



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**15 September 2020**

## ETHICAL DECISION MAKING & CONFLICT OF INTEREST

*A Guiding Checklist for Councillors, Officers & Community Committees*

### ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of Interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

### CONFLICT OF INTEREST

A Conflict of Interest is a clash between private interests and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Department of Local Government and, Non-pecuniary – regulated by Codes of Conduct, ICAC, Ombudsman, Department of Local Government (advice only).

### THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

### IDENTIFYING PROBLEMS

- 1 Do I have private interest affected by a matter I am officially involved in?
- 2 Is my official role one of influence or perceived influence over the matter?
- 3 Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

### AGENCY ADVICE

Officers of the following agencies are available during Office Hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and codes.

<b><u>Contact</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Narrandera Shire Council	02-6959 5510	<a href="mailto:council@narrandera.nsw.gov.au">council@narrandera.nsw.gov.au</a>
ICAC	02-8281 5999	<a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
Toll Free	1800 463 909	
Department of Local Government	02-4428 4100	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
NSW Ombudsman	02-8286 1000	<a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a>
Toll Free	1800 451 524	



## COMMUNITY STRATEGIC PLAN

# Themes

### Agenda Section 16 ~ Our Community

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- 1.1 To live in a healthy community and one that demonstrates a positive attitude
- 1.2 To advocate for quality educational and cultural opportunities
- 1.3 To live in an inclusive and tolerant community
- 1.4 To feel connected and safe

### Agenda Section 17 ~ Our Environment

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- 2.1 To value, care for and protect our natural environment
- 2.2 To effectively manage and beautify our public spaces
- 2.3 To live in a community where there are sustainable practices

### Agenda Section 18 ~ Our Economy

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- 3.1 To encourage new business and industry that can be sustained
- 3.2 To support local business and industry to grow and prosper
- 3.3 To strongly promote our Shire and to improve its attractiveness
- 3.4 To grow our population

### Agenda Section 19 ~ Our Infrastructure

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- 4.1 To have an improved and adequately maintained road network
- 4.2 To improve, maintain and value-add to our public and recreational infrastructure
- 4.3 To improve and enhance our water and sewer networks
- 4.4 To have a say when planning for new facilities or refurbishing existing facilities

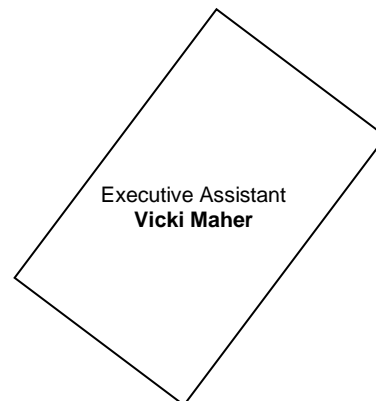
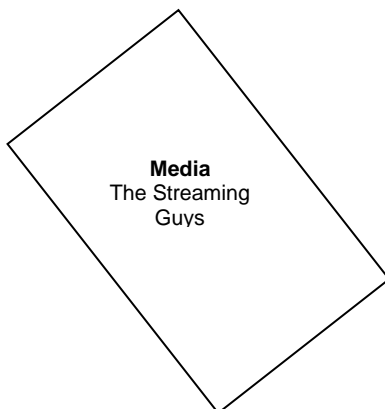
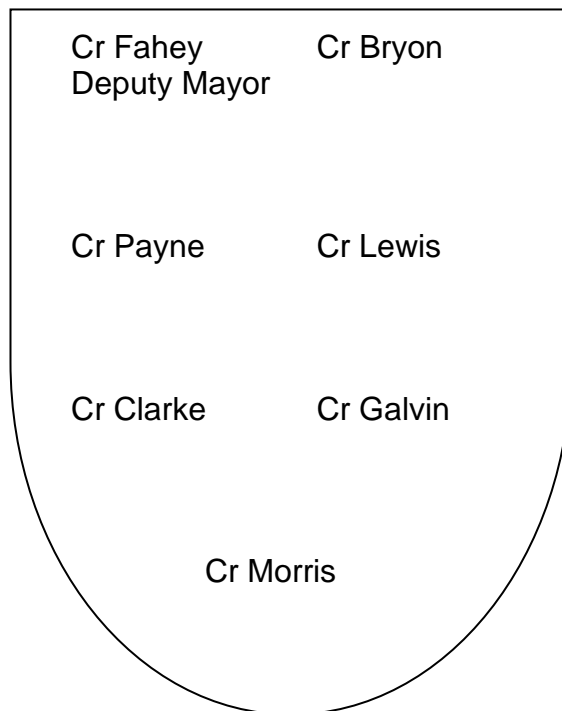
### Agenda Section 20 ~ Our Civic Leadership

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- 5.1 To have a Council that demonstrates effective management consistently
- 5.2 To have a progressive Council that communicates and engages well with all of the community and is a role model for inclusivity
- 5.3 To have a community and a Council that works collaboratively with harmony, respect and understanding

# SEATING

General Manager <b>George Cowan</b>	<b>MAYOR</b> <b>Cr</b> <b>Kschenka</b>	Deputy General Manager Infrastructure <b>Shane Wilson</b>	Deputy General Manager Corporate & Community <b>Martin Hiscox</b>
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**Notice is hereby given that the Ordinary Meeting of the Narrandera  
Shire Council will be held in the Council Chambers on:  
Tuesday 15 September 2020 at 2pm**

**Order Of Business**

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	Nil	
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- 1      **ACKNOWLEDGEMENT OF COUNTRY**
- 2      **HOUSE KEEPING**
- 3      **DISCLOSURE OF POLITICAL DONATIONS**
- 4      **PRESENT**
- 5      **APOLOGIES**
- 6      **DECLARATIONS OF INTEREST**
- 7      **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 18 August 2020



# **MINUTES**

**Ordinary Council Meeting**

**18 August 2020**

UnConfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 18 AUGUST 2020 AT 2PM**

The Mayor declared the meeting opened at **2pm** and welcomed the Councillors, Staff, Media and those viewing via Live Streaming.

**1 ACKNOWLEDGEMENT OF COUNTRY**

*I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present*

**2 HOUSE KEEPING**

*Advice provided of Council's Work, Health and Safety (WHS) Evacuation Plan and location of the Amenities.*

**3 DISCLOSURE OF POLITICAL DONATIONS**

Advice provided to those present, of the legislative requirement for Disclosure of Political Donations:

*The Environmental Planning and Assessment Act 1979, Section 147 requires a person submitting planning applications or submissions regarding a planning application, to disclose any reportable political donation and/or gifts to any local Councillor or employee of Council. Reportable political donations include those of, or above, \$1,000. The Disclosure Statement forms are available on Councils website or from the Customer Service Centre and must be lodged in accordance with the Act.*

*There were no Disclosure of Political Donations received by the Chairperson.*

**4 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Kevin Morris, Cr Tracey Lewis, Cr Barbara Bryon

**In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant) and Lauren Redden (Minute Taker)

## 5 APOLOGIES

### RESOLUTION 20/190

Moved: Cr Narelle Payne

Seconded: Cr Kevin Morris

That apologies from Cr Tammy Galvin be received and accepted.

**CARRIED**

## 6 DECLARATIONS OF INTEREST

Cr Kevin Morris declared a Non Pecuniary Significant Interest in Item 16.2 under the Local Government Act as *I am a member of the Club, my partner is the Treasurer* and will leave the meeting during discussion and voting on the matter.

Cr Neville Kschenka declared a Non Pecuniary Significant Interest in Item 17.4 under the Local Government Act as *I have an interest in two significant heritage buildings in Narrandera* and will leave the meeting during discussion and voting on the matter.

Cr Jenny Clarke OAM declared a Non Pecuniary Non Significant Interest in Item 17.4 under the Local Government Act as *Member of Rotary Club, not on the committee of the heritage walk* and will remain and take part in discussion and voting.

## 7 CONFIRMATION OF MINUTES

### RESOLUTION 20/191

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That the minutes of the Ordinary Council Meeting held on 21 July 2020 be confirmed.

**CARRIED**

## 8 MAYORAL REPORT

### 8.1 MAYORAL REPORT JULY / AUGUST 2020

### RESOLUTION 20/192

Moved: Cr Neville Kschenka

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the Mayoral Report for July / August 2020.

**CARRIED**



**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

**11.1 NOTICE OF MOTION - SUBMISSION OF MOTION TO LGNSW ANNUAL CONFERENCE - REDISTRIBUTION PROCESS IN NSW**

**RESOLUTION 20/193**

Moved: Cr David Fahey OAM

Seconded: Cr Narelle Payne

That Council:

Submit a motion to the Local Government NSW (LGNSW) annual conference to be held in November 2020 in regard to the redistribution process in NSW seeking to ensure that Regional/Rural areas west of the Great Dividing Range are represented adequately into the future.

**CARRIED**

**11.2 NOTICE OF MOTION - YANCO SDLAM STAKEHOLDER ADVISORY GROUP UPDATE**

**RESOLUTION 20/194**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the attached Yanco Sustainable Diversion Limit Adjustment Mechanisms (SDLAM) Stakeholder Advisory Group report.

**CARRIED**

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS****13.1 MINUTES - YOUTH ADVISORY COUNCIL - 20 JULY 2020****RESOLUTION 20/195**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Adopt and receive the Minutes of the Youth Advisory Council held on Monday 20 July 2020.

**CARRIED**

**13.2 MINUTES - PARKS AND GARDENS ADVISORY COMMITTEE - 30 JULY 2020****RESOLUTION 20/196**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Receive and noted the Minutes of the Parks and Gardens Advisory Committee held on Thursday 30 July 2020.
2. Allocate \$25,000 for the future Kiesling lane upgrade project from the next available grant funds.
3. Endorse the concept of a stone and associated signage and allocate \$5,000 to fund the stone and sign at Hankinson Park.
4. Accept the resignation from Gwen Nielsen and write to her thanking for her time whilst on the Committee.

**CARRIED**

**13.3 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 4 AUGUST 2020****RESOLUTION 20/197**

Moved: Cr Barbara Bryon

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **4 August** 2020, together with the updated Economic Development Strategy (non-confidential).

**CARRIED**

**13.4 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 7 AUGUST 2020**

**RESOLUTION 20/198**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the Minutes of the Extraordinary Audit, Risk and Improvement Committee held on Friday 7 August 2020.

**CARRIED**

**13.5 MINUTES - YOUTH ADVISORY COUNCIL - 10 AUGUST 2020**

**RESOLUTION 20/199**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

1. That the Minutes of the Youth Advisory Council held on Monday 10 August 2020 be received and noted.

**CARRIED**

**14 OUR COMMUNITY**

**14.1 NARRANDERA SHIRE COUNCIL YOUTH STRATEGY THEMES**

**RESOLUTION 20/200**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

The Council:

1. Endorse the proposed themes for the Narrandera Shire Council Youth Strategy as adopted by the Youth Advisory Council.

**CARRIED**

**15 OUR ENVIRONMENT**

**15.1 KERBSIDE BULKY GOODS COLLECTION**

**RESOLUTION 20/201**

Moved: Cr Barbara Bryon  
Seconded: Cr Narelle Payne

That Council:

1. Approve the introduction of a kerbside bulky goods collection program within the urban areas of Narrandera, Barellan and Grong Grong twice a year for the 2020/21 financial year, and,
2. Allocated \$25,000 from the waste reserve for the program.

**CARRIED**

## **16 OUR ECONOMY**

### **16.1 LOCAL STRATEGIC PLANNING STATEMENT**

#### **RESOLUTION 20/202**

Moved: Cr Narelle Payne  
Seconded: Cr David Fahey OAM

That Council:

1. Adopt the draft Narrandera Local Strategic Planning Statement (August 2020).

**CARRIED**

At 2:24 pm, Cr Kevin Morris, after earlier declaring an Interest in Item 16.2, vacated the Chambers during discussions and voting on the matter.

### **16.2 HARDSHIP APPLICATION - BARELLAN & DISTRICT WAR MEMORIAL CLUB**

#### **RESOLUTION 20/203**

Moved: Cr Jenny Clarke OAM  
Seconded: Cr Tracey Lewis

The Council:

1. Approve a donation of \$4,478.90 to the Barellan & District War Memorial Club to offset 12 months rates and charges due to the impact of the Covid-19.

**CARRIED**

At 2:24 pm, Cr Kevin Morris returned to the meeting.

**17 OUR INFRASTRUCTURE****17.1 TENDER T19-20-1 - STREET SWEEPER****RESOLUTION 20/204**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Approve the purchase of Option 1 - by Rosmech, for the supply and delivery of a new Scarab Mistral Hino FE 1426 Street Sweeper, for the net amount of \$289,810.40 including GST including the trade-in offer in accordance with Section 55 of the Local Government Act 1993.

**CARRIED**

**17.2 NARRANDERA STOCK AND BITUMEN TRUCK WASH****RESOLUTION 20/205**

Moved: Cr Barbara Bryon

Seconded: Cr David Fahey OAM

That Council:

1. Note that the Narrandera Stock & Bitumen Truck Wash project is complete, and that the facility is fully operational,
2. and that additional project expenditure was funded from savings from 2019-20 revenue funded capital projects.

**CARRIED**

**17.3 MAJOR GRANT PROJECT UPDATE****RESOLUTION 20/206**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Note and receive the report.

**CARRIED**

At 2:30 pm, Cr Neville Kschenka, after earlier declaring an Interest in Item 17.4, vacated the Chambers during discussions and voting on the matter and Deputy Mayor Cr Fahey assumed the Mayoral Chair for this item.

## 17.4 ROTARY HERITAGE WALK

### RESOLUTION 20/207

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Endorse the approval granted by staff for Narrandera Rotary to prepare signage for the Heritage walk.

**CARRIED**

At 2:32 pm, Cr Neville Kschenka returned to the meeting and assumed the Mayoral Chair.

## 17.5 NARRANDERA SHIRE CEMETERIES SERVICE LEVEL REVIEW

### RESOLUTION 20/208

Moved: Cr Tracey Lewis

Seconded: Cr Barbara Bryon

That Council:

1. Endorses the Narrandera Shire Cemetery Review for the purpose of a 28-day public exhibition.

**CARRIED**

## 17.6 PINE HILL RESERVOIR REPLACEMENT

### RESOLUTION 20/209

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Approve an increase to the budget allocation of this project by an additional \$753,000 from \$315,000 to \$1,068,000 to complete all required works.
2. Approve the purchase of 1600m<sup>2</sup> of Lot 11 DP881313, 328 Pine Hill Road for \$2,500 and the transfer of the existing site Lot 2 DP625678 once remediated.
3. Authorise the General Manager to sign all required transfer documents, resultant to the purchase and sale.
4. Classify the land purchased as operational
5. Authorise the use of the common seal on all associated documents

**CARRIED**

## **17.7 NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE MINUTES AND REPORT**

### **RESOLUTION 20/210**

Moved: Cr Barbara Bryon

Seconded: Cr Narelle Payne

That Council:

1. Receive and note the Narrandera Flood Risk Management Committee Meeting Minutes 22July 2020.
2. Receive and note Public Works Advisory's presentation on Levee Integrity Assessment.
3. Receive and note Water Modelling Solutions' presentation introducing their proposal to prepare a concept design for North Narrandera detention basin.

**CARRIED**

## **18 OUR CIVIC LEADERSHIP**

### **18.1 SALE OF LOT 169 DP 1069082 - 5 DRISCOLL ROAD, NARRANDERA**

#### **RESOLUTION 20/211**

Moved: Cr Jenny Clarke OAM

Seconded: Cr David Fahey OAM

That Council resolve to include the following line items relating to Resolution 20/170 of the 21 July 2020 meeting: -

1. Require the nett proceeds of sale to be held in Council's Red Hill Industrial Estate Reserve,
2. Give delegation to the Mayor and the General Manager to sign any documentation relating to this matter,
3. Give approval to affix the Common Seal of Council, if required, to any documentation relating to this matter.

**CARRIED**

**18.2 CVGT AUSTRALIA LTD - SEEKING PARTIAL RENTAL RELIEF DUE TO COVID-19 PANDEMIC**

**RESOLUTION 20/212**

Moved: Cr Barbara Bryon  
 Seconded: Cr Narelle Payne

That Council:

1. Agree to the partial rent relief of 15 percent of the monthly rental amount payable to Council for a 3 month period and that the General Manager be granted authority to assess any further requests for rent relief received from CVGT Australia Limited.

**CARRIED**

**18.3 RESIGNATION OF DOMESTIC VIOLENCE ADVISORY COMMITTEE MEMBERS**

**RESOLUTION 20/213**

Moved: Cr Tracey Lewis  
 Seconded: Cr Barbara Bryon

That Council:

1. Receive and accept the resignation of Domestic Violence Committee Members Iris Schofield, Beverly Hughes, and Veronica Barry.
2. Endorse the advertisement for new Committee Members.
3. Write and thank members for their contribution to the committee.

**CARRIED**



**18.4 DA-016-2020 LOT 10 DP 1202049 STURT HIGHWAY GILLENBAH****RESOLUTION 20/214**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Approve a variation to the Development Standards under Chapter 11.3 of the Narrandera Development Control Plan 2012 and,
2. Grant conditional consent to DA-016-2019/2020 for the erection of a dwelling and associated structures on Lot 10 DP1202049, Sturt Highway, Gillenbah.

In Favour: Crs Neville Kschenka, David Fahey OAM, Narelle Payne, Jenny Clarke OAM, Kevin Morris, Tracey Lewis and Barbara Bryon

Against: Nil

**CARRIED 7/0**

**CARRIED**

**19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS****19.1 JULY DEVELOPMENT SERVICES ACTIVITIES****RESOLUTION 20/215**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the Development Services Activities Report for July 2020.

**CARRIED**

## **20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**

### **20.1 DRAFT COUNCIL FINANCIAL STATEMENTS 2019-2020 - REFERRAL FOR AUDIT**

#### **RESOLUTION 20/216**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that it has prepared the General Purpose Financial Statements for the 2019/2020 financial year ending 30 June 2020 and has formed an opinion, based on the advice of Council officers, that these reports;
  - (a) Have been prepared in accordance with;
    - (i) The Local Government Act 1993 (as amended) and the Regulations made thereunder;
    - (ii) The Australian Accounting Standards and professional pronouncements; and
    - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
  - (b) Present fairly the operating result and financial position of the Narrandera Shire Council for the year ended 30 June 2020; and
  - (c) Accords with Council's accounting and other records and policies.
2. That the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.
3. That the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act.
4. That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2020 be referred for audit.
5. That Tuesday 15<sup>th</sup> September 2020 be fixed as the date for the public meeting to present the audited financial statements and auditor's reports for the year ended 30 June 2020, as required by Section 419 of the Local Government Act and that the Council's external auditors be present.
6. That the following net amounts be transferred to/(from) Internally Restricted Reserves.
7. That \$1.424 million is transferred to the plant reserve as at 29<sup>th</sup> July 2020 following the receipt of receivables outstanding at 30 June 2020.
8. Resolves to revote expenditure of \$7,053,675 for the projects and purpose listed as carryovers in the attached schedule, of which \$1,071,534 is funded from revenue.

**CARRIED**

**20.2 JULY INCOME STATEMENT**

**RESOLUTION 20/217**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the information contained in the Income Statement report for the period ending 31 July 2020.

**CARRIED**

**20.3 JULY STATEMENT OF RATES AND RECEIPTS**

**RESOLUTION 20/218**

Moved: Cr Narelle Payne

Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 03 August 2020.

**CARRIED**

**20.4 JULY STATEMENT OF BANK BALANCES**

**RESOLUTION 20/219**

Moved: Cr Narelle Payne

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 July 2020.

**CARRIED**

**20.5 JULY STATEMENT OF INVESTMENTS**

**RESOLUTION 20/220**

Moved: Cr Barbara Bryon  
Seconded: Cr Tracey Lewis

That Council:

1. Receive and note the information contained in the Statement of Investments report as of 31 July 2020.

**CARRIED**

**20.6 JULY CAPITAL WORKS PROGRAM**

**RESOLUTION 20/221**

Moved: Cr Narelle Payne  
Seconded: Cr Barbara Bryon

That Council:

1. Receive and note the information contained in the Capital Works report as at 31 July 2020.

**CARRIED**

**21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**

Nil

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RESOLUTION 20/222**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**22.1 Mayoral Report - General Manager 2019/20 Annual Review**

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

**22.2 Economic Development Strategy at 4 August 2020**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.3 Tender 19-20-3(a) - Design & Construction New Changerooms & Clubrooms at Narrandera Sportsground**

This matter is considered to be confidential under Section 10A(2) - dii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.

**CARRIED**

**22.1 MAYORAL REPORT - GENERAL MANAGER 2019/20 ANNUAL REVIEW****RESOLUTION 20/223**

Moved: Cr Kevin Morris

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receive and note the General Manager's Annual Performance Review report as prepared by Local Government Management Solutions.

**CARRIED**

**22.2 ECONOMIC DEVELOPMENT STRATEGY AT 4 AUGUST 2020**

**RESOLUTION 20/224**

Moved: Cr Jenny Clarke OAM

Seconded: Cr David Fahey OAM

1. That Council receive and note the Economic Development Strategy (confidential version) containing updates following the Economic Taskforce Committee meeting held **4 August 2020**.

**CARRIED**

**22.3 TENDER 19-20-3(A) - DESIGN & CONSTRUCTION NEW CHANGEROOMS & CLUBROOMS AT NARRANDERA SPORTSGROUND**

**RESOLUTION 20/225**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council:

1. Approve Bill Arnold Pty. Ltd. of Leeton as the preferred Tenderer for the Design and Construction of new change rooms and clubrooms at Narrandera Sports Ground in accordance with Section 55 of the Local Government Act 1993.
2. Authorise the Deputy General Manager-Infrastructure (in consultation with Narrandera Imperial Football-Netball Club) to negotiate with Bill Arnold Pty. Ltd., within parameters of Clause 6.6 AS 4120-1994, to achieve variations to plans and deliverables which will result in achieving a tendered price to allow completion of the project within the approved project budget.

**CARRIED**

**23 OPEN COUNCIL**

**RESOLUTION 20/226**

Moved: Cr Narelle Payne

Seconded: Cr David Fahey OAM

That Council moves out of Closed Council into Open Council and the Mayor advise of the resolutions endorsed in Closed Session.

**CARRIED**

**The Meeting closed at 3.15pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 September 2020.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

UnConfirmed

## 8 MAYORAL REPORT

### 8.1 MAYORAL REPORT AUGUST / SEPTEMBER 2020

**Document ID:** 521436  
**Author:** Mayor  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receive and note the Mayoral Report for August / September 2020.

#### BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 18 August 2020, I have had the privilege to attend the following on behalf of our Council: -

##### Meetings with General Manager

Attended regular Monday, and unscheduled, meetings with the General Manager (GM) George Cowan and Acting General Manager Shane Wilson to discuss various matters. Deputy Mayor also attends these meetings.

All Councillors and I attend a weekly Zoom meeting with the General Manager.

##### Media Interviews

I have had several media interviews with our local Community Radio, Triple and The Land Newspaper throughout the past month covering recent topics of interest and/or concern.

#### AUGUST 2020

##### Tuesday 11

Mr Mark Anderson from LGNSW Recruitment conducted the GM Annual Review with Committee members at the Narrandera Council Chambers.

##### Wednesday 12

Along with fellow Mayors and the GM George Cowan, I joined the quarterly Riverina and Murray Joint Organisation (RAMJO) Board meeting via Zoom. RAMJO has a membership from 11 Local Government Areas across the Riverina, Southern and Western NSW and the Mayors and GMs Group meet quarterly.

##### Thursday 13

Following the Board meeting on the 12th, RAMJO Executive, over two days, hosted virtual round tables with Ministers (mostly at the State level, but ending with Commonwealth). Along with fellow Mayors and the GM George Cowan, I joined Day 1 of the RAMJO Ministerial meetings. The purpose of this meeting was to discuss RAMJO Water Security



White Paper and to provide the Ministers with an update on the delivery of the Strategic Priorities of RAMJO. Ministerial guests to this meeting were the Hon Melinda Pavey MP, Minister for Water, Property and Housing, the Hon. John Barilaro MP, Deputy Premier NSW, Minister for Regional New South Wales, Industry and Trade and Mr Justin Clancy MP – Member for Albury.

### **Friday 14**

On my behalf, GM George Cowan, joined Day 2 of the RAMJO Ministerial meetings. The purpose of this meeting was to discuss the effectiveness and benefits of a Joint Organisation model for the Riverina and Murray Region, to outline the financial viability of sustaining RAMJO in the current funding model and to provide the Deputy Premier with an update on the delivery of the Strategic Priorities of RAMJO. Ministerial guests to this meeting were the Hon. Mark Coulton MP, Minister of Regional Services, Decentralisation and Local Government and Ms Fiona Simson President National Farmers Federation.

### **Tuesday 18**

I chaired the monthly Councillors Briefing Session and Ordinary Council Meeting. Unconfirmed Minutes of the Council Meeting submitted for Council's endorsement.

### **Thursday 20**

Together with the General Manager I enjoyed another segment on the local Community Radio, 91.1 Spirit FM, where GM George Cowan and I advise the listeners on outcomes of agenda items from the monthly council meeting as well as providing any updates on current projects. Positive comments continue regarding this segment held monthly at 8:30am, the Thursday following the monthly Council meeting.

### **Thursday 20**

The Office for Local Government (OLG) together with the Hon. Shelley Hancock MP, Minister for Local Government, hosted a webinar to update councils on NSW Government Services during COVID 19. I joined the virtual forum, together with the General Manager.

### **Monday 31**

Together with Acting General Manager Shane Wilson, I had the pleasure of catching up with our Local Member for Cootamundra Steph Cooke today for general discussion on updates on the Playground on the Murrumbidgee Grant projects together with various matters of interest. Following our meeting, Acting GM Shane escorted Steph on a site visit to some of these projects so she could see the progress that has been made.

## **SEPTEMBER 2020**

### **Tuesday 1**

Together with fellow committee members, I attended and chaired the monthly Economic Taskforce meeting. Minutes of the meeting together with the latest update to the Economic Development Strategy are presented to Council.

### **Monday 7**

I accepted an invitation from Chief Superintendent Tim Butcher of the NSW Rural Fire Service to join a Teams Meeting regarding the upcoming Fire Season. This meeting was

attended by the Area Commander, shire Mayors, General Managers and District Managers.

\*\*\*\*\*

I continue to extend my gratitude and thanks to those Councillors who have attended various meetings throughout the past month, either on my behalf, or as elected committee members.

I also thank my fellow councillors and staff for all their support over the past two year period during my time as Mayor.

\*\*\*\*\*

*Until next time, Mayor Kschenk*

**RECOMMENDATION**

That Council:

1. Receive and note the Mayoral Report for August / September 2020.

**9 QUESTION WITH NOTICE**

Nil

**10 NOTICES OF RESCISSION**

Nil

**11 NOTICES OF MOTION**

Nil

**12 COUNCILLOR REPORTS**

Nil

**13 COMMITTEE REPORTS****13.1 MINUTES - ECONOMIC TASKFORCE COMMITTEE (OPEN) 1 SEPTEMBER****Document ID:** 521579**Author:** Council Administration Assistant**Authoriser:** General Manager**Theme:** Our Economy**Attachments:** 1. **2020-09-01 Economic Taskforce Minutes Open 1 September.pdf** [↓](#)  
2. **2020-09-01 Economic Development Strategy (Open).docx** [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **01 September** 2020, together with the updated Economic Development Strategy (non-confidential).

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Economic Taskforce Committee meeting held **01 September** 2020, together with the updated Economic Development Strategy (non-confidential).

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ECONOMIC TASKFORCE COMMITTEE  
HELD via ZOOM  
ON TUESDAY, 1 SEPTEMBER 2020 AT 10AM**

Meeting commenced at 10.07am

**1 PRESENT**

Cr Neville Kschenka, Cr David Fahey OAM, Cr Jenny Clarke OAM, Cr Kevin Morris, Acting GM Shane Wilson, EDM Peter Dale, TEDC Tiffany Thornton and Minute Taker Lauren Redden

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That leave of absence from GM George Cowan be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Kevin Morris

Seconded: Cr David Fahey OAM

That the minutes of the Economic Taskforce Committee held on 4 August 2020 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**6 REPORTS****6.1 ECONOMIC STIMULUS PROJECTS-WORK IN PROGRESS-NARRANDERA ENERGISED****COMMITTEE RESOLUTION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Kevin Morris

That the Economic Taskforce committee receive and note the report.

**CARRIED**

**6.2 ECONOMIC DEVELOPMENT STRATEGY****COMMITTEE RESOLUTION**

Moved: Cr David Fahey OAM

Seconded: Cr Jenny Clarke OAM

That the Economic Taskforce Committee:

1. Receive, note, and discuss listed projects
2. Endorse items written in [Blue](#) within the Economic Development Strategy for submission to the next Council Business Paper Agenda for consideration in Open Council
3. Endorse full Economic Development Strategy for submission to the next Council Business Paper Agenda for consideration in Closed Council

**CARRIED**

**7 GENERAL BUSINESS**

- Evonne Goolagong stage production to be held at Griffith Regional Theatre.
- Griffith Real Estate doing a radio advert on Triple M talking about development in Narrandera, enquire what the referenced development is?
- Gillenbah Service Station – DEM had been in discussions with builder, demolition imminent and nominated brand of fuel being Mobil, negotiating with food vendors on the type of business to be established.
- Hayllars are a big supporter of the town – report to go to Council seeking funding for the truck canvas promotion.
- Suggestion to make it known about Tiffany's appointment as an Ambassador for Australian Regional Tourism – perhaps do a press release.
- Tourism advertising package being worked on with Destination NSW and Thrive.
- Return and Earn – is the majority of spending occurring in Narrandera? Legislation may be in place where vouchers cannot be supplied only instead of cash.

- Update on waste facility, composting/food waste – has been finalised and will be presented to next briefing session.
- Local business operator – considering storing business equipment in Narrandera.

**8 CORRESPONDENCE**

Nil

**9 NEXT MEETING**

Tuesday 6 October 2020 – 10am – Via Zoom

**10 MEETING CLOSE**

The Meeting closed at 11.07am.

The minutes of this meeting were confirmed at the Economic Taskforce Committee held on 6 October 2020.

.....  
**CHAIRPERSON**

UnConfirmed

1. Planning for the economy of the future

**Initiative 1: Our Shire is ‘Open for Business’**

A ‘can do’ attitude is fundamental to stimulating economic growth. To attract new business and investment and to ensure that our existing businesses continue to grow and prosper, Council will provide a positive, supportive and responsive investment environment.

