer Places were designated at Coleambally and at Grong Grong. Existing Neighbourhood Safer Places were audited during the year to ensure they still comply with the NSP guidelines. NSPs in the MIA Zone are at: Jubilee Oval Griffith, Ted Scobie Oval Griffith, Barellan Sports Ground, Narrandera Park, Grong Grong Community Hall car park, Coleambally Bowling Club Car Park, Yanco Sports Ground.

## Fire Danger

12 Total Fire Bans were declared in Northern Riverina during the fire period.

## Fire Permits

A total of 753 fire permits were issued in the MIA zone, which comprised of 397 in Griffith, 146 in Leeton, 154 in Murrumbidgee and 56 in Narrandera.

## Bushfire Mitigation Works

RFS State Mitigation Support Service (SMSS) crews worked in the MIA prior to the start of the Bush Fire Danger Period. The SMSS Crews maintained asset protection zones in Griffith, Nericon, Darlington Point, Coleambally, Lake Wyangan, and Barellan. SMSS crews also undertook hazard reduction works on Scenic Hill, in Whitton and vegetation management on fire trails in Griffith.

RFS Brigades carried out hazard reduction burning prior to the start of the bush fire danger period in areas of Scenic Hill, Beelbangera, Narrandera Airport, Whitton, Barellan and Yanco. Councils in the MIA Zone were engaged to carry out the Grassland Strategic Break Program, by maintaining vegetation on identified roadsides.

## **Community Engagement**

The MIA Zone has started a Community Engagement Team (MIA CET) to run the various community engagement activities within the Zone. This financial year we have completed 37 activities across the 4 shires. These range from School & day care visits, shows, community group talks and Firewise Women courses.

The MIA CET has visited numerous schools and day care centres with the students learning about home safety. From Stop, Drop, Cover & Roll, to how to make a 000 call and what information they will be asked, just to name 2 activities.

This financial year we have also rolled out the “Firewise Women” course. This course is designed for women to make decisions on what they are going to do in the event of a major fire. It is based on the Bush Fire Survival Guide with the emphasis of “Making a plan to make a plan isn’t a plan.” This course can be conducted in a 3 hr interactive theory workshop or a 6 hour course with practical activities.

<end>



### ***Companion Animals Act, 1998 and Regulations***

Council lodges monthly pound data returns and data relating to dog attacks to the Division of Local Government. During 2012/2013 Council expended the sum of \$85, 357 for the purpose of animal control. A proportion of funds from the Companion Animal Fund were expended on ranger activities which included the education of pet owners to become responsible by keeping animals restrained whilst in public areas and the education of owners in proper animal care and hygiene on an individual basis. Council's ranger distributes companion animal community education pamphlets in conjunction with patrols in residential areas. Council, in partnership with the Narrandera Veterinary Practice, conducted a promotional campaign for the micro-chipping and de-sexing of dogs and cats. Council's ranger works with Riverina Animal Rescue to rehouse impounded animals as an alternative to euthanasia. An 'off leash' area for dogs is provided within the confines of the Narrandera Sportsground.

### ***Stormwater Management***

Council substantially completed the Boundary Road drainage link from Pirani Place to the Barellan Road. Previously the water from Corella Woods subdivision discharged into an informal drain/watercourse which resulted in some localised flooding. These outlets have now been piped through to the eastern side of Barellan Road which acts as a holding area to slowly release the water into pipes under the Newell highway and railway line. Additional inlets in Boundary Lane and Boundary Road will assist in collecting overland flow and help reduce the frequency and volume of overflow during large storm events.

In the western catchment, modifications were carried out along Irrigation Way to improve the overland flow route and ensure that water could enter the existing drain. Further work is scheduled to create an additional overland flow route and to re-establish retention basins to help minimise the risk of potential flooding. Survey work has been carried out to assist in determining the limiting flows and local flood constraints.

Council has commenced drainage works along sections of Cadell Street to reduce the flood risks in Bolton Street and Cadell Street. These works involve enclosing the existing open channel gutters and provide additional side inlets and pipelines.

### ***Planning Agreements***

Council did not enter into any planning agreements as detailed within Section 93G of the *Environmental and Planning Assessment Act, 1979*.

## **Social / Community**

According to the 2011 Census undertaken by the Australian Bureau of Statistics, of the 5,902 residents of Narrandera Shire, 10 % are of Aboriginal or Torres Strait Islander descent, 12.6 % of residents were born outside of Australia with 13.3% of aged between 10 and 19 years of age.

Council has been involved in a number of initiatives in an effort to promote services, and access to services, for people with diverse cultural or linguistic backgrounds, and the following are activities which Council has been associated with during 2012/2013.

### **Youth Services**

Council continues to support the Links to Learning Program in conjunction with the Department of Education and Training. The program targets youth identified as being 'at risk' and assists by developing skills, motivation and nurturing a sense of pride in what participants can achieve. Council also continues to assist another local program called Lynvet Links through provision of a funding subsidy, as well as hosting participants in the workplace. Lynvet Links is specifically aimed at giving workplace experience to high school students who are contemplating leaving school and entering the workforce.

Youth week activities for 2012/2013 were coordinated with the assistance of the Fusion Youth Group and local schools. Council also provided financial contributions toward a "Make a Difference". Further competitions included the "Keep Safe 4 Youth Week" poster and colouring competition. Council committed to provide support to the "Youth off the Streets Program" who run their outreach program in Narrandera. An officer from Youth of the Streets is now based full time in Narrandera.

### **Narrandera Shire Library**

The Narrandera Shire Library provides a range of activities for young people within the Shire. The library conducts holiday activities and pre-school story times, as well as providing for their daily needs with facilities such as access to the internet, PS2, chess and varied media including books, magazines, novels, DVD's and CD's. The Library is very proactive in promoting literacy amongst children with the library co-ordinating the John O'Brien writing competition for all school aged children. The mobile library service also provides a visiting service to schools at Barellan, Binya and Grong Grong the first week of every month.