Strategies		Key Actions		Progress
1.1	<b>Be a proactive, supportive and coordinated Council</b>	1.1.1	Continue to employ an Economic Development Manager and provide funds and resources for economic development.	Achieved
		1.1.2	Establish an Economic Development Taskforce to drive economic development and implement this Strategy with Council, key industry and key community membership	Achieved Note: No industry or community members
		1.1.3	Review Council’s policies, plans and regulations to ensure that they facilitate and support development.	Ongoing EDM has drafted a Business Recovery Plan as a short/medium term measure to indicate how Council can support local businesses during the Covid 19 emergency. This plan is designed to dovetail with the current Economic Development Strategy 2017-2020 which will be fully reviewed and updated when the health emergency is considered to be over. Narrandera Energised-Business Recovery Strategy 2020 will be presented to Council’s briefing session and then to regular meeting on July 21 meeting for adoption. Narrandera Energised-Business Recovery Strategy 2020 adopted by Council at its meeting on 21 July. Separate report tables recording Economic Development Stimulus projects and Tourism Stimulus projects reported under separate cover.
		1.1.4	Ensure that Council’s systems and procedures for handling and processing development and investment enquiries are welcoming, stream-lined and customer service focussed.	Ongoing
		1.1.5	Purchase access to online, interactive statistical data and modelling tools (eg id profile, REMPLAN) to provide	REMPPLAN subscription renewed to 2021



Strategies		Key Actions		Progress
			comprehensive demographic, social and economic data for the Shire.	
		1.1.6	Produce information and data that will assist businesses, investors and potential residents in their decision-making, and enable Council to monitor performance.	<p>Effective use of REMPLAN into the future for development applications, grant applications etc.</p> <p>January 2019: REMPLAN introduces Business Analysis Model (BAM) Current data transferred from ABR and now available in Economy/Business tab in Remplan.</p> <p>Businesses within selected local geography reported to committee</p> <p>Survey of attendees at 39<sup>th</sup> National Cavy Show to inform future event arrangements.</p> <p>ED team through Marketing Tourism and ED Coordinator have produced a facebook initiative called Narrandera Takeaway and Delivery Service and Business as usual in conjunction with with Narrandera Business Group as well as creating a business online directory which is under development. The facebook initiative is to assist business to keep operating and it has been very well received with 500 followers.</p> <p>As at June 2020 there are 640 followers</p> <p>As at July there are 700+ followers.</p> <p>Updated quarterly Small Area labour market data for Narrandera. December qtr 2019 reveals unemployment rate of 5.9% and 180 unemployed out of total workforce of 3075. March qtr 2020 reveals unemployment rate of 6.3% and 194 unemployed out of a total workforce of 3093.</p> <p>This is consistent with trend across the Riverina and is considered not yet reflecting impact of Covid 19 pandemic.</p>
		1.1.7	Include comprehensive information on economic development and business assistance on Council's website.	<p>Economic Development Department has contributed to planning of Council's Website upgrade.</p> <ul style="list-style-type: none"> <li>• Economic Development Strategy on Website.</li> <li>• REX Community fare on website</li> <li>• Information on BEC workshops for business on website/Facebook</li> </ul>
1.2	<b>Continue to build partnerships and strategic</b>	1.2.1	Strengthen relationships with Government Agencies, regional organisations and service providers though: <ul style="list-style-type: none"> <li>• Active participation in regional programs,</li> </ul>	<ul style="list-style-type: none"> <li>• ED participates in RDA Riverina forums, RAMROC, Destination Riverina Murray and Thrive meetings.</li> <li>• EDM attended Economic Development Officers Forum in Temora-27/9. Various speakers and networking.</li> </ul>

Strategies		Key Actions		Progress
	<b>alliances</b>		<p>forums and workshops.</p> <ul style="list-style-type: none"> <li>Briefing and updating these organisations on the Shire's needs and priorities.</li> <li>Advocating strongly for improved facilities, infrastructure and services.</li> <li>Ensuring that the Shire's priorities and projects are recognised in regional plans and strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Shire's priorities contained in Western Riverina Regional Economic Development Strategy (REDS) officially completed as at February 2019.</li> <li>Council facilitated Bee Forum to address issues arising from any accidents and emergencies on our region's roads involving the transportation of live bees with the aim of identifying gaps, finding solutions and increasing preparedness.</li> <li>Forum formulates and endorses a 3 point action plan for positive outcome.</li> <li>DPI representative Daryl Cooper working with Apiarists to develop an Action List Protocol that can be used by all emergency services responding to a vehicle accident involving the transportation of live bees in hives.</li> <li>Wed 22 April EDM participated in regional zoom forum of Economic Development officers from Western Riverina Councils organised by Nicola James-Ausindustry</li> </ul>
		1.2.2	Build and strengthen strategic alliances with Councils within the Riverina Region and along strategic road and rail corridors.	<ul style="list-style-type: none"> <li>Narrandera and Leeton representatives noted above agree to the strategic alliance between Narrandera and Leeton being called 'The Narrandera/Tocumwal Rail Line &amp; Intermodal Support Alliance.'</li> <li>Council provided letter of support for Wagga Wagga City Council's bid for the Qantas Cadet Training facility.</li> <li>Working relationships with Western Riverina Councils known as Functional Economic Regions</li> <li>Council working on Tourism joint initiative for digital visitors guide with Murrumbidgee Leeton and Lockhart Shires. Presentation to Councillors at briefing session 19 Nov 19.</li> <li>Development of marketing prospectus and strong support from advertisers.</li> <li>Murrumbidgee Trails name and logo adopted.</li> <li>Strong response across the targeted region for advertising in the new guide.</li> </ul>
1.3	<b>Engage pro-actively with local businesses</b>	1.3.1	Build knowledge and understanding of local economic sectors and businesses, including organising a program of industry briefings and tours for Councillors and Council staff.	<p>Ongoing</p> <p>17/9 Visit to Glendale completed ED team working closely with Narrandera Business Group to provide</p>

Strategies		Key Actions		Progress
	and business / industry organisations			<p>assistance to business during Covid 19 business closures and limitations.</p> <p>As at June 2020 proposed new Narrandera Business Chamber not yet functional.</p> <p>Narrandera Business Group meetings suspended during Covid 19 health crisis.</p> <p>Narrandera Business Group to reconvene at meeting on 10 August .</p> <p>Narrandera Business Group meets on 10 August. Christmas Fun fair and Markets to be discussed at September meeting.</p> <p>Industry tours to recommence when Covid 19 emergency has passed</p>
		1.3.2	Encourage and facilitate opportunities for professional development, networking and innovation.	<p>EDM attends Narrandera Business Group.</p> <p>Attended Narrandera Business Group meeting 14 October</p> <p>Planning progressed for Small Business Month October with arrangements in place and invitations issued for Narrandera Connected (2) on 23 October at TAFE CLC.</p> <p>Sponsorships received from Service NSW, Business Group, TAFE and Articulate Pear.</p> <p>Workshop planned for 28 October at TAFE CLC to be delivered by BEC. NSC and Narrandera Business Group jointly sponsor Social Media Connectivity.</p> <p>Successful Small Business October events with 30 people in attendance at each event.</p>
		1.3.3	Establish effective networks and communication channels.	<p>Bi -monthly newsletter for business prepared and circulated by EDM since start of 2019. Most recent circulation in June 2020</p>
		1.3.4	Support business groups and networks.	<p>Ongoing. Arrange business breakfast with CEO of Tomra James Dorney 6 Sept in conjunction with Narrandera Business Group. 34 people attend successful breakfast. Involve Business Group in Small Business Month October event planned for 23 October at TAFE CLC-Narrandera Connected (2)</p> <p>Acting Secretary for Narrandera Business Group upon resignation of Secretary until new Secretary appointed-...Josie Marks appointed Secretary on 14 October 2019</p> <p>Formation meeting for Narrandera Business Chamber held on 3 Feb 2020 and interim committee established. Questionnaire in circulation early July</p> <p>Regular distribution of information and advice on business recovery to business database. Information received from State and Federal</p>

Strategies		Key Actions		Progress
		1.3.5	Harness skills and experience available in the Shire and surrounding region (eg through forming task forces and working groups) to address specific challenges and realise opportunities.	<p>Government, EDA, Regional Australia Institute, Business NSW, Ausindustry, BEC, etc on recovery and support initiatives during covid 19 pandemic</p> <p>To be addressed as opportunities and shared purposes arise.</p> <p>Negotiate with Klaus Baumgartel of ICN for audit of services in Narrandera Shire to support the imminent development requirements for the 3 new solar farms.</p> <p>Organise small taskforce from the community to address the goods and services audit for solar farm development.</p> <p>Klaus Baumgartel contacts all people on EOI list to ensure they have direct registration particulars for Avonlie Solar.</p> <p>Organised Steering Committee for Central West Lifestyle Magazine project.</p> <p>Mr Rick Shaw of Finley is working with regional EPCs to mobilise service providers to take advantage of work at the various solar farms, including those proposed for Narrandera.</p> <p>Survey of motels in Dec 2019 indicates approx. 60 solar farm workers from Darlington Point project staying in Narrandera facilities.</p> <p>February survey reveals 30+ Darlington Point Solar farm workers accommodated in Narrandera.</p> <p>Solar Farm Reference Group considers final draft of Accommodation and Employment Strategy for Avonlie Solar farm.</p> <p><b>Strategy adopted and endorsed by Dept of Planning</b></p>
1.4	<b>Build a strong, positive profile for Narrandera Shire</b>	1.4.1	Implement the branding strategy and signage strategy.	<p>Council agrees on style, wording and location of 6 new town entry sign at its 18 June 2019 meeting.</p> <p>Designs of signs agreed and signs ordered. Installation around end of August/early September.</p> <p>All 6 signs installed as at 16 September.</p> <p>3 signs installed at prominent locations promoting the Easter Rod Run Show and Shine</p> <p><b>Planning underway for new banners and window decals at the airport promoting Narrandera</b></p>
		1.4.2	Develop and implement a communications strategy, including articulating key messages.	<p>Reinforce process with ED staff for communicating event arrangements to ensure no breakdown in arrangements.</p> <p>EDM prepares media releases as appropriate as well as items for Council communique and newsletter.</p>

Strategies		Key Actions		Progress
		1.4.3	Build the Shire’s digital presence, including launching a new Council website, embracing social media and capitalising on opportunities provided by third party data bases, websites and apps.	<p>Development of Council website underway. EDO is on development team. Partnership with BEC for a digital and online marketing workshop on 6 December 2018.</p> <p>Review Federal Government’s National Digital Economy Strategy released Dec 2018 titled “Australia’s Tech Future”. Review Federal Government Small Business Digital taskforce Report March 2018.</p> <p>Review Business Listings category for new website. Prepare new list and content.</p> <p>February meeting with Mark Wilkie to discuss future possible meeting of the Digital Economy Group.</p>
		1.4.4	Effectively market and promote the Shire, to raise its profile and increase awareness of its strengths, assets and opportunities.	<p>Ongoing. Progressive and targeted distribution of Winter Edition 2019 of Central West Lifestyle Magazine featuring Narrandera o people of influence in various organisations.</p> <p>Provide comment for NRMA Annual Report 2019 on invitation from NRMA regarding installation of EV fast Charger at Narrandera.</p> <p>Australia post announces that it has developed a postage stamp featuring the image of the lizard on the National Award -winning Narrandera Water Tower. Supporting postcard also produced depicting the Koala fascia of the water tower.</p> <p>Enter the Reverse Vending Machine-Return and Earn project in the relevant section of the Keep Australia Beautiful Awards.</p> <p>Judging of applications deferred until October 2020</p>
		1.4.5	Encourage the community to be advocates for the Shire, including speaking about the positives.	Ongoing
		1.4.6	Re-develop the Narrandera Visitor Information Centre as focal point for both tourism and economic development.	<p>Awaiting response from ‘Playground on the Murrumbidgee’ NSW State Funding application.</p> <p>Considering application for current round of funding with BBRF.</p> <p>Funding confirmed from NSW Government of \$8 Million for Playground on Murrumbidgee project including the replacement of the VIC with the Narrandera Destination and Discovery Hub.</p> <p>VIC closed during Corona Virus Pandemic and staff either working from home or redeployed.</p> <p>Possible reopening 1 June 2020</p>

Strategies		Key Actions		Progress
				VIC reopens on 1 June with strict social distancing requirements in place. Perspex barriers installed to protect staff and customers. Enquiry levels reduced compared to normal times but public is travelling again in reduced numbers. 23/7 First meeting of project team to progress the construction of the Destination and Discovery Hub-Emily Curry as Project Manager. Project plan and timelines established.

✓ Additional resources required in Year 1 to build the framework to support implementation in Years 2 and 3.

**Initiative 2: Enhancing our Liveability**

Lifestyle and work-life balances play a major role in relocation and investment decisions. Working with our community, Narrandera Shire Council will continue to develop, position and promote Narrandera Shire as:

- A welcoming, caring and safe community.
- Having quality, comprehensive facilities and services.
- Offering a contemporary, vibrant, affordable lifestyle in a physically attractive setting.
- Providing a positive business environment with strong locational advantages and diverse investment opportunities.

Strategies		Key Actions		Progress
2.1	Continue to improve presentation – creating positive first impressions	2.1.1	Implement the Narrandera CBD Masterplan – subject to funding and staging –further developing the town centre as an attractive place to shop and socialise, including provision of free public WIFI in main street.	Ongoing
		2.1.2	Develop attractive gateway arrival points and entry corridor to the Shire, Narrandera and villages.	Refer 1.4.1 for Town entry signage Pole banners installed at Grong Grong highway entry point
		2.1.3	Improve the presentation of the Shire’s industrial areas.	Ongoing. 4 new poles and banners erected at entry to Red Hill Industrial Estate at Cnr Driscoll Rd and Barellan Rd.

Strategies		Key Actions		Progress
2.2	Enhance lifestyle	2.2.1	Continue to improve and expand recreation, sporting and leisure facilities within the Shire.	Ongoing
		2.2.2	Develop and diversify arts and cultural activities.	Ongoing
		2.2.3	Continue to develop and promote a dynamic and vibrant program of events and activities.	Express support for possible future Annual General Meeting of NSW National Party in Narrandera in 2020. Arrange 2 events for Small Business Month October in conjunction with Narrandera Business Group. Marketing Tourism and Economic Development Coordinator making contact with National Party Conference Organiser to offer support. National Party Conference deferred till health emergency passes Cavy Show cancelled Good old Days cancelled Rockin' on East cancelled
2.3	Advocate for the retention and expansion of facilities and services	2.3.1	Advocate for improved childcare, health care, aged care and social assistance facilities and services within the Shire.	Preparing for Health Alliance meeting to bring together primary health and aged care and associated agencies in Narrandera Shire. EDM to meet with Dr Romeo who is unavailable until end of July 2019. Requested meeting with Dr and Mrs Romeo Meeting with Dr and Mrs Romeo held and support expressed for Alliance meeting. Alliance meeting arranged for 29 November in Narrandera with representatives of agencies will discuss proposal for a Narrandera Health Alliance. Meeting arranged with Federal MP Sussan Ley and State MP Stephanie Cooke to discuss Health issues 29 November at 2pm Narrandera Health Advisory Group formed at meeting held on 29 November in Narrandera. Meeting with Minister Mark Coulton Thurs 13 <sup>th</sup> Feb at which he advises that the MLHD has had its "Pathway" GP trainee program approved. Meeting of Narrandera Health Advisory Group convened for 5 March to consider pilot Pathway program developed by MLHD. CEO of MLHD outlines Rural Generalist GP Training pilot that will provide doctors in GP practice and at hospitals in rural area of the MLHD. New Doctor commences at Dr Romeo's practice in May 2020 for 12 months.



Strategies		Key Actions		Progress
				2 new Doctors to commence at Dr Romeo's Practice early in new financial year 2020 on long term contract
		2.3.2	Ensure that facilities and services have the capacity to support 'aging in place'.	<p>Strategy included in Western Riverina REDS.</p> <p>Council considering at its March meeting the preferred quote to develop a concept plan for an Independent Living Village at 1.4 ha site at Cnr Crescent and Elwin Sts</p> <p>Council accepts quote from Noel Thomson Architecture of Wagga Wagga. Prerequisite reports required by Noel Thomson include land survey, environmental report and geotechnical report. Qualified providers engaged and work in progress.</p> <p>All reports completed and provided to Noel Thomson. Concept plans (Draft) expected to be presented to seniors' group in July.</p> <p>3 Options of concept plan prepared by Noel Thomson are to be refined and together with a report presented to ELT on 11 August then to the seniors' group on 17 August prior to Council briefing and Council meeting on 18 August.</p> <p>Noel Thomson concept plans presented to ELT and referred back to architect to further develop alternative concepts for development of the subject land. It is expected that amended submission will be available for Council in October.</p>
		2.3.3	Explore options / advocate for improved education outcomes within the Shire, including the re-opening of the Grong Grong Public School (if warranted), and the redevelopment of the TAFE campus as a ONE TAFE Flexible Learning Centre.	The Grong Grong School Building was sold in 2017.
2.4	Encourage and support opportunities for community development	2.4.1	Explore opportunities for providing information, activities and programs that will help new residents and people on temporary work visas assimilate into the community.	<p>Liaise with RDA skilled migration unit.</p> <p>EDM attended multicultural meeting in Leeton with all relevant agencies present to evaluate what services might be available to Narrandera residents as an outreach service. Focus on migrants and refugees.</p> <p>PIC piggeries apply for Labour agreement for skilled piggery workers that could see as many as 40 workers over the 5year period of the agreement with 19 potential permanent residents in years 4 and 5 of the agreement.</p>
		2.4.2	Continue to support activities (eg events, sport, creative arts etc) that encourage	Easter Rod Run and Shown N Shine a huge success. Council de-brief held with external group debrief to follow.



Strategies		Key Actions		Progress
			engagement and social inclusion and build pride in, and commitment to, the local community.	Corona Virus response advocated by Federal Government and Senior Health Officials includes avoiding gatherings in excess of 500 people. This will impact proposed events such as Folk Festival on 20-22 March and Rod Run Events on 11 -12 April. These events have been cancelled.
		2.4.3	Support community initiatives to develop, grow and enhance the liveability of the Shire.	ED Dept. continues to contribute to preparation of funding applications such as Stronger Country Communities, Fixing Country Roads Regional Growth Fund etc. Narrandera Imperials Football Netball Club has been invited to apply for funds to build a new Club House through the NSW Government's Regional Sports Infrastructure Fund. ED staff have assisted with preparation of the Business Case and other requirements where needed.
<b>2.5</b>	<b>Attract new residents</b>	2.5.1	Develop and implement a Resident Attraction and Retention Strategy.	Winter Edition 2019 of Central West Lifestyle Magazine highlights opportunities in Narrandera for new residents.

**Initiative 3: Economic Growth and Diversification**

Economic growth will come through growing and strengthening existing economic activities and businesses, and attracting new businesses and investment.

Strategies		Key Actions		Progress
<b>3.1</b>	<b>Encourage and nurture business start-ups</b>	3.1.1	Provide access to information and business advisory services.	<ul style="list-style-type: none"> <li>Information received from a variety of agencies eg RDA, Business Connects, RDA, EDA and others disseminated to Narrandera Business database from time to time as received.</li> </ul>
		3.1.2	Assess feasibility of hosting business start-up events to link people with business ideas to business advisory and support services (eg Many Rivers, BEC etc).	ongoing
<b>3.2</b>	<b>Support and nurture existing businesses</b>	3.2.1	Provide access to information, advice and leverage opportunities for information sharing.	Distribute information cards for NSW Business Connect eg through Business Group and at NSC front counter Refer public enquiries to Remplan Community and Economic profile Electronically distribute via group emails to local business, advice on Corona Virus support programs from AusIndustry, Business NSW, RDA, EDA and others.

Strategies		Key Actions		Progress
		3.2.2	Encourage and support 'buy local' initiatives.	<p>Installation of new RVM at Narrandera Landfill will provide vouchers redeemable at Coles Narrandera.                      Last 3 weeks data from RVM as follows:                      Week ended 5/4 \$1496.90                      Week ended 12/4 \$1367.60                      Week ended 19/4 \$2649.20#                      Total voucher redemptions in May as advised by Coles is \$17,500(over 5 weeks)                      This is increased spending at Coles by locals thereby contributing to local employment and minimising shopper bleed to Leeton etc.</p> <p>Total voucher redemptions in June total \$12,500 (over 4 weeks)                      Total voucher redemptions in July total \$12,522 (over 4 weeks)</p> <p>Assist with advice to Mayor on controversial issue of Marketplace in Wagga Wagga seeking to provide free bus from Narrandera to their shopping complex and provision of gifts, vouchers etc.to shoppers from Narrandera. Temora, Cootamundra and Tumut also targeted.                      Lobbying by the Mayors stops this potentially very negative impact on our retailers in Narrandera and similarly in the other towns.                      Early 2020 investigate 'Why leave Town Promotions' Community Gift Card program in conjunction with Narrandera Business Group.                      Join COSBOA facebook group to access campaign digital content and supporter material and toolkit for a Government supported "Go Local First" campaign-no cost to Council. This complements the Narrandera ' Buy Local' initiative.</p>
		3.2.3	Raise awareness of business advisory and support services and encourage businesses to participate in business and skills development programs.	<p>ED maintains a business distribution list and uses it to share information re opportunities for businesses in the Shire.                      Small Business Month October activities and facilitate BEC Skills for Business Success Workshops.                      Advise business database of series of short courses available at TAFE at no cost to people who enrol.</p>

Strategies		Key Actions		Progress
		3.2.4	Facilitate opportunities for professional development, networking and innovation.	<ul style="list-style-type: none"> <li>• Site at landfill confirmed as suitable for 4- point RVM kiosk. Site plans prepared and execution of licence agreement with Tomra/Cleanaway completed by Council. Site plans and construction plan and power supply design commenced.</li> <li>• Partnership with Tomra/Cleanaway and Council to mount a display in the Exhibition Hall at Narrandera Show on 7 September. This display will inform the public of the operational and container deposit requirements for the RVM.</li> <li>• CEO of Tomra/Cleanaway to attend and address a business breakfast on 6 September. Joint venture Council and Narrandera Business Group.</li> <li>• CEO of TOMRA/Cleanaway addresses a business breakfast with 34 in attendance on 6 September.</li> <li>• TOMRA/Cleanaway and Council join to manage a stand at Narrandera Show with information on the Return and Earn program and the RVM.</li> <li>• Preparation of site progressing at Narrandera Landfill entrance to accommodate the RVM.</li> <li>• Actively promote Small Business Month October activities for professional development, networking and business tips.</li> <li>• RVM scheduled for installation on 25 Feb 2020.</li> <li>• RVM installed and operational with generator power on 28 Feb 2020 with solid use over first weekend.</li> <li>• EDM and Marketing Tourism and ED Coordinator attend webinars by Economic Development Australia, Treasury on Covid 19 business support and recovery strategies</li> </ul>
		3.2.5	Identify training programs and resources available on-line from Government Agencies and training providers and provide links to these from the Economic Development page of Council's website.	<p>Local Government NSW sponsors Inclusive Tourism: Economic Opportunities.                      A new online learning course now available to explain how you can better service this market. VIC staff to undertake.</p>
		3.2.6	Raise the profile of local businesses by providing opportunities to showcase, market and promote businesses products and services.	<p>Ongoing                      Narrandera to feature in November 2019 Country Change program.                      In response to Covid 19 challenges to all business the Ed team through Tiffany Thornton has developed an online strategy through facebook that at last report (July) had over 700 followers.</p>

Strategies		Key Actions		Progress
		3.2.7	Encourage businesses to list on relevant industry data bases and websites and participate in programs such as trade missions.	As advised to NBG
		3.2.8	Encourage and assist local businesses to register on Federal, State and Council procurement data bases.	Developing relationship with Klaus Baumgartel, Regional Manager for Industry Capability Network to assist local industry connect with procurement data bases. Klaus to make contact with Uarah Fisheries and solar power companies considering locating in Narrandera Shire. Klaus Baumgartel has retired and his replacement is Geoff Reardon
		3.2.9	Work with major project proponents to identify the goods and services required and provide introductions to local businesses.	Database provided to Siemens/Gamesa the EPC for Avonlie Solar at Sandigo. Siemens Gamesa provide direct email contact address for expressions of interest from businesses wanting to register to provide their services to solar farm construction. Beon Energy takeover construction of Avonlie from Siemens Gamesa to be finalised before end of 2019. As at Feb 18 2020 information received which points to delay in Avonlie project which is unlikely to commence before May/June as a result of grid capacity constraints. Confirmed by Mike Whitbread of RES. As at May 2020 RES advises that Siemens/Gamesa is confirmed as their EPC and Accommodation and Employment Strategy finalised for sign-off by the Department. As at July 2020 Siemens /Gamesa withdraws from Australia and therefore from Avonlie project. RES to appoint new EPC and advise Council in due course.
		3.2.10	Encourage and assist businesses to prepare for the NBN and embrace digital / on-line business and marketing opportunities.	<ul style="list-style-type: none"> <li>Local businesses were offered the opportunity to attend Digital Ready Course and free face to face merchandising consult during 2017.</li> <li>GM provide report on meeting with NBN.</li> <li>Met with Field Solutions personnel together with NSC IT personnel to discuss range of their alternative telecommunications and digital services.</li> <li>Partner with BEC Small Business Advisory Service to present a Digital and Online Marketing workshop on 6 December.</li> <li>NSC and Narrandera Business Group sponsor the BEC Social Media Masterclass on 28 October with approx. 25 attending at TAFE CLC.</li> <li>Meeting with Mark Wilkie to discuss future meeting of Digital Economy</li> </ul>

Strategies		Key Actions		Progress
				Group.
		3.2.11	Facilitate access by business and community groups to funding programs.	A data base of funding programs is maintained and provided to community groups. Media releases and funding program announcements emailed to business group database.
3.3	Strengthen and grow key sectors	3.3.1	<b>Agriculture and Agri Business</b>	
			<ul style="list-style-type: none"> <li>Develop a producer data base and establish networks and communication channels.</li> </ul>	<p>Sandigo Solar farm. 2018-01-30 – Developers have met with Council on the proposal. Sandigo or Avonlie Solar project, an initiative of Renewable Energy Systems (RES), was explained during community consultation sessions. RES has proposed a \$250,000 community fund component as one of its initiatives. This proposal is currently being reviewed by staff. Avonlie scheduled to provide notice to proceed in March 2019 with commercial operation May 2020.</p> <p>Avonlie awarded Development Consent on 8 August 2019. Council representatives meet with Jacobs Consulting appointed by Siemens/Gamesa, the EPC for Avonlie Solar, to review the Accommodation and Employment Strategy. Updates strategy presented for review to solar reference group.</p> <p>Accommodation and Employment Strategy reviewed and completed.</p> <p>Avonlie development now not expected to commence until H1 2021 as EPC Siemens Games has withdrawn from Australian projects and therefore RES need to appoint a new EPC (solar farm builder).</p>
			<ul style="list-style-type: none"> <li>Continue to advocate for water security.</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>Encourage and support adoption of new activities and technologies, sustainable land management practices, and innovative business models.</li> </ul>	EV fast charger installed January 2019
			<ul style="list-style-type: none"> <li>Advocate for and assist producers to develop strategies to address labour and skills shortages and develop the local workforce.</li> </ul>	<p>EDM attended Workforce Futures Forum presented by RDA Riverina in Griffith on 10 May.</p> <p>Piggery Forum held in Narrandera addressed by industry experts on 30 August. 45 people present.</p> <p>Explore possible opportunities for the pig industry resulting from the African Swine Fever sweeping China and other Asian countries.</p>

Strategies		Key Actions		Progress
				Advice received from DPI International Engagement Division that Australia does not have a pork export arrangement with China. PIC Australia apply for Pork Industry labour Agreement for Grong Grong Piggery. Letter of support provided.
			<ul style="list-style-type: none"> <li>Explore opportunities for and encourage development of new processing and value-adding opportunities and utilisation of waste products.</li> </ul>	Ongoing. <b>Confidential Statement Removed</b>
		3.3.2	<b>Aquaculture</b>	
			<ul style="list-style-type: none"> <li>Support the expansion of the aquaculture industry within the Shire.</li> </ul>	<b>Confidential Statement Removed</b> Assist Dr Yu with information on how to source an apprentice in aquaculture.
			<ul style="list-style-type: none"> <li>Build skills and knowledge about the industry within Council and the local community.</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>Explore the possibility of positioning the Narrandera Fisheries Research Centre as a Centre of Excellence for the Murray Cod industry.</li> </ul>	Under consideration Meet with Manager Narrandera Fisheries and establish partnership arrangement for development of large inland fish aquarium at proposed Narrandera Destination and Discovery Hub. Narrandera Fisheries selected as safe facility to relocate distressed Murray Cod and other species transferred from other environments under stress as a result of the drought.
		3.3.3	<b>Retail &amp; Wholesale</b>	
			<ul style="list-style-type: none"> <li>Position and promote Narrandera as a lifestyle centre.</li> </ul>	Central West Lifestyle Magazine Winter Edition launched on 24 May 2019 and targeted distribution by Council to strategic individuals and organisations commenced.
			<ul style="list-style-type: none"> <li>Encourage and facilitate training (customer service, merchandise display, e.commerce etc)</li> </ul>	Ongoing
			<ul style="list-style-type: none"> <li>Encourage development of and participation in cooperative marketing and promotional campaigns.</li> </ul>	Invited Griffith, Leeton and Lockhart to send brochures with staff to Adelaide for Caravan and Camping Expo. New Country Change promotion by RDA is imminent. Country Change program launched by RDA. Enrolled in Country change for 2020

Strategies		Key Actions	Progress
	3.3.4	<b>Tourism / Visitor Economy</b>	
		<ul style="list-style-type: none"> <li>Continue to develop products, experiences and activities, including events.</li> </ul>	<p>Ongoing</p> <p>Tourism team organising pop-up drive-in cinema experience for 3 October with good early registrations. At Henry Mathieson Oval.</p>
		<ul style="list-style-type: none"> <li>Continue to improve infrastructure, facilities and services for visitors</li> </ul>	<p>Awaiting outcome of 'Playground on the Murrumbidgee' funding application under NSW funding program.</p> <p>Funding of \$8 million approved by NSW State Government</p> <p>VIC closed during health emergency</p> <p>VIC reopens to public on 1 June 2020</p>
		<ul style="list-style-type: none"> <li>Update and improve information and promotional collateral.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Purchased promotional backpacks for insertion of information on Narrandera supported by vouchers redeemable at local businesses. Backpacks to be distributed F.O.C from time to time by V.I.C. staff to visiting caravanners and campers at Brewery Flats. Survey box to be installed on amenities block at Brewery Flats for survey collection.</li> <li>Survey Box installed and positive responses being received. Data collected will be advised to the Taskforce in due course</li> </ul>
		<ul style="list-style-type: none"> <li>Effectively market and promote the Shire, including implementing the branding strategy and expanding the Shire's on-line presence and capitalising on digital and social media opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Joint promotion between Narrandera, Murrumbidgee ,Lockhart and Leeton to utilise digital capacity to develop a state of the art visitors guide for the sub region</li> <li>Plan new banners/flags at Airport terminal as a branding exercise</li> </ul>
	3.3.5	<b>Transport and Logistics</b>	
		<ul style="list-style-type: none"> <li>Leverage off Narrandera's strategic location to position and develop the Shire as a road transport hub.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	3.3.6	<b>Health Care &amp; Social Assistance</b>	
		<ul style="list-style-type: none"> <li>Advocate for continued improvements in health, aged care and social assistance services, programs and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with local health sector agencies to seek support for program initiated by the Gwydir Health Alliance. Proposal is to convene a meeting in Narrandera to form a local health alliance. Little indication of support and limited response to petition aimed at bringing shortages of rural doctors to the attention of Government.</li> <li>Plan for Health Alliance meeting after Easter 2019 break. Meet with Dr Romeo, obtain feedback from RAMJO Health Group to prepare for</li> </ul>



Strategies		Key Actions		Progress
				<p>possible meeting in June/July.</p> <ul style="list-style-type: none"> <li>• Meeting with Dr Romeo and Liz completed.</li> <li>• Health Alliance meeting planned for 29 November in Narrandera</li> <li>• Narrandera Health Advisory Group (NHAG) established on 29 November 2019.</li> <li>• NHAG meeting on 5 March to consider pilot Pathway program developed by MLHD and approved by Government.</li> <li>• CEO of MLHD outlines program that will provide more trainee Generalist Pathway trainee doctors into local health system as GPs and at the hospital</li> <li>• New GP commencing in Narrandera at Dr Romeo's practice on 9 May 2020. Dr Sonia Volante is coming from another NSW rural location and is independent of the MLHD Generalist Pathway program..</li> </ul>
3.4	<b>Target and attract new businesses and activities</b>	3.4.1	Investigate possible investment attraction incentives and formulate an Economic Development Assistance Policy that articulates the support that Council can offer new businesses and investors.	<p>Red Hill Industrial Land for Sale Policy ES270 amended. EDM attends Direct Foreign Investment Training in Sydney presented by Andreas Dressler an international identity, formerly with KPMG for 23 years, who has extensive experience representing countries and large corporations seeking foreign investment opportunities. Arranged by DPC.</p> <p><b>Confidential Statement Removed</b></p> <p>July 2020 CASA formally approves use of airport facilities and Narrandera airspace by AAPA. AAPA have commissioned construction and installation of a sign at front of airport residence. This will provide a media opportunity with AAPA involvement. AAPA sign completed and installed in front of airport residence now promoted as "AAPA Briefing centre-Narrandera Campus" Awaiting advice from AAPA as to a mutually convenient date for a media event.</p>



Strategies		Key Actions		Progress
		3.4.2	Produce information and promotional collateral – in both digital and print formats.	See above – collateral: Industry Prospectus, Redhill Prospectus, Lifestyle Insert, 4 Redhill Videos, billboard sign, Land For Sale signs.
		3.4.3	Participate in forums, expos, trade missions etc that have the potential to bring new businesses / investment into the Shire.	<p>Ongoing</p> <p>EDM attends Direct Foreign Investment training in Sydney in March organised by DPC. Program emphasises the importance of thoroughly developing and communicating Narrandera’s value proposition.</p> <p>Local forum organised July 2019 for hospitality/accommodation sector to exchange information and learn of assistance available through Destination NSW to attract conferences to Narrandera.</p> <p>Facilitated Bee Forum 17/7/19. Ref 1.2.1</p> <p>Participated in Service NSW Regional Engagement Forum August 2019</p> <p>Participated in Ernst Young Inland Rail Regional Opportunities Forum 12 August.</p> <p>Participated in Dept of Infrastructure, Transport, Cities and Regional Development Forum at Wagga Wagga on 9 Oct 2019 on Inland Rail—Inland Rail Interface Improvement Plan.</p> <p>Attend National Renewables in Agriculture Conference and Expo 14 Nov</p>
		3.4.4	Explore opportunities to leverage off Council’s Sister City programs.	<p>Current relationship with Urumqi is problematic given ongoing serious ethnic unrest in that city and its region, Xinjiang.</p> <p>As at November no response to August 2018 Communication to Chinese Ambassador seeking support for relationship with Urumqi.</p> <p>Feb 2019 still no communications from Chinese Ambassador</p>
		3.4.5	Investigate the potential of emerging / new activities: <ul style="list-style-type: none"> <li>• Government and service sector</li> <li>• Intensive agriculture</li> </ul>	<p>Opportunities discussed to capitalise on the Smart Cities funding program, in particular the opportunity to develop projects around the renewable energy, solar farm developments planned for Narrandera Shire.</p> <p>Ongoing development with 3 renewable energy companies developing major</p>

Strategies		Key Actions		Progress
		<ul style="list-style-type: none"> <li>• Niche / boutique agriculture and agri-businesses</li> <li>• Manufacturing – value-adding and processing</li> <li>• Renewable energy and use of waste products</li> </ul>		<p>solar farms in the Shire.                      Wrote to Australian Renewable Energy Agency (ARENA) to seek opportunity to discuss Narrandera’s unique position in the Renewables development in Australia-i.e 3 Solar Farms and TransGrid duplication of 330KV line S.A to NSW. As at 19 June 2019.                      ARENA response from Alison Wiltshire, Director Business Development by phone 12/7/19 advising that this is not an issue for ARENA and we should contact Clean Energy Council and possibly Minister Taylor.                      Contact made with Clean Energy Council and Meeting arranged with key personnel.                      Met with CEC representatives in Melbourne (see separate report).                      Attended Renewables in Agriculture National Conference in Wagga wagga and obtained valuable information and made useful contacts with experts from the renewable energy sector,                      Arranging teleconference with Jessica Berry of Pitt and Sherry to assess solar farm development opportunities on Council land.                      Recent purchase of lots 163 and 164 Driscoll Road to accommodate an industrial development involving road construction materials manufacture with site construction expected to commence early 2021 and up to 13 employees over time.                      Lot 169 Driscoll Road sold to owner of two adjoining lots.Under contract.</p>
		3.4.6	Market the Shire’s strengths, assets and opportunities.	See above. Also recent launch of new Visitor Information Booklet. ongoing

**Initiative 4: Planning for the Economy of the Future**

Economic development is dependent upon having suitable land and premises and utility and transport infrastructure to accommodate and facilitate growth as well as access to a work force. The focus will be on ensuring that these ‘foundation blocks’ are in place.

Strategies		Key Actions		Progress
<b>Land &amp; Premises</b>				
<b>4.1</b>	<b>Ensure</b>	4.1.1	Annually review land use plans and	Reviewed 2017

Strategies		Key Actions		Progress
	<b>sufficient supply of land and premises to facilitate and support growth</b>		strategies to ensure sufficient land is zoned to accommodate growth for industrial and residential activities.	
		4.1.2	Investigate the need for a light industrial / business park land and/or premises in Narrandera, and if needed, encourage owners of vacant and/or underutilised land in the Narrandera West (Leeton Road) and Pine Hill Industrial Estates to bring this land into production (subdivision, sale, lease or development).	To be reviewed
4.2	<b>Facilitate further development of the Red Hill Industrial Estate</b>	4.2.1	Retain general / heavy industry zoning and preserve buffer areas around the Estate.	Buffers are noted as an important selling point in our Redhill Marketing and Communications Strategy. Current offer to purchase lot 169 Driscoll Rd to be communicated to ELT and then to Council at 21 July meeting Offer to purchase lot 169 Driscoll Rd accepted by Council and contracts prepared and provided to purchaser's solicitors.
		4.2.2	Develop a sales policy for Council-owned land in the Estate that provides incentives for developers, fosters a quick development timeline, and discourages land banking.	Under consideration
		4.2.3	Formulate and implement a marketing plan for the Estate that includes quality promotional material and supporting information, as well as conceptual subdivision layouts and servicing plans.	Current. See earlier comments. New bright 'for sale' signs and 3mx2m billboard erected on Red Hill Industrial Estate. Gateway entrance poles and banners installed. Promotional flyer provided to real estate agents who have listed Red Hill Industrial Estate for sale.
		4.2.4	Organise famils of the Estate (and Narrandera) for regional development agency (eg RDA, Industry NSW, BEC) staff and regularly update these agencies regarding the availability of commercial and industrial land and premises within Narrandera.	Under consideration.