### **Links to Learning**

Council has partnered with the Narrandera TAFE campus for the Links to Learning program. This program provides a structure where at risk young people can be mentored to develop skills and participate in ongoing learning. Council has worked with the State Government to ensure that funding for this program is continued/

## **Children Services**

The Activities undertaken by Council during 2012/2013 to develop and promote services & programmes included:

### **1. *Assistance to Narrandera play group***

Council continued to provide premises for use by the Narrandera Play Group to conduct its weekly activities. The premises are part of Council's former Library area and are provided for use by the Play Group free of charge.

### **2. *Library activities***

As part of activities during Book Week, Narrandera's John O'Brien Festival and School Holidays, the Library conducted competitions, story times and craft activities for children within the Shire.

### **3. *Recreational activities***

As part of festivals conducted in Narrandera, namely Narrandera's John O'Brien Bush Festival, many children's activities were catered for. These included - face painting, Teddy Bear's Picnic, amusement rides, games and music.

Council continued to provide financial support to the Fusion Youth Group which is a non-denominational Church group. The group used funding to assist with various activities which included a bus trip to the snowfields.

### **4. *Playground equipment***

Council continued to replace older style play equipment in various parks within the Shire. The Adventure Playground opened January 2011 at Narrandera Park has been well received and is a much used facility.

### **5. *Festivals/street parades***

Children from all schools within the Shire were invited to participate in the Festival Street Parades held in conjunction with Narrandera's John O'Brien Bush Festival.

## 6. Assistance to Narrandera after school hours care

Council continued to provide financial and other forms of assistance to the Narrandera After School Hours Care Committee to enable this service to be available for parents looking for quality care for their children outside of normal school hours. The service also provides for vacation care during the school holidays. However, due to the current financial circumstances of the current service provider, Council may have a more significant role to play in the 2013-2014 financial year.

The service is located at the Narrandera East Infants School at 47-57 Elizabeth Street where Council has assisted in sourcing a demountable classroom for use by the Committee.

### Council Access and Equity Activities

Council has had a Social Plan developed in conjunction with the Sense of Place consultancy project in 2005.

Target Group	Objective & Performance Targets	Activity initiated after being identified in Social Plan	Comments at 30/06/2013
Residents of Narrandera, Barellan and Grong Grong	Provision of Community Transport	Yes	Council continues to provide these services and has received additional funding to assist residents who are transport disadvantaged.
Residents of Narrandera, Barellan and Grong Grong	Home Care	Yes	While Council is not the primary provider of these services, Council has constructed a Community Services Centre to house and integrate these services with the Community Transport and Home Maintenance, Social Support and Community Options Services provided by Council.

Target Group	Objective & Performance Targets	Activity initiated after being identified in Social Plan	Comments at 30/06/2013
Remote and infirm persons	Provision of Library Services	No	<p>Council continues to provide a Mobile Library Service to rural areas such as Binya, Barellan and Grong Grong with both school and town visits and visits to housebound persons.</p> <p>The Mobile Library Service also visits those persons in Narrandera residing at Teloca House, Narrandera Nursing Home, Pangarinda, Narrandera Aged Activity Centre or who are housebound and are unable to attend the library facility.</p>
Aged persons	Provision of accommodation through the Teloca House Hostel	Yes	<p>Council maintains its engagement in Aged Accommodation through the operation of Teloca House Hostel. The Hostel is enacting its strategy of continuous improvement and being bed ready to take advantage of funding which may become available to the region.</p>
Residents of rural areas and villages	Provision of Rural Fire Services	No	<p>Council continues as a member of the MIA Rural Fire Service group providing equipment, training and co-ordination of rural fire services.</p>

Target Group	Objective & Performance Targets	Activity initiated after being identified in Social Plan	Comments at 30/06/2013
Youth	Educate children and community about road safety	Yes	Councils Road Safety Officer conducts education and advertising programs to promote road safety around schools and in the wider community. Some examples of programs conducted during 2012-2013 include "No Helmet No Wheels" project for youth providing education, resources, talks and a colouring competition about safety when riding wheels. Over 114 entries were received from local schools. Two learner driver workshops were conducted in Narrandera and Barellan. Child restraint workshop conducted in conjunction with the Narrandera Playgroup.
Aged persons and persons with a disability	Provide low level modifications and basic maintenance services for people in their own homes	Yes	Council in conjunction with Department of Ageing Disability and Home Care and Department of Health and Ageing, provides a home modification and maintenance services. Council provides accommodation for all Home and Community Care Programs within its Community Services Centre

Target Group	Objective & Performance Targets	Activity initiated after being identified in Social Plan	Comments at 30/06/2013
Aged persons and persons with a disability	Provision of Meals on Wheels service	Yes	<p>While Council is not the prime provider of these services, Council provides for this service within its Community Services Centre.</p> <p>Council's Teloca House provides a small number of meals for this service.</p>
Aged persons and persons with a disability	Develop an Access and Mobility Plan – Ability to move around Narrandera and access services	Yes	<p>Council's Road Safety Officer conducted a pedestrian and mobility access safety workshop in conjunction with local care groups, attended by aged persons and mobility scooter users during 2012.</p> <p>Funding continues to be sourced for pedestrian access facilities.</p> <p>Twenty (20) new access ramps were installed during 2012.</p>
Youth and unemployed persons	Improve local training and employment opportunities	Yes	<p>Council continues its partnership with TAFE in the Links to Learning Program and with Lynvet for the provision of vocational training.</p>
Aboriginal & Torres Strait Islander persons	Improve local training and employment opportunities	Yes	<p>Council has established an Aboriginal Advisory Committee which meets regularly.</p> <p>Council was successful in its 2012 submission to host the NSW Local Government Aboriginal Network Conference during 2014.</p>

## **HOME & COMMUNITY CARE (HACC) SERVICES**

***All Narrandera Shire Home and Community Care Services are located within the Community Services Building at 4 Victoria Square, Narrandera.***

### **Community Transport**

This vital service continues to meet the ever increasing demand for transport to medical appointments such as lifesaving renal dialysis 3 times per week, radiotherapy, chemotherapy, specialist appointments, and day surgery in Wagga Wagga, Griffith or Albury. Equally important is the transport provided for eligible clients to access the local community for shopping and social events. Transport is provided to eligible clients who are either frail aged, have a disability, carers or people who have no other means of transport.

During 2012/13 Community Transport vehicles travelled 304,154km, providing 15,453 trips in the Narrandera and Leeton Shires. The service relies on the incredible generosity of approximately 40 volunteer drivers, who within this year have worked over 10,673 hours.

The service also works in partnership with the local taxi operator, providing taxi vouchers to eligible clients for local transport needs.

### **Social Support and Respite Programs**

Social inclusion has been identified as a critical issue for people's health and wellbeing, particularly for those who are frail aged or for people with a disability along with their carers. The social support services, provided by the Home and Community Care workers and volunteers, have assisted clients to remain socially engaged within their local communities.

Clients choose the type of activity they would enjoy and a staff member or volunteer accompanies them. This is a very flexible service and has been highly successful in assisting people to stay active in their community. Over the past year more than 2,360 hours of social support and respite have been provided to eligible clients.

### **Narrandera Home Modification & Maintenance**

Home and Community Care (HACC) are basic support services provided to people with a long term functional disability to help them live in their own homes. A home modification refers to changes to a person's home to enable them to continue to live in and move safely about their own home. All modifications provided are clinically assessed by an occupational therapist with 33 clients being assisted over the past year.

Under the home maintenance program, eligible home and community care clients, may access maintenance services such as changing light globes, replacing tap washers, yard/garden maintenance. The emphasis with this program is to assist clients make their home safe and habitable. A total of



35 clients were assisted over the past year with many of the lawn mowing clients residing in Barellan.

### **Community Options**

This service provides case management to clients with complex needs, to assist them to remain living in their own homes. Case Management involves a collaborative process of assessment, planning, facilitation and advocacy options and services. The aim is to meet an individual client's health and welfare needs through communication and available resources to promote quality outcomes. Most referrals for this program come through the health system.

### **Compliance with the NSW Carers (Recognition) Act, 2010**

#### ***Consultation and liaison with Carers***

Narrandera Shire Council has updated its policies for provision of the Home and Community Care Programs to bring them into line with the new Community Care Common Standards.

Within these updated policies a carer is defined as a person such as a family member, friend or neighbour, who provides regular and sustained care and assistance to another person without payment for their caring role other than a pension or benefit. Within the Shire's Home & Community Care policies, a Carer is also referred to as a client.

Narrandera Carers Support Group meeting is hosted in the Narrandera Shire Council's Community Service Building first Thursday of each month. This group provides a supportive environment for carers to share their experiences, receive support and information and also provides an arena for consultation in regards to Home and Community Care service provision within the Shire.

### **Other general community activities promoted by Council**

#### **Australia Day**

Narrandera celebrates this annual national event by arranging a variety of community activities that are intrinsic to our town's values, namely inclusiveness. The popular Australia Day celebrations include a civic ceremony, Australia Day address by a designated ambassador and presentation of Australia Day awards for outstanding achievement by community members and groups. Council coordinates Australia Day through a section 355 Volunteer Committee of Council and provides financial assistance to ensure shire wide events are supported.

## **Narrandera's John O'Brien Festival**

The year 2012/2013 was the nineteenth year of the festival event, and was the fourth year that the John O'Brien Festival was organised by a Section 355 Volunteer Committee of Council with Ms Barbara Bryon chairing the committee for the third consecutive year. This is Narrandera's premier festival and was well received by visitors and locals. The 2013 festival was one of the most profitable and successful held in the last 5 years. This may have been attributed to the 2012 event being cancelled, but also some quality new poetry performances and activities that captured interest. Numerous volunteer and staff hours were put in to the festival with Narrandera's John O'Brien Festival Organising Committee employing strategies to broaden the festival's appeal.

## **Multiculturalism**

Council acknowledges the diversity of people within the community and through the Narrandera Shire Library has access to LOTE (Languages Other Than English) materials and resources through both the State Library of New South Wales and the Western Riverina Community Library.

Customer service staff across all of Council's operations is aware of the Translating and Interpreting Service (TIS) whereby telephone assistance is provided for people who do not speak English and for English speakers who need to communicate with them.

Brochures and publications in languages other than English are readily available from the website of the New South Wales Department of Local Government.

## **Narrandera celebrates 150<sup>th</sup> Anniversary**

From the first words of Her Excellency Professor Marie Bashir AC CVO, Governor of New South Wales, at the Sturt Memorial Plaque unveiling on 28 April 2013 to the last entry into the 'Many Hands' painted Time Capsule at the end of the Back to Narrandera Celebrations Monday 7 October, Narrandera's Sesquicentenary year has been a credit to the town and shire, its history, growth and development, and to the hard work, dedication and enthusiasm of its residents.

Features of the Sesquicentenary Celebrations included a packed day of activities on 28 April 2013 to coincide with the naming of Narrandera as a township 150 years prior. The Proclamation Celebrations included an official luncheon with visitors and guest speakers coming from as far as Canberra and China, a Landcare Tree Planting, and the Narrandera Town Picnic followed by the magnificent Halls Accounting Fireworks Display.

In the lead up to the Back to Narrandera Celebrations, held 4 – 7 October, a vigorous marketing and media release and editorial campaign was strongly supported by local and regional media, and strengthened by paid advertising and a 150 Anniversary dedicated Facebook and Website presence. The Facebook page garnered over 900 likes and gave testament to the

effectiveness of word-of-mouth advertising while a comprehensive print-out of the website will be included in the Time Capsule for posterity.