Strategies		Key Actions		Progress
		4.2.5	Advocate for Government Funding to assist in providing enabling infrastructure to facilitate subdivision and development.	ED Dept contributed to successful submission re Truckwash under Fixing Country Truckwash Grant.
4.3	Ensure that the power supply can accommodate growth	4.3.1	Advocate for on-going improvements in the power supply in Narrandera Shire.	Consideration being given as a component of the Smart Cities funding program. Power extension negotiated with Essential Energy to service proposed RVM at Landfill site. Power to site in progress. Low voltage completed. Investigations continuing to assess Red Hill Ind Estate as a location to develop a solar farm initiative.
		4.3.2	Advocate for and assist local businesses access grant funds for 'last mile' infrastructure.	For consideration
		4.3.3	Support the development of renewable / green energy producers within the Shire.	Ongoing. Assessing Council land suitability for solar farm development. Various briefings by the proponents of the Haystack Solar Farm at Grong Grong known as solar gardening. Formation of a cooperative imminent and construction work expected to commence early 2021.
4.4	Improve telecommunications	4.4.1	Develop and implement a Digital Strategy in consultation with industry and community groups.	Monitor development of National Digital Strategy for compatibility. National Digital Strategy released December 2018. Under review.
4.5	Increase the capacity of the road network in the Shire to accommodate increased truck movements and higher productivity vehicles	4.5.1	Develop a Road Improvement Strategy, identifying strategically important production and freight routes within and through the Shire and the works required to remove 'pinch points' and expand capacity to accommodate HPVs.	Flood-proofing of Sturt Hwy at Gillenbah included in Regional Economic Development Strategy for Western Riverina.
		4.5.2	Advocate for the Shire's road needs to be included in regional and State freight and transport strategies.	Refer Draft NSW Ports and Freight Plan and Western Riverina REDS.
		4.5.3	Advocate for and seek funding to upgrade and maintain strategically important roads.	As above. Brought to attention of Federal Minister for Local Government the Hon Dr John McVeigh at a RAMROC Councils meeting held in Albury on 15 May
4.6	Provide infrastructure	4.6.1	Plan for improved infrastructure and/or facilities for trucks in Narrandera –	Truckwash to be constructed at Redhill. DA now in the planning system.

Strategies		Key Actions		Progress
	<b>and facilities to support the road transport sector.</b>		Gillenbah and Barellan.	Construction commences June 2019 Narrandera Stock and Bitumen Truckwash completed March 2020. Update industrial estate signage with Truckwash details.
4.7	<b>Continue to improve rail infrastructure</b>	4.7.1	Advocate for ongoing improvements to the Hay Branch line (Junee through to Griffith via Narrandera), taking the line from Class C to Class A to facilitate longer and heavier trains.	ARTC proposing to improve the line to accommodate 80ft flat top rolling stock with 25 tonne axle capacity to take 2x40ft containers. Govt allocates \$60 million for line improvements.
		4.7.2	As required, support rail and freight service providers secure 'paths' for rail freight from the Western Riverina.	Ongoing. Refer Western Riverina REDS. EDM and GM attend National Supply Chain Freight and Logistics Strategy Scenario Planning workshop in Griffith on 9 Oct. Meet with Hermione Parsons of Deakin University do discuss possibility of future alternative study for Narrandera if Lycopodium study unable to be used. Executive summary from Transport NSW received Feb 2019. Localised and independent freight demand study under consideration in partnership with Leeton and Griffith. Consultant engaged and work commenced.  Attend Port of Melbourne briefing on 15 April in Wagga. PoM announces \$300 million investment on Melbourne Port to bring 4 dual rail sidings onto the dock each to accommodate 600m trains that will be deconstructed from longer trains at outlying intermodals. This eliminates 'last mile' transfer costs from train to truck. Attend Inland Rail Forum in Wagga on 9 Oct-Details of Inland Rail Interface Improvement Program
4.8	<b>Plan for freight infrastructure to meet growing demand</b>	4.8.1	Liaise with local producers (eg Agri Australis, Proten, Grants Sawmilling, Hutchins Bros Engineering) to determine likely future freight transport requirements.	Discussions with Patersons transport re local/regional freight task. Consider in context of Lycopodium report. Document remains confidential to Council. Participate in forums on Inland Rail presented by CSIRO and Ernst Young and Dept of Infrastructure, Transport, Cities and Regional Development. . Highlight Narrandera's industries as potential freight sources.
		4.8.2	Advocate to have the Narrandera-Tocumwal rail corridor recognised as strategic infrastructure and protected and preserved for future use.	Finalised. No further action on this matter.

Strategies		Key Actions		Progress
		4.8.3	Plan for a small intermodal terminal / freight receipt site in Narrandera.	Amazon has been provided with relevant information highlighting Narrandera as a potential site for an Amazon distribution facility. 22/3/18
4.9	<b>Retain commercial air services to Narrandera</b>	4.9.1	Continue to upgrade the Narrandera – Leeton Airport to ensure on-going compliance.	<p>Give consideration to future proofing the airport infrastructure with possible aircraft type obsolescence.</p> <p>Potential development opportunity with Wagner Group interest in freight opportunities.</p> <p>Assess potential producers and processors, types of exports and tonnages and frequency of export for advice to Wagners. Advice again provided to Wagners on export task potential from Narrandera-Leeton airport, as at February 2019.</p> <p>John Wagner advised of KPMG study, as advised by DPC.</p> <p>Contacted Deputy Chair of Rex The Hon John Sharp to determine Rex Airline future fleet requirements and operations. Fleet of SAAB 340s not expected to be replaced for 10-15 years. Discussions with Warrick Lodge of Rex (General Manager-Network Strategy) regarding upgrade to main runway to accommodate foreseen RPT traffic movements. Rex will assist in developing case for funding if required</p> <p>Contact specialist consultancy group BECA who provide outline for a Draft Airport Masterplan and Business Case for Narrandera/Leeton Airport in context of \$100million Regional Airport Fund soon to be opened.</p> <p>Regional Airport Fund announced 11 Oct 2019. Under consideration by Manager Works and EDM.</p> <p>Funding application being developed for \$950,000 main runway reseal at airport.</p> <p>Banners commissioned to advertise community fares.</p> <p>Rex supported by Council during Covid 19 emergency through waiving head taxes between 1 April 2020 and 31 December 2020.</p> <p>Rex operating 3 flights per week through Covid emergency..</p> <p>Funding received to re-seal main runway and improve lighting &amp; fencing.</p> <p>Quotes imminent for design of parallel taxiway to support AAPA training activities.</p> <p>Quotes received for parallel taxiway and under consideration by technical services team</p>



Strategies		Key Actions		Progress
		4.9.2	Implement the Airport Strategic Plan.	Ongoing
		4.9.3	Build patronage on the route by diversifying the market base – eg through growing the conference, meetings and events markets.	Venue guide produced in 2017. Community fare agreement negotiated with Rex for the benefit of airline commuters out of Narrandera/Leeton Airport. Five (5) year agreement with Rex commencing 4 October 2018. AS at 20 April 2020 Rex confirms it has received Government support to enable 2 services per week to be continued for next 6 months
4.1 0	Diversify and improve accommodation available in the Shire	4.10.1	Monitor demand for motel and hotel accommodation and, when needed, advocate for the development of new accommodation within the Shire.	Tourism activities will now be reported to Council via this Strategic Plan Report. Barellan has gained recognition as an RV Friendly destination. Early November 30-60 electricians from Darlington Point expected to occupy local motels until February-organised by Rick Shaw. Survey of Motels in December 2019 reveals approx. 60 workers from Darlington Point project accommodated in Narrandera. Survey Feb 2020 reveals 30+ Darlington Point workers still in accommodation in Narrandera.
		4.10.2	Advocate for improved supply of rental housing and other accommodation for temporary and seasonal workers and position Narrandera as the accommodation hub to service the Narrandera – Leeton area.	EDM attends Workforce Futures Forum in Griffith on 10 May when discussion was held about overall accommodation shortages in the Western Riverina and consideration given to possible strategies to address. Discussions commenced with appointed EPC for RES Solar (Siemens/Gamesa) and their appointed consultants Jacobs to commence preparation of the Employment and accommodation strategy required as condition of consent Met with Zara Durnan Senior Consultant for Jacobs on 20 August and discussed 1 <sup>st</sup> draft of accommodation and employment strategy which is to be reviewed by Solar Reference Group. Strategy reviewed by Solar farm Reference Group and submitted to Jacobs. Accommodation and Employment Strategy finalised.
		4.10.3	Undertake a review of camping areas and facilities in the Shire to maximise economic benefits.	For consideration. Survey box with forms to be installed on amenities block at Brewery Flats and complimentary branded information bag with information and vouchers to be distributed to campers/travellers from time to time. Ref.3.3.4 Survey box installed and branded information backpacks being distributed to campers/travellers at Brewery Flats.

Strategies		Key Actions		Progress
				Camping areas closed due to Corona Virus related Government direction Camping areas reopened as at 1 June 2020 subject to social distancing requirements.
4.1 1	Grow the local workforce, ensuring that it is aligned with local and regional industry needs	4.11.1	Profile and articulate existing and future local and regional workforce requirements and jobs and skills gaps.	Refer 4.10.2
		4.11.2	Work with regional organisations and education and training providers to address job and skill gaps and formulate and deliver 'job readiness' and skills development opportunities.	Refer 4.10.2 Participate in RDA skills survey Facilitate contact between TAF at Narrandera and Avonlie project owners RES and EPC Siemens /Gamesa to discuss development of relevant courses to support solar farm works.
		4.11.3	Participate in relevant employment and skills development programs and initiatives (eg the 'Grow our Own' program being implemented in the Western Riverina).	Refer 4.10.2
		4.11.4	Encourage proponents of major developments to 'grow their own' workforce by employing local residents and investing in training and skills development.	Refer 4.10.2 Ref. 4.11.2
		4.11.5	Work with the Shire's Aboriginal community and residents who are socially disadvantaged, to improve training and employment outcomes.	For consideration
		4.11.6	Work with industry and businesses to attract skilled workers to the Shire to fill vacant positions and address skills gaps.	For consideration
		4.11.7	Investigate opportunities to harness skills of visitors to the Shire (eg retirees, back packers) to address labour shortages, particularly for seasonal work (eg harvesting, picking, truck drivers).	For consideration
		4.11.8	Advocate for improved access to education and training services and	Use event opportunities to promote TAFE and its services and courses and to utilise TAFE Narrandera Connected Learning centre e.g. Small Business



Strategies		Key Actions		Progress
			flexible approaches to workplace training, apprenticeships and traineeships.	Month October events
		4.11.9	Retain young people within the community, through programs such as school based vocational training, transition to work / work ready, offering apprentice and traineeships and providing access to tertiary training.	For consideration
		4.11.10	Develop and implement programs to welcome and orientate new employees and integrate them into the community.	For consideration

**13.2 MINUTES - ARTS AND CULTURE ADVISORY COMMITTEE - 1 SEPTEMBER 2020**

**Document ID: 521962**

**Author: Senior Customer Service Administration Officer**

**Authoriser: Deputy General Manager Corporate and Community**

**Attachments: 1. Arts and Culture Advisory Committee Minutes - 1 September 2020**

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Arts and Culture Advisory Committee held on Tuesday 1 September 2020.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ARTS AND CULTURE ADVISORY COMMITTEE  
HELD AS A ZOOM MEETING  
ON TUESDAY, 1 SEPTEMBER 2020 AT 10:00AM**

**1 PRESENT**

Ms Barbara Bryon, Ms Tracey Lewis, Ms Aanya Whitehead, Mrs Julie Briggs, Ms Lindee Russell, Miss Nioka Dupond, Observer CDM Sue Killham, Oserver Minute Taker Mel Gilmour.

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Ms Lindee Russell

Seconded: Ms Barbara Bryon

That apologies from Cr David Fahey OAM and Mr Michael Lyons be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 REPORTS**

**6.1 ELECTION OF COMMITTEE CHAIRPERSON**

**RECOMMENDATION**

The Committee:

1. Elect a Chairperson for the upcoming 12 months

Julie Briggs nominated for Chairperson by Lindee Russell.

Julie Briggs accepted nomination.

All present committee members voted and in an unanimous vote Julie Briggs has been elected Chairperson for the Arts & Culture Advisory Committee.

**5 NEXT MEETING**

November 2020, with a date and time to be advised.

**6 MEETING CLOSE**

**The Meeting closed at 10:25am.**

**The minutes of this meeting were confirmed at the Arts and Community Centre Committee held on .**

.....  
**CHAIRPERSON**

**13.3 MINUTES - PARKSIDE COTTAGE MUSEUM COMMITTEE - 31 AUGUST 2020**

**Document ID: 521965**

**Author: Senior Customer Service Administration Officer**

**Authoriser: Deputy General Manager Corporate and Community**

**Attachments: 1. Parkside Cottage Museum Committee Minutes - 31 August 2020**

**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Parkside Cottage Museum Committee held on Monday 31 August 2020.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKSIDE COTTAGE MUSEUM COMMITTEE  
HELD AT THE LIBRARY YOUTH SPACE  
ON MONDAY, 31 AUGUST 2020 AT 10:10AM**

**1 PRESENT**

Delegate Cr Barbara Bryon, Community Members Mrs Josie Middleton, Ms Lynette Burrell, Mr Robert Cahill, Mr Bob Bennett, Mrs Nerelle Daly, Mrs Lesley Bailey, Mr Steve Wicker, Observers Cr Tracey Lewis, CDM Sue Killham, Minute Taker Mel Gilmour

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 REPORTS**

**6.1 ELECTION OF COMMITTEE CHAIRPERSON**

**RECOMMENDATION**

The Committee:

1. Elect a Chairperson for the upcoming 12 months

Bob Cahill nominated Cr Barbara Bryon for Committee Chairperson.

Cr Barbara Bryon accepted nomination.

There were no other nominations from the Committee.

It was brought to the attention of the Committee by CDM Sue Killham and Minute Taker Mel Gilmour that there was a conflict with the Terms of Reference section 11 Office Bearers, **the position of Chairperson is elected annually at the Annual General Meeting from the Committees Community Representatives.**

It was resolved that the election of Chairperson would be postponed until the next meeting as a resolution to the conflict with the TOR would be sought by Cr Barbara Bryon.

The Committee determined that Cr Barbara Bryon would act as Chair for the meeting.

**6.2 BUDGET**

**COMMITTEE RESOLUTION**

Moved: Mrs Nerelle Daly

Seconded: Mrs Lesley Bailey

The Committee:

1. Receive and note the budget and actual figures as of August 2020.

**CARRIED**

**6.3 SCOPE OF WORKS UPDATE FROM CDM**

**COMMITTEE RESOLUTION**

Moved: Mr Bob Bennett

Seconded: Mrs Nerelle Daly

The Committee:

1. Receive and note update on the progress of works at the Parkside Cottage Museum from CDM Sue Killham.

**CARRIED**

**5 CORRESPONDENCE**

Cr Barbara Bryon tabled the following correspondence;

- Email, Museum of Applied Arts & Sciences regarding a Webinar that is available to small museums
- David Kraus – ANU
- Kim Biggs – Museum Advisor

**6 NEXT MEETING**

Thursday 1 October 2020, 10:00am

Library Youth Space

**7 MEETING CLOSE**

**The Meeting closed at 10:55am.**

**The minutes of this meeting were confirmed at the Parkside Cottage Museum Committee held on .**

.....  
**CHAIRPERSON**

**13.4 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 2 SEPTEMBER 2020****Document ID:** 521966**Author:** Senior Customer Service Administration Officer**Authoriser:** Deputy General Manager Corporate and Community**Attachments:** 1. Internal Audit Charter.pdf [↓](#)**RECOMMENDATION**

That Council:

1. Receive and note the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 2 September 2020.
2. Refer to the Financial Managers Report for the Publication of Accounts in this Council Meeting Agenda.
3. Endorse the Internal Audit Charter.



# NARRANDERA SHIRE COUNCIL

## Internal Audit Charter

### 1. Mission

The mission of internal auditing is to provide an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal Audit at Narrandera Shire Council (Council) is managed by the Governance and Engagement Manager who is the designated Chief Audit Executive within the Council. The Chief Audit Executive is the top position within an organisation for internal audit activities, as defined in the International Standards for the Professional Practice of Internal Auditing (Standards) issued by the Institute of Internal Auditors.

The provision of internal audit services is currently contracted to National Audits Group.

### 2. Introduction

This Internal Audit Charter is a formal statement of purpose, authority and responsibility for the internal auditing function within Council.

- It establishes Internal Audit within Council and recognises the importance of such an independent and objective service to the organisation;
- It outlines the legal and operational framework under which Internal Audit will operate; and
- It authorises the Chief Audit Executive to promote and direct a broad range of internal audits across Council and, where permitted, external bodies.

### 3. Role and Authority

The Chief Audit Executive is authorised to direct a comprehensive program of internal audit work in the form of reviews, previews, consultancy advice, evaluations, appraisals, assessments and investigations of functions, processes, controls and governance frameworks in the context of the achievement of business objectives.

For this purpose, all Internal Audit contractors are authorised to have full, free and unrestricted access to all functions, property, personnel, records, information, accounts, files, monies and other documentation, as necessary for the conduct of their work.

### 4. Objectivity, Independence and Organisational Status

Objectivity requires an unbiased mental attitude. As such, all Internal Audit contractors shall perform internal audit engagements in such a manner that they have an honest belief in their work product and that no significant quality compromises are made. Further, it requires Internal Audit contractors not to subordinate their judgment on internal audit matters to that of others.

To facilitate this approach, Internal Audit contractors shall have independent status within Council, and for this purpose shall be responsible directly through the Chief Audit Executive to the Audit, Risk and Improvement Committee, and administratively to the General Manager.

Internal Audit contractors shall be independent of the activities reviewed, and therefore shall not undertake any operating responsibilities outside internal audit

work. Neither shall Internal Audit contractors have any executive or managerial powers, authorities, functions or duties except those relating to the management of Internal Audit. Internal Audit contractors shall report to the Chief Audit Executive any situations where they feel their objectivity may be impaired. Similarly, the Chief Audit Executive should report any such situations to the Audit, Risk and Improvement Committee.

The work of Internal Audit does not relieve the staff of Council from their accountability to discharge their responsibilities. All Council staff members are responsible for risk management and the operation and enhancement of internal control. This includes responsibility for implementing remedial action endorsed by management following an internal audit.

Internal Audit contractors shall not be responsible for operational activities on a daily basis, or in the detailed development or implementation of new or changed systems, or for internal checking processes.

#### **5. Scope of Work**

The scope of services provided by Internal Audit contractors shall encompass:

- The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour;
- Ascertaining alignment with the goals and objectives of Council;
- Assessment of the economic and efficient use of resources;
- The examination of compliance with policies, procedures, plans and legislation;
- Assessment of the reliability and integrity of information including Council performance information;
- Assessment of the safeguarding of assets;
- Any special investigations as directed by the Audit, Risk and Improvement Committee or the General Manager; and
- All activities of Council, whether financial or non-financial, manual or computerised.

#### **6. The scope of work may include**

- **Assurance services** – objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance processes for Council. Examples may include financial, performance, operational, compliance, system security, and due diligence engagements.
- **Consulting services** – advisory and related client service activities, the nature and scope of which are agreed with the client and which are intended to add value and improve an organisation's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation and training.

#### **7. Internal Audit Methodology**

Internal Audit contractors shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement. Generally, internal audits will include:

- Planning;
- Reviewing and assessing risks in the context of the audit objectives;
- Examination and evaluation of information;

- Communicating results; and
- Following up on implementation of audit recommendations.

#### **8. Operating Principles**

Internal Audit contractors shall conform with:

- The Standards and Code of Ethics issued by the Institute of Internal Auditors;
- Where relevant, the Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association; and
- Relevant auditing standards issued by the Auditing and Assurance Standards Board.

#### **9. Internal Audit Contractors shall:**

- Possess the knowledge, skills, and technical proficiency essential to the performance of internal audits;
- Be skilled in dealing with people and in communicating audit issues effectively;
- Maintain their technical competence through a program of continuing education;
- Exercise due professional care in performing internal audit engagements;
- Conduct themselves in a professional manner; and
- Conduct their activities in a manner consistent with the concepts expressed in the Standards and the Code of Ethics.

#### **10. Reporting Arrangements**

The Chief Audit Executive shall at all times report functionally to the Audit, Risk and Improvement Committee and administratively to the General Manager.

At each Audit, Risk and Improvement Committee meeting the Chief Audit Executive shall submit a report summarising all audit activities undertaken during the period, indicating:

- Internal audit engagements completed or in progress;
- Outcomes of each internal audit engagement undertaken; and
- Remedial action taken or in progress.

On completion of each internal audit engagement, Internal Audit contractors shall issue a report to its audit customers detailing the objective and scope of the audit, and resulting issues based on the outcome of the audit. Internal Audit contractors shall seek from the responsible senior executive an agreed and endorsed action plan outlining remedial action to be taken, along with an implementation timetable and person responsible. Responsible officers shall have a maximum of ten working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

The Chief Audit Executive shall make available all internal audit reports to the Audit, Risk and Improvement Committee including management response. However, the work of Internal Audit is solely for the benefit of Council and is not to be relied on or provided to any other person or organisation, except where this is formally authorised by the Audit, Risk and Improvement Committee and the General Manager.

In addition to the normal process of reporting on work undertaken by Internal Audit, the Chief Audit Executive shall draw to the attention of the Audit, Risk and Improvement Committee all matters that, in the Chief Audit Executive's opinion, warrant reporting in this manner.

**11. Planning Requirements**

Internal Audit uses a risk-based 4 year Strategic Internal Audit Plan to establish an annual Internal Audit Plan to reflect a program of audits over a 12 month period. This approach is designed to be flexible, dynamic and more timely in order to meet the changing needs and priorities of Council.

The Internal Audit contractor shall prepare an annual Internal Audit Plan for review and approval by the Audit, Risk and Improvement Committee, showing the proposed areas for audit. The annual Internal Audit Plan shall be based on an assessment of the goals, objectives and business risks of Council, and shall also take into consideration any special requirements of the Audit, Risk and Improvement Committee and senior executives.

The Chief Audit Executive has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from management to conduct reviews that are not on the plan, with these to be approved at the next meeting of the Audit, Risk and Improvement Committee.

**12. Quality Assurance & Improvement Program**

The Chief Audit Executive shall oversee the development and implementation of a quality assurance and improvement program for the Internal Audit function, to provide assurance that internal audit work conforms to the Standards and is focused on continuous improvement.

**13. Co-ordination with External Audit**

The Chief Audit Executive shall periodically consult with the Internal Audit contractor and the external auditor, to discuss matters of mutual interest relating to Audit, Risk and Improvement Committee proceedings so to co-ordinate audit activity, and to reduce duplication of audit effort.

**14. Review of the Internal Audit Charter**

The Chief Audit Executive shall periodically review the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work.

**15. Evaluation of Internal Audit**

The Chief Audit Executive shall develop performance measures (key performance indicators) for consideration and endorsement by the Audit, Risk and Improvement Committee, as a means for the performance of the Internal Audit function to be periodically evaluated.

Internal Audit shall also be subject to an independent quality review at least every five years. Such review shall be in line with the Standards of Professional Practice in Internal Audit and be commissioned by and report to the Audit, Risk and Improvement Committee.

**16. Conflicts of Interest**

Internal auditors are not to provide audit services for work for which they may previously have been responsible. Whilst the Standards provide guidance on this point and allow this to occur after 12 months, each instance should be carefully assessed.

When engaging internal audit contractors, the Chief Audit Executive shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon internal audit work.

Instances of perceived or actual conflicts of interest by the Chief Audit Executive or Internal Audit staff and contractors are to be immediately reported to the Audit, Risk and Improvement Committee by the Chief Audit Executive.

Any changes to this Internal Audit Charter will be approved by the Audit, Risk and Improvement Committee.

<b>Document Control</b>		
<b>Document Name/Number</b>	Internal Audit Charter	
<b>Revision Number</b>	<b>Date</b>	<b>Approved by</b>
0 (original version)	xxxx	Audit, Risk and Improvement Committee

**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD USING ZOOM  
ON WEDNESDAY, 2 SEPTEMBER 2020 AT 10:03AM**

**1 PRESENT**

Chair Roger FitzGerald, Cr Narelle Payne, Mrs Gayle Murphy, Mr John Batchelor, Mr Philip Lines, Observer George Cowan, Observer Martin Hiscox, Observer Craig Taylor, Observer Shane Wilson, Minute Taker Mel Gilmour

Internal Auditor Phil Swaffield attended using Zoom for the Committee Briefing Session and meeting at 9:45am

Danielle MacKenzie Crowe Australasia and Eric Nathaniel NSW Audit Office attended using Zoom at 10:02am

NOTE: Committee Chair, Roger FitzGerald, advised that with the new skills and experience now in the Committee it would be possible to manage potential for transition in the Committee Chair role. To assist the transition to an elected independent Chair it was agreed available members would rotate as an alternate to the current Chair for the remaining meetings in 2020, noting that Gayle Murphy had chaired the previous meeting. Phil Lines agreed to fill the role of Chair for this meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That apologies from Mr Cameron Lander be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the minutes of the Audit, Risk and Improvement Committee held on 8 July 2020 and the Extraordinary Audit, Risk and Improvement Committee Meeting held on 7 August 2020 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**6 REPORTS****6.1 POSSIBLE PRESENTATION OF AUDITED FINANCIAL STATEMENTS FOR 2019-2020****COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Committee:

1. Notes the intention of the Auditor to issue an unmodified opinion;
2. Expresses the appreciation of the Finance Team and Auditor in the finalisation of the Statements;
3. Recommend to Council to proceed with the publication of accounts.

**CARRIED**

Danielle MacKenzie Eric Nathaniel and Martin Hiscox left the meeting at 10:44am.

**6.2 ENTERPRISE RISK REGISTER****COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Committee:

1. Acknowledges the snapshot of Council's Enterprise Risk Register as presented;
2. Recommend that a Key Risk List be included for future reports.

**CARRIED**

### **6.3 GENERAL MANAGERS REPORT TO ARIC**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Committee:

1. Note the contents of the report from the General Manager;
2. Request that the individual staff member names be removed from future reports.

**CARRIED**

### **6.4 PROPOSED STRATEGIC INTERNAL AUDIT PLAN AND PROPOSED INTERNAL AUDIT CHARTER**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Committee:

1. Consider the proposed Strategic Internal Audit Plan and the proposed Internal Audit Charter prepared by the National Audits Group;
2. Adopt the agreed plan therefore providing guidance to both the internal auditor and to Council staff;
3. Submit the Internal Audit Charter to Council for endorsement.

**CARRIED**

### **6.5 FINANCIAL BALANCE OF INTERNAL AUDIT FUNCTION**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr John Batchelor

That the Audit, Risk and Improvement Committee:

1. Acknowledge that Council at its 18 August 2020 meeting resolved to carry over unexpended funds of \$18,231 from the 2019-2020 financial year to the 2020-2021 financial year.

**CARRIED**



## **6.6 COMMITTEE CHAIRPERSON'S ANNUAL REPORT 2019-2020**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Committee:

1. Approve the 2019-2020 Annual Report as prepared by the Chairperson and progress the document for inclusion within Council's 2019-2020 Annual Report.

**CARRIED**

## **6.7 LEGISLATIVE COMPLIANCE REGISTER**

### **COMMITTEE RESOLUTION**

Moved: Mr John Batchelor

Seconded: Mrs Gayle Murphy

That the Committee:

1. Acknowledge the contents of the Legislative Compliance Register as presented with the document to evolve to become more integrated with supporting Enterprise Risk Management documents.

**CARRIED**

## **6.8 MONITORING OF AUDIT RECOMMENDATIONS AND ACTIONS**

### **COMMITTEE RESOLUTION**

Moved: Mr John Batchelor

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Review and acknowledge the comments against each line item in the attached Audit Recommendations and Actions document;
2. Identify where the line item has been completed or no further action is required agree that the line item be removed from the document.

**CARRIED**

## **8 NEXT MEETING**

**Thursday 26 November 2020** commencing at 10:00am using Zoom with the Committee Briefing Session commencing at 9:30am.

**9 MEETING CLOSE**

**The Meeting closed at 12:48pm.**

**The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee held on .**

.....  
**CHAIRPERSON**

**14 OUR COMMUNITY****14.1 POLICY REVIEW CS80 BUSKING****Document ID:** 520175**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Community**Attachments:** 1. Policy CS80 Busking [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the amended policy CS80 Busking for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to provide Council with the amended policy CS80 Busking for adoption and exhibition prior to implementation.

**SUMMARY**

Policy CS80 is due to be reviewed as it was last adopted in January 2018.

Other than minor changes to format the following variations are proposed:

- Council's right to cancel a permit should the policy provisions be breached by a Busker
- Restricting activities to business hours within a precinct
- Buskers to be aware of and comply with health and gathering Orders
- Revision of the insurance provisions of the policy

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

Our Community

**Strategy**

1.2 - To advocate for quality educational and cultural opportunities

**Action**

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

**ISSUES AND IMPLICATIONS****Policy**

Review of CS80 Busking

**Financial**

Buskers without insurance will be able to source cover through council's Local Community Insurance Scheme.

**Legal / Statutory**

Council as the entity in control of the defined public spaces must ensure that it meets its duty of care to the public and businesses within the precinct where busking takes place.

**Community Engagement / Communication**

Policy will be placed on public exhibition prior to adoption by Council.

**Human Resources / Industrial Relations**

Council ordinance staff must have sufficient policy direction to control busking activities.

**RISKS**

Failure to control busking can lead to detrimental impacts to the amenity of a precinct, the safety and wellbeing of the public and impact nearby businesses.

**OPTIONS**

- Adopt the revised policy CS80 for referral to Council's August briefing session
- Adopt with amendment policy CS80 for referral to Council's August briefing session
- Refer policy CS80 back to Corporate Services staff for further revision.

**CONCLUSION**

Adopt the revised policy CS80 for referral to Council's August briefing session

**RECOMMENDATION**

That Council:

1. Adopt the amended policy CS80 Busking for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

BUSKING

CS80



NARRANDERA SHIRE COUNCIL POLICY

**Policy No:** CS80  
**Policy Title:** Busking  
**Section Responsible:** Corporate Services  
**Minute No:** 09/3  
**MagiQ No:** 8344

**Next Review Date:** ~~December 2019~~ **December 2022**

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#### **Statement of Intent Purpose**

- To encourage performers and events which contribute to the cultural life of Narrandera Shire.
- To provide alternative performance options to performers.
- To provide a platform for community expression.
- To identify and qualify locations suitable as busking sites.
- To manage busking within the Narrandera local government area.

#### **Eligibility Criteria**

- This policy applies to any person or group performing in a public space in the Narrandera Shire local government area.
- Busking areas are only permitted in East St Narrandera precinct CBD, outside the Narrandera Railway Station, outside the Narrandera Tourist Visitor Information Centre, village centers of Barellan and Grong Grong, all Council Parks and Gardens and all Council sporting and cultural facilities. **The East St and VIC precincts are defined on a map within the busking application form Magiq document 24876. (see attachment 1)**

#### **Definitions**

- **Busker:** A person performing carrying out an act/performance to be seen by the general public. The act may be arranged or impromptu performances including the playing of a musical instrument, dancing, singing, clowning or juggling, or doing other acts of a similar nature in public. Buskers may or may not accept volunteered monetary appreciations.
- **Performance:** Musical, dramatic or other entertainment involving musical, theatrical, or circus performance skills.
- **Non-Profit Performer:** A person performing an act/performance to be seen by the general public but who or which does not accept volunteered monetary appreciations is still a Busker.
- **Soliciting funds:** The act of asking, begging, seeking or requesting money or goods from members of the public.
- **Dangerous materials and implements:**

Materials and implements that pose a risk, or uncertain outcomes for people. This includes material:

- That gives off any kind of heat or toxicity. Dangerous materials include flammable materials and chemicals, fireworks, smoke, flairs, heated elements. Dangerous implements include knives, spears, swords, spikes, sharp implements and any other implement that pose a threat of harm to any person.
- Narrandera Shire Council does not define the following as a busking performance. These acts will not be ~~eligible to apply for a permit~~ **permitted**:
  - Fortune, tarot, palm readers, masseurs or masseuses, vendors and artists selling portraits or other works.
- ~~Structures (eg A-frames) are not permitted.~~

### Provisions

- Applications for permit/s allowing busking in the Narrandera Shire Council designated areas must be sought through the Narrandera Shire Council. Buskers must hold their authorised permit on their person, to be shown at the request of Narrandera Council Rangers/Officers.
- **Council reserves the right to cancel a permit should Buskers not comply with this policy**
- Applicants for busking permit/s do not have to pay a fee
- Non-Profit Performers must still apply for a permit.
- Children under 18 years old must still apply for a permit. Proof of parental consent must be provided for applicants under the age of 18 years.
- For the purposes of identification applicants are required to present proof of identity in one of the following forms at the time of application before a Busking permit will be issued:
  - A student identity/proof of age card
  - A current passport with photo
  - A credit card with signature
  - Current photo driver's licence
- Buskers must remain in their hired area **or areas as determined on issue of a permit.**
- Buskers must display or have on their person their permit.
- Buskers must not solicit funds. Buskers can accept volunteered monetary appreciations.
- Permits are not transferable.
- Buskers must carry out directions issued by NSW Police force, Ambulance, Fire and any other Emergency Services or Narrandera Shire Council Rangers/Officer.
- Narrandera Shire Council Rangers and Officers may at any time request Buskers to immediately terminate their performance if the Ranger/Officer deems

the act as too loud, offensive, dangerous or as causing harm to private or public property or for any other reason found to be a breach of the law.