Features of the Back to Narrandera celebrations included a Welcoming Night Cocktail party at the iconic Masonic Hall building recently purchased by Council (over 180 guests in attendance to hear messages sent from the Prime Minister and Governor of New South Wales, enjoy the China Today ceramics display and connect with friends old and new), 1920s Style Train Rides supported by Essential Energy (sold out for every ride on the timetable), and the Bendigo Bank Parade (100+ entrants including football greats, Aboriginal elders, past Miss Australia Shirley Bliss-Ryan, vintage cars and machinery and floats galore).

A Back to the 60s Dance, Blackscreen Film presentation, Vintage footage screening and the Ye Olde Town Picnic were just some of the other activities well received by the four-thousand plus people who participated in the Back to Narrandera celebrations over the weekend. In addition, community members and groups added to the timetable of activities with events such as the CWA Display and Devonshire teas, the opening of the John O'Brien Heritage House for viewing, the opening of the Rocky Waterholes Bridge, and the Lions Train tours. The final entries to the Time Capsule on Monday 6 October at the recovery breakfast provided a fitting end to a highly successful and unforgettable 150<sup>th</sup> year for Narrandera.

### **Western Riverina Arts Board**

Western Riverina Arts is an organisation dedicated to actively supporting the development and promotion of the arts in Narrandera, Griffith and Leeton. The Board and Regional Arts Development Officer, Derek Motion's mission *is to ensure the vitality and sustainability of our community's diverse and rich culture into the future*. The Arts Board, which is funded by Regional Arts NSW and the respective local government areas mentioned, works in partnership with artists and communities to encourage participation and encourages involvement and passion for all things creative in the Western Riverina.

One of the larger projects undertaken in 2012 was the Dream Big Conference held in Narrandera. This event was a one day conference and workshop on the theme of extending the scope and vision of Regional Festivals. The conference, which attracted well over 100 delegates focussed on how to include creative projects in your festival, and how to fund these projects.

### **Narrandera Bike and Hike**

Narrandera's Cycling and Walking Trail Project – Stage One, which includes Lake Talbot, Murrumbidgee River, Wetlands and Koala Reserve, officially launched on 21 April 2013 to a dedicated group of attendees. The cycling and walking trail, 'Narrandera Bike and Hike' puts Narrandera well on the way to reaching its aspiration of being identified as one of the best cycling and walking destinations catering for families and mountain bikers wanting a more technical challenge.

A full colour A3-sized Narrandera Bike and Hike tear off map, also downloadable electronically, billboard and prominent directional and track-head signage, have raised the profile of Narrandera Bike and Hike, while a bike hire agreement with a local retailer has encouraged use of the trail by passing motorists and tourists. The development of these Narrandera Bike and Hike Stage One was made possible through support received through Destination NSW's 2011/12 Regional Tourism Product Development Program, and ongoing development of the trail network is anticipated in future years.

### Recreational Activities for Families and Children

In the 2012/2013 financial year Council contributed information to [www.todokids.com.au](http://www.todokids.com.au), raising the profile of Narrandera's family and child friendly activities in the wider community.

The Narrandera Shire Council Library staged regular children's activities, reading and craft days which were well received by children and parents alike. Face painting and children's games were all provided as part of the John O'Brien Festival in March 2013, and letters of invitation were sent to local and regional school groups inviting children to take a guided tour of the Narrandera Wetlands and Narrandera Flora and Fauna Reserve and enjoy the opportunity to learn about flora, fauna, birds, the Wetland stormwater regeneration project, and Wiradjuri history and bush lore. Several classes of children have since undertaken these tours, guided by Council employee Ms Lee Reavley

### Community Organisation Grants

The amounts contributed or granted by Council to community groups during 2012/2013 pursuant to Section 356 of the Local Government Act, 1993 were:

Contribution / Donation to	Amount \$
Barellan Museum Committee	4,000.00
Barellan Working Clydesdales	250.00
Jack Grintell – sponsor AFL representative	250.00
Kamarah Hall Committee	500.00
Lions Club of Narrandera	1,100.00
Narrandera Arts & Creative Network	1,000.00
Narrandera Bowling Club	840.00
Narrandera & District Gymkhana Club Inc.	2,250.00
Narrandera Fusion – Riverina	1,000.00
Narrandera High School - Magazine	30.00

Narrandera Landcare Inc.	450.00
Narrandera Little Connections Playgroup	250.00
Narrandera Junior Cricket Association	1,000.00
Narrandera Junior Rugby League Football Club	1,000.00
Narrandera & Leeton Veterans Week of Golf	500.00
Narrandera Out of School Hours Care	1,000.00
Narrandera Rodeo Committee	250.00
Narrandera Rotary – Art Exhibition	800.00
Narrandera Shire Council Social Club	500.00
Narrandera Vintage Restorers	300.00
Parkside Cottage Museum	3,000.00
Rotary Club of South Wagga Incorporated – sponsor disadvantaged children from Narrandera to attend Circus Quirkus	275.00
School Presentations 7 x \$80	560.00
Soroptimist International of Narrandera	800.00
Southern Sports Academy	200.00
TAFE NSW	200.00
The Narrandera Shed for Men	1,000.00

## Organisation / Internal

### ***Human Resource Activities***

Council continues to recognise that staff is one of its most valuable resources and strives to develop a highly skilled and motivated workforce.

### **Staff training**

During 2012/2013 Narrandera Shire Council staff attended many forms of training in order to maintain and develop the skills required by Council to fulfil its statutory obligations, and to efficiently carry out its functions to serve the residents of Narrandera Shire, as per Council's Strategic Plan.

### Training Categories

On an annual basis it will often be the case that there are more training needs than the organisation's budget can provide. A training needs analysis will be conducted annually as part of the performance review process. The basis of this policy is a hierarchy of needs on which priorities for training are to be determined. Individual and organisational training plans are to be developed annually by Human Resources and training recommended within the constraints of budget according to the following hierarchy:

### Category Numbers

1. Is it a legislative requirement? (*white Card*)
2. Is it a required competency? (*Forms part of the Essential criteria on PD*)
3. Is the organization at risk by not having knowledge/training? (*Valuable knowledge gained*)
4. Is it supporting the strategic plan? (*Supports plan however is not crucial*)
5. Is it an identified area of required skill development? (*May be a skill for a different area of council*)

To control the cost of training and to ensure that training is in line with agreed training plans, all authorisation of training is to be approved by the Directors.