- Buskers must not unreasonably restrict or cause obstruction to pedestrian flow or entrances to shops or buildings. **An unobstructed corridor with a minimum width of 1.2 meters must be maintained.**
- Buskers must make sure their site does not pose a threat to public safety.
- Buskers must keep their designated site clean while performing and at the time of departure the site must be clean.
- Buskers must not use dangerous implements or materials as part of their performance.
- Buskers must not perform longer than three (3) hours at any one hired area without the permission of Narrandera Shire Council.
- **Busking may only be conducted within the business hours operating in the precinct approved in the permit.**
- Buskers must not sell or make offers for sale of any commodity without the permission of Narrandera Shire Council.
- Buskers must not advertise or be seen to be endorsing any product of any kind in conjunction with their performance without the permission of Narrandera Shire Council.
- Display structures must not be used i.e. A-frames.
- Buskers must not use mains voltage amplification without the permission of Narrandera Shire Council. Buskers may use battery-operated amplification without the permission of Narrandera Shire Council
- By signing the Hiring Application/Permit for Hired Busking Area in Narrandera Shire Council applicants must agree to comply with conditions laid out in the Narrandera Shire Council's Busking Policy
- **Buskers must make themselves aware of and comply with Orders made regarding public health and gatherings.**

### **Insurance**

- ~~Buskers who hold public liability insurance cover will be requested to provide to Narrandera Shire Council evidence of cover for Council's records.~~
- **Buskers who hold public liability insurance with a minimum cover of \$20 million must provide council a certificate of currency for that policy as evidence of cover.**
- **For applicants not holding insurance an application may be lodged for cover through council's Local Community Insurance Scheme (LCIS). The application fee will be as prescribed annually in council's Fees & Charges.**

### **Responsibility and Accountability**

- Division of Corporate Services: responsible for issuing permits.
- Ranger Services: implementation of busking provisions.



**Related documents**

- Busking Application Form Magiq: 24876
- Busking Permit Template Magiq: 437354

***Variation***

***Council reserves the right to review, vary or revoke this policy.***

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**Policy History**

Adopted	19 July 2005
Amended	18 October 2005
Reviewed	17 February 2009
Reviewed	10 January 2018
Endorsed by ELT	15 January 2018
Adopted	15 January 2018
Reviewed	5 August 2020
Endorsed by ELT	11 August 2020

Signed: George Cowan, General Manager

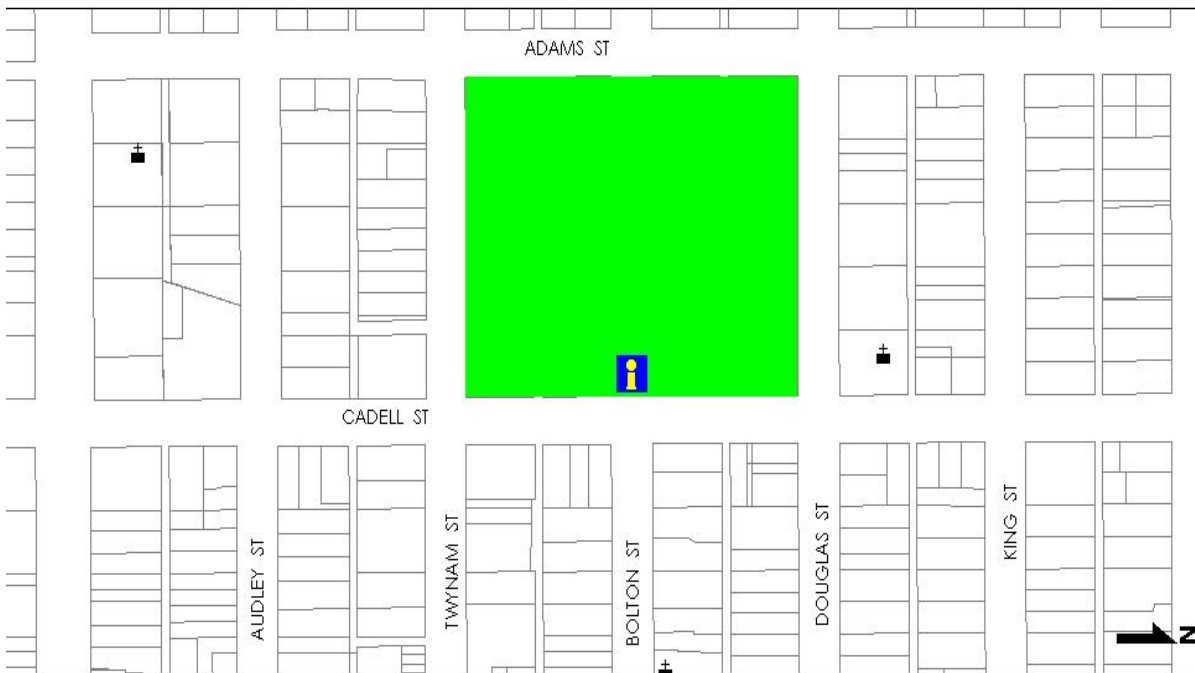
Date:

### Attachment (1)

Figure 1 - East Street, Narrandera



Figure 2 - Cadell Street, Narrandera



**14.2 POLICY REVIEW CS20 FINANCIAL ASSISTANCE PROGRAM****Document ID:** 520205**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Community**Attachments:** 1. Policy CS20 Financial Assistance Program [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the amended policy CS20 Financial Assistance Program for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to provide Council with the amended Policy CS20 Financial Assistance Program for adoption and exhibition prior to implementation.

**SUMMARY**

Policy CS20 Financial Assistance Program was last adopted in February 2018. It is appropriate to review the policy prior to the next budget cycle commencing in December.

A revised policy is attached with minor amendments being made.

This policy has existed in various forms over twenty-five years. The review provides Council an opportunity to consider the intent and operation of the policy and its application in the upcoming budget cycle.

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

Our Community

**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**

Revision of policy CS20 Financial Assistance Program

**Financial**

Councils LTFFP provides an annual budget for the program. 2020-21 \$20,000

**Legal / Statutory**

Compliance with the LG Act

**Community Engagement / Communication**

The policy will be placed on public exhibition prior to implementation by Council

**Human Resources / Industrial Relations**

NA

**RISKS**

The community assistance program presents an opportunity for Council to support community groups and seed new initiatives which have the potential to enhance the quality of life in the community. Council should ensure that the process is open, transparent, accountable and merit based.

The provision of ongoing annual financial support from Council cannot be utilised to support on otherwise unviable initiative.

**OPTIONS**

- Council adopt the revised policy for exhibition prior to implementation.
- Council adopt the revised policy with further amendment for exhibition prior to implementation.
- Council refer the policy back to Corporate Services staff for further review.

**CONCLUSION**

Council adopt the revised policy for exhibition prior to implementation.

**RECOMMENDATION**

That Council:

1. Adopt the amended policy CS20 Financial Assistance Program for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

# FINANCIAL ASSISTANCE PROGRAM

CS20



NARRANDERA SHIRE COUNCIL POLICY

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<b>Policy No:</b>	<b>CS20</b>
<b>Policy Title:</b>	<b>Financial Assistance Program</b>
<b>Section Responsible:</b>	<b>Corporate and Community Services</b>
<b>Minute No:</b>	<b>16/215</b>
<b>MagiQ No:</b>	<b>8896</b>
<b>Next Review Date:</b>	<b><del>December 2019</del> December 2022</b>

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### **Objective**

Narrandera Shire Council is committed to making our Shire a great place to live and work. Council realises that community groups are often key partners in improving the quality of life for residents, workers, and visitors.

To assist in supporting the work of these groups, Council provides limited financial assistance to selected voluntary groups and community groups under this policy on an annual basis.

This document provides a framework of management for the allocation of any financial assistance to local organisations under Section 356 of the Local Government Act, 1993.

This policy also ensures that the administration of the financial assistance program is managed in a transparent, accountable, merit-based manner and that all applications received for funding are assessed fairly and without favouritism.

### **Policy Statement**

Section 356 Local Government Act 1993 provides that Councils may “contribute money or otherwise give financial assistance to persons for the purpose of exercising its functions”.

### **Scope**

This applies to the administration and management of the Financial Assistance Program.

### **Definitions**

#### **Acquittal**

The report that recipients of financial assistance from Council may be asked to provide on the final outcomes of the project and the expenditure of funds received

#### **Automatic Inclusion**

A recipient where Council recognises the groups’ enhancement of the social capital within the Shire community and a written application for financial assistance is not required

#### **Eligibility Criteria**

The measures against which an application is assessed

### **Financial Assistance Program**

The funding grants program in which Council supports non-profit groups and community groups in accordance with this policy

**Formal Application**

An application received during the formal period within which Council seeks requests for financial assistance

**Impromptu Application**

An application received outside the formal period within which Council seeks requests for financial assistance.

**Content****Eligibility Criteria**

- Financial assistance will be provided to support activities, services, projects and/or programs by groups which:
  - encourage resident participation in activities that benefit the community as a whole and that facilitates the inclusion of people who are disenfranchised and/or financially disadvantaged
  - have established clear goals and outcomes that enhance community harmony and social cohesion within in a particular target group
  - encourages people and groups to help themselves
  - have leaders of the project that belong to or are able to demonstrate a strong connection with the community they seek to assist
  - are able to build on existing community assets, such as a service, physical building, bases of knowledge and community skills
  - have relevant project partners with an appropriate and sound budget
  - show cash or in kind contributions to the project
  - meet one or more of the objectives of the Community Strategic Plan.
  
- Financial assistance will not be provided for:
  - use by an individual
  - the waiver of rates and charges
  - the payment or reimbursement of recurrent operational expenses
  - illegal activities
  - funding requests of more than \$2,000
  - political activities
  - commercial activities
  - legal costs
  - reimbursement of expenses for projects that have already commenced or been completed

- branches of charities that fundraise for projects outside the Shire.
- Notwithstanding the established criteria, Council at its discretion may make a variation where it is demonstrated that financial assistance is required
- ~~Due to special circumstances (i.e. a pending application to Council by the Narrandera Parkside Cottage Museum Committee to become a Section 355 Committee of Council) the Museum to be exempted and able to receive payment or reimbursement of recurrent operational expenses until such time as the application has been considered by Council.~~

## Operation

- Determinations will be made annually for the following financial year, as part of Council's budget process
- Applications must be in writing and must use the relevant published application
- Applicant organisations will be asked to forward submissions by the first week in February each year
- Applications will be received once per financial year
- Impromptu applications may still be considered but will be assessed against the same assessment criteria as the formal applications and a weighted score derived
- Recipient groups must nominate identifiable outcomes in the project/service program and will be assessed against the eligibility criteria
- Recipient groups may be asked to provide an acquittal at the end of the nominated project
- A report will be submitted to Council following the application closure date at which time a copy of all applications will be provided with a scoring against the eligibility criteria with a concluding recommendation
- Groups financially assisted in one year will not automatically receive ongoing funding in future years
- Precedence will be given to applicants who did not receive financial assistance during the previous financial year
- Schools within the Shire, the Narrandera TAFE and TAFE NSW Riverina Institute will be provided with an annual donation towards academic prizes and as such are an automatically inclusion for consideration
- Where a request to waive fees or charges on a Council owned/managed facility is approved by Council, the value of the amount waived is to be deducted from the Mayor and General Manager donations pool
- The following groups and community services are recognised as enhancing the social capital within the community and as such are an automatic inclusion for consideration but capped at the maximum funding limit of \$2,000
  - Rural Counselling Service



- Suicide Prevention
- Fusion
- Riverina Sports Academy
- ~~Parkside Cottage Museum~~
- ~~Barellan Museum~~
- 100% of charges for junior sporting bodies using Henry Mathieson Oval, the canteen facility and the change room facility
- 50% of charges for junior sporting bodies using the Narrandera Sports Stadium

### **Roles and Responsibilities**

The Financial Assistance Program is managed within the Corporate and Community Services function of Council.

Council will:-

- Register any applications received
- Create a workflow to the appropriate officer for action
- Assess each application to ensure that it has been completed in full and that any referenced material is attached
- Record the application in an assessment spreadsheet where each criteria is weighted and a total scoring derived
- Prepare a report to Council with recommendations
- **Advise applicants of the determination of applications**

### **Related Legislation/Guidelines**

Section 356 of the Local Government Act, 1993

***Council reserves the right to review, vary or revoke this policy.***

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### **Policy History**

Adopted	September 1996
Reviewed	4 September 2000
Amended	20 March 2007
Amended	15 July 2008
Reviewed	9 December 2008
Reviewed	11 December 2013
Amended	15 April 2014
Amended	17 November 2015
Adopted following consultation	5 January 2016
Proposed Amendments	27 September 2016
Adopted	27 September 2016
Amended	14-01-2018
Endorsed by ELT	15-01-2018
Adopted by Council	20-02-2018

Endorsed by ELT                      2020  
Adopted by Council                  2020

Signed:                                  George Cowan, General Manager

**14.3 LOCAL GOVERNMENT ROAD SAFETY PROGRAM PROJECT FUNDING****Document ID:** 521393**Author:** Road Safety Officer**Authoriser:** Deputy General Manager Infrastructure**Theme:** Our Community**Attachments:** 1. 2020-08-31 - 2020 Review Road Safety Action Plan 2019-21.pdf [↓](#)**RECOMMENDATION**

That Council:

1. Endorses the 2020 Annual Review of the Road Safety Action Plan 2019-2021.
2. Accepts Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and endorses the projects approved by TfNSW.
3. Reallocate existing TfNSW road safety project funding to the newly TfNSW approved projects.
4. Approves the changes to be included in the next Quarterly Budget Review.

**PURPOSE**

The purpose of this report is to seek a resolution from Council to endorse the 2020 Annual Review of the Road Safety Action Plan 2019-2021 and accept Transport for NSW (TfNSW) 2020-2021 funding from the Local Government Road Safety Program (LGRSP).

The report also advises that the LGRSP funding to Council has increased by \$7,630 from the current budget due to a change in the number and scope of the road safety projects approved by TfNSW since the budget was prepared.

**SUMMARY**

The Road Safety Action Plan is a two-year plan for the delivery of local road safety projects in Narrandera Shire from July 2019 to June 2021. Based on local information and crash statistics the Road Safety Action Plan identifies the key issues impacting on local road safety and strategies to address these issues. An annual review of the Road Safety Action Plan (using the most recent verified crash statistics) is required to identify any changes in road safety priorities and ensure the continued relevance of planned road safety projects.

Based on the Road Safety Action Plan 2019-2021 and the Action Plan's Annual Review project proposals are submitted annually to TfNSW for funding from the LGRSP. As a partner in the LGRSP, Narrandera Shire Council employs a Road Safety Officer (RSO) to assist in developing, planning, implementing and evaluating local road safety projects.

All the submitted projects for 2020-2021 received approval and were fully funded. The projects approved and funding received from TfNSW is shown in Table 1. This varies from the projects and funding in the current budget and these changes need to be included in the next Quarterly Budget Review.

Table 1: TfNSW Approved Projects Funding

<b>Project</b>	<b>RMS funding</b>
Helping Learner Drivers Become Safer Drivers Workshop 1	\$600
Helping Learner Drivers Become Safer Drivers Workshop 2	\$600
Speed Checks on Local Roads	\$970
Responsible Service of Alcohol	\$2,600
Road Safety Messages	\$10,000
65 Plus Workshop	\$600
Courtesy Breath Testing & Plan B for local events	\$900
Road Safety Editorial	\$2,640
Social Media Campaign	\$1,020
Bicycle, Skateboard and Scooter Safety	\$850
Child Restraint Checking Day	\$950
Motorcycle Accident Management Training	\$2,900
<b>Total</b>	<b>\$24,630</b>

## BACKGROUND

The Road Safety Action Plan 2019-2021 builds on the National Road Safety Strategy 2011–2020, the NSW Road Safety Strategy 2012–2021 and the Narrandera Council's Community Strategic Plan to continue addressing road safety issues in the Narrandera local government area.

An annual review of the Road Safety Action Plan is required to identify any changes in road safety priorities and ensure the continued relevance of planned road safety projects. The 2020 Annual Review of the Road Safety Action Plan is based on the most recent verified crash statistics (2014-2018) for Narrandera Shire.

The key local road safety issues identified from the review continue to be speed, alcohol, fatigue, local drivers and off-road crash movements.

Local drivers were predominant in crashes with 41 per cent from Narrandera Shire, 18 per cent from Leeton and Wagga Wagga LGAs and 19 per cent from other local government areas bordering Narrandera Shire.

The majority of fatal and injury crashes involved an off-road crash movement, either off road straight; off road straight, hit object; off road curve; or off road curve hit object. The most notable increase was for 'hit animal' crashes (up three per cent).

The key road safety issues identified in the review were consistent with those identified in the Road Safety Action Plan 2019-2021 therefore no significant changes to the proposed Road Safety Education Projects were required.

Addressing these issues is ongoing and involves cooperation and active participation by the Road Safety Officer, Councillors and Council management, Transport for NSW, NSW Police Highway Patrol officers, Community Health, service organisations and the wider community.

Narrandera Shire Council will be implementing road safety strategies to improve local road safety for drivers, passengers and pedestrians and to target the following issues:

- Speed
- Alcohol
- Fatigue
- Young drivers
- Motorcyclists
- Child restraint use
- Older road users
- Youth using bicycles, skateboards and scooters

Strategies to address the identified road safety issues using the Safe Systems Model are identified and used to develop project proposals following the Local Government Road Safety Program Guidelines 2020 for funding by TfNSW.

The projects approved and funded by TfNSW for 2020-2021 are:

#### Helping Learner Drivers Become Safer Drivers (HLDBSD) Workshops

Deliver workshops for parents/supervisors of learner drivers to assist in effective and safe driving techniques.

#### Speed Checks on Local Roads

This project will monitor and evaluate speed limit compliance on local roads. Courtesy speed checks to decrease level of speeding will be provided via variable message signs at sites identified as a speed crash site or concern for speeding.

#### Responsible Service of Alcohol

Providing subsidised Responsible Service of Alcohol (RSA) courses to local residents particularly local youth.

#### Road Safety Messages

Promoting awareness locally of the risks associated with driving tired, drink/drug driving and the need for appropriate speeds on country roads through local and social media. Variable message signs will be used to target drivers 'on road', particularly during public and school holidays.

#### 65 Plus Workshops

Deliver workshops designed to maintain independence and increase safety for older road users.

#### Courtesy Breath Testing & Plan B for Local Events

Providing courtesy breath testing at local events where alcohol is served, and people may be tempted to drive after a few drinks.

The use of a 'camping swag' as a prize in a free competition aimed at increasing discussion amongst the community regarding the need to be responsible and plan ahead for your transport options when consuming alcohol.

#### Road Safety Editorial

A regular "Road Safety Column" in the local paper (Narrandera Argus) to deliver road safety messages across a broad range of issues. This proactive campaign will

include promotion of timely road safety messages such as double demerit point periods, fatigue during holiday periods, walk safely to school day. The column will be published monthly to provide road safety messages with local content and relevance to supplement shorter social media messages through Council's Facebook page.

#### Social Media Campaign

A social media campaign to deliver road safety messages across a broad range of issues. This proactive campaign will include promotion of timely road safety messages such as double demerit point periods, fatigue during holiday periods, walk safely to school day.

#### Bicycle, Skateboard and Scooter Safety

During Youth Week the RSO will promote bicycle, scooter and skateboard safety and engage with local youth. Helmets will be distributed, and correct helmet use encouraged. In addition, information on bicycle, scooter and skateboards laws and safety will be provided.

To coincide with Youth Week a video competition will be held requiring entrants to create a short video clip to deliver a road safety message related to bicycles, scooters and/or skateboards. The competition will target from primary school aged to 25 years with prizes for different age groups.

#### Child Restraint Checking Day

A child restraint checking session held in Narrandera with an authorised child restraint fitter attending. Information will be distributed on the day regarding child restraint laws and recommendations; CREP ratings; the [childcarseats.com.au](http://childcarseats.com.au) website.

A social and print media campaign will be used to promote both the restraint checking day and the importance of correct child restraint use.

#### Motorcycle Accident Management Training

The main activity in the project is the provision of subsidized Motorcycle Accident Management Training. The course focus is on motorcycle related first aid trauma management and understanding how to confidently manage a crash scene.

The project will run in conjunction with Motorcycle Awareness Month 2020. During Motorcycle Awareness Month motorcyclist safety will be promoted through social and print media targeting all road users.

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

### **Theme**

Our Community

### **Strategy**

1.1 - To live in an inclusive, tolerant and healthy community which demonstrates a positive attitude

### **Action**

1.1.1 - Develop relationships with both local and regional communities fostering a healthy and community attitude

**ISSUES AND IMPLICATIONS****Policy**

Nil

**Financial**

Accepting the TfNSW funding of \$24,630 is an increase of \$7,630 from the budgeted amount.

**Legal / Statutory**

Nil

**Community Engagement / Communication**

Nil

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

Should Council not endorse the 2020 Annual Review of the Road Safety Action Plan 2019-2021 and not accept the TfNSW funding the RSO would not be able to implement the local road safety projects. There would be a financial impact on the Council grant funding received.

**OPTIONS**

## Option 1

- a) Council endorses the 2020 Annual Review of the Road Safety Action Plan 2019-2021;
- b) Council accepts Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and endorses the projects approved by TfNSW;
- c) Council reallocates TfNSW funding from existing budget projects to the TfNSW approved projects;
- d) Council approves the changes to be included in the next Quarterly Budget Review.

Option 1 will enable local road safety projects to be implemented, there will be an increase in TfNSW grant funding compared to the budgeted amount and no change to the level of Council funding.

## Option 2

- a) Council endorses the 2020 Annual Review of the Road Safety Action Plan 2019-2021;
- b) Council does not accept Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and does not endorse the projects approved by RMS.

Option 2 will prevent implementation of local road safety projects, there will be a reduction in TfNSW grant funding and no change to the level of Council funding. The

Council would be unlikely to meet its obligations as a partner in the NSW Government's LGRSP.

### Option 3

- c) Council does not endorse the 2020 Annual Review of the Road Safety Action Plan 2019-2021;
- d) Council does not accept Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and does not endorse the projects approved by RMS.

Option 3 will prevent implementation of local road safety projects, there will be a reduction in TfNSW grant funding and no change to the level of Council funding. The Council would be unlikely to meet its obligations as a partner in the NSW Government's LGRSP.

## CONCLUSION

That Council adopts Option 1, to endorse the 2020 Annual Review of the Road Safety Action Plan 2019-2021, accept TfNSW funding from LGRSP and endorse the projects approved by TfNSW.

## RECOMMENDATION

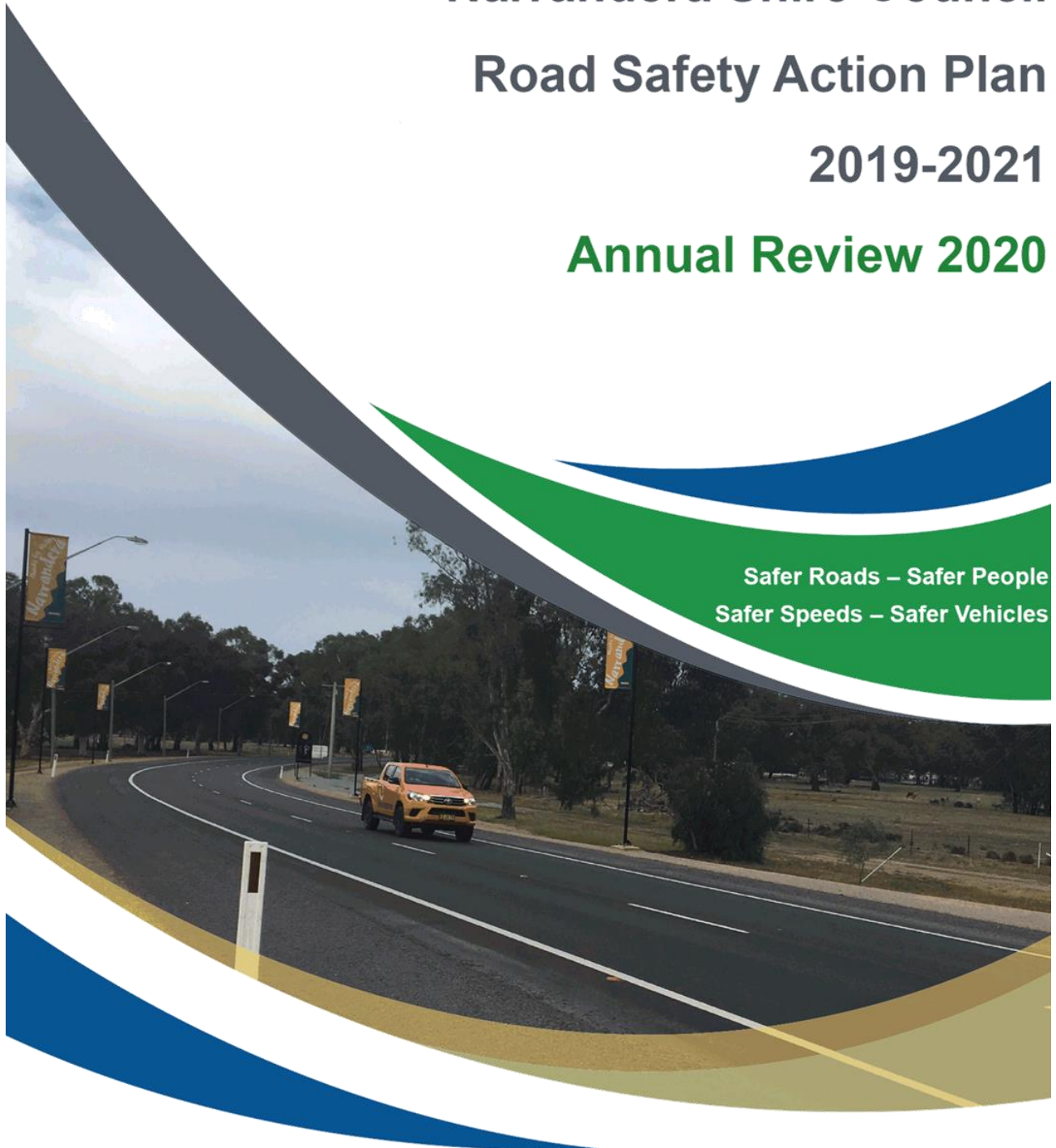
That Council:

1. Endorses the 2020 Annual Review of the Road Safety Action Plan 2019-2021.
2. Accepts Transport for NSW (TfNSW) 2020-21 funding of \$24,630 from the Local Government Road Safety Program and endorses the projects approved by TfNSW.
3. Reallocate existing TfNSW road safety project funding to the newly TfNSW approved projects.
4. Approves the changes to be included in the next Quarterly Budget Review.



# Narrandera Shire Council Road Safety Action Plan 2019-2021 Annual Review 2020

Safer Roads – Safer People  
Safer Speeds – Safer Vehicles





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### **Executive Summary**

This document is an annual review the Narrandera Shire Council Road Safety Action Plan based on the 2014-2018 crash statistics for Narrandera Shire to identify any changes in road safety priorities and ensure the continued relevance of planned road safety projects.

Speed, alcohol and fatigue are still key identified contributing factors in crashes in Narrandera Shire. Of note is the predominance of single vehicle crashes and 'off road' crash movements. The involvement of males, particularly in the 17-20 years and 30-39 years age groups, is another issue. Most crashes are on state highways and regional roads. In addition the number of heavy vehicle crashes in comparison with both the South West Region and NSW is noteworthy.

Narrandera Shire Council will continue to implement road safety strategies to improve local road safety for drivers, passengers and pedestrians and to target the following issues:

- Speed
- Alcohol
- Fatigue
- Young drivers
- Older road users

Strategies to address the identified road safety issues using the Safe Systems Model as identified in the Road Safety Action Plan 2019-2021 remain relevant and will be continuously reviewed and revised in collaboration with the Road Safety Steering Committee.

### Introduction

The Local Government Road Safety Program Guidelines indicates participating councils should conduct an annual review of their *Road Safety Action Plan* to ensure the existing road safety projects and tasks associated with the program continue to be relevant.

Subsequently, a review of Narrandera Shire Council's Road Safety Action Plan 2019 – 2021 has been undertaken based on the verified crash statistics for the period 2014-2018 to determine if changes in priorities are required to strengthen the plan's overall objective of reducing road trauma across the LGA.

In line with the NSW Road Safety Strategy 2012-2021, the Safe System Model approach to road safety will continue to be used to address road safety issues identified within the Narrandera Shire.

The Safe System Model is a holistic approach to creating a road network that accommodates human error and limits the transfer of energy in the event of a crash. The system comprises of:

- Safe People
- Safe Vehicles
- Safe Roads
- Safe Speeds

Other documents relating to this review are:

Local Government Road Safety Program Guidelines 2020

Motorcycle Safety Action Plan 2017-2019

Narrandera Shire Council Community Strategic Plan 2017-2030

NSW Road Safety Strategy 2012–2021

NSW Road Safety Plan 2021

National Road Safety Strategy 2011-2020

## Section One

### Crash Data Analysis

An analysis of crashes in the Narrandera LGA was completed using the Transport for NSW (TfNSW) Centre for Road Safety's (CRS) crash data focusing on the five year period 2014-2018. The CRS categorises data into two separate attributes – one relates to the crash itself and the other relates to persons involved in the crash (Centre for Road Safety, 2018).

Over the five year period 2014-2018 there were 75 crashes (down 15.7 per cent) resulting in five fatalities (down 16.7 per cent), 32 serious injuries (down 27.3 per cent), 37 moderate injuries (down 7.5 per cent) and 18 minor injuries (down 35.7 per cent). The decline in crashes and injuries compared to the 2013-2017 period is largely attributed to the exclusion of 2013, which had a relatively high number of crashes (23), from the current five year period. In comparison 2018 had a relatively low number of crashes (9).

### Road Network and Local Drivers

The majority of crashes continued to be on highways and regional roads. Over the last five years just over half (58.7 per cent previously 53.9 per cent) of the fatal and injury crashes have been on highways and regional roads. Of the five fatalities that occurred during this time three were on state highways (all on the Sturt Highway), one was on a regional road (Burley Griffin Way) and one was on a local road (Angle Road).

In 2014-2018 the majority (72 per cent) of drivers involved in fatal and injury crashes were from Narrandera Shire or a neighbouring LGA. The largest proportion were from Narrandera (41 per cent) followed by Wagga Wagga (10 per cent), Leeton (8 per cent) and Griffith (4 per cent).

### Vehicle Type

The type of vehicles involved in fatal and injury crashes in Narrandera LGA continues to be predominantly cars (this classification may include some utes and 4WD vehicles although they may be classified as light trucks).

The proportion of crashes over the five year period involving heavy vehicles (13.3 per cent) was higher than the corresponding proportion for both the South West Region (9.5 per cent) and New South Wales (6.5 per cent). The proportion of crashes over the five year period involving light trucks (22.7 per cent) was similar to the corresponding proportion for the South West Region (23.1 per cent) and higher than New South Wales (19.7 per cent). The proportion of crashes over the five year period involving motorcycles (13.3 per cent) was slightly higher than the corresponding proportion for the South West Region (12.2 per cent) and similar to New South Wales (13.0 per cent). In the previous five year period (2013-2017) motorcycle crashes had been higher than the South West region and NSW.

The higher heavy vehicle proportion may reflect relatively larger numbers of heavy vehicles travelling through Narrandera LGA due to the presence of major highways and transport routes.

Single vehicle crashes represented 64 per cent of the fatal and injury crashes for the five year period to the end of 2018.

**Gender and Age**

Over the last five years (2014-2018) 62 per cent of crash drivers were male. The age group with the largest proportion of drivers was 30-39 year old group with 19 per cent. However the 17-21 year old group were over represented with 18 per cent of crash drivers.

Considering age and gender males aged 30-39 years were the highest having 14 per cent of crash drivers although both males aged 17-20 years and females aged 17-20 years each represented 9 per cent of crash drivers.

These statistics are consistent with the data for 2013-2017 with differences of less than one per cent for most age and gender categories.

Interestingly there was no difference between males and females in the youngest age group (17-20 years) while in all other age groups the males were a higher proportion.

**Crash Movement**

The crash movements most prevalent in the last five years (2014-2018) compared to the previous five years (2013-2017 data) were:

- Off road on straight, hit object 32.0 per cent (previously 32.6 per cent)
- Intersection adjacent approaches in urban areas 12.0% (previously 13.5 per cent)
- Off road on curve, hit object 8 per cent (previously 9 per cent)
- Hit animal 10.7% (previously 7.9 per cent)
- Other crash type 9.3 per cent (previously 9 per cent)

The crash type with the highest proportion of total crashes continues to be 'off road on straight, hit object' and the majority of crashes were from 'off road' crash movements (combining 'on straight', 'on straight, hit object', 'on curve' and 'on curve, hit object'). 'Off road' crash movements accounted for 50.7 per cent of crashes in the five year period. The most notable change was the increase in 'hit animal' crashes with an increased number of wildlife on the road reported anecdotally.

**Contributing Factors – Speed, Alcohol, Fatigue**

From 2014-2018 speed and/or alcohol and/or fatigue were identified as contributing factors in 38.7 per cent of fatal and injury crashes (42.7 per cent in 2013-2017). Only one contributing factor was identified in 26.7 per cent of crashes (previously 30.3 per cent), two contributing factors in 10.7 per cent of crashes (previously 11.2 per cent) and three contributing factors in 1.3 per cent of crashes (previously 1.1 per cent). The number of crashes in 2014-2018 identified with each contributing factor is shown in Figure 1.

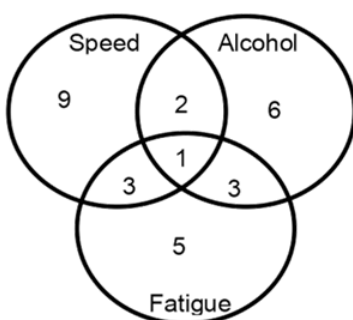


Figure 1 - Contributing factors in fatal and injury cashes 2014-2018

The proportion of crashes which had speed as a contributing factor was 20.0 per cent which was higher than for NSW (16.2 per cent) but lower than the South West Region (27.6 per cent). The proportion of crashes with fatigue as a contributing factor was 16.0 per cent which was higher than both NSW (7.6 per cent) and the South West Region (14.9 per cent). The proportion of crashes with alcohol as a contributing factor was 16.0 per cent which was higher than both NSW (4.6 per cent) and the South West Region (7.3 per cent).

**Restraint data**

Anecdotally, from both NSW Police and other stakeholders, restraint use is identified as a road safety concern including correct use of child restraints. Crash statistics from 2014-2018 include only one report of a belt not worn in an injury casualty with 14 reported as unknown and 60 reported as belt worn. In the 10 motorcycle casualties nine were reported as wearing a full face helmet and one was unknown. Seat belts were reported as worn in four of the five fatalities and as unknown in the fifth fatality.



## Section Two

### Key Road Safety Issues

The key local road safety issues identified from the review of Narrandera Shire crash data (2014-2018) continue to be speed, alcohol, fatigue, local drivers and off-road crash movements.

Local drivers were predominant in crashes with 41 per cent from Narrandera Shire, 18 per cent from Leeton and Wagga Wagga LGAs and 19 per cent from other local government areas bordering Narrandera Shire.

The majority of fatal and injury crashes involved an off road crash movement, either off road straight; off road straight, hit object; off road curve; or off road curve hit object. The most notable increase was for 'hit animal' crashes (up three per cent).

The key road safety issues identified in this review are consistent with those identified in the current Road Safety Action Plan 2019-2021 therefore no significant changes to the proposed Road Safety Education Projects are required.

**Bibliography**

Australian Transport Council. (2011). *National Road Safety Strategy 2011-2020*. Canberra: Australian Transport Council.

Centre for Road Safety. (2018). *Definitions and notes to support road crash data*. Sydney: NSW Centre for Road Safety.

Narrandera Shire Council. (2017). *Narrandera Shire Council Community Strategic Plan 2017-2030*. Narrandera: Narrandera Shire Council.

Transport for NSW. (20). *Local Government Road Safety Program Guidelines*. Sydney: Transport for NSW.

Transport for NSW. (2012). *NSW Road Safety Strategy 2012-2012*. Sydney: Transport for NSW.

Transport for NSW. (2018). *Road Safety Plan 2021*. Sydney: Transport for NSW.

#### 14.4 TOURISM PROMOTION - INSTALLATION OF HAYLLAR TRANSPORT TRUCK CURTAIN

**Document ID:** 522195

**Author:** Tourism & Economic Development Coordinator

**Authoriser:** General Manager

**Theme:** Our Civic Leadership

**Attachments:** 1. 2020-9-3 Quotation - Hayllar Transport Truck Curtain.pdf [↓](#)

##### RECOMMENDATION

That Council:

1. Endorse option 2 and engage the marketing collaboration with Hayllar Transport to promote Narrandera Shire with digital graphics on a Hayllar Transport Trailer.

##### PURPOSE

The purpose of this report is to outline a marketing collaboration with Hayllar Transport to promote Narrandera around Australia with digital graphics on the sides of a Hayllar Transport trailer.

##### SUMMARY

The purpose of truck advertising is taking a commercial trailer, in the process of making deliveries, and covering its blank exterior, with a brand's advertisement. Truck advertising is not a stagnant form of advertising, the trucks are continuously travelling along routes with the brand's messaging.

This form of advertising travels far and has the best community reach. Whether to capture local audiences or national ones, truck advertising is versatile enough to do both. Truck advertising has longevity and a reach that otherwise would be hard to capture.

The vehicle advertising messages are hard to miss, heavily exposed making it very effective and cost-effective.

The Hayllar Transport trailer will travel an average of 200,000kms annually all over the Eastern Seaboard. Hayllar Transport delivers into Sydney and Melbourne daily out of Narrandera and also covers a multitude of rural roads throughout western NSW and Victoria with trips down to the South Coast usually twice monthly.

The measurements of the side curtains are approx. 14 metres long and 2.8 metres high each side.

All vehicles have satellite tracking which can be accessed by Hayllar Transport advertisers and freight customers to see the vast number of regions and cities that the trucks travel through.

Hayllar's Transport normally charge customers \$2000.00 per year for the advertising with a minimum 5-year term. On this occasion they would waive that fee for Narrandera Shire in order to help promote our town.

Narrandera Shire Council retains ownership of the curtains and can ask to have them removed at any time or updated if situations or promotional images change.

**BACKGROUND**

Hayllar Transport approached Narrandera Shire Council in 2015 in regard to this promotional activity. At the time, Narrandera Tourism did not have proper branding to take up this opportunity. Since then Narrandera Tourism has a current branding strategy and new catalogue of images for promotional activities.

**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**

Advertising Fee - Hayllar \$2000.00 waived

Design of Curtain - Quote not received by time of report (estimate) \$1000.00

Quote attached	Side Curtains	\$9,531.50
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	Optional rear door graphics	<u>\$1,595.00</u>
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	Total Curtain printing	\$11,126.50
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Funds allocated from Job Cost Town Brochure Reprint #8700-0056-0000, due to Joint Marketing initiative underway for brochure replacement.

**Legal / Statutory**

Nil

**Community Engagement / Communication**

Nil

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

Nil

**OPTIONS**

The three (3) options available to Council are:

Option 1 – Council decline the opportunity for promotion

Option 2 – Approve the promotional venture side curtain and rear door graphics as outlined within this report for a total of \$12,126.50 (Including GST Curtain install and design) from Job Cost Town Brochure Reprint #8700-0056-0000, due to Joint Marketing initiative underway for brochure replacement.

Option 3 – Approve only the side curtain and not the optional rear door graphics totally \$11,484.65 (including GST curtain and design) from Job Cost Town Brochure Reprint #8700-0056-0000, due to Joint Marketing initiative underway for brochure replacement.

**CONCLUSION**

That Council endorse Option 2 to support the marketing collaboration with Hayllar's Transport for the promotion of the Narrandera Shire to a greater audience across Australia.

**RECOMMENDATION**

That Council:

1. Endorse option 2 and engage the marketing collaboration with Hayllar Transport to promote Narrandera Shire with digital graphics on a Hayllar Transport Trailer.

**Rice Graphic Images Australia Pty Ltd**

33 Elkington Road, Wodonga West VIC 3690  
 PO Box 766, Wodonga VIC 3689  
 T: 02 6059 8400 F: 02 6059 8422  
 A.C.N.: 005 800 715 W: www.rgi.com.au  
 A.B.N.: 42 005 800 715



**Sales Quote**

<b>Ordered From:</b>	Quote No: J24378 Quote Date: 14/05/2020 Quote Total: \$11,126.50 Sales Person: Justin Colbert
Narrandera Shire Council 141 East St Narrandera NSW 2700, Australia	
<b>Bill To:</b>	<b>Instructions:</b>
Narrandera Shire Council 141 East St Narrandera NSW 2700, Australia	To proceed, please sign & date this quotation and scan/email to justin.colbert@rgi.com.au with your purchase order and deposit remittance

Line #	Code & Description	Qty	Unit Price	Ext Price
10	TCSDPMWH <i>Supply Digitally Printed 13.5m Curtains</i>	1	\$8,065.00	\$8,065.00
	<b>Line Notes:</b> 13.5m straight deck curtains, digitallyprinted on 900gsm full panama weave curtain material with UV protective clearcoat. New hardware including double trolleyrollers, stainless steel buckles, and hooks. Price based on supplied artwork from client. File set up will incur +/- variation.			
20	INSTALL INTERNAL <i>Install and Fit Curtains</i>	1	\$600.00	\$600.00
	<b>Line Notes:</b> Fit curtains to trailer on site at RGI - Wodonga.			
30	MISC <i>Supply &amp; Install Rear Door Graphics</i>	1	\$1,450.00	\$1,450.00
	<b>Line Notes:</b> Supply & install digitally printed and coated graphics to rear doors. Price not inclusive of labour involved in removal of existing graphics. Price based on artwork supplied by client.			

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**Sales Quote**

<b>Ordered From:</b>	<b>Quote No:</b>	J24378
Narrandera Shire Council 141 East St Narrandera NSW 2700, Australia	<b>Quote Date:</b>	14/05/2020
	<b>Quote Total:</b>	\$11,126.50
	<b>Sales Person:</b>	Justin Colbert
<b>Bill To:</b>	<b>Instructions:</b>	
Narrandera Shire Council 141 East St Narrandera NSW 2700, Australia	To proceed, please sign & date this quotation and scan/email to justin.colbert@rgi.com.au with your purchase order and deposit remittance	

<b>Payment by Direct Deposit -</b>	
Bank:	NAB Albury
BSB:	082-406
A/C No.:	51 586 2929
A/C Name:	Rice Graphic Images

<b>Nett Total:</b>	\$10,115.00
<b>Tax Total:</b>	\$1,011.50
<b>Total:</b>	\$11,126.50

**If quote is acceptable please sign & complete the statement below and return to our office.  
 Official purchase order and payment must be received before work can proceed.**

- Artwork: Prices subject to viewing artwork / All artwork to be supplied in EPS or Acrobat Illustrator format. Should the artwork require any additional manipulation, an additional charge will be made on a per hour basis. This figure would be quoted prior to anywork commenced. Please allow 2-3 weeks from artwork approval.
- Alterations: All variations or additions to the above quote at the time of order will be charged in addition to the above price of our standard rates.
- Terms: Subject to standard terms & conditions attached.
- Delivery: Costs are based on standard road freight unless otherwise specified.

I / We \_\_\_\_\_ holding the position of \_\_\_\_\_  
 the Company \_\_\_\_\_

Agree to purchase from Rice Graphic Images Australia Pty Ltd the goods set out herein subject to the terms and conditions contained hereunder:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ PO No: \_\_\_\_\_

**TRADING TERMS AND CONDITIONS****1. Quotations**

- 1.1. Subject to paragraphs 1.2, 2, 3 and 4, all prices quoted are based on work specified in the quote (or the verbal instructions given at time of order). Quotes are valid for a period of 30 days from their date. Quotes will be deemed accepted upon the Customer making an Order
- 1.2. Prices quoted are based on the current cost of production, (materials, labour, machine time etc) and are subject to amendment by RGI before or after acceptance of the quotation to meet a variation in the cost of production between the date of quotation and the date of execution of the order, provided there is no unreasonable delay on the part of RGI.

**2. Customers Instructions**

- 2.1. RGI shall only be required to fulfil the instructions specified in the quote. The customer is responsible to provide written instructions at the time of quotation. RGI shall not be responsible for errors or omissions due to misinterpretation of verbal instructions.
- 2.2. The cost of additions or alterations to any proof submitted to a customer will be added to the price (unless changes to the proof are merely typographical corrections).

**3. Customers Instructions**

- 3.1. The suspension by the customer of any work, for any reason whatsoever, for a period of thirty days, (30) entitles RGI to payment in full for the work completed up to the suspension date.

**4. Cancelled Orders**

- 4.1. Orders cannot be cancelled except upon terms, which compensate RGI for all work done, materials used or specially acquired to complete the order, to the date of the cancellation.

**5. Payment**

- 5.1. **Any credit arrangements will require an Account Application form to be completed and approved by RGI.**
- 5.2. **All account clients that place orders will require payment in full within 30 days from the date of the invoice being raised.**
- 5.3. **All goods remain in the property of RGI until paid for in full.**

**6. Warranties and Conditions**

- 6.1. Unless expressly set out herein, all warranty and issues in relation to any supply by RGI are expressly excluded after 7 working days on receipt of goods (unless such warranties cannot at law be excluded).
- 6.2. **Any warranties and therefore cost associated with the repair of the job will be honoured by RGI after the payment in full has been made by the client.**

**7. Risk**

- 7.1. The goods are at the risk of RGI until despatched on freight.
- 7.2. RGI shall not be liable for insurance, freight or loss or damage to goods in transit incurred in delivery unless freight insurance has been acceded or specified by client.

**8. Liability**

- 8.1. To the fullest extent permitted by law, except as provided herein, RGI shall not be liable to the customer in contract or tort for any damage or for consequential loss or damage of any kind arising out of the supply of the goods and/or services, or arising out of RGI's negligence, or in any way whatsoever.

- 8.2. RGI acknowledges liability for implied warranties under Trade Practices Act 1974, (the Act) provided that liability for a breach of a condition or warranty implied by Division 2 of Part V of the Act (other than section 69) is hereby limited to:

- 1 In the case of goods, any one or more of the following:
- The replacement of the goods or the supply of equivalent goods;
  - The repair of the goods;
  - The payment of the cost of replacing the goods or of acquiring equivalent goods;
  - The payment of the cost of having the goods repaired; or
- 2 In the case of services:
- The supplying of the services again; or
  - The payment of the cost of having the services supplied again.

- 8.3. Force Majeure. RGI will not be liable for any loss, damage or expense suffered or incurred by the customer where such loss is occasioned by any cause beyond RGI's reasonable control, including and without limiting the generality of the foregoing by war, insurrection, terrorism, fires, floods, strikes, lockouts, delays in transport, breakdowns in machinery, the inability or failure of a supplier to supply necessary materials, or prohibitions or other action by any government or semi-government authority.

- 8.4. Delivery. The delivery terms are estimates only. RGI will not be liable for any loss, damage or delay suffered by the customer because of late or non-delivery of goods or services.

**9. Claims**

- 9.1. The customer must inspect goods or services supplied by RGI within 48 hours from delivery. Any claims against RGI must be in writing within such 48 hours (2 working days). No claims shall be made by the customer beyond this period.

**10. Non Payment**

- 10.1. If the customer fails to pay when due, RGI may contract with third parties to recover such payment. RGI will be entitled to recover costs paid to such third party in addition to any other monies payable under these terms.

**11. Copyright**

- 11.1. Copyright in all artistic and literary works authored by RGI shall remain the property of RGI unless there is a written agreement to the contrary.
- 11.2. The customer warrants to RGI, that the customer has copyright in or a licence to authorise RGI to reproduce all artistic and literary works supplied by the customer to RGI for the purpose of the Order. The Customer expressly authorises RGI to reproduce all and any of such works for the purposes of the Order
- 11.3. The Customer indemnifies and agrees to keep RGI indemnified against all liability, losses or expenses incurred by RGI in any way directly or indirectly connected with any breach of copyright in materials supplied by the

**12. Confidentiality**

- 12.1. The customer must keep confidential and must not (without RGI's written consent) use any ideas, systems or processes communicated or made available by RGI to the customer.



**15 OUR ENVIRONMENT****15.1 WESTERN REGIONAL PLANNING PANEL NOMINATIONS****Document ID: 522548****Author: Deputy General Manager Infrastructure****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment****Attachments: Nil****RECOMMENDATION**

That Council:

1. Elect the following nominations for the Western Regional Planning Panel:
  - (a) Mr Shane Wilson – Deputy General Manager Infrastructure
  - (b) Councillor “to be selected at the meeting”
2. Advise the Planning Panels Secretariat of the nominations within 14 days of the election.

**PURPOSE**

The purpose of this report is to allow Council to nominate the two representatives for the Western Regional Planning Panel.

**SUMMARY**

Council is required to nominate two members to represent the Council on the Western Regional Planning Panel. Two council members are appointed by each council. At least one council member is required to have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

**BACKGROUND**

The current and previous Council members on the Western Regional Planning Panel. Were Julian Geddes and Councillor Galvin, however both are now not eligible and new members need to be nominated.

Councils are not restricted to nominating people from the council’s local area, however this will require some consideration around the remuneration and is not a common thing in regional areas. Council can appoint, terminate, and reappoint members at any time, and can determine the duration of each appointment. Generally, to ensure the greatest degree of continuity for the panels, councils should consider appointing members for the maximum term of three years provided for under the EP&A Act. However, councils should reconsider if the nominations to the panels are appropriate within 12 months following a council election.

The principal functions of planning panels are to determine regionally significant Development applications and undertake rezoning reviews. Additional functions of planning panels include:

- Acting as the relevant planning authority (RPA) for the purpose of preparing and processing a planning proposal when directed to do so by the Minister or, in the Greater Sydney Region, when directed to do so by the Commission,
- Determining Crown DAs that have been referred to the planning panel by the council or the applicant which have not been determined by the council within the time prescribed in the Environmental Planning and Assessment Regulation 2000 (the EP&A Regulation),
- Determining applications to modify a consent for regionally significant development under section 4.55 of the EP&A Act, and
- Providing advice on planning or development matters when requested to do so by the Minister, or Commission, as relevant.

Further information on the roles and procedures relevant to the appointment of members can be found at: [https://shared-drupal-s3fs.s3-ap-southeast-2.amazonaws.com/master-test/fapub\\_pdf/000/00/Sydney%2BDistrict%2Band%2BRegional%2BPlanning%2BPanels%2BOperational%2BProcedures%2BAugust%2B2020.pdf](https://shared-drupal-s3fs.s3-ap-southeast-2.amazonaws.com/master-test/fapub_pdf/000/00/Sydney%2BDistrict%2Band%2BRegional%2BPlanning%2BPanels%2BOperational%2BProcedures%2BAugust%2B2020.pdf)

Many Councils have decided to have one staff member and one elected member on the panel, as has been the recent case at Narrandera. If this were the case, it is suggested that the Deputy General Manager Infrastructure – Mr Shane Wilson would hold the skills, abilities and qualifications to fulfill the required expertise as detailed above. Council could then nominate a suitable Councillor regardless of having to fill the deemed expertise requirements.

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

### **Theme**

Our Environment

### **Strategy**

2.1 - To value, care for and protect our natural environment

### **Action**

5.1.8 - Development Applications received and assessed within statutory timeframes

## **ISSUES AND IMPLICATIONS**

### **Policy**

Nil

### **Financial**

Nil, should council choose to nominate from within Council.

### **Legal / Statutory**

Environmental Planning and Assessment Act 1970 sets the requirements for the Planning Panels.

**RISKS**

The only risk associated with this report, is if Council decides not to nominate any members, as any application will still be assessed, however this would have no local input.

**OPTIONS**

1. Nominate the DGMI and an elected Councillor to be members of the Western Regional Planning Panel.
2. Choose to nominate other persons that Council deem appropriate.
3. Decide to make no nomination and leave the positions vacant.

**CONCLUSION**

Given that Council would want to have a local input into regional significant developments with the Narrandera LGA, it is suggested that the Deputy General Manager Infrastructure – Mr Shane Wilson and a suitable Councillor should be elected as the nominated members for the Western Regional Planning Panel for a period of 3 years, to be reviewed with 12 months of the next election.

**RECOMMENDATION**

That Council:

1. Elect the following nominations for the Western Regional Planning Panel:
  - (a) Mr Shane Wilson – Deputy General Manager Infrastructure
  - (b) Councillor “to be selected at the meeting”
2. Advise the Planning Panels Secretariat of the nominations within 14 days of the election.

**16      OUR ECONOMY**

Nil

**17 OUR INFRASTRUCTURE****17.1 UPDATE ON DROUGHT COMMUNITIES PROGRAMME****Document ID: 521814****Author: Project and Asset Engineer****Authoriser: Deputy General Manager Infrastructure****Theme: Our Infrastructure****Attachments: 1. HMO Amenities Floor Plan [↓](#)****RECOMMENDATION**

That Council:

1. Note and receive the report.

**PURPOSE**

The purpose of this report is update Council on the progress of the Rural Assistance Program and the Henry Mathieson Oval project funded under the \$1Million Drought Communities Programme.

**SUMMARY**

Council staff are delivering several community projects across Narrandera Shire, funded by the \$1M Drought Communities Programme.

The Rural Assistance Program (RAP) was allocated \$150,000 to develop community-based projects that developed social cohesiveness and financially assisted those most directly affected by the drought. The communities of Sandigo, Grong Grong and Barellan are the focus of this program.

COVID-19 has restricted the social activities planned however, tailor made community engagement was used in each community, to identify and prioritise suitable projects. The following projects have been selected.

**Sandigo RAP**

The Sandigo community identified improvements to the Sandigo Hall. These improvements will include an accessible ramp containing a designated parking area, replacement of access doors and the design and installation of a stormwater drainage system.

**Grong Grong RAP**

The results from the community consultation showed that more than 40% of the respondents wanted information boards/historical signage in the town.

The community's chosen project comprises of locals researching, designing, constructing and installing interpretative signage at various locations, highlighting past and present historical points of interest.

With most of the work able to be done by Grong Grong residents, the project will assist those directly affected by the drought.

The signage consists of one large sign, centrally located in the park and 17 smaller signs at various landmarks and sites around the town.

Barellan RAP

The Barellan community prioritised improvements to their tennis clubrooms. These improvements will include the full internal and external painting of the building, new awning type aluminium windows to be installed and the old timber verandah will be replaced with concrete pad.

All light and electrical fittings will be upgraded with all lighting replaced with new LED lights, a full switch board upgraded, and new bench tops complete the work.

Work has commenced on this project.

This work will complement the improvements to the tennis court surface and lighting which the Barellan & District War Memorial Club received a \$267,417 grant under round 3 of the Stronger Country Communities Fund.

Henry Mathieson Ovals Amenities

Council has allocated \$300,000 to construct a new amenity block and remove old toilets at the Henry Mathieson oval.

Consultation with the user groups representing Rugby League, Little Athletics and Cricket, was conducted during June & July 2020. Their feedback shaped the design of the building, as per the attached floor plan.

The procurement process is complete and local builder Wayne Murry has been appointed to construct the new amenity block. This building will house two changerooms and male and female toilets for spectators.

Work is expected to start in September and be completed mid-December.

**BACKGROUND**

Council was advised in November 2019 that an additional \$1 million of funding was available to Narrandera Shire Council under the Commonwealth Government Drought Communities Programme.

Council resolved, in February 2020, to apply for the following projects under the \$1 million Drought Communities Programme. They were approved by the funding body.

The projects must be finished by 31<sup>st</sup> December 2020.

	<b>Project</b>	<b>Budget</b>
<b>1</b>	<b>Adverse Event Plan</b> Council will develop an Adverse Event Plan which will meet the needs of our community and ensure essential infrastructure continuation during and after an adverse event. The plan will be developed in consultation with local stakeholders and aims to build local preparedness and our community’s capacity to adapt and cope with adverse events. More specifically, the plan will look to improve preparation, management and recovery from those events. Key factors include potable water supply security and continued infrastructure operations at critical times. Suitably qualified consultants will be engaged by Council to design the	<b>\$50,000</b>

	<b>Project</b>	<b>Budget</b>
	plan. This project is a requirement of the Drought Communities Programme.	
<b>2</b>	<p><b>Rural Assistance Program</b>                      This project will develop a local response designed directly by those in our community who have been most impacted by the drought. We will engage the townships of Grong Grong, Sandigo and Barellan in a social setting, such as a community barbeque and get input from them directly in identifying a relevant community project. We expect to see three community projects identified; one in each area. An example of a project might be painting and minor maintenance of a community hall.</p> <p>Council will be seeking projects that will bring the community together and foster that sense of community connectedness, belonging and pride. Once identified, we will seek expression of interest from those farmers wanting extra paid income. This may include a farmer or partner, a farm worker or partner, or an employee or partner of a local business that has been impacted by the drought. This project will then match skill level of prospective candidates with those tasks needed to complete the project. With all materials supplied from local suppliers where possible, the project will see a project delivered by the people for the people.</p>	<b>\$150,000</b>
<b>3</b>	<p><b>Road beautification Project - Lake Talbot Water Park</b>                      This activity includes the placement of a new concrete sleeper retaining walls system along the access roads in front of the existing rock wall. The concept will include landscaping which will help formalise future car parking.</p>	<b>\$ 150,000</b>
<b>4</b>	<p><b>Sunshade Playgrounds</b>                      The installation of three shade sails over play equipment in the Shire. Shade sails will be installed over the Liberty swing in Marie Bashir Park and the new play equipment at Narrandera and Barellan Sportsgrounds.</p>	<b>\$ 80,000</b>
<b>5</b>	<p><b>Barellan Improvements Project</b>                      Activities includes the supply and installation of a decorative Christmas tree, the demolition of old and obsolete change rooms at the Barellan Sportsground and the installation of a new irrigation tank at the Barellan Sportsground.</p>	<b>\$ 70,000</b>
<b>6</b>	<p><b>Grong Grong Improvement Project</b>                      This activity provides for the supply &amp; installation of banners to entrance flagpoles at Eastern approach to town. This activity also includes tree planting in various locations around the township of Grong Grong.</p>	<b>\$10,000</b>

	<b>Project</b>	<b>Budget</b>
<b>7</b>	<p><b>Village Hall Improvement Project</b>                      This activity include a number of improvements to the Town Halls in the surrounding rural localities as listed below:-</p> <ol style="list-style-type: none"> <li>1. Grong Grong Town Hall – The installation of air-conditioning to the main room of the building.</li> <li>2. Sandigo Hall – Vermin (mouse) control measures and a kitchen upgrade.</li> <li>3. Barellan Hall – The installation of a disabled access ramp to the main entrance of the hall.</li> <li>4. Binya Hall – New flooring, the installation of heating &amp; cooling and new water tank.</li> <li>5. Kamarah Hall – Full external painting and minor maintenance and repairs.</li> </ol>	<b>\$150,000</b>
<b>8</b>	<p><b>Narrandera Stadium Upgrade</b>                      This activity includes the replacement of deteriorating sky lighting with new polycarbonate sheeting and the partial refurbishment of the stadium amenities including toilets, change rooms, kiosk and foyer area.</p>	<b>\$ 40,000</b>
<b>9</b>	<p><b>Henry Mathieson Facilities Improvement Project</b>                      This activity will see the demolition of obsolete and unused toilets on northern side of oval, and the design and construction of a new multi-purpose amenity block</p>	<b>\$ 300,000</b>
	<b>Total</b>	<b>\$ 1,000,000</b>

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

**Theme**

Our Infrastructure

**Strategy**

2.2 - To effectively manage and beautify our public spaces

**Action**

4.2.1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure

**ISSUES AND IMPLICATIONS**

**Policy**

Nil

**Financial**

These projects are 100% funded by the grant.



Council is not required to make a financial contribution to these projects however, Council cannot claim the cost of permanent staff to the project. Therefore, most of the project management will be done by casual staff whose cost will be eligible under this program.

**Legal / Statutory**

Nil

**Community Engagement / Communication**

Facebook, community networks and COVID-19 managed meetings were utilised to identify and prioritise suitable projects for The Rural Assistance Program.

**Human Resources / Industrial Relations (if applicable)**

Council staff are project managing these projects including procurement and grant reporting.

**RISKS**

Council staff will manage project risks by using sound Project Management methodology and by following Council's policies and procedures.

**CONCLUSION**

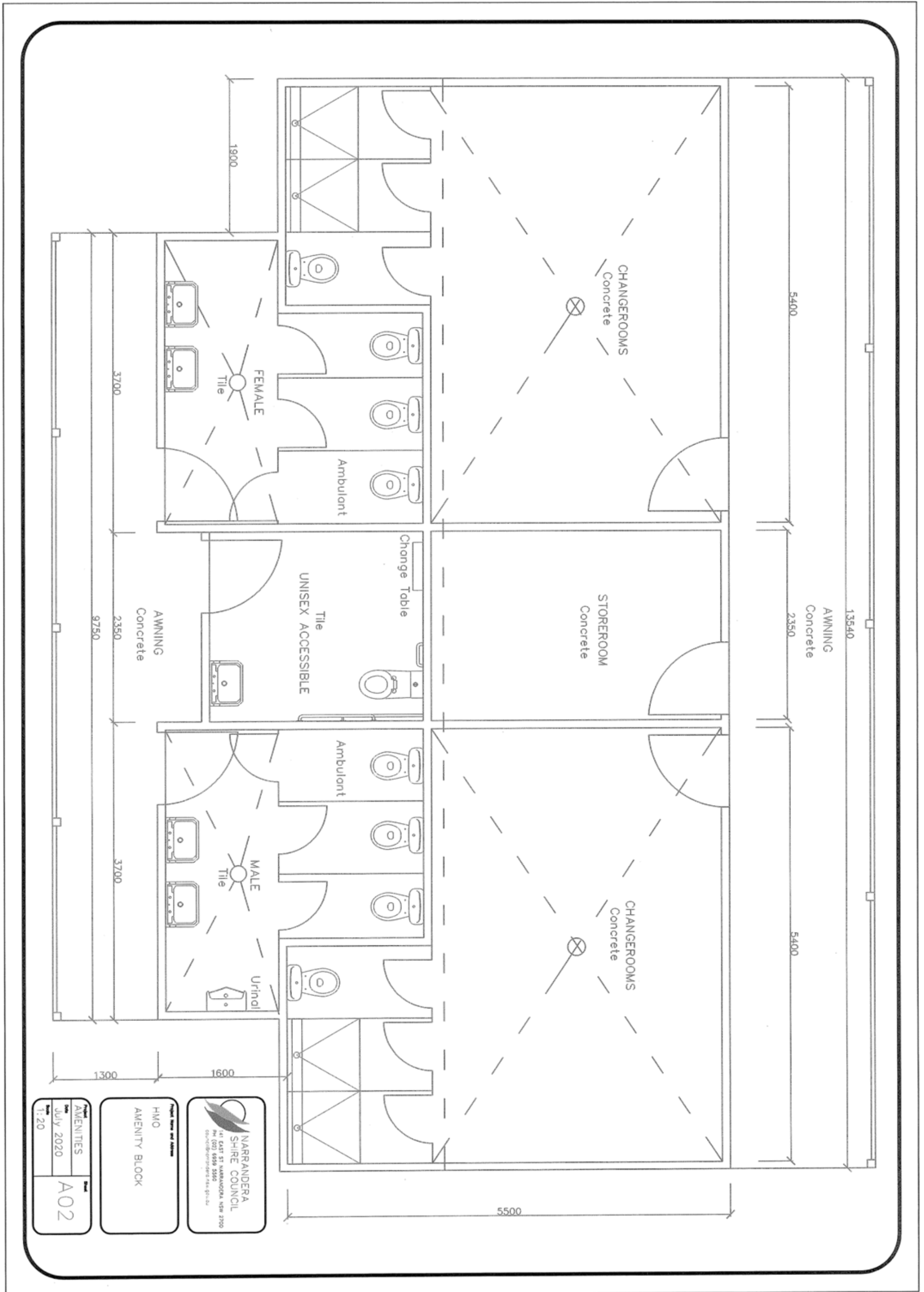
Council staff are working with the Narrandera Shire community to deliver infrastructure projects that enhance community amenity, social cohesion and liveability.

Where possible, local businesses and contractors are being used to ensure that Narrandera Shire residents' benefit from the Drought Communities Programme.

**RECOMMENDATION**

That Council:

1. Note and receive the report.



 <p><b>NARRANDERA SHIRE COUNCIL</b> 141 EAST ST NARRANDERA NSW 2700 Ph (02) 6599 3200 www.narrandera.nsw.gov.au</p>	<p><b>HMO AMENITY BLOCK</b></p>	<p><b>Project Name and Address</b></p>
<p><b>AMENITIES</b></p>	<p><b>A02</b></p>	<p><b>Scale</b></p>
<p>July 2020</p>		<p>1:20</p>

**18 OUR CIVIC LEADERSHIP****18.1 POLICY REVIEW - CS250 SECTION 355 COMMITTEES****Document ID:** 516455**Author:** Senior Customer Service Administration Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Community**Attachments:** 1. Policy CS250 Section 355 Committees [↓](#)**RECOMMENDATION**

That Council:

1. Review and endorse the current policy numbered CS250 - Section 355 Committees as presented for the purpose of public exhibition. Following the 28 days public exhibition period if no submissions are received the policy is deemed to be adopted.

**PURPOSE**

The purpose of this report is for Council to acknowledge the review of policy numbered CS250 – Section 355 Committees.

**SUMMARY**

The current policy was adopted by Council 30 March 2018 and has recently been reviewed with no changes necessary. The document in its current format is still relevant to the current environment.

**BACKGROUND**

The attached policy in its existing format has been reviewed and remains relevant to the current environment with no amendments necessary.

**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**

CS250 - Section 355 Committees

**Financial**

N/A

**Legal / Statutory**

*Local Government Act, 1993*

**Community Engagement / Communication**

By presenting this report in the ordinary section of the September 2020 business paper and by publicly advertising this reviewed policy seeking public comment.

**Human Resources / Industrial Relations (if applicable)**

There are no perceived risks however staff resources will be required to assist in the operation of Committees.

**RISKS**

There are not perceived risk however Section 355 Committees should operate in accordance with their Terms of Reference, Council's Code of Conduct, Code of Meeting Practice and Volunteer Policy.

**OPTIONS**

There are 2 options available:

Option 1 – Endorse the Policy as presented for adoption; or

Option 2 – Not adopt the Policy as presented.

**CONCLUSION**

The current policy relating to Section 355 Committees has been reviewed with no proposed changes.

The recommendation will be for the Council to review and endorse the current policy numbered CS250 - Section 355 Committees as presented for the purpose of public exhibition. Following the 28 days public exhibition period if no submissions are received the policy is deemed to be adopted.

**RECOMMENDATION**

That Council:

1. Review and endorse the current policy numbered CS250 - Section 355 Committees as presented for the purpose of public exhibition. Following the 28 days public exhibition period if no submissions are received the policy is deemed to be adopted.

# SECTION 355 COMMITTEES

CS250



**NARRANDERA SHIRE COUNCIL POLICY**

<b>Policy No:</b>	<b>CS250</b>
<b>Policy Title:</b>	<b>Section 355 Committee</b>
<b>Section Responsible:</b>	<b>Corporate Services</b>
<b>MAGIQ File No:</b>	<b>53726</b>
<b>Next Review Date:</b>	<b>December 2023</b>

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### **Introduction**

Under the Local Government Act 1993 (Sections 355 and 377) Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions where a need is identified. It is important to note that these Committees provide recommendations that go to Council for determination.

Legally the Committee is “Council” and any action the Committee undertakes is ultimately Council’s responsibility. Council delegates its authority to the Committee to act on Council’s behalf and can withdraw this delegation if deemed necessary.

### **Intent**

To implement a policy that identifies how Council exercises its functions under Section 355 of the Local Government Act.

The application of this policy is designed to:

1. Identify the key criteria towards establishing a Section 355 Committee
2. State the limitations applying to the activities of a Section 355 Committee
3. Identify the framework for the operation and management of said Committees

### **Scope**

This policy applies to all Section 355 Committees of Council and to Councillors and staff who are petitioned for the establishment of any new Section 355 Committee.

### **Key Responsibilities**

- In respect of any undertaking under the control of Council, Council may appoint a Section 355 Committee of local community members and delegate to the Committee the care, control and management of a facility, activity or service.
- The Council has the power to dissolve any such Committee at any time with due reason.
- The purpose and delegations of Section 355 Committees will be reviewed in the first 12 months after commencement of a new term of Council.
- Any Section 355 Committee appointed must manage its activities under the guidelines set by Council and in accordance with applicable legislation including the Work, Health and Safety Act 2011.

1.

### **Establishment of a Section 355 Committee**

Any new proposal for a Section 355 Committee will need to address the following:

- Evidence of need for the proposed new Committee.
- Information to support its establishment including role, function, financial obligations and duration.
- Identification of the specific authority to be delegated by Council.
- An outline of what objectives the proposed Committee will address from the current Community Strategic Plan.