All employees are to undertake training as determined in individual training plans or as directed. The employee, their Director and the Human Resources department are to take joint responsibility in seeing that training targets are being achieved or managed.

## Traineeships or other courses of study undertaken

<b>COURSE</b>	<b>NUMBER OF EMPLOYEES</b>
12D Boxing and Subgrade Development	5
Aboriginal Cultural Education	1
Aged Care Funding Instrument	1
AIBS & EHA Conference	1
Bushfire Safety Awareness- 1	12
Cert III Accounts Administration	1
Cert III Aged Care	1
Cert III Hospitality (Catering Operations)	2
Cert III Road Const and Maintenance	5
Cert IV Govt (Investigation)	1
Cert IV Recordkeeping	1
Cert of Part Home modifications	1
Certificate III in Tourism	1
Chainsaw Trim & Cross Cut	6
Chemical Application SMARTrain 3	4
Chlorine Awareness Training	3
Civil Const Grader Operations	1
Confined Spaces	3
Emergency Management Arrangements (NSW)	2
Front end loader/backhoe LB	2
Front end loader/skidsteer LS	1
Grader Operator Familiarisation	4
Health & Safety Representation	8
Heavy Vehicle Inspection	1
IPWEA - NAMS.PLUS2 User Group	1
Kids In Traffic	1
Light Vehicle Inspection	1
Managing an Evacuation	1
Mental Health First Aid	1
Mental Health Management Plans	1

OHS Induction and White Card	2
Out and About: Safe Journeys	1
Plant inductions - various council plant	27
Recognising Grasses	2
Residential Care Management Course	2
Risk Managing Events Local Government	2
Senior First Aid	13
Sewer Management Systems	1
Trade Waste Regulation Course	1
Traffic Control BLUE CARD	3
Traffic Control RED CARD	1
Traffic Control YELLOW CARD	2
Trim and fell Trees	1
Weed Officer Induction	2
Working near overhead power	32
Working With Children Check	3

An amount of \$101, 383.32 was expended on training across the organisation:

<b>Training Cost by Department</b>	<b>\$</b>
<b>Department/Category</b>	<b>Cost</b>
Category 1	\$5,370.26
Category 2	\$15,383.03
Category 3	\$14,705.05
Category 4	\$4,147.17
Category 5	\$13,500.00
OHS	\$17,533.52
OHS	\$319.80
Teloca staff training expenses	\$10,172.68
Weeds inspection training	\$922.00
Weeds training expenses	\$976.27
HR – Training Aids	\$3,066.55
Airport statutory training	\$4,157.78
Staff Training Corp Services	\$1,860.59
RSO Training	\$2,307.46



Industrial/Economic Development Training	\$1,199.71
Home Maintenance Modification Scheme	\$1,034.55 *
COPS – Community Options	\$1,778.69 *
Community Transport Training	\$2,948.21 *
<b>TOTAL</b>	<b>\$101,383.32</b>
Symbol * denoted a fully funded training course	

### **New employees**

New employees, volunteers, labour hire staff and work experience students placed throughout the year were required to complete an induction program facilitated by Council's Human Resources Officer, the Work Health, Safety and Risk Officer, IT Manager and the Payroll Officer with emphasis being placed on the Induction Handbook, Work Health and Safety, Council Staffing Policy and in particular Council's code of conduct.

### **Performance appraisal system**

Ongoing appraisals are being conducted in accordance with the Local Government (State) Award and Council's salary system policy. Council continues to improve the performance management system.

### **Narrandera Shire Council consultative committee**

The Narrandera Shire Council Consultative Committee convened on six (6) occasions during the year to discuss and approve changes to the Constitution, award issues as well as a number of policy additions and reviews, as detailed below:-

New Policies	3
Reviewed Policies	5

### ***Equal Employment Opportunities***

Council supports the principles of Equal Employment Opportunity as it relates to recruitment, selection criteria, training and staff development programs, promotion and conditions of employment.

By putting the principles of EEO into practice, Council ensures that all employees, or future employees, have an equal opportunity to enjoy a rewarding and challenging career with Council.

Equal Employment Opportunity is the right to be considered for a job, training opportunity, or other benefit, for which a person is skilled or qualified.

The objectives of Council's EEO Policy are:

- To eliminate and ensure the absence of discrimination in employment on the grounds of race, sex, religion, marital status, sexual preference and physical and/or intellectual impairment in Council; and
- To promote equal employment opportunities for all staff; and
- To ensure confidentiality for all applicants for positions with Council.

Council's Consultative Committee comprises of elected staff representatives as well as union and management representatives providing a forum to discuss and review policies and practices to ensure they are non-discriminatory in their intent and effect.

EEO policy and guidelines are adopted as part of the selection criteria for positions and in the makeup of selection panels. Council's EEO policy and guidelines are implemented and reviewed regularly.

Council's salary policy includes access for employees to training and development on a non-discriminatory basis.

<b>STAFFING DETAILS AS AT 30 JUNE 2013</b>			
	<b>TOTAL</b>	<b>MALE</b>	<b>FEMALE</b>
Administration	10	2	8
Environment	8	5	3
Executive	5	3	2
Finance	7	2	5
Home and Community Care	5	0	5
Human Resources	3	0	3
Information Technology	4	2	2
Library	5	0	5
NOOSH	12	2	10
Open Space & Recreation	12	11	1
Plant	4	4	0
Technical Services – Engineers	12	9	3
Technical Services - Works	30	29	1
Teloca	47	4	43
Visitor Information Services	9	0	9
Water/Sewer	8	8	0
<b>TOTAL</b>	<b>181</b>	<b>81</b>	<b>100</b>

## Senior Staff

As at 30 June 2013 there was one position designated as Senior Staff by Council being that of the General Manager.

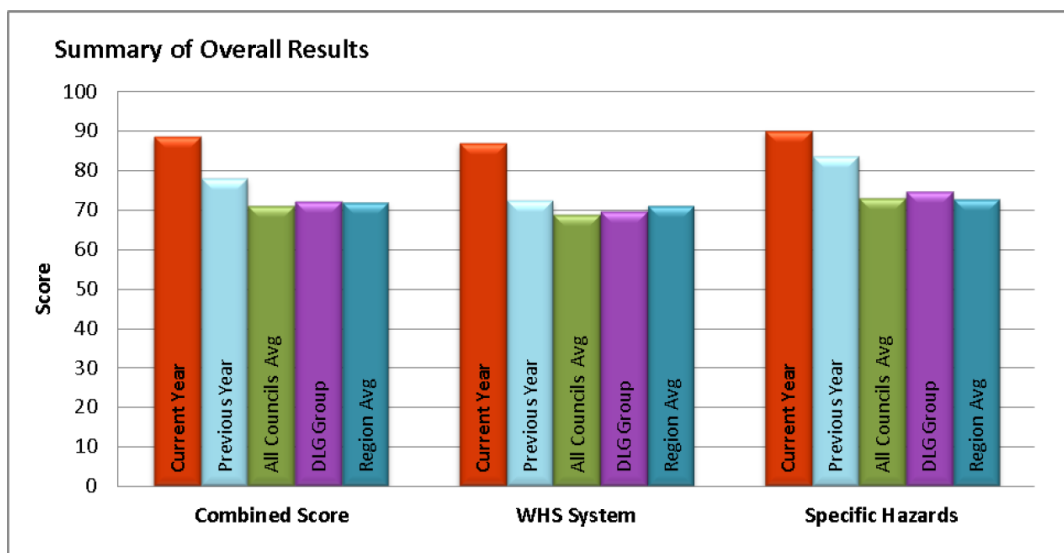
The total value of the General Manager's Remuneration Package was \$179,375.

## Work Health and Safety (WHS)

Council continues to develop and implement WHS strategies. Council's WHS Committee met on six (6) occasions during the 2012/2013 year.

During the 2012/2013 period seven (7) toolbox meetings were held with outdoor staff addressing various issues in the workplace.

Council completed the StateCover Mutual WHS Audit Report for 2013 achieving a score of 88.5% which is above average when compared to the average score for all Councils. Refer to the graph below:-



Council's WHS Officer continues to develop and implement Council's Contractor Management procedure and register. Contractor's insurance, licence and WHS Management systems are managed by the WHS officer and information is updated in the register as required.

## **Compliance with the NSW Carers (Recognition) Act, 2010**

### ***Induction for New Employees***

All new employees undertake a comprehensive induction where information is given in terms of responsibilities, policies and procedures, entitlements and processes are explained. As a part of this process carers are educated on the services available to them.

All policy updates are corresponded to staff via a review document and then a memo once adopted. This allows for all staff to stay up to date with implemented changes and gives them the opportunity to have input into these changes.

### ***Consultation and liaison with Carers***

The Consultative Committee is to provide a participative forum for consultation between Council and its employees. The Committee shall meet regularly and shall positively cooperate in workplace reform to enhance the efficiency and productivity of the Council and to provide employees with access to career opportunities and more fulfilling, varied and better paid work. This committee is responsible for changes to policies and procedures which affect the employees including carers. Once changes are approved by the committee it is then put to the staff in the form of a review document for feedback, this feedback is then considered by the committee, appropriate changes made and put out for review. Once approved by the staff it is then adopted by the committee and staff made aware of these changes via a memo.

*New Policies adopted in the last 12 months to benefit Carers are as follows;*

Purchased Leave Policy – Allows for an additional 2 weeks leave to be purchased over a 12 month period in order to provide additional leave to staff.

All policies are to be reviewed every two years and new legislation and Acts are taken into consideration when carrying out a policy review.

### ***Staff who are carers***

Narrandera Shire council have many policies in place in support of carers therefore minimal changes have been required.

Below are a number of policies which show support and respect to Carers and the people they care for;

**Carers Leave Policy** - An employee may access accrued sick leave to provide care and support to an eligible class of person as defined in the Local Government State Award.

**Equal Employment Opportunity Policy** – Allows fairness to giving equal opportunity to all applicants regardless of their personal situation. Council will conduct a comprehensive audit of all human resource management (HR) policies, procedures and practices - written or unwritten - over a period of 2 years from the time the EEO management plan commences. Policies, procedures and practices found to be incompatible or inconsistent with the provisions and spirit of EEO and related legislation will be discarded or replaced. Informal procedures and practices will be identified, reviewed and formalised where they are deemed to be appropriate.

**Job Sharing Policy** - Job sharing or flexible working arrangements is an employment arrangement where typically two people are retained on a part-time or reduced-time basis to perform a job normally fulfilled by one person working full-time, giving carers the opportunity to work part-time to allow them to attend to the needs of their dependents or the people they care for whilst being able to work.

**Leave Without Pay Policy** -Leave without pay may be granted at the discretion of the General Manager when annual leave and long service leave has been exhausted. - Supports Carers who need additional leave

**Parental Leave Policy** - To provide employees with assistance to remain in the workforce after the birth of children and to ensure Council abides by all the statutory requirements relating to the granting of maternity leave. – Provides support to Carers of infants and young children.

**Part Time Employment Policy** - Council will consider requests for transfer from full-time to part-time employment, providing there is no change in the nature of the position. Council shall also have regard to balancing efficiency and work organisation concerns against the merits of the employee's request for transfer from full-time to part-time employment and vice versa. Where an employee requests such a transfer council should have regard to anti-discrimination legislation and its own operational requirements. The consultative committee shall be informed of such transfer. – Gives opportunity to Carers to request a more flexible working arrangement.