The proposal containing all the above information will need to be submitted in writing for the attention of the General Manager.

After assessment of the proposal, the General Manager will prepare a report along with a recommendation for Council to consider.

In the case of a Councillor-proposed Section 355 Committee, the same information listed above will need to be provided in supporting a Notice of Motion to Council.

Should Council agree to a proposed new Section 355 Committee then the following steps will be enacted:

- The proponents will be officially notified of Council's decision.
- A draft Term of Reference will be developed.
- Nominations will be advertised and sought for Committee membership.
- Council will assess nominations and make appointments.
- Successful nominees will be advised.
- An inaugural meeting date will be set.

### **2. Limitations**

The exercise by a Section 355 Committee of its power and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council or by written advice from the General Manager to the Committee. The Committee will observe any rules and regulations made by the Council in relation to the facility/function delegated to it.

A complete list of limitations is provided in the Section 355 Committee Manual.

### **3. Operation and Management of a Section 355 Committee**

All Section 355 Committees of Council are required to operate under the provisions set out in their Committee's Terms of Reference and the Section 355 Committee Manual - including its associated Annexures.

Council has the power to dissolve a Committee if it is found to be acting outside of these provisions.

**Policy History**

<b>Responsible Officer</b>	Deputy General Manager Corporate & Community		
<b>Approved by</b>	General Manager		
<b>Approval Date</b>	<b>XX Month 2020</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	31 December 2023		
<b>Revision Number</b>	<b>Endorsed by ELT</b>	<b>Adopted by Council</b>	<b>Date signed by GM</b>
1	15 January 2018	20 March 2018	<b>20 March 2018</b>
2	XX Month 2020		



## 18.2 ELECTION OF MAYOR

**Document ID:** 520119  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

### RECOMMENDATION

That:

1. Council choose the method of voting to be either Preferential ballot, Ordinary ballot or by Open voting.
2. The election of Mayor be held.

### PURPOSE

The purpose of this report is to advise Council of the requirements and due process to elect the Mayor from amongst the Councillors.

### SUMMARY

The Local Government Act requires a Mayor elected by Councillors to be elected for a two-year term, however with the postponement of 2020 Local Government Elections until September 2021, this coming term will be for one year only.

The election is to be undertaken in accordance with the requirements of the Local Government Act, 1993 (LGA) Sections 225 to 230 and Local Government (General) Regulation 2005.

Completed nomination forms are required to be lodged with the General Manager prior to or at the 15 September 2020 Ordinary Meeting.

### OPTIONS AND PROPOSAL

Schedule 7 of the Local Government (General) Regulation outlines the voting process, and this is provided below.

#### 1 Returning officer

The General Manager (or a person appointed by the General Manager) is the returning officer.

#### 2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

### **3 Election**

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:
  - “**ballot**” has its normal meaning of secret ballot.
  - “**open voting**” means voting by a show of hands or similar means.

## **Part 2 Ordinary Ballot or Open Voting**

### **4 Application of Part**

This Part applies if the election proceeds by ordinary ballot or by open voting.

### **5 Marking of ballot-papers**

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

### **6 Count—2 candidates**

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

### **7 Count—3 or more candidates**

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates remain, the procedure set out in sub-clause (2) is to be repeated until only 2 candidates remain.

- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under sub-clause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

### **Part 3 Preferential Ballot**

#### **8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

#### **9 Ballot-papers and voting**

- (1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

#### **10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.
- (4) In this clause, absolute majority, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

#### **11 Tied candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal, the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes,

the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

## **Part 4 General**

### **12 Choosing by lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

### **13 Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Association of New South Wales.

The formality of a ballot-paper under this part must be determined in accordance with clause 345 (1) (b) and (c) and (5) of the Local Government (General) Regulation as if it were a ballot-paper referred to in that clause.

Clause 345 is quoted as follows –

(1) A ballot-paper of an elector at an election is informal if: (b) it has not been initialled on the back by the Returning Officer or an electoral official, or (c) it contains a mark or writing that, in the Returning Officer's opinion, would enable the elector to be identified.

(5) Despite subclause (1), a ballot paper of an elector at an election is not informal merely because it has not been initialled on the back by the Returning Officer or an electoral official, so long as it bears the mark referred to in clause 305 (2) (every ballot paper must contain a mark that has been determined by the Electoral Commissioner).

## **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**

N/A

**Financial**

Fees payable to mayor and councillors are determined annually by the remuneration tribunal and allowed for in council's annual budget

**Legal / Statutory**

Sections 225 to 230, 290 and 295 of the NSW Local Government Act, 1993 and Section 394 and Schedule 7 of the Local Government (General) Regulation 2005

1. Section 226 of the LGA outlines the role of the mayor.

The role of the mayor is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- to exercise such other functions of the council as the council determines
- to preside at meetings of the council
- to carry out the civic and ceremonial functions of the mayoral office.

**Community Engagement / Communication**

Public advertising of the mayoral elections provided in the local newspaper and on council's web site

**RISKS**

If the election is not resolved at the 15 September meeting, there will be no Mayor for Narrandera Shire until a later date.

**RECOMMENDATION**

That:

1. Council choose the method of voting to be either Preferential ballot, Ordinary ballot or by Open voting.
2. The election of Mayor be held.

**18.3 ELECTION OF DEPUTY MAYOR**

**Document ID:** 520121  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Determine that it will elect a Deputy Mayor for one-year term 2020 to 2021.
2. Choose the method of voting to be either Preferential ballot, Ordinary ballot or by Open voting.

**PURPOSE**

The purpose of this report is to advise Council of the requirements and due process to elect the Deputy Mayor from amongst the Councillors.

**SUMMARY**

Councils may determine to elect a Deputy Mayor. If Council elects a Deputy Mayor, it is proposed that the term reflects the one-year term of the Mayor.

The election is to take place immediately following the election of the Mayor.

The same voting options are provided for the election of the Deputy Mayor as is available for the Mayor (Section 394 and Schedule 7 of the Local Government (General) Regulation.

Completed nomination forms are required to be lodged with the General Manager prior to or at the 15 September 2020 Ordinary Meeting.

The General Manager will be the Returning Officer and will conduct the election.

**OPTIONS AND PROPOSAL**

The options for the Deputy Mayor role are:

- 1) No Deputy Mayor is elected for Narrandera Shire Council
- 2) A Deputy Mayor is elected for one year, the same term as the Mayor.

**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**

N/A

**Financial**

The Mayor may choose to provide additional payment of allowances to the deputy mayor. fees payable to mayor and councillors are determined annually by the remuneration tribunal and allowed for in council's annual budget

**Legal / Statutory**

Section 231 of the Local Government Act says:

- (1) The Councillors may elect a person from among their number to be the Deputy Mayor
- (2) The person may be elected for the mayoral term or a shorter term
- (3) The Deputy Mayor may exercise any function of the mayor at the request of the mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor
- (4) The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected

**Community Engagement / Communication**

Public advertising of the Mayor and Deputy Mayor elections provided in the local newspaper, on council's web site and Facebook

**RISKS**

If the election is not resolved at the 15 September meeting, there will be no Deputy Mayor for Narrandera Shire until a later date.

**RECOMMENDATION**

That Council:

1. Determine that it will elect a Deputy Mayor for one-year term 2020 to 2021.
2. Choose the method of voting to be either Preferential ballot, Ordinary ballot or by Open voting.



**18.4 MAYORAL DELEGATIONS**

**Document ID:** 520123  
**Author:** Executive Assistant  
**Authoriser:** General Manager  
**Theme:** Our Civic Leadership  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Approve the Mayoral Delegations as recorded in this report.

**PURPOSE**

This report seeks Council's endorsement of Schedules 1 and 2 of the Mayoral Delegations.

**SUMMARY**

For the Mayor to conduct his role to full capacity, the Mayoral Delegations Schedule 1 and 2 need to be endorsed by Council.

**MAYORAL DELEGATIONS**

Narrandera Shire Council, in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities pursuant to your election as Mayor on 15 September 2020, hereby delegates under Section 377 of the Local Government Act, 1993, to the person holding the office of MAYOR and to the person holding the aforementioned position in an acting capacity, the exercise of Council's powers, functions, duties and authorities contained in legislation and matters specified in Schedule 1 subject to the limitations specified in Schedule 2.

This delegation shall commence on 15 September 2020 and will remain in force until specifically altered or revoked in writing.

**SCHEDULE 1**

- 1) To carry out any function conferred on and duty imposed on the Mayor under any Act or regulation; If, under any other Act other than the Local Government Act 1993, a function is conferred or imposed on the Mayor of Council, the function is taken to be conferred or imposed on the Council and the Mayor of the Council has delegated authority to exercise and/or perform on behalf of the Council the powers, authorities, duties and functions as prescribed under that other Act.
- 2) To give effect to the Law, Council's adopted policies, resolutions, and directions, provided that such delegation is not sub-delegated without the specific approval of Council or as prescribed under the Local Government Act.

- 3) To sign correspondence and other documents. This function is subject to the limitation that execution of any documents under Council Seal must be carried out in compliance with Regulation 400 of the Local Government (General) Regulation 2005.
- 4) To respond to media publicity on Council matters and to issue media releases and make statement to the media on behalf of Council in accordance with Council's media and public relations policy.
- 5) To refer to the General Manager any matter which you consider needs investigation and reporting.
- 6) To approve leave arrangements of the General Manager.
- 7) To appoint a suitable person to the position of Acting General Manager in the event that the General Manager is absent or on leave
- 8) To represent the Council, in conjunction with the General Manager, in deputations to government, inquires and other forums where it is appropriate that the Mayor should present the Council's position.
- 9) To preside at all meetings of the Council, Committees, Community Committees and Public Meetings convened by the Council at which the Mayor is present unless the Mayor otherwise appoints another Councillor or person to perform this function.

## **SCHEDULE 2**

- 1) Subject to the provisions and limitations expressly set out in Section 377 (1) the Local Government Act 1993, as amended, and any other legislation relevant to the delegations;
- 2) The Mayor shall exercise the functions herein delegated in accordance with and subject to all and every policy and code of the Council adopted by resolution and current at the time of the exercise of the functions herein delegated;
- 3) Subject to the oversight and ultimate authority of Council.

## **OPTIONS AND PROPOSAL**

To approve the Mayoral Delegations including Schedules 1 and 2

## **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**

As referred to in Schedule 2

**Financial**

N/A

**Legal / Statutory**

Sections 225 to 230, 290 and 295 of the NSW Local Government Act, 1993 and Section 394 and Schedule 7 of the Local Government (General) Regulation 2005

2. Section 226 of the LGA outlines the role of the mayor.

The role of the mayor is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- to exercise such other functions of the council as the council determines
- to preside at meetings of the council
- to carry out the civic and ceremonial functions of the mayoral office.

**Community Engagement / Communication**

Public advertising of the mayoral elections provided in the local newspaper, on council's web site and Facebook page

**RISKS**

Mayor cannot perform duties to the full capacity

**RECOMMENDATION**

That Council:

1. Approve the Mayoral Delegations as recorded in this report.

**18.5 POLICY REVIEW ES30 COUNCILLORS ACCESS TO INFORMATION, INTERACTIONS WITH STAFF AND ACCESS TO COUNCIL PREMISES****Document ID:** 520163**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** 1. Policy ES30 Councillors access to information, interaction with staff and access to Council premises. [↓](#)**RECOMMENDATION**

That Council:

1. Adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to provide Council with the amended Policy ES30 for adoption and exhibition prior to implementation.

**SUMMARY**

Policy ES30 was last reviewed and adopted in November 2014. The current policy has no nominated review date, but a review has been undertaken due to the time elapsed since the 2014 review.

**BACKGROUND**

ES30 was first adopted in 2008 and last reviewed in 2014. The policy is primarily an overview of the legislation and statutory obligations around Councillors access to information, interactions with staff and access to council premises. As Council has little or no authority to influence these legislative requirements the policy forms guidance as to implementation rather than outcomes of directions determined by Council.

While some of the underlying documents have been updated in the period since the last review of the policy for example the Code of Meeting Practice, the contents relevant to the policy have remained unchanged. The meeting protocol for interaction between Councillors and staff has not changed.

As a result of the above there has been no change in the intent of the policy. The extent of the changes has been to revise position titles to reflect the current staff structure, eg Director to Deputy General Manager.

**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**

Revision of policy ES30

**Financial**

NA

**Legal / Statutory**

The following underly the policy:-

- The Code of Conduct
- The Code of Meeting Practice
- Local Government Act 1993
- Local Government (Meeting) Regulations
- Under Careful Consideration: Key Issues for Local Government (ICAC)
- Good Conduct & Administrative Practice-Guidelines for Councils (NSW Ombudsman)
- The Government Information (Public Access) Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- State Records Act 1996
- Environmental Planning and Assessment (EPA) Act 1979

**Community Engagement**

The revised policy will be placed on exhibition calling for community comment prior to adoption by Council.

**Human Resources / Industrial Relations**

The Policy provides guidance as to obligations for Councillors and Staff regarding access to information, interactions with staff and access to council premises by Councillors.

**RISKS**

If Councillors and Staff are not aware of or do not implement the requirements around Councillors access to information, interactions with staff and access to council premises there is potential for breaches of the Code of Conduct and other legislation which regulates such interaction.

**OPTIONS**

- Adopt the amended policy ES30 to be placed on exhibition
- Adopt the amended policy ES30 with further amendments to be placed on exhibition
- Return the policy to staff for further review and subsequent return to Council

**CONCLUSION**

That Council adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.

**RECOMMENDATION**

That Council:

1. Adopt the amended policy ES30 Councillors access to information, interactions with staff and access to council premises for exhibition.
2. Should no submissions be received during exhibition the policy as exhibited be implemented at the conclusion of the exhibition period.

**COUNCILLORS ACCESS TO  
INFORMATION AND  
INTERACTIONS WITH STAFF  
AND ACCESS TO COUNCIL  
PREMISES  
ES30**



**NARRANDERA SHIRE COUNCIL POLICY**

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<b>Policy No:</b>	<b>ES30</b>
<b>Policy Title:</b>	<b>Councillors Access to Information and Interactions with Staff and Access to Council Premises</b>
<b>Section Responsible:</b>	<b>Executive Services</b>
<b>Minute No:</b>	<b>??/??</b>
<b>MagiQ No:</b>	<b>8362</b>
<b>Next Review Date:</b>	<b>March 2023</b>

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### **Policy Statement**

Narrandera Shire Council is committed to:

- Cooperation and collaboration between Council staff and its elected members.
- On-going professional development of elected members.
- Clear distinction between enquiries of civic and personal nature.

### **Objective**

The objectives of this policy are to:

1. Provide a standard approach by which Councillors can access Council records.
2. Ensure accessibility to Councillors of all documents that are required by them to undertake their statutory responsibilities.
3. Ensure that Councillors receive accurate and timely advice to aid them in the performance of their civic responsibilities.
4. Facilitate the appropriate level of access to staff.
5. Facilitate a harmonious and respectful relationship between Councillors and staff considering the differing roles that they are required to undertake as defined in the Local Government Act.
6. Complement the Code of Meeting Practice, the Council's Code of Code of Conduct.

### **Legislative Compliance – Intent**

Councillors must have access to information and staff to ensure the smooth functioning of the Council. This policy establishes the protocols to be followed so that access to information and staff is facilitated through appropriate internal channels or legally available channels.

Provide direction on Councillors rights of access to the Council Administration Centre.

### **Scope**

This policy applies to all Councillors of Narrandera Shire Council.



This policy applies to all employees, contractors and volunteers working on behalf of the Narrandera Shire Council in whatever capacity.

**Definitions**

Councillors refer to all elected representatives of Narrandera Shire Council as defined by the Local Government Act 1993.

The role of the Council is to determine the strategic direction and determine the policy framework of the Council. The Council has a statutory role as the consent authority under the Local Government Act and the Environmental Planning and Assessment Act.

The role and function of the General Manager is to effectively manage the organisation, direct staff and implement Council's policies and strategic objectives.

Statutory Provisions relating to Access to Council records are contained in the Local Government Act (LGA), the Government Information (Public Access) Act 2009 (NSW) and the Privacy and Personal Information Protection Act (PIPPA).

Council's Public Officer is the Deputy General Manager Corporate and Governance Officer in support.

Operational Staff are defined as any staff member below the level of Deputy General Manager.

**Public contact staff refers to:**

- Customer Service staff
- Corporate Support staff

**Documents refer to:**

- Files/correspondence
- Public Registers
- Development and other Applications

**Provisions****Councillor Access Information**

Open Access Information – Section 6 (1) of the Government Information (Public Access) Act 2009 (GIPA) provides that the Council must make government information that is open access information publicly available. Open access information is made available through Council's website or it may be viewed by appointment during office hours. Appointments can be made through Executive Services.

The General Manager and the Public Officer are responsible for ensuring that members of the public and Councillors can gain access to the documents that are publically available.

Rights of Access to Information – The General Manager must provide Councillors with information sufficient to enable them to carry out their civic office functions.

A Councillor may request the General Manager to provide them with access to a document or other record of Council relating to a matter which is, or is to be, or has been, under consideration of the Council. Councillors are entitled to access all files, records, or other documents where that document is identified as Open Access under GIPA or to a matter currently before the Council.

Councillors can request access to other documents of the Council by a GIPA application.

Information provided to a Councillor in the performance of their civic duties must also be available to any other Councillors who request it.

Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights as any other person. Councillors can request access to other documents of the Council by making an application under GIPA.

Refusal of Access to Documents – Where the General Manager and or Public Officer determine to refuse access to a document sought by a Councillor, they must act reasonably in reaching this decision, they must take into account whether or not the document sought is required for the Councillor to perform their civic duty. The General Manager or the Public Officer must then give the option of applying for the documents under the GIPA and if access is still refused must state the reasons for the decision (as specified under the provisions of GIPA). For example, Councillors will not be provided with access to staff records. Cases of any refusal will be based on the requirements of GIPA in consideration of overriding public interests against disclosure.

Responsibility/Accountability - Councillors must not release personal information about a third party except in accordance with the provisions of the Privacy and Personal Information Act. Information can be obtained in Council's privacy Management Plan and the Public Officer can also advise on this.

Regarding information obtained in the capacity as a Council Official, Councillors must:

- Only access Council information needed for Council business.
- Not use that Council Information for private purposes.
- Not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for themselves, or any other person or body, from information to which they have by virtue of their office or position with Council; and
- Only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Councillors and staff are responsible for ensuring that any breaches of this policy are reported to the General Manager.

Where the breach relates to the conduct of a Councillor, the General Manager is responsible for immediately reporting the matter to the Mayor and where the breach relates to the conduct of the Mayor, the General Manager is responsible for reporting this to Council.

Where the breach relates to the conduct of staff the General Manager is responsible for taking appropriate disciplinary action if the breach is proven.

Use and Security of Confidential Information – Councillors must maintain integrity and security of confidential documents or information in their possession, or for which they are responsible.

In addition to their general obligations relating to the use of Council information, Councillors must:

- Protect confidential information.
- Only use confidential information for the purpose it is intended to be used.
- Not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or any person.
- Not use confidential information with the intention to cause harm or detriment to the Council or any other person or body; and
- Not disclose any information discussed during confidential session of a Council Meeting.

**Right of Review** – If a Councillor is concerned about any refusal to provide information, he/she should firstly raise the matter with the General Manager (or the Mayor if it was the General Manager who refused to provide the information) and refer to the Code of Conduct Policy.

For refusal of access under GIPA a Councillor may ask for an internal review or an external review by the Information Commissioner. For more information go to [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au).

### **Interaction between Councillors and Staff**

During Meetings - Interaction between Councillors and staff at Council meetings and committee meetings is regulated by:

- Section 360 of the Local Government Act.
- Part 10 Sections 232 - 235 of the Local Government (General) Regulation.
- Council's Code of Conduct; and
- Council's Code of Meeting Practice.

Councillors at Council Meetings can ask questions of other Councillors by going through the Chair, ask questions of Council staff by going through the Chair and then the General Manager and bring forward Notices of Motion, **Questions on Notice** and matters of urgency where relevant notice has been provided and procedure followed.

As defined by Council's Code of Meeting Practice, at a Council Meeting, Councillors may put a question through the Chair to the General Manager to a member of staff to clarify a matter that is before the Council.

Access to staff outside of Meetings - The General Manager is responsible to the Council for the performance of all staff and day to day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff on matters not generally available to the public and which are outside the forum of Council and Committee meetings, be directed to the General Manager or to person(s) nominated by the General Manager.

Persons nominated by the General Manager include the Deputy General Managers. Only the General Manager and Deputy General Managers can provide advice to Councillors. The General Manager and/or Deputy General Managers may from time to time nominate another staff member to provide advice to Councillors.

Requests for actions, services or maintenance may be made by contacting the Customer Service Centre or in writing by completing a Councillor Request Form and submitting it to the Corporate Services Department. Staff should ensure that all requests form part of Council records for as long as required.

When a detailed report is required, a Notice of Motion should be made to Council.

If a Councillor is concerned about any refusal to provide information, the matter should be raised with the General Manager. If the Councillor is still dissatisfied, they should request the information by way of a Question on Notice to the Council.

Councillors who have lodged a Development Application must not discuss their application with operational staff unless the Deputy General Manager Infrastructure or General Manager is present. All enquiries must be directed through the General Manager or Deputy General Managers. Discussions must be documented.

Councillors shall not approach operational members of staff directly for information or advice, other than public contact staff and then only for routine administrative matters.

The Mayor may communicate with Council staff while fulfilling the Mayor's responsibilities and the General Manager is responsible for keeping the Mayor informed of all matters relevant to those responsibilities.

Operational staff members will not approach Councillors directly on other than routine administrative matters. Any other contact with Councillors must be arranged through their Deputy General Manager or the General Manager.

Staff members will not lobby Councillors on policy issues.

Councillors must not attempt to direct or influence staff as to the performance of their work.

Councillors must not request staff to undertake work of a personal nature for them or any other person.

Councillors are encouraged to attend informal functions where staff are in attendance when the General Manager and Deputy General Managers are also in attendance. This is to facilitate positive relations between staff and Councillors. Examples include staff Christmas functions, staff award breakfast. All interactions at these informal functions must comply with this policy.

### **Councillor Access to Council Offices**

As elected members of the Council, Councillors are entitled to have unimpeded access to all public areas, the Council Chamber, Mayor's Office, and meeting rooms.

Councillors who are not in pursuit of their civic duties only have the same rights of access to Council buildings and premises as any other member of the public. Appropriate protocols with respect to meeting WH&S requirements need to be followed in this instance with building entry sign-in being required as is the case for any other member of the public.

Councillors may not enter "staff only" areas unless with the permission of the General Manager or Deputy General Managers.

Appropriate interactions between Councillors and staff and vice versa are required to be respectful and courteous and in line with Council's Code of Conduct obligations.

### **Related Policies/Codes/Guidelines**

The Policy should be read in conjunction with:

- The Code of Conduct
- The Code of Meeting Practice
- Local Government Act 1993
- Local Government (Meeting) Regulations
- Under Careful Consideration: Key Issues for Local Government (ICAC)
- Good Conduct & Administrative Practice-Guidelines for Councils (NSW Ombudsman)
- The Government Information (Public Access) Act 2009 (NSW)
- Privacy and Personal Information Protection Act 1998
- State Records Act 1996
- Environmental Planning and Assessment (EPA) Act 1979

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### **Policy History**

Adopted	15 July 2008
Reviewed	9 December 2008
Reviewed and Amended	13 December 2011
Reviewed	October 2014
Endorsed by ELT	27 October 2014
Reviewed and Adopted	18 November 2014
Reviewed	August 2020
Reviewed and Adopted	September 2020

**General Manager**

**Dated:**

**18.6 ANNUAL DISCLOSURE OF PECUNIARY INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED PERSONS****Document ID:** 521551**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by both Councillors and designated persons and that these documents are tabled for information.

**PURPOSE**

The purpose of this report is to table the Disclosure of Pecuniary Interest Returns lodged by Councillors and designated persons for the financial year ending 30 June 2020.

**SUMMARY**

Council's Code of Conduct adopted 21 May 2019 requires that Councillors and designated persons make and lodge with the General Manager a return disclosing the Councillor's or designated person's interests within 3 months of 30 June of each year; that is by 30 September each year.

**BACKGROUND**

Clause 4.25 of the Council's Code of Conduct requires that the Disclosure of Pecuniary Interest Returns be to be tabled by the General Manager at the first available Council meeting following the reporting period.

The returns for the reporting period 1 July 2019 to 30 June 2020 are now tabled for information and will also be made publicly available on the website of Council in due course.

**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**

Council's Model Code of Conduct adopted 21 May 2019

**Financial**

There are no perceived financial implications

**Legal / Statutory**

*Local Government Act, 1993*

**Community Engagement / Communication**

By presenting this report in the Ordinary section of the business paper and publishing the declarations on council's website.

**Human Resources / Industrial Relations (if applicable)**

There are no perceived implications

**RISKS**

Non-compliance would breach Council's Model Code of Conduct adopted 21 May 2019.

**OPTIONS**

As civic leaders both Councillors and designated person must comply with the Model Code of Conduct.

**CONCLUSION**

The recommendation is that Council acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by Councillors and designated persons and that these documents are tabled for information.

**RECOMMENDATION**

That Council:

1. Acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by both Councillors and designated persons and that these documents are tabled for information.



## 18.7 LAKE TALBOT TOURIST PARK - ABATEMENT OF ADDITIONAL MONTHLY LEASE PAYMENT TO COUNCIL ALSO REQUEST FOR A REDUCTION IN MONTHLY LEASE PAYMENTS

**Document ID:** 521565

**Author:** Governance and Engagement Manager

**Authoriser:** Deputy General Manager Corporate and Community

**Theme:** Our Civic Leadership

**Attachments:** Nil

### RECOMMENDATION

That Council:

1. Agree to the abatement of the monthly lease payment for the month of July 2020; and
2. Agree to the reduction of monthly lease payments for the months of August 2020 to December 2020 inclusive with the reduced amount payable to Council being 15.5% of the gross monthly income of the Lake Talbot Tourist Park with documentation to be provided each month to Council supporting the calculation.

### PURPOSE

The purpose of this report is for Council to consider a further request from the lessee of the Lake Talbot Tourist Park for abatement of the monthly lease payment for July 2020 and a reduction in the monthly lease amount for the months of August 2020 to December 2020 inclusive due to the COVID-19 pandemic.

### SUMMARY

Graejan Pty Ltd is the current lessee of the Lake Talbot Tourist Park with the lessee initially writing to Council on the 24 March 2020 seeking the abatement of monthly lease payments to Council due to decreased revenue and the partial closure by the proclamation of the *Public Health (COVID-19 Gatherings) Order (No. 2) 2020* effective 26 March 2020 whereby a caravan park or a camping ground must not operate with the excepting of those facilities accommodating permanent residents or persons who have no other place of permanent residence.

The additional request received 4 September 2020 again centres around reduced revenue due to COVID-19 travel restrictions. Council can view the correspondence from Graejan Pty Ltd in the report titled **Lake Talbot Tourist Park – supporting information** contained in the Confidential section of the business paper.

### BACKGROUND

Council is the Trust Manager for R81121 comprising several parcels of land including Lot 1 DP 1063639 being the site of the Lake Talbot Tourist Park (LTTP).

Correspondence was initially received 24 March 2020 from Graejan Pty Ltd seeking an abatement of the monthly lease payment to Council for the months of April 2020 and May 2020.

The resolution of Council from the 21 April 2020 meeting of Council is below:

## 18 OUR CIVIC LEADERSHIP

### 18.1 LAKE TALBOT TOURIST PARK - ABATEMENT OF MONTHLY LEASE PAYMENTS TO COUNCIL

#### RESOLUTION 20/087

Moved: Cr Barbara Bryon

Seconded: Cr Tracey Lewis

That Council:

1. Agree to the abatement of the monthly lease payments for the month of April 2020 with the abatement to be extended until such time as the Lake Talbot Tourist Park is able to lawfully reopen for business.

**CARRIED**

The rental abatement was applied for the months of April, May and June 2020 with a combined financial abatement exceeding \$20,000 (incl GST).

The current lease does contain a provision for the abatement of lease payments in the event of a natural disaster or the occurrence of another serious event:

#### 11 NO REDUCTION IN RENT

Subject to this Lease the Lessee will not without the written consent of the Lessor by any act, matter or deed or by failure or omission impair, reduce or diminish directly or indirectly the Rent required to be paid under this Lease. However, if at any time during the Lease:

- (a) some natural disaster or other serious event occurs which is beyond the reasonable control of the Lessee; or
- (b) as a result of the damage, the Lessee is not able to use the Premises in a reasonable manner,

the Lessee's obligations to pay Rent will abate to the extent proportional to the effect on the Lessee's ability to occupy and use the Premises until the Premises are restored to a condition in which the Lessee is able to conduct the Lessee's activities and/or occupy the Premises in a reasonable manner.

The General Manager and other key staff met with the lessee recently to discuss the reintroduction of monthly payments and at the end of the meeting requested that the lessee write to Council with a proposal to move forward. Council can read the correspondence in the report titled **Lake Talbot Tourist Park – supporting information** contained in the Confidential section of the business paper.

The proposal for rental abatement for July 2020 and reduced lease payments for the following 5 months is likely to equate to a revenue reduction of approximately \$35,000 (incl GST) however this will be subject to variation with increased interstate travel expected following the relaxation or removal of current restrictions.

Because the LTTP is part of Crown Reserve 81121, Clause 3.16 of the *Crown Land Management Act 2016* requires that revenue from the Crown land must be applied to improving the land for an approved purpose. At the present time income from LTTP will be

used as a co-contribution to the Playground on the Murrumbidgee projects at the Park however reduced revenue at the present time will most likely affect future reserve funding and projects.

The recommendation will be for Council to agree to the abatement of the monthly lease for July 2020 and a reduction in the monthly lease payments to Council equating to 15.5% of the gross revenue of the park for the months of August 2020 to December 2020 inclusive. When providing details of the amount payable to Council the lessee will be required to provide documentation of revenue to support the reduced amount.

The lease also requires that the lessee make payment of the annual rates and charges for the LTTP and to also reimburse to Council the annual insurance premium for insurable infrastructure at the Park; details of these amounts payable to Council are included in the report titled **Lake Talbot Tourist Park – supporting information** contained in the Confidential section of the business paper.

In the correspondence to Council Graejan Pty Ltd have also requested that any proposed rent review be delayed; apart from the annual CPI increases allowed for within the lease document there are no plans to undertake a market based rent review in the immediate future and when a review is appropriate this will be undertaken in consultation with the lessee.

## **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**

N/A

### **Financial**

For the month of July 2020, the abatement will exceed \$7,500 and reduced rental income for the months of August 2020 to December 2020 inclusive is notionally calculated at \$27,500; a total of \$35,000 (incl GST).

The long-term financial implication of this is that there will be less funds available for future expenditure on this Council managed Crown Reserve.

### **Legal / Statutory**

*Crown Land Management Act 2016*

*Real Property Act 1900*

**Community Engagement / Communication**

By presenting this report in the Ordinary section of the business paper

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

The abatement of the April, May and June 2020 monthly lease amounts payable to Council had a financial impact at 30 June 2020 with a greater impact expected for the 2020-2021 financial year which is likely to affect future capital works projects at this location.

**OPTIONS**

The available options are:

1. Not agree to any financial assistance; or
2. Agree to the monthly lease payment abatement for July 2020 and to the reduction of monthly lease payments for the months of August 2020 to December 2020 with the reduced amount being 15.5% of the gross monthly income of the Lake Talbot Tourist Park.

**CONCLUSION**

The Lake Talbot Tourist Park is a major accommodation provider for the Narrandera community and due to circumstances beyond the control of both Council as the lessor and Graejan Pty Ltd as the lessee, the request from the lessee for the abatement of a further month lease payment to Council and reduced amounts payable for the months of August 2020 to December 2020 is considered reasonable.

**RECOMMENDATION**

That Council:

1. Agree to the abatement of the monthly lease payment for the month of July 2020; and
2. Agree to the reduction of monthly lease payments for the months of August 2020 to December 2020 inclusive with the reduced amount payable to Council being 15.5% of the gross monthly income of the Lake Talbot Tourist Park with documentation to be provided each month to Council supporting the calculation.

**18.8 2018-2022 DELIVERY PROGRAM - 30 JUNE 2020 QUARTERLY REVIEW****Document ID:** 521616**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Civic Leadership**Attachments:** 1. 30 June 2020 Delivery Program review.pdf [↓](#)**RECOMMENDATION**

That Council:

1. Endorse the 2018-2022 Delivery Program quarterly review dated 30 June 2020 as presented and publish the report to the community using the website of Council.

**PURPOSE**

The purpose of this report is for Council to endorse the 2018-2022 Delivery Program quarterly review as of 30 June 2020.

**SUMMARY**

The attached quarterly review contains updated actions as of 30 June 2020 from the 2018-2022 Delivery Program.

**BACKGROUND**

Section 402 of the Local Government Act, 1993 (the Act) requires that each local government area have a Community Strategic Plan (CSP) that contains the visions and aspirations of the community and Council for at least a 10 year period. Supporting the CSP are several strategic documents including a Resourcing Strategy, Delivery Program, and an Operational Plan. The Delivery Program contains the strategies, goals, and actions to achieve the objectives contained within the CSP.

Section 404 of the Act requires the General Manager to provide regular reports to Council on the progress of actions within the Delivery Program, at least every six months; Narrandera Shire Council has chosen to monitor the progress of actions more frequently by reporting at the end of September, December, March and June annually.

The attached report provides action statements also percentage completion indicators for those strategies contained within the 2018-2022 Delivery Program.

In summary there are 60 actions contained within the 2018-2022 Delivery Program with the status of these actions as of 30 June 2020 being: -

- 25 actions or 41.67% have been completed;
- 18 actions or 30.00% have an ongoing commitment;
- 17 actions or 28.33% are progressing.