**Purchased Leave Policy** - Narrandera Shire Council is committed to consideration of a range of Flexible Work Arrangements aimed at improving work/life balance for staff. Purchased Leave is one such option and this procedure establishes the basis for consideration of Purchased Leave requests and the parameters applicable to any subsequent arrangement.

**Recruitment Of Staff Policy** - The Selection function is the process of choosing the best person for the vacant position. This process includes the short listing of applicants for interview, developing questions for the interview, interviewing of applicants and selecting who should be offered the position based on merit. - Therefore allowing equal opportunity to carers.

**Sick Leave and Carer's Leave Policy** – Allows for Carers to care for their dependants in line with the Local Government State Award.

**Working From Home Policy** - Narrandera Shire Council ("Council") acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances. - This allows for Carers to work from home when appropriate and approved.

**Employee Assistance Program** – Council's employee Assistance Program (EAP) Policy – Council's Employee Assistance Programme provides confidential and professional assistance for employees and their family who are experiencing difficulties of a personal or work-related nature. - This gives Carers and their families' access to a service they would otherwise not have.

A survey was recently handed out to staff asking 'why staff liked working for Narrandera Shire Council' and here is what was received;

*I really value my local community, and working at Council, I've learned so much about the range of services provided for people in the town and shire.*

*Because we have a great team and a wonderful community to work for!*

*Relaxed and friendly atmosphere and good air-conditioning in the office. I've found NSC to be a friendly and welcoming employer, that cares about the wellbeing of its staff and their family.*

*Narrandera Shire is an enjoyable and developmental workplace. Staff are given opportunities which may not normally be presented by other employers. I like the fact that staff have the opportunity to develop their personal and career skills in a supportive environment.*

*Challenging, broad area, dealing with rural customers, friendly staff( part of the team), continuous improvement (can see the change that have been made and proud to see them work) , flexibility, safe, sense of appreciation when a dangerous situation has been made safe by staff (positive feedback).*

*Being an employee of Narrandera Shire Council means that every day I'm surrounded by people who are excited to be contributing to the wellbeing of the residents of the Shire. They really are dedicated to bringing the best to their work and sharing their skills to support other staff in making gains for Narrandera and its villages. I love it.*

*I love my job with Narrandera Shire Council, the people I work with are great & our clients are just lovely. Best job ever! (I really mean it too)*

*I like working at NSC because I have been fortunate to have such generous colleagues when times are tough. They have organised several events in my time of need such as house makeovers and garage sales !!*

*It is great coming to work knowing that my contribution is valued and also the fact that I'm guaranteed to have a bit of fun.*

*I like that NSC could provide part-time engineering work that allows me to keep up my skills but also meet the needs of my family.*

*I like working for NSC because of the people, they are of such a caring nature and everyone tries to help each other out. It is one of the best places I have ever worked*

*I like working for NSC because it has the option of flexible working conditions which allows me to work full time without adverse effects on my young family.*

*Working at NSC can provide you with an opportunity to be a part of activities that can make a real and meaningful community benefit, which in turn can make a positive difference to people's daily lives.*

*Narrandera Shire Council gives Carers the opportunity to work in a flexible arrangement to meet the needs of out of work responsibilities. Staff are supportive and willing to assist in order to help juggle the work- life balance.*

From the above feedback it is evident that many of our employees find the support of other staff and managers extremely beneficial to them, and the flexibility in working conditions is another area that staff are more than satisfied with. This concludes that Narrandera Shire Council is offering an adequate support network for employees who are Carers.

## **Economic**

### ***Community Strategic Plan***

Council adopted both an Operational and Delivery Plan for 2012/2013 in respect of strategic objectives and a means to monitor performance.

Attached as Appendix C is the performance outcomes for 2012/2013.

### ***Competitive Neutrality***

Council for 2012/2013 operated two (2) Category 1 businesses and one (1) Category 2 business.

#### ***Category 1 Business***

- At 30 June 2012 Council operated two (2) Category 1 businesses being the Narrandera Water Fund and Teloca House

Financial statements for these activities are included within Council's financial statements which form Appendix B to this report.

- The financial statement for Council's Category 1 business activity discloses National Competition Policy National Payments including corporate taxation equivalents, dividends paid and rate of return on capital.

Council has adopted a complaint handling mechanism to deal with any complaints which forms part of Council's generic customer request system. For the financial year 2012/2013 Council did not receive any complaints in relation to its Category 1 businesses.

#### ***Category 2 Business***

- At 30 June 2012 Council operated one (1) Category 2 business, being the Narrandera Sewer Fund.

Financial statements for this activity are included within Council's financial statements which form Appendix B to this report.

- The financial statements for Council's Category 2 business activities disclose National Competition Policy National Payments including corporate taxation equivalents, dividends paid and rate of return on capital.

Council has adopted a complaint handling mechanism to deal with any complaints which forms part of Council's generic customer request system. For the financial year 2012/2013 Council did not receive any complaints in relation to its Category 2 business.



### ***Section 356 Contributions***

During 2012/2013 there were NIL incentives under Section 356(2).

### ***Abandonments***

During 2012/2013 rates and charges totalling \$8,764.52 were abandoned due to a statutory requirement or the amount deemed as irrecoverable. The majority of the amount comprising adjusting journals relating to residual arrears balances following the sale of land by public auction in April 2012 of a number of properties for overdue rates and charges.

During 2012/2013 sundry debtor amounts totalling \$1,731.28 were abandoned as irrecoverable. The majority of this amount was the abandonment of accommodation rental for deceased residents of Teloca House, the residual being small amounts relating to food premises inspections or the hire of Council plant where the business owner or hirer of the plant were unable to be located or the cost to recover the amounts was not economically viable.

### ***Pensioner Rebates Granted and Subsidy Claimed***

Pensioner rebates totalling \$220,866.72 were granted during 2012/2013. Of this amount \$124,177.23 was able to be recovered through subsidies.

### ***Financial Reports***

Councils audited financial reports for the year ending 30 June 2013 are attached as Appendix B.

### ***Statement of Council's Principal Activities***

Following is a statement for each of Council's principal activities setting out:

- Revenue and expenses for 2012/2013
- Assets held by Council at 30 June 2013

**FOR THE YEAR ENDING 30 June 2013**

	<b>REVENUES \$'000</b>	<b>EXPENSES \$'000</b>	<b>OPERATING RESULTS \$'000</b>	<b>ASSETS HELD \$'000</b>
<b>FUNCTIONS</b>				
Governance	0	925	(925)	6,589
Administration	146	2,339	(2,193)	13,460
Public Order & Safety	139	457	(318)	1,275
Health	10	41	(31)	4
Environment	912	1,005	(93)	0
Community Services & Education	2,638	3,255	(617)	5,981
Housing & Community Amenities	267	518	(251)	6,275
Water Supplies	2,479	1,387	1,092	17,340
Sewerage Services	1,556	1,010	546	12,619
Recreation & Culture	342	2,035	(1,693)	18,932
Fuel & Energy	0	0	0	0
Agriculture	0	0	0	0
Mining, Manufacturing & Construction	0	0	0	0
Transport & Communication	4,348	4,842	(494)	147,522
Economic Affairs	782	1,286	(504)	11,735
<b>TOTAL FUNCTIONS &amp; ACTIVITIES</b>	<b>13,619</b>	<b>19,100</b>	<b>(5,481)</b>	<b>241,732</b>

Share of gains/(losses) in Associates & Joint Ventures				
General Purpose Income	8,204	0	8,204	0
<b>TOTALS</b>	<b>21,823</b>	<b>19,100</b>	<b>2,723</b>	<b>241,732</b>

### **Legal Proceedings for the Recovery of Overdue Amounts**

During 2012/2013 Council was involved in legal action for the recovery of overdue rates and charges in addition to overdue debtor accounts.

For the twelve months ending 30 June, 2013, Council initiated the following action for recovery of outstanding debts:

#### **Debt recovery**

<b>Nature of Action</b>	<b>Amount Involved</b> (Excl legal expenses)	<b>Legal Expenses</b>	<b>Result</b>
<b>Sundry Debtors</b> One (1) matter actioned during 2012/2013 i.e. letters of demand, Statement of Liquidated Claim, Judgement, Summons of Examination and Writ	\$480.00	\$NIL	Recovered \$480.00  Continuing Legal Action \$NIL
<b>Rate/Water Debtors</b> One hundred and nine (109) matters actioned during 2012/2013 i.e. letters of demand, Statement of Liquidated Claim, Judgement, Summons of Examination, Writ, Warrant, Garnishee.	\$189,828.82	\$34,985.13	Recovered \$199,580.66  Continuing Legal Action \$25,233.29
<b>Sale of Properties by Public Auction for Overdue Rates &amp; Charges</b> No properties were sold for overdue rates and properties during 2012/2013.	\$NIL	\$NIL	Recovered \$NIL Abandoned \$NIL  Unclaimed monies to be remitted to Office of State Revenue after 30 June 2019 \$NIL

### Summary of Legal Expenses

Activity Centre	Cost (excl GST)
Advice Potential Legal Matter	\$ 2,735.90
Debt Recovery	\$ 60,918.97
Governance	\$ 1,200.00
Human Resources	\$ 26,772.93
Planning / Development	\$ 2,904.20
Rating / Land Issues	\$ 2,530.00
Sale / Lease of Properties	\$ 1,740.87
Subscriptions	\$ 207.28
Title Search / Company Search	\$ 183.37
Waste Management	\$ 778.57
<b>TOTAL</b>	<b>\$ 99,972.09</b>

### Contracts

During 2012/2013 there were three (3) contracts awarded by Council that were in excess of \$150,000:-

Supply	Contractor	Description	Amount \$
Works	Boots Constuctions	Construction of Lake Talbot Trailer Car Park	\$ 218,946 (Ex GST)
Works	Paul Milne Drilling	Drilling of Two Town Water Supply Bores	\$ 265,070 (Ex GST)
Works	MIA Pipe & Cable Layers	Underboring Works for Water & Sewer Infrastructure for Gillenbah	\$ 223,450 (Ex GST)

### Controlling Interest in Companies

During the period 2012/2013, Council did not hold any controlling interest, either by itself or in conjunction with other Councils in any company.

### Participating Interest in Companies

During the period 2012/2013, Council had an interest in the Western Riverina Library. This organisation provides the Narrandera Shire Library with access to the greater regional library facility and allows access to the mobile library vehicle where clients in remote areas of the Shire or who are confined to their house are able to access public library facilities.

Council owns two (2) shares in Southern Phone Company Limited.

Council owns ten thousand (10,000) shares in Narrandera District Investments Limited (Bendigo Bank).

### **Works On Private Land**

Council undertook generic works such as installing culverts or mowing grass or removing excess vegetation on private land in 2012/2013 raising revenue of \$106,194.14.

Council policy with regard to charging for these private rates is as follows:

Plant Hire Rates	Reviewed each year based on commercial rates and includes operator
Additional Labour	Actual cost plus on costs and overheads
Stores and Materials	Actual cost plus 25% for overheads

No private works were undertaken at less than the rates set.

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Section 2.

# Annual Report 2012/2013

## APPENDIX A1

### Government Information (Public Access) Act

### Annual Report

for the year ending 30 June 2013



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Section 2.

# Annual Report 2012/2013

## APPENDIX A2

### Public Interest Disclosures Act

### Annual Report

for the year ending 30 June 2013



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Section 3.

# Annual Report 2012/2013

## APPENDIX B

### Section 428 (2) (a)

Audited Financial Reports  
for the year ending 30 June 2013



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Section 4.

# Annual Report 2012/2013

## APPENDIX C

### Delivery Plan 2012-2016 & Operational Plan 2012-2013

Progress report as at  
30 June 2013



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