Highlights of the 30 June 2020 reporting quarter are:

- Council published two community newsletters with the June edition viewed 1,581 times and clicked through 94 times; the April edition was viewed 1,030 times and clicked through 64 times. Council published 22 media releases with the media releases page viewed 348 times. A total of 5,320 users accessed the website 25,937 times. Council Facebook page posted

670 items with a combined lifetime engagement of 19,439. Council's Instagram page posted 56 items with a combined engagement of 1,500 views;

- Despite the COVID-19 pandemic Council has undertaken community engagement through five online surveys during the reporting period with combined responses totalling 243. Council's General Manager also hosted the first ever remote Q&A session using the Zoom platform to discuss the 2020-2021 budgets and plans. Council placed six items on public exhibition through the website with a combined total response of eleven submissions;
- Narrandera-Leeton Community Transport has been a vital link between some community members during the reporting period with an additional 1,188 trips to residents of both Shires - 588 trips were provided to persons over the age of 65 years or 50 years for Aboriginal and Torres Strait Islander, 412 were delivered to those who are transport disadvantaged. The remainder of the trips were delivered through non-emergency health related transport such as to NDIS participants and through brokerage agreements. 179 of these trips were delivered to those who identify as Aboriginal or Torres Strait Islander;
- Plans for Arts and Cultural Committee volunteer events to be held at the Narrandera Arts and Community Centre have had to be postponed due to the COVID-19 closure of all Arts and Cultural venues. This closure has also affected the Parkside Cottage Museum with plans for grant funded assessment and reporting requiring postponement until assessors are again able to travel. The \$50,000 funding from the Stronger Country Communities Funding Round 3 was been approved and the projects are underway with internal painting having begun in late June 2020. Recent Museum Advisor visits have been via the Zoom platform due to COVID-19 restrictions;
- Two surveys were developed, and two consultation sessions undertaken with members of the Aboriginal community. The responses from the surveys and initial consultations were collated and presented to Council along with a timeline and Communication Plan for the development of the Cultural Plan. Due to COVID-19 restrictions and the 3 month shut down experienced it was not possible to undertake the consultation phase of the project as per schedule, however things are now back on track. A stakeholder group meeting has been held to fine tune themes for the plan and to establish a "Cultural Snapshot", a desktop inventory of cultural venues, services, providers, organisations, and artists within the local area. The results of this process will go to Council for approval in July and upon approval will provide the framework for further community consultation and the development of the plan;
- Hot dry and windy conditions across the past few years has led to an increase in tree maintenance activities across the reporting period. Council made the proactive decision to considerably reduce the number of replants in 2019-2020 given the weather conditions and expected survival rates. The 2019-2020 tree replacement list will be incorporated in the 2020-2021 financial year works;
- Three new irrigation systems have been installed in 3 key small parks within Narrandera town being Shady Street, Melbourne Street and Pirani Place. For the new financial year landscaping works will be undertaken at the following small parks Shady Street, Melbourne Street, Pirani Place and Joe Babbs Park;
- Council continues to monitor utility accounts using a product called e21 EnergyPlus to identify potential areas to improve energy and cost efficiencies. Council has had a preliminary meeting with 100% Renewables Consultancy who with the support of Department of Planning, Industry and Environment will prepare 'An Energy Strategy' for Council. This will enable Council to identify all energy efficiency opportunities across Council including LED street-lighting to allow Council to prioritize future energy saving works program. At the same time 100% Renewables will be gathering information to size a solar photovoltaic system at the Sewerage Treatment works;
- Dealings continue with the developers of two large solar farms namely Reach Solar at Yarrabee Park near Morundah and RES for the Avonlie Solar farm at Sandigo. Council's Solar Farm Reference Group signs-off on Accommodation and Employment Strategy for Avonlie and voluntary planning agreement finalised with Yarrabee Park. Construction of both

facilities expected to commence late 2020 early 2021. There have been exciting developments with the Australian Airline Pilot Academy for the establishment of Narrandera as a pilot training satellite facility and the establishment of a briefing/debriefing facility on Council's property at the Narrandera-Leeton Airport with future development potential likely to evolve;

- Unfortunately, the Narrandera Business Group had to cancel some meetings during the reporting period because of the impact on business and meetings caused by the COVID-19 pandemic restrictions. Progressive distribution of business recovery information relevant to the COVID-19 impacts has been regularly communicated through the business database. An online initiative called 'Narrandera Business as Usual' was developed by the Economic Development team has attracted over 600 followers has been an outstanding success;
- The Narrandera Youth Advisory Council held one formal meeting and three informal Zoom meetings during the reporting period due to COVID-19 restrictions. Members held a number of online photo competitions to continue to engage with the community. During the meetings members discussed the Youth Food Trailer project, welcomed two new members, said farewell to one member, elected a new Deputy Mayor, and discussed youth mental health programs. Although gatherings were not allowed, regular contact was made via social media to ensure members remained engaged with Council;
- Council continues to advocate for increased services to support the Narrandera Shire. The Narrandera Shire Council Domestic Violence Committee continues its efforts to provide information and support to the local community about housing and refuge services. The two residential aged care facilities provide both long term and short-term care for those living with a disability and the aged who can no longer live at home safely. The Commonwealth Home Support Programs continue to provide home modifications and maintenance to help residents remain in their own homes as long as possible. Other services available to ensure residents remain at home include Meals on Wheels and Community Transport. Council is also working with stakeholders on the proposed development of a retirement village.
- Council successfully completed major construction activities such as the Reverse Vending Station located adjacent to the Narrandera Landfill entrance also a Truck Wash facility at the Red Hill Industrial Estate. Council's construction crew delivered a PAMP project which is 50% funded by Transport for NSW at the corner of Douglas and Cadell Streets also the Audley Street footpath providing greater pedestrian safety. The upgrade of the animal enclosure heated bed bays and the renewal of the archive room due to white ant damage were also finalised. Installation of additional flag poles on the Council Chamber building was finalised in June. Works are well advanced with the redevelopment of the Lake Talbot Water Park which is funded under the Playground on the Murrumbidgee Program with a project budget of \$5.8 Million dollars.
- Council received successful combined funding notification of \$1,220,000 for three applications that were submitted as part of the Fixing Local Roads program, these were for sealing of part Old Wagga Road, Brewarrana Bridge repairs and sealing part of Paintings Bridge Road. Council also received an additional \$997,363 in Local Roads and Community Infrastructure funding for this quarter, of this funding a report was prepared to be tabled at the July Council meeting committing \$497,363 towards road and drainage projects;
- Councils general purpose financial reports for the year ending 30 June 2019 indicate that Council has meet most of the Fit for The Future ratios with the exception of the Own Source Revenue ratio and Asset Renewal ratios. The Own Source revenue has been reduced due to Councils success in obtaining grant funding which is not categorised as own source revenue. Whilst Councils asset renewal ratio was below the benchmark the value of capital expenditure in 2018-2019 exceeded previous years but over \$4 million remained as work in progress at 30 June and did not reflect in the renewal ratio;
- Council's website is compliant with the respective standards and is equipped with a compliance checking system before internal staff publish information. A website check for compatibility can be completed through WAVE Report

<https://wave.webaim.org/report#/https://www.narrandera.nsw.gov.au> with a recent check identifying only four minor contrast issue relating to the homepage image banner, as the symbols identifying the four different images have little contrast to the background. During this reporting period the website was viewed 25,937 times by 5,320 users. The top 10 pages included the home page, contact us, Council Meetings, waste, and recycling, working at Council, search results page, projects and community consultation, about Council also employment such as the recently advertised Records Officer position and casual positions;

- Annual door to door inspections for companion animal ordinance matters were completed by end of November 2019, the next round of door to door inspections are proposed to be undertaken in September 2020. General compliance of companion animal matters is ongoing. During this period Council rangers conducted a community information morning in the East Street, Narrandera shopping area to explain the new Companion Animal regulations relating to the ownership of cats. Council rangers continue to maintain a high level of visibility in Narrandera, Grong Grong, Barellan, Binya and Kamarah residential areas on a weekly basis;
- Preparatory work has commenced to review the Local Environmental Plan (LEP) and will progress once the Local Strategic Planning Statement (LSPS) is adopted by Council and approved by the Department of Planning, Industry & Environment. The first (housekeeping) review of the LEP will be to rectify any minor anomalies and omissions, with a comprehensive review to align with the completion of the studies identified within the LSPS over the next four years;
- The Community Participation Plan (CPP) was adopted in December 2019. The Draft Local Strategic Planning Statement (LSPS) has been adopted for exhibition and preparatory work has commenced to review the Local Environmental Plan. Revisions and additions of other planning instruments now being conducted, with the LSPS to be finalised prior to the end of 2020.

## **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**

There are no perceived issues or 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**

Achieved by discussing the 30 June 2020 quarterly Delivery Program report in the Ordinary section of the business paper then placement of the report on Council's website following endorsement

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

Nil

**OPTIONS**

That Council:

1. Endorse the 30 June 2020 quarterly review of the 2018-2022 Delivery Program as presented; or
2. Not endorse the 30 June 2020 quarterly review of the 2018-2022 Delivery Program as presented and require identified amendments to be made before publishing the report to the community using the website of Council.

**CONCLUSION**

The attached quarterly review as of 30 June 2020 contains a comprehensive update of actions from the 2018-2022 Delivery Program.

It will be recommended that Council endorse the 2018-2022 Delivery Program quarterly review dated 30 June 2020 as presented and publish the report to the community using the website of Council.

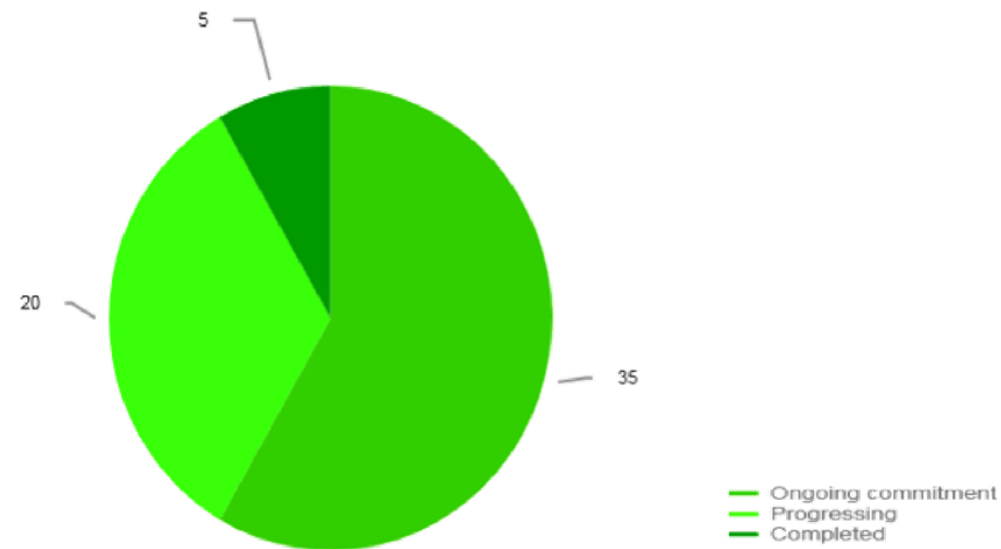
**RECOMMENDATION**

That Council:

1. Endorse the 2018-2022 Delivery Program quarterly review dated 30 June 2020 as presented and publish the report to the community using the website of Council.



**2018-2022 Delivery Program**  
**Quarterly Delivery Program Review**  
**Quarter 4 of the 2019-2020 reporting year as at**  
**30 June 2020**



Of the 60 actions containing within the 2018-2022 Delivery Program the status of these actions as of 30 June 2020 are: -

- 25 actions or 41.67% have been completed;
- 18 actions or 30.00% have an ongoing commitment;
- 17 actions or 28.33% are progressing.

**THEME 1 - OUR COMMUNITY**

**STRATEGY 1 - TO LIVE IN AN INCLUSIVE, TOLERANT AND HEALTHY COMMUNITY WHICH DEMONSTRATES A POSITIVE ATTITUDE**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Develop relationships with both local and regional communities fostering a healthy and community attitude	The number of items broadcast for each reporting period with cumulative totals combined along with available web page and Facebook statistics. In 2020 the community survey will measure success since the 2016 survey.	Regular media items broadcast to the community.	As at 30 June 2020 - Council published two community newsletters with the June edition viewed 1,581 times and clicked through 94 times; the April edition was viewed 1,030 times and clicked through 64 times. Council published 22 media releases with the media releases page viewed 348 times. A total of 5,320 users accessed the website 25,937 times. Council Facebook page posted 670 items with a combined lifetime engagement of 19,439. Council's Instagram page posted 56 items with a combined engagement of 1,500.	Communications Officer	Ongoing commitment	100%
ACTION 1 - Develop relationships with both local and regional communities fostering a healthy and community attitude	Details of engagement opportunities for each reporting period with cumulative totals.	Number of formal Councillor and Senior Staff engagement opportunities.	As at 30 June 2020 - Council has undertaken community engagement through five online surveys during the reporting period with combined responses totalling 243. Council's General Manager hosted the first ever Q&A using the Zoom platform during COVID restrictions to discuss the 2020-2021 budgets and plans. Council placed six items on public	Communications Officer	Ongoing commitment	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			exhibition through the website with a combined total response of eleven.			
ACTION 1 - Develop relationships with both local and regional communities fostering a healthy and community attitude	Proactive committees with meetings conducted as per terms of reference and held as scheduled. Minutes of Committees made available to Council and the community.	Proactive S.355 Committees with the monitoring of outcomes achieved and compliance with the Local Government Act, 1993.	As at 30 June 2020 - all committees are now in place, a review of committee structures and delegations has commenced. Revised terms of reference have been adopted for the Grong Grong Hall Committee. Terms of reference for a revised Parkside Museum Committee and an Arts & Community Centre Advisory Committee have been adopted and the recruitment of members is expected to be completed by the end of July 2020.	Deputy GM Corporate & Community	Completed	100%
ACTION 2 - Continue with strategic advocacy for the delivery of integrated health and wellbeing programs	Details of advocacy efforts during the reporting period and outcomes.	Details of the number of meetings held and details of outcomes from these meetings.	As at 30 June 2020 - the General Manager attended 3 meetings with Murrumbidgee Health professionals pressing for better access to health services for Shire residents.	General Manager	Completed	100%
ACTION 3 - Continue positive interactions with the Narrandera Interagency also the Aboriginal representative	Number of meetings attended and outcomes from the meetings.	Where possible attend meetings with the outcome being stronger links for inclusiveness in service planning and delivery.	As at 30 June 2020 - unfortunately the Narrandera Interagency was not held during this reporting period due to COVID-19 restrictions, nor were any other relevant meetings.	Community Support Manager	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
bodies within the community						
ACTION 4 - Implementation and monitoring of the Positive Aging Strategy & Disability Inclusion Action Plan	Details of progressive achievements measured against the relevant plan.	Documented achievements arising from both the Positive Aging Strategy and the Disability Inclusion Action Plan.	As at 30 June 2020 - there were no seniors activities held due to the COVID-19 restrictions however during this time the Narrandera-Leeton Social Support offered a range of services to ensure that the senior members of the community were well supported during a time of uncertainty. This included an increase in Meals on Wheels services, grocery shopping services, home library services and weekly phone calls to vulnerable members of the community to ensure they remained connected whilst in self-isolation.	Community Support Manager	Completed	100%
ACTION 5 - Transport options are available to identified members of the community	The number of clients provided with community transport during the reporting period.	Details of the number of clients utilising the service and cumulative totals categorised as Aged, Transport Disadvantaged and Aboriginal.	As at 30 June 2020 - Narrandera Leeton Community Transport provided an additional 1,188 trips to residents of the Narrandera and Leeton Shires during the reporting period - 588 trips were provided to persons over the age of 65 years or 50 years for Aboriginal and Torres Strait Islander, 412 were delivered to those who are transport disadvantaged. The remainder of the trips were delivered through non-emergency health related transport,	Community Support Manager	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			to NDIS participants and through brokerage agreements. 179 of these trips were delivered to those who identify as Aboriginal or Torres Strait Islander.			
ACTION 6 - Information about community services that are accessible within the Shire to be broadcast through various means	The currency and accuracy of information available to the community also the number of website page hits and Facebook page likes.	Current information delivered through traditional print material and also Council social media opportunities.	As at 30 June 2020 - the Narrandera Shire Council Facebook page published 112 posts relating to various community services. These posts included daily updates from the Murrumbidgee Local Health District, information about the services affected by COVID-19 restrictions, a photo competition by the Youth Advisory Council, updates on Council Meetings, a public Zoom hosted by General Manager George Cowan, as well as grant opportunities available to the public. Through these posts 12,095 unique users were reached by these posts.	Community Support Manager	Completed	100%
ACTION 7 - Where possible ensure socially disadvantaged members of the community have access to or are advised of how services can reduce their isolation	The number of persons that have been assisted with social support during the reporting period who may have been referred through the My	Through other activities of Council such as Ageing, Disability and Home Care identify members of the community where social isolation may be an issue.	As at 30 June 2020 - the Narrandera-Leeton Social Support program provided 163 hours of Social Support and 33 hours of Flexible Respite to individual clients aged 65 years and over or 50 years and over for Aboriginal and Torres Strait Islander. All clients are now referred through the MyAgedCare portal. An additional 28 hours of Social Support	Community Support Manager	Completed	100%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
	Aged Care portal or NDIS planners.		was provided to National Disability Insurance Scheme (NDIS) participants. Social Support is an individualised service aimed at reducing social isolation amongst vulnerable members of the community. Due to the COVID-19 pandemic, face to face activities have been suspended with the clients receiving social support over the phone. Staff have been assisting clients with grocery shopping and supporting the Meals on Wheels service by delivering frozen and hot meals to clients.			



**STRATEGY 2 - TO ADVOCATE FOR QUALITY EDUCATIONAL AND CULTURAL OPPORTUNITIES**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Continued strategic advocacy for strengthening of the Narrandera centres of learning	When required details of advocacy efforts.	Outcomes of advocacy efforts for Narrandera TAFE as well as early childhood centres to secondary schools.	As at 30 June 2020 - lobbying during the final quarter of the reporting year has been impacted by the COVID-19 pandemic and meetings with the TAFE and High School staff have been held using the Zoom platform. Further contacts have been made with the Clontarf staff encouraging their work with local indigenous students	General Manager	Completed	100%
ACTION 2 - Develop a Narrandera Shire Cultural Plan to increase community participation in the Arts and cultural activities	Details of events held at the centre including type of event and attendance statistics.	Increased usage and patronage of the Narrandera Arts and Community Centre.	As at 30 June 2020 - plans with the Arts and Cultural Committee for volunteer events to be held at the Narrandera Arts and Community Centre have had to be postponed due to the COVID-19 closure of all Arts and Cultural venues. This closure has also affected the Parkside Cottage Museum with plans for grant funded assessment and reporting requiring postponement until assessors are again able to travel. The \$50,000 funding from the Stronger Country Communities Funding Round 3 was been approved and the projects are underway with internal painting having begun in late June 2020. Recent Museum Advisor visits have been via the Zoom platform due to COVID-19 restrictions.	Community Development (including Library) Manager	Progressing	60%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 2 - Develop a Narrandera Shire Cultural Plan to increase community participation in the Arts and cultural activities	Regular review of strategies and target groups in response to event statistics.	Events that cater for a wide spectrum of the community, making the Arts accessible and increasing community involvement.	As at 30 June 2020 - by 31 March 2020 two surveys had been developed and two consultation sessions had been run with members of the Aboriginal community. The responses from the surveys and initial consultations were collated and presented to Council along with a timeline and Communication Plan for the development of the Cultural Plan. Due to COVID-19 restrictions and the 3 month shut down that we experienced it was not possible to undertake the consultation phase of the project as per schedule, however things are now back on track. A stakeholder group meeting has been held to fine tune themes for the plan and to establish a "Cultural Snapshot", a desktop inventory of cultural venues, services, providers, organisations and artists within the area. The results of this process will go to Council for approval in July and upon approval will provide the framework for further community consultation and the development of the plan.	Community Development (including Library) Manager	Progressing	75%

**STRATEGY 3 - TO FEEL CONNECTED AND SAFE**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Strategic advocacy for an enhanced Police presence, at the very least the maintenance of current levels	Number of advocacy interactions and outcomes.	Details on the number of advocacy meetings held with decision makers.	As at 30 June 2020 - The Mayor and General Manager held the quarterly meeting with the Commanders of Murrumbidgee District and lobbied for improved outcomes for Shire residents. The Mayor and the General Manager maintain close personal contact with the Superintendent of Police.	General Manager	Completed	100%
ACTION 2 - Maintain and enhance the current network of CCTV cameras in key locations	Number of cameras within current network and a timeline for upgrade and/or the installation of new cameras; also ongoing statistical information on how many times the footage has been requested for viewing by NSW Police.	Maintain current CCTV cameras in working order and plan for enhancements so to assist the Police and the local community to discourage crime and anti-social behaviour.	As at 30 June 2020 - Council continues to maintain the existing cameras in the CCTV system with staff recently including a project in the 2020-2021 Capital Works Program to replace the existing East Street, Narrandera CCTV system. During the reporting period Council received no requests to view footage from the NSW Police.	Information Technology Manager	Ongoing commitment	50%

**THEME 2 - OUR ENVIRONMENT**

**STRATEGY 1 - TO VALUE, CARE FOR AND PROTECT OUR NATURAL ENVIRONMENT**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Encourage and promote environmental awareness	Project delivery and works programs result in minimal environmental harm.	Councils key environmentally sensitive areas are managed to ensure those areas are protected and enhanced.	As at 30 June 2020 - Council staff take measures to ensure minimal harm is caused to the environment through detailed project planning and addressing the compliance requirements through other agencies such as NSW Fisheries and the Environment Protection Authority. Consideration and assessment of all environmental factors are undertaken prior and during all projects.	Deputy GM Infrastructure	Ongoing commitment	100%
ACTION 1 - Encourage and promote environmental awareness	Statistical information on the number of inspections performed also a summary of the inspections results are we being effective, are we achieving control.	Update on targeted 300 property inspections across the Shire for noxious weeds.	As at 30 June 2020 - private properties have been inspected during the reporting period with 70 verbal biosecurity directions issued with 2 written directions issued.	Open Space Recreation Manager	Completed	100%
ACTION 1 - Encourage and promote environmental awareness	Works finalised against the schedule of works, progressive and comparative	Update on programs for works originating from the 2nd generation Tree Audit with the aim to	As at 30 June 2020 - hot dry and windy conditions over the years has led to an increase in tree maintenance activities across the reporting period. Council made the	Open Space Recreation Manager	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
	statistical data on trees removed, trees replaced and new plantings.	do the utmost to preserve and maintain our signature treescape.	proactive decision to considerably reduce the number of replants given the weather conditions of 2019-2020. The 2019-2020 tree replacement list will be incorporated in the 2020-2021 financial year works.			
ACTION 1 - Encourage and promote environmental awareness	Strategies and plans to preserve a unique feature of our native fauna.	Update on preservation measures to protect our unique koala population.	As at 30 June 2020 - Council staff and Rural Fire Service personnel conducted multiple inspections within the Narrandera Flora and Fauna Reserve to ensure the risk of fire is minimised. Fire access trails have been well maintained and remain vegetation free.	Open Space Recreation Manager	Completed	100%

**STRATEGY 2 - TO EFFECTIVELY MANAGE AND BEAUTIFY OUR PUBLIC SPACES**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Focus on the Narrandera CBD Masterplan	Achieving project milestones.	Finalise design concepts, costings and identify funding opportunities for the Narrandera CBD upgrade.	As at 30 June 2020 - Council is concentrating on grant based projects and has deferred progressing with action milestones to reconstruct Bolton Street, Narrandera (west of East Street) as per the adopted Masterplan Design. All funding for this project will be derived from the Narrandera Business Centre Masterplan funding reserves. A review of electrical and stormwater design for Bolton Street, Narrandera will be the first activities undertaken when project commences.	Projects and Assets Manager	Progressing	40%
ACTION 1 - Focus on the Narrandera CBD Masterplan	Spaces where the needs of the community as a whole are considered.	The needs of all members of the community are considered within designs such as pedestrian access, disabled parking and loading zones.	As at 30 June 2020 - stage 1 of the Narrandera CBD Master-plan being the upgrade of Bolton Street is in the detailed planning stage, however with the onset of COVID-19 pandemic and the large number of grant fund projects this has been delayed. The \$8 million dollar Playground on the Bidgee Project has commenced with further community based projects also now being funded from other sources. Projects include upgrades to the facilities at Henry Matheson Oval also beautification and improvements to a number of pocket parks.	Deputy GM Infrastructure	Progressing	95%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 2 - Develop a small parks strategy	Accessible parks that provide for local play, passive recreation, general open space, and urban beautification within easy access of residents and visitors.	The needs of the community for parks and recreation opportunities are met through a hierarchy of parks.	As at 30 June 2020 - three new irrigation systems have been installed in 3 key small parks within Narrandera town being Shady Street, Melbourne Street and Pirani Place. For the new financial year landscaping works will be undertaken at the following small parks Shady Street, Melbourne Street, Pirani Place and Joe Babbs Park.	Open Space Recreation Manager	Completed	100%



**STRATEGY 3 - TO LIVE IN A COMMUNITY WHERE THERE ARE SUSTAINABLE PRACTICES**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Consider and where possible implement sustainable environmental practices	Progress of the Masterplan also statistical data on the tonnage of waste diverted from landfill by recycling and other waste diversion methods. Lobbying efforts for and promotion of a container deposit scheme facility for Narrandera.	Develop a Waste Management Masterplan to minimise waste to landfill and promoting recycling and resource recovery.	As at 30 June 2020 - currently a range of waste is diverted from landfill and includes greenwaste, glass, metal, mattresses, paper, batteries, gas bottles, paints and construction waste. These wastes are collected and diverted through the establishment of a reverse vending machine, a community recycling centre also dedicated waste diversion by the waste depot supervisor.	Administration Assistant - Development and Environment	Progressing	95%
ACTION 1 - Consider and where possible implement sustainable environmental practices	Actions taken by Council to reduce its environmental footprint such as quantifiable billing trends.	Council continues to implement energy saving infrastructure at its facilities to reduce costs and CO2 emissions where economically viable.	As at 30 June 2020 - Council is continuing to monitor accounts using a product called e21 EnergyPlus to identify potential areas to improve energy and cost efficiencies. Council has had a preliminary meeting with 100% Renewables Consultancy who with the support of Department of Planning, Industry and Environment will prepare 'An Energy Strategy' for Council. This will enable Council to identify all energy efficiency opportunities across Council including LED street-lighting to allow Council to prioritize future energy	Executive Engineer	Ongoing commitment	100%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			saving works program. At the same time 100% Renewables will be gathering information to size a solar photovoltaic system at the Sewerage Treatment works.			
ACTION 1 - Consider and where possible implement sustainable environmental practices	Council managed parks and reserves to be watered with re-use or untreated water rather than potable water.	Initiate projects to water community parks and reserves with re-use or untreated water rather than potable water.	As at 30 June 2020 - The Victoria Avenue reuse irrigation system is 90% complete.	Open Space Recreation Manager	Completed	100%

**THEME 3 - OUR ECONOMY**

**STRATEGY 1 - TO ENCOURAGE NEW BUSINESS AND INDUSTRY THAT CAN BE SUSTAINED ALSO SUPPORT LOCAL BUSINESS AND INDUSTRY TO GROW AND PROSPER**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy	Information to Council and the community on efforts to encourage new business and industry but also support existing enterprises.	Report on actions and outcomes contained within the Economic Development Strategy (EDS).	<p>As at 30 June 2020 - continuing dealings with the developers of two large solar farms namely Reach Solar at Yarrabee Park near Morundah and RES for the Avonlie Solar farm at Sandigo. Council's Solar Farm Reference Group signs-off on Accommodation and Employment Strategy for Avonlie and voluntary planning agreement finalised with Yarrabee Park. Construction of both facilities expected to commence late 2020 early 2021.</p> <p>Exciting developments with the Australian Airline Pilot Academy in the establishment of Narrandera as a pilot training satellite facility and the establishment of a briefing/debriefing facility on Council's property at the airport. Future development potential likely to evolve.</p>	Economic Development Manager	Ongoing commitment	95%
ACTION 1 - Continued delivery of actions contained within	Attend Narrandera Business Group Meetings;	Support and nurture existing businesses EDS 3.2	As at 30 June 2020 - the Narrandera Business Group has cancelled meetings in the last quarter as a result of the impact on business and	Economic Development Manager	Completed	95%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
the Economic Development Strategy	facilitate guest speakers at Business Group functions; provide information, advice and leverage opportunities for information sharing.		meetings caused by the COVID-19 pandemic restrictions.  Progressive distribution of business recovery information relevant to the COVID-19 impacts has been regularly communicated to the business database. Online initiative 'Narrandera Business as Usual' developed by the Economic Development team and attracting over 600 followers has been a great success.			
ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy	Facilitate an industry specific forum to inform landholders and investors of opportunities in the Shire for the pig and chicken industry.	Strengthen and grow key sectors; explore new development opportunities for processing and value-adding opportunities also use of waste products EDS 3.3.	As at 30 June 2020 - the current situation in the porcine industry discussed with Mark Wood (Adviser to Minister Mark Coulton) during a visit to the Minister in Canberra in February 2020. Mr. Wood has an extensive background in trade and investment and has lived and worked internationally; Mr. Wood is adamant that there are no current opportunities for the growth in the industry in Australia despite the African Swine fever epidemic in China and South East Asia generally decimating pig herds where pigs are being euthanased as a disease control measure.	Economic Development Manager	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			No further action to be taken in researching the pig industry also there are no current opportunities in the chicken industry.			
ACTION 1 - Continued delivery of actions contained within the Economic Development Strategy	Review sales policy for Council owned land in the Industrial Estate to address incentives for developers; enhance appearance of the Estate with signage, flags and landscaping including gateway treatment.	Facilitate further development of the Red Hill Industrial Estate EDS 4.2.	As at 30 June 2020 -this period has seen some promising activity in the Red Hill Industrial Estate with two land sales occurring on adjoining allotments, 1 was purchased from Council with another purchased from a private owner. Both land sales have been settled in the current reporting period with the development now possible over a total site area of 5240 sq. metres. This established business is relocating from the Sydney metropolitan area to establish a factory producing a unique roadbase material and it expected that 8 employee positions will be generated in the first 6-9 months of operation. Commencing in 2021 the facility is expected to employ 13 people.	Economic Development Manager	Progressing	80%

**STRATEGY 2 - POPULATION GROWTH, RETENTION AND IDENTIFY NEEDS FOR OUR YOUTH**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Strategic advocacy to support population retention with particular focus on the youth of our Shire	Youth projects and engagement opportunities.	Report on the outcomes achieved by the Youth Development Officer.	As at 30 June 2020 - the Narrandera Youth Advisory Council held one formal meeting and three informal Zoom meetings during the reporting period due to COVID-19 restrictions. Members held a number of online photo competitions to continue to engage with the community. During these meetings members discussed the Youth Food Trailer project, welcomed two new members, said farewell to one member, elected a new Deputy Mayor, and discussed youth mental health programs. Although gatherings were not allowed, regular contact was made via social media to ensure members remained engaged with Council.	Community Support Manager	Completed	100%
ACTION 2 - Strategic advocacy for diverse housing options	Enhanced accommodation options that may be made available to members of the community.	When opportunities arise advocate for accommodation options that align with our population demographics.	As at 30 June 2020 - Council continues to advocate for increased services to support the Narrandera Shire Council. The Narrandera Shire Council Domestic Violence Committee continues its efforts to provide information and support to the local community about housing and refuge services. The two residential aged care facilities provide both long term and short term care for those living with a	Community Support Manager	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			<p>disability and the aged who can no longer live at home safely. The Commonwealth Home Support Programs continue to provide home modifications and maintenance to help residents remain in their own homes as long as possible. Other services available to ensure residents remain at home include Meals on Wheels and Community Transport. Council is also working with stakeholders on the proposed development of a retirement village.</p>			

**THEME 4 - OUR INFRASTRUCTURE**

**STRATEGY 1 - TO HAVE AN IMPROVED AND ADEQUATELY MAINTAINED ROAD NETWORK**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Through advocacy seek funding commitments for identified roadway projects and strategies	Advocacy efforts and the reporting of successful outcomes using a timeline.	Secure funding from each of the transport strategy funding streams.	As at 30 June 2020 - Council received successful combined funding notification of \$1,220,000 for three applications that were submitted as part of the Fixing Local Roads program, these were for sealing of part Old Wagga Road, Brewarrana Bridge repairs and sealing part of Paintings Bridge Road. Council also received an additional \$997,363 in Local Roads and Community Infrastructure funding for this quarter, of this funding a report was prepared to be tabled at the July Council meeting committing \$497,363 towards road and drainage projects.	Works Manager	Completed	100%
ACTION 2 - Road assets are managed in accordance with the road service review and asset management plans	Strategic mapping of reseal, re-sheeting or grading works made available to the community also details of works undertaken during the reporting period.	The road service review and asset management plans are to be consulted when planning for works.	As at 30 June2020 - the following works have been completed for the reporting period; 2.2 kilometres of sealing works, 2 kilometres of resealing works also 4.95 kilometres of gravel resheet works, 35,000 square metres of road rehabilitation.	Works Manager	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 3 - Maintain the condition rating of the road network across the Shire in accordance with agreed service levels	A complete and reliable asset management plan.	Maintain the road network in accordance with adopted levels of service.	As at 30 June 2020 - across the reporting year 500 kilometres of road service digital roughness count was undertaken as part of assessing the ride quality for motorists. No additional roughness data was collected this reporting quarter.	Works Manager	Completed	100%



**STRATEGY 2 - TO IMPROVE, MAINTAIN AND VALUE-ADD TO OUR ESSENTIAL PUBLIC AND RECREATIONAL INFRASTRUCTURE**

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure	Availability of accurate and relevant data for all classes of assets.	Implementation of an asset management system.	As at 30 June 2020 - transport asset methodology reports have been completed which provides completed road condition assessments, expected life, and unit rate re-calculations for the finalising of the 30 June 2020 Transport Network Revaluation. The transport assets now have also been successfully migrated from spreadsheets into the asset management system (AMS). Staff continually work with the suppliers of the AMS known as Confirm to both validate and then migrate the asset and financial data into the system. The AMS will enable Council to deliver complex, critical public infrastructure projects that maximises operational efficiencies and minimise costs.	Projects and Assets Manager	Progressing	80%
ACTION 1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure	Completion of projects identified within projected timeframe and budget.	Preparation of future plans for the renewal or replacement of assets.	As at 30 June 2020 - Council successfully completed major construction activities such as the Reverse Vending Station located adjacent to the Narrandera Landfill entrance also a Truck Wash facility at the Red Hill Industrial Estate.	Projects and Assets Manager	Progressing	60%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
			<p>Council's construction crew delivered a PAMP project which is 50% funded by Transport for NSW at the corner of Douglas and Cadell Streets also the Audley Street footpath providing greater pedestrian safety. The upgrade of the animal enclosure heated bed bays and the renewal of the archive room due to white ant damage were also finalised. Installation of additional flag poles on the Council Chamber building was finalised in June. Works are well advanced with the redevelopment of the Lake Talbot Water Park which is funded under the Playground on the Murrumbidgee Program with a project budget of \$5.8 Million dollars.</p>			
<p>ACTION 1 - Plan and source funding for redevelopment of or the construction of key facilities and infrastructure</p>	<p>Details of applications submitted and the outcome.</p>	<p>Funding opportunities to replace key facilities and infrastructure.</p>	<p>As at 30 June 2020 - There were no new applications submitted during the reporting period, however work progresses on the South West Narrandera Sewer Extension Study worth \$48,000 and the Barellan Sewer Scheme worth \$4.87 Million dollars.</p>	<p>Water Sewer Manager</p>	<p>Completed</p>	<p>100%</p>
<p>ACTION 2 - Continuation and</p>	<p>Reporting of milestones</p>	<p>Implement IWCMP; report on direct</p>	<p>As at 30 June 2020 - the Integrated Water Cycle</p>	<p>Water Sewer Manager</p>	<p>Progressing</p>	<p>75%</p>

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
monitoring of the Integrated Water Cycle Management Plan (IWCMP).	achieved within the IWCMP.	actions derived from the IWCMP with relevant timeline and Key Performance Indicators.	Management options study is currently undergoing a variation in scope to review additional options for reticulated water treatment. A 30 year asset replacement program and asset management plan is currently being developed by Public Works Advisory NSW.			
ACTION 3 - An ongoing program of capital works for both water and sewer operations of Council	Progress of proposed works followed by the completion of projects within budget and effectiveness measured by a timeline.	Ongoing 10 year Capital Works Program within funding.	As at 30 June 2020 - the capital works program was delayed in the middle of the financial year due to both COVID-19 and recruitment issues but is making progress, however there will significant carry-over works to be undertaken next financial year.	Water Sewer Manager	Ongoing commitment	70%

**THEME 5 - OUR CIVIC LEADERSHIP**

**STRATEGY 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	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Delivery Program update report submitted to Council and community during September, December, March and June annually on outcomes achieved.	Continued three monthly reporting on measurables contained within the Delivery Program.	As at 30 June 2020 - the reporting on measurables within in the adopted Delivery Program continues on a three monthly basis, at a future Senior Management Team meeting the need for better reporting on what has actually been achieved and current performance compared to say the same reporting period 12 months ago will be explained as a prelude to better performance reporting.	Governance & Engagement Manager	Ongoing commitment	90%
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Scheduled for early 2020 and will inform Council of the views of the community against industry benchmarks.	Undertake a second Community Survey early 2020.	As at 30 June 2020 - Micromex Research was appointed as Council's provider for this service with the survey scheduled for late April 2020; however due to the COVID-19 pandemic the community survey will be conducted early 2021. Given that the NSW State Government has deferred the September 2020 Council elections until September 2021 the End of Term Report is now due August 2021 at which time the results of the Community Survey conducted early 2021 will better inform Council and the community of satisfaction levels compared to the 1996 survey.	Governance & Engagement Manager	Progressing	25%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Outcomes promised by Council in its Fit for the Future Improvement Plan.	Report on Fit for the Future strategies.	<p>As at 30 June 2020 - Councils general purpose financial reports for the year ending 30 June 2019 indicate that council has meet the FFTF ratios with the exception of the Own Source Revenue ratio and Asset Renewal ratio.</p> <p>The Own Source revenue has been reduced due to councils success in obtaining grant funding which is not categorised as own source revenue. While councils asset renewal ratio was below the benchmark the value of capital expenditure in 2018-2019 exceeded previous years but as over \$4 million remained as work in progress at 30 June this did not reflect in the renewal ratio.</p>	Deputy GM Corporate & Community	Completed	100%
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Amendments to the Customer Service Charter to be made by 31 December 2018 also review the Customer Request System reporting to ensure requests are being dealt with as per the Charter and determine ways to gauge if the customer is happy with the outcome.	Update the Customer Service Charter to include reference to AS/NZS 1002:2014 'Guidelines for complaint management in organisations'.	As at 30 June 2020 - originating from the Executive Leadership Team, the Customer Service Think Tank group was created to resolve a number of issues such as the responsibility for closing the customer service loop, that is from the service request initiation to the action then to gauging customer satisfaction. The outcomes of this Think Tank will be incorporated into the Draft Customer Service Charter to be presented to both the Executive Leadership Team then Council in coming months.	Governance & Engagement Manager	Progressing	80%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Council to consider any requests in accordance with the Community Strategic Plan 2017-2030.	Where possible support community projects where groups or organisations have clear goals and outcomes.	As at 30 June 2020 - any requests for support shall be considered in accordance with strategic documents and budgetary constraints.	Governance & Engagement Manager	Ongoing commitment	100%
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Compliance with Australian Government Digital Service Standard also details of website content review and where possible details of website visits and pages most frequently visited.	Ensure that the Council website is compliant with current industry standards.	As at 30 June 2020 - Council's website remains in compliance with the respective standards and is equipped with a compliance checking system before internal staff publish information. A website check for compatibility can be completed through WAVE Report <a href="https://wave.webaim.org/report#/https://www.narrandera.nsw.gov.au">https://wave.webaim.org/report#/https://www.narrandera.nsw.gov.au</a> identifying only four minor contrast issue relating to the homepage image banner, as the symbols identifying the four different images has little contrast to the background. During this quarter the website was viewed 25,937 times by 5,320 users. The top 10 pages included the home page, contact us, Council Meetings, waste and recycling, working at Council, search results page, projects and community consultation, about Council, Records Officer position vacancy and casual positions.	Communications Officer	Ongoing commitment	100%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 1 - Accountable, transparent and ensure open communication between the community and Council	Revise Councils Procurement Policy by 31 December 2018.	Council's procurement provides best value and protects against fraud and corruption.	As at 30 June 2020 - Council recently adopted the revised Procurement Policy with the Procurement Manual still being reviewed to incorporate these changes and update templates.	Governance & Engagement Manager	Progressing	90%
ACTION 2 - A highly skilled and motivated workforce	Reviewed at least every 2 years or when there is legislative or award changes.	Ensure workforce policies remain current in a changing work environment.	As at 30 June 2020 - the Human Resources team has made a concerted effort to significantly improve the content of a large number of policies and procedures during the reporting year with 14 policies and procedures reviewed. The review process has also involved the rationalisation or absorption of redundant policies.	Human Resources Manager	Ongoing commitment	80%
ACTION 2 - A highly skilled and motivated workforce	Action recommendations within the Workforce Strategic Plan 2017-2021; report September annually on staff demographics in comparison to previous 3 years.	Develop and implement succession planning.	As at 30 June 2020 - the Human Resources team report monthly to the Executive Leadership Team (ELT) on staff demographics. At present the team is in the process of completing a Price Waterhouse Cooper (PWC) staff demographic survey for 2019-2020. This is the fourth year Council have taken part in this survey with the report providing the Executive Leadership Team Meeting and Council with benchmark data. The reports provided by PWC will provide valuable data for the Workforce Strategic Plan 2021-2025.	Human Resources Manager	Progressing	90%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 2 - A highly skilled and motivated workforce	Amendments are made as soon as possible; report September annually performance appraisal outcomes.	Implement approved revisions of the salary administration and Employee Performance Management System.	As at 30 June 2020 - each year the performance appraisal process commences 1 June and concludes 31 May. At the end of this reporting period 17 Performance Appraisals are yet to be completed. The Human Resources team has commenced preliminary analysis of the data available around two important outcomes being salary step increases based on achieving set competencies and training requests recommended by the manager or requested by the employee. A report is to be provided to the General Manager and Deputy General Managers by 31 July 2020 for their review and approval.	Human Resources Manager	Progressing	10%
ACTION 2 - A highly skilled and motivated workforce	Information presented is accurate, relevant and easy to read.	Identified Council staff to undertake training for excellent written communication and presentation skills.	As at 30 June 2020 - training for written communication skills is provided to employees as necessary. The Human Resources team has commenced preliminary analysis of the training request data submitted during the 2019-2020 performance appraisal process. On completion of the analysis the training recommendations will be provided to the Executive Leadership Team (ELT) for approval. This review process will determine the need for report writing skills training which will be organised for individuals or groups. Internal reminders to employees regarding the importance of accurate relevant and easy to read documents are provided regularly. Employees who are required to make formal presentations to Council are given the opportunity to have their presentation critiqued by ELT prior to the 'live' presentation.	Human Resources Manager	Ongoing commitment	95%



ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 3 - As an organisation the information management capability meets the needs of the users and the community	Implement actions within the Information Management Strategy 2014-2019 also review and update the Information Strategy 2014-2019 during 2020.	Maintain an Information Management Strategy providing best value contemporary services.	As at 30 June 2020 - the Information Management Strategy 2014-2019 continues to be reviewed each year as part of the capital works budget process to include suitable projects. The Information Management Strategy will be updated in 2020.	Information Technology Manager	Progressing	50%
ACTION 4 - Financial sustainability is critical with maximum rate revenue to be achieved and other income sources maximised	Recommendations to maximise Councils financial position.	Monitor Councils financial situation and progress against Fit for the Future benchmarks.	As at 30 June 2020 - Council's Revenue Officer closely monitors assessments which may become rateable during the financial year; this includes the sale of vacant Department of Housing land or land sold by religious institutions or instances where Crown authorities that are currently non-rateable become rateable. The Finance Manger regularly reviews Investments in accordance with the Investment Policy and reports to Council on a monthly basis. The budget is reviewed on a quarterly basis and reported to Council with any variations that have been made during the reporting period.	Senior Finance Officer	Ongoing commitment	60%
ACTION 4 - Financial sustainability is critical with maximum rate revenue to be achieved and	Have systems in place that details grants applied for, and where successful that monies have been received, expended and	Monitor the level of State and Federal Government grants payable to Council.	As at 30 June 2020 - Council has developed a register that details the name of the Council officer who has applied for grant funding, from where the funding is being sourced, if the funding was successful then the date and the amount of the funding received; eventually the date that the acquittal needs to be finalised and the actual date of acquittal are recorded.	Senior Finance Officer	Ongoing commitment	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
other income sources maximised	acquitted in accordance with the funding body requirements.					
ACTION 4 - Financial sustainability is critical with maximum rate revenue to be achieved and other income sources maximised	Reported monthly to Council against a timeline.	Ensure that Council funds are invested in accordance with legislative provisions and income yield is maintained within Councils risk profile.	As at 30 June 2020 - a monthly report detailing Councils invested monies is presented to Council each month; the report details all transactions that have taken place within the preceding month and gives a snapshot of the portfolio and credit limits to make sure that Council remains within the prescribed amount allowed for each institution.	Senior Finance Officer	Ongoing commitment	100%
ACTION 5 - The community displays a high level of understanding and compliance with legislative in regard to the keeping of and control of companion	Updated statistics for each reporting period with cumulative totals also to be reported.	Number of dogs registered under the Companion Animals Act.	<p>As at 30 June 2020 - annual door to door inspections for companion animal ordinance matters were completed by end of November 2019. Next round of door to door inspections are proposed to be undertaken in September 2020. General compliance of companion animals matters is ongoing.</p> <p>During this period Council's rangers conducted a community information morning in East street shopping area to explain the new Companion Animal regulations relation to the ownership of cats.</p> <p>Also Council rangers maintain a high level of visibility in</p>	Administration Assistant - Development and Environment	Completed	100%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
animals and other animals			the Narrandera, Grong Grong, Barellan, Binya and Kamarah residential areas on a weekly basis.			
ACTION 5 - The community displays a high level of understanding and compliance with legislative in regard to the keeping of and control of companion animals and other animals	Updated statistics for each reporting period with cumulative totals also to be reported.	Number of cats registered under the Companion Animals Act.	As at 30 June 2020 – eighteen (18) micro-chipped and registered pets were returned to owners at no charge. Six (6) cats and dogs were impounded before being claimed by owners. Four (4) dogs and cats were re-homed in this period with a total of 3 warnings and 1 infringement notice issued.	Administration Assistant - Development and Environment	Completed	100%
ACTION 6 - The Narrandera Shire Local Environmental Plan 2013 (LEP) is reviewed within a 5-year cycle	Review the current LEP within the timeframe established by the Department of Planning and Environment.	Maintain the LEP to meet community aspirations, land needs and environmental outcomes.	As at 30 June 2020 - preparatory work has commenced to review the Local Environmental Plan (LEP) , and will progress once the Local Strategic Planning Statement (LSPS) is adopted by Council and approved by the Department of Planning, Industry & Environment. The first (housekeeping) review of the LEP will be a to rectify any minor anomalies and omissions, with a comprehensive review to align with the completions of the studies identified within the LSPS over the next four years.	Deputy GM Infrastructure	Progressing	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 7 - Planning instruments reflect the intent and direction of land use strategies and facilitate development and growth of the Shire	Compliance with guidelines from the Department of Planning and Environment.	Documents are reviewed against intended outcomes.	As at 30 June 2020 - the Community Participation Plan (CPP) was adopted in December 2019. The Draft Local Strategic Planning Statement (LSPS) has been adopted for exhibition and preparatory work has commenced to review the Local Environmental Plan. Revisions and additions of other planning instruments now being conducted, with the LSPS to be finalised prior to the end of 2020.	Deputy GM Infrastructure	Progressing	85%
ACTION 8 - Development Applications received and assessed within statutory timeframes	The number of Development Applications received during the reporting period also financial year cumulative totals also provide comparative yearly data to paste 2 year's data.	Statistical data on Development Applications received, also comparing to previous years.	As at 30 June 2020 – the Development Services report to Council provides lists all development applications (DA's) lodged and determined each calendar month; cumulative totals are included for the current financial year. Comparative data is graphed and indicates the previous two years' data in both numbers of DA's and the value of development. Averaged determination time at the end of the reporting quarter is 33 days.	Administration Assistant - Development and Environment	Ongoing commitment	75%

ACTION	Measured By	Performance Target	Comments	Responsible Officer Position	Status	Progress
ACTION 8 - Development Applications received and assessed within statutory timeframes	Comparison of assessment timeframe against Department of Planning & Environment averages.	Compliance with statutory timeframes for assessment.	As at 30 June 2020 – comparative assessment timeframes for the previous financial year are included in monthly Development Services reports submitted to Council with the information made available to and represented by the Department of Planning & Environment. Average determination times for the reporting quarter is 32 days.	Administration Assistant - Development and Environment	Ongoing commitment	70%
ACTION 9 - Maintain a strong voice in regional groups such as RAMROC, the proposed RAMJO also Destination NSW	Details of engagement opportunities.	Proactive engagement at appropriate forums and continued political lobbying with our partners.	As at 30 June 2020 - during the reporting quarter the Mayor, Deputy Mayor and General Manager maintained close and effective involvement in RAMJO advocating for better outcomes for the region in terms of water management, health services and power. Engineering staff attended a number of meetings with RAMJO staff to develop the response to the Transport for NSW initiatives with the Road Maintenance Council Contract. Economic Development staff met with like staff from the adjoining Councils to develop a group marketing campaign to build on the tourism numbers.	General Manager	Ongoing commitment	95%

**18.9 CORRESPONDENCE FROM THE SCOUT ASSOCIATION OF AUSTRALIA, NSW BRANCH, RIVERINA REGION - RATES AND CHARGES****Document ID: 520420****Author: Revenue Officer****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments:**

1. **Scouts request for the waiving or exemption rates and charges.pdf** [↓](#)
2. **Scouts documentation for the exemption of rates and charges.pdf** [↓](#)
3. **Scouts Rate Notice 2020-2021.pdf** [↓](#)
4. **Policy CS20 - Financial Assistance Program.pdf** [↓](#)

**RECOMMENDATION**

The Council:

1. Seek additional information from The Scout Association of Australia (NSW) clarifying the frequency of usage or occupancy of the property so to make an informed decision about the continuation of the exemption from the ordinary rate; and
2. Following a review of the exemption from the ordinary rate, that the amounts payable to Council for the 2020-2021 financial year only be paid from the Mayor and General Manager funds, with The Scout Association of Australia (NSW) to advise Council in May 2021 if the current situation has changed.

**PURPOSE**

The purpose of this report is for Council to consider a request from The Scout Association of Australia, NSW Branch, Riverina Region for exemption from all annual rates and charges, or the payment of annual rates and charges by Council on an ongoing basis.

**SUMMARY**

Council has received a request from The Scout Association of Australia, NSW Branch, Riverina Region (the Scouts) requesting an exemption from annual rates and charges or annual financial assistance from Council in accordance with Section 356 (1) of the *Local Government Act, 1993*. The property is located at 9 Sturt Street, Narrandera with the correspondence stating that the organisation is not operating from this site and due to the lack of members it is unable to afford the annual outgoings but the hall will be retained for future use.

**BACKGROUND**

The 1<sup>st</sup> Narrandera Scout Group has been an institution within the Narrandera community for many decades, however due to a decline in members the Scouts no longer operate the Narrandera clubhouse, but they intend to retain ownership of the property. The site contains a timber clad clubhouse also stone garages and stables often referred to as 'The Gunya' or 'Dangar's Folly'.



### Exemption from the ordinary rate and charges

At the present time the property is exempt from the ordinary rate (or the land rate) in accordance with Section 556 (1) (h) of the *Local Government Act, 1993* (the Act) being land that belongs to a public benevolent institution or public charity and is used or occupied by the institution or charity for the purposes of the institution or charity. The property remains liable for charges such as water access and sewer access and usage charges in accordance with Section 552 (1) & (3) of the Act.

A search of the Australian Charities and Not-for-profits Commission data base confirms that the Scouts are a registered charity.

In the opening paragraph of the correspondence the Scouts have stated that the facility is closed and at the very least this statement should trigger a re-assessment as to whether the Scouts now qualify for a continuation of the exemption from the ordinary rate.

Potentially this can be resolved quickly by clarifying if the clubroom is not used at all or if it used on a very infrequent basis, once this information is received Council can make an informed decision on the pattern of usage or occupancy.

### Financial assistance

The correspondence also refers to Section 356 (1) of the Act where Council can financially assist others by making a resolution to contribute money or grant financial assistance to persons for the purpose of exercising its functions.

Council's Policy CS20 - Financial Assistance Program provides guidance on financial assistance in accordance with Section 356, but it excludes the waiver of rates and charges and excludes the payment or reimbursement of recurrent operational expenses.

Council does however have the discretion to make a variation to this policy where it is demonstrated that financial assistance is required.

Councillors will note that Policy CS20 – Financial Assistance Program is currently under review so it is timely for Council to consider if a separate line item should be included within the policy whereby The Scout Association of Australia, NSW Branch is automatically allocated an annual amount for the estimated rates and charges. This policy will again be reviewed in December 2022.

## **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**

CS20 – Financial Assistance Program

**Financial**

The property is not currently levied an ordinary rate. The 2020-2021 combined water and sewer access charges will total \$1,016.20 (including \$249.24 minimum Sewer charge applied in March 2021), with any recorded water consumption levied as the year progresses.

Given that the property appears to no longer be used or occupied for charitable purposes, should it become rateable an ordinary rate of \$575.40 for 2020-2021 would apply.

The total liability for rates and charges for 2020-2021 could potentially be \$1,591.60.

Payment of the 2020-2021 amounts from Council would require additional funding in the Mayor and General Manager funds at the September 2020 budget review.

**Legal / Statutory**

*Local Government Act, 1993*

**Community Engagement / Communication**

By presenting this report in the ordinary section of the business paper which is accessible by members of the community

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

There are no perceived risks.

**OPTIONS**

There are 3 options available to Council:

1. Decline the request and based on the information contained within the correspondence that the Scouts no longer use or occupy the property for the purpose of the charity that the exemption from the ordinary rate be removed; or
2. Make an annual financial assistance payment ranging from \$750 to \$1,000 for the current financial year only to The Scout Association of Australia (NSW) to partially offset the amounts payable to Council through rates and charges; or
3. Seek additional information from the Scouts clarifying the frequency of usage or occupancy of the property so that an informed decision can be made to determine if exemption from the ordinary rate should still apply. Based on the outcome that Council resolve to make payment of the amount payable to Council for the 2020-2021 financial year only from the Mayor and General Manager funds with the Scouts to advise Council in May 2021 if the current situation has changed.



**CONCLUSION**

Council must levy rates and charges on properties in accordance with the *Local Government Act, 1993* but has also developed over many years an equitable and robust Financial Assistance Program Policy to aid organisations within the Shire.

The recommendation will be for the Scouts to clarify the frequency of use or occupancy of the property to allow for a determination to be made on the current property exemption from the ordinary rate. Once this has been clarified that Council assist the Scouts by making payment of amounts payable for 2020-2021 only from the Mayor and General Managers funds, with the Scouts to advise Council in May 2021 if the current situation has changed.

**RECOMMENDATION**

The Council:

1. Seek additional information from The Scout Association of Australia (NSW) clarifying the frequency of usage or occupancy of the property so to make an informed decision about the continuation of the exemption from the ordinary rate; and
2. Following a review of the exemption from the ordinary rate, that the amounts payable to Council for the 2020-2021 financial year only be paid from the Mayor and General Manager funds, with The Scout Association of Australia (NSW) to advise Council in May 2021 if the current situation has changed.



THE SCOUT ASSOCIATION OF AUSTRALIA, NSW BRANCH  
**RIVERINA REGION**

23 August 2020

*Email: damian.reeves@nsw.scouts.com.au*

*Telephone: 0400 487 591*

*POBox 473 Wagga Wagga NSW 2650*

General Manager

***Narrandera Shire Council***

Cc: All Councillors Narrandera Shire Council

**Councillors Request for Full Waiver of Rates and charges 1<sup>st</sup> Narrandera Scout Group Hall**

Dear Mr George Cowan and Councillors,

The 1st Narrandera Scout Group, at 9 Sturt Street, has not been functioning for four years and ScoutsNSW Riverina Region has decided to formally close it (though retain as a community asset to reopen at a later date) as we cannot afford ongoing costs, without the group making any income.

As a result, we respectfully request the Councillors and council grant a complete exemption from rates and other water/sewerage/refuse fees owed and in the future utilising Section 356 (1) of the NSW LGA Act 1993, by application to the councillors of the council to vote on it. I request this letter and the attached Application Details document be included in the business papers of the next Councillors meeting for them to consider the above request.

The group has proudly operated as a valuable community asset, ran and funded by local volunteers in Narrandera for over 70 years and our intention is to support its reopening in the future. However, we need to bring it back to a sound financial position and relieve the current Riverina Region and Scouts NSW debt in order to make it an attractive proposition to reopen again.

Scouts is a registered charity, an open non-discriminatory community movement, open to all youth in the surrounds, regardless of race, sex or creed. For many years it has contributed positively to the support of disadvantaged youth and families, in a fun environment to develop resilient young adults who will contribute positively to the community and their own well-being.

Please see attached document listing details of the property and account as well as a current rate notices for current financial year. Public Liability Insurance copy is also attached. I look forward to hearing from you.

Yours Sincerely

Damian Reeves  
 Deputy Commissioner  
 Riverina Region



**Scouts Australia**  
 Member of the World  
 Organisation of the  
 Scout Movement

### Property Detail

DETAILS OF LAND/HALL		
Address	Street Name: 9 Sturt St	
	Suburb: Narrandera	Postcode:2700
	Lot Number: Lot 12	Plan Number: DP 36178
Rate Assessment Number	03343 05000000-000	
Lease Number	N/A	
Account Number	Email Ref 00ED85576Z	
DETAILS OF ORGANISATION OR ENTITY MAKING THE APPLICATION		
Name of Organisation	Group Name: Riverina Region , ScoutsNSW re CLOSED ex Narrandera Scout Group ScoutsNSW on behalf of ex Scout Group Leader Jocelyn Middleton	
ABN (if applicable)	42 460 434 054 ScoutsNSW	
	<ul style="list-style-type: none"> <li><b>The Scout Association of Australia NSW Branch was incorporated by an Act of Parliament – Scout Association of Australia (New South Wales Branch) Incorporation Act 1928 No 26.</b> <a href="http://classic.austlii.edu.au/au/legis/nsw/num_act/bsaswbia1928n26658.pdf">http://classic.austlii.edu.au/au/legis/nsw/num_act/bsaswbia1928n26658.pdf</a></li> <li><b>The Scout Association of Australia NSW Branch Constitution can be found at</b> <a href="https://www.nsw.scouts.com.au/wp-content/uploads/2018/12/Scouts-Australia-NSW-Constitution-14-July-2018.pdf">https://www.nsw.scouts.com.au/wp-content/uploads/2018/12/Scouts-Australia-NSW-Constitution-14-July-2018.pdf</a></li> <li><b>Scouts Australia NSW has authority to fundraise (under the Charitable Fundraising Act, 1991) and our authority number is CFN 12343</b></li> <li><b>As a Charitable Institution SCOUT ASSOC OF AUST NSW BRANCH is endorsed as a:</b></li> <li><b>Deductible Gift Recipient from 01 Jul 2000</b> <a href="https://www.nsw.scouts.com.au/wp-content/uploads/2017/08/Deductible-Gift-Recipient-from-01-Jul-2000.pdf">https://www.nsw.scouts.com.au/wp-content/uploads/2017/08/Deductible-Gift-Recipient-from-01-Jul-2000.pdf</a></li> <li><b>Income Tax Exempt Charitable Entity from 1 Jul 2000</b> <a href="https://www.nsw.scouts.com.au/wp-content/uploads/2017/08/Income-Tax-Exempt-Charitable-Entity-from-1-Jul-2000.pdf">https://www.nsw.scouts.com.au/wp-content/uploads/2017/08/Income-Tax-Exempt-Charitable-Entity-from-1-Jul-2000.pdf</a></li> <li><b>Endorsement for Charity Tax Concessions</b> <a href="https://www.nsw.scouts.com.au/wp-content/uploads/2017/08/Endorsement-for-Charity-Tax-Concessions-1.pdf">https://www.nsw.scouts.com.au/wp-content/uploads/2017/08/Endorsement-for-Charity-Tax-Concessions-1.pdf</a></li> <li><b>Public liability insurance -Scouts Australia NSW Branch is covered by public liability insurance anywhere in Australia. The limit of liability is \$50,000,000 for any one occurrence.</b> <a href="https://www.nsw.scouts.com.au/members-services/policies-and-resources/insurance-information/">https://www.nsw.scouts.com.au/members-services/policies-and-resources/insurance-information/</a></li> </ul>	
Name of Applicant or Applicant's Representative	Surname: Reeves	
	Given Name: Damian	
Address of Applicant or Applicant's Representative	Address: PO Box 43	
	Suburb: The Rock	Postcode:2655
Contact Number	[REDACTED]	
USE OF LAND/HALL		
Provide details of the purpose for which the property is being used	<p>Not being used, Scouts has closed down in Narrandera. No Income.                      We plan to attempt to have it restart but no money in reserve to pay bills.                      Property is still covered by 20mill Public Liability Insurance and Property Insurance Policy via Riverina Region Scouts Property Register. Copy Attached</p>	
Section of NSW Local Government Act 1993 applicable to the exemption	Section 356 (1) refers	



141 East Street, Narrandera NSW 2700  
 All enquiries to Council - telephone (02) 6959 5510  
 facsimile (02) 6959 1884  
 email: council@narrandera.nsw.gov.au  
 website: www.narrandera.nsw.gov.au  
 ABN 96 547 765 569

# Rate Notice 2020 - 2021

THE SCOUT ASSOCIATION OF AUSTRALIA (NSW)  
 PO BOX 258  
 NARRANDERA NSW 2700



019

ASSESSMENT NO. **03343-05000000-000**  
 ISSUE DATE 01-07-2020  
 DEDUCT PAYMENTS SINCE 30-06-2020  
 DUE DATE 30-09-2020  
 VALUATION BASE DATE 1/07/2019  
 VALUATION 25000  
 RATING CATEGORY or SUB-CATEGORY 7 - Business Narrandera

**Description & Location of Property**

9 STURT STREET, NARRANDERA NSW 2700  
 LOT 12 DP 36178

Area: 948.00m<sup>2</sup>

Particulars of rates and charges	Rateable Value	Rate/Charge	Amount
Water Access Charge 20mm	1	\$299.50	\$299.50
Sewer Access Chg-NonRes 20mm (x SDF)	1	\$519.40	\$467.46
*This Invoice contains GST of \$0.00			
<b>Total Amount</b>			<b>\$766.96</b>

Please note 0.0% interest will apply for the period 01-07-2020 to 31-12-2020 thereafter 7% daily interest will accrue on overdue rates and charges.

ARREARS PAYABLE	1ST INSTALMENT	2ND INSTALMENT	3RD INSTALMENT	4TH INSTALMENT	TOTAL AMOUNT DUE	
<b>\$0.00</b>	\$193.96 30/09/2020	\$191.00 30/11/2020	\$191.00 28/02/2021	\$191.00 31/05/2021	<b>\$766.96</b>	



Billers Code: 96503  
 Ref: 27110140410031277

POST billpay



\*494 271101404 10031277

G Cowan  
 General Manager



Please turn over for payment methods and instructions  
**THE EASY WAY TO PAY YOUR RATES**

## Narrandera Shire Council



For emailed notices:  
[narrandera.enotices.com.au](mailto:narrandera.enotices.com.au)  
 Reference No: 21AD12E7DW



Billers Code: 96503  
 Ref: 27110140410031277

POST billpay



\*494 271101404 10031277

**DEFT Reference Number**  
 27110140410031277

Name THE SCOUT ASSOCIATION OF AUSTRALIA  
 Assessment Number 03343-05000000-000  
 Total Due \$766.96  
 1st Instalment \$193.96  
 Due Date 30-09-2020

For Council Use Only



**Amount Paid**

\$



**IMPORTANT INFORMATION - PLEASE READ CAREFULLY**

**CATEGORISATION OF LAND FOR RATING PURPOSES**

Council must declare all rateable land in its area to be in one of four categories - Residential, Farmland, Mining or Business. Sub-categories of the main categories may also be made. The category and sub-category (if applicable) given to your property is shown on the front of this notice in accordance with Section 520 of the Act. An application (available from Council's Rates Department) for a change of category can be completed at anytime in accordance with Section 525 of the Act. If Council reviews your application, and does not change the category, in accordance with Section 526 of the Act, you may lodge an appeal to the Land and Environment Court within 30 days after the declaration is made. If the use of the land changes i.e. from residential to business, or farmland to residential, it is your responsibility to notify Council within 30 days of doing so in accordance with Section 524 of the Act.

**WHAT LAND IS EXEMPT FROM ALL RATES?**

Generally, land satisfying the requirements of Section 555 of the Act. Land owned by the Crown (not leased for private purposes), land within a national park, historical site, nature reserve, state game reserve or Karst conservation reserve, Water Board or Water Authority land that is within a special area. Land occupied and used by a religious body or school, land vested in an Aboriginal Land Council and is declared under division 5 of part 6 of the Aboriginal Land Rights Act 1983 to be exempt from payment of rates or land used for oyster farming. Contact Council's Rates Department for further details.

**WHAT LAND IS EXEMPT FROM ALL RATES, OTHER THAN WATER SUPPLY AND SEWERAGE SPECIAL RATES?**

Generally, land satisfying the requirements of Section 556 of the Act that is a public place. Land used for a public reserve, a common, public cemetery or free public library. Land acquired under an environmental planning instrument for the public purpose specified in the instrument. Crown land leased for private purposes, being the subject of a mineral claim. Land used or occupied by a public benevolent institution or public charity. Land that belongs to a public hospital, land vested in the Minister for Health, the Health Administration Corporation, the New South Wales Health Foundation or Area Health Service. Land vested in a University or University College. Land managed by the Teacher Housing Authority on which a house is erected. Contact Council's Rates Department for further details.

**WHAT LAND IS EXEMPT FROM WATER SUPPLY AND SEWERAGE SPECIAL RATES?**

Land which Council has resolved not to supply water to or connect Council's sewer mains in accordance with Section 557 of the Act. Council may also, at its discretion, exempt a public reserve, a Public Hospital or a Public Charity.

**WHAT LAND MAY BE SUBJECT TO A WATER SUPPLY SPECIAL RATE OR CHARGE?**

In accordance with Section 552, land that is supplied with water from a water pipe of the Council and land that is situated within 225 metres of a water pipe of the Council whether the land has a frontage or not to the public road (if any) in which the water pipe is laid, and although the land is not actually supplied with water from any water pipe of the Council.

**TIME AT WHICH LAND BECOMES SUBJECT TO SPECIAL RATE OR CHARGE?**

In accordance with Section 553, in the case of a special rate or charge relating to water supply - until 21 days after notice is given by the Council in the Gazette of the extension of the water pipe or until the date on which the land is connected to the Council's mains, whichever is the earlier.

**WHAT LAND IS EXEMPT FROM THE STORMWATER MANAGEMENT CHARGE?**

Public land such as Crown Land, Council owned land and land held under lease for private purposes granted under the *Housing Act, 2001* or the *Aboriginal Housing Act, 1998*. Vacant land where there are no buildings, no car parks or no large areas of material such as concrete (meaning that where there is an area of land having NO impervious surfaces or materials capable of collecting and creating stormwater runoff) are exempted from the charge. Residential or business land not located within a village, town or city. Land belonging to charities and public benevolent institutions.

**PAYMENT OF RATES AND CHARGES BY QUARTERLY INSTALMENTS**

Rates and charges may be paid in a single instalment or by quarterly instalments in accordance with section 562 of the Act. The amount and due date for each payment option is shown on the front of this notice. Reminder notices will be sent for each instalment not less than 30 days before the due date.

**AGREEMENT TO PAY RATES AND CHARGES**

If circumstances prevent you from paying the rates and charges by the due dates, Council may enter into an agreement with you, in accordance with Section 564 of the Act, to allow payment of the rates and charges over an extended period of time, subject to interest charges in accordance with Section 566 of the Act. Any request for abandonment of interest charges in accordance with Section 567 of the Act, must be submitted to Council in writing.

**INTEREST ON OVERDUE RATES AND CHARGES**

Daily interest accrues on the rates and charges that remain unpaid after they become due and payable. The rate of interest levied is in accordance with Council's Revenue Policy.

**WHAT IF I BELIEVE MY LAND SHOULD NOT BE RATEABLE OR SUBJECT TO A CHARGE?**

A person who has an estate in land, or who is the holder of a licence or permit under the Crown Lands Act, 1989, may appeal to the Land and Environment Court against the levying of the rate, in accordance with Section 574 of the Act. Such appeal must be made within 30 days after service of the rates and charges notice. A person being the owner of vacant land may be entitled to an adjustment for waste collection and the stormwater management charge if such charge has been levied against the property.

**CONCESSIONS**

Generally, those ratepayers who have been issued with a pensioner concession card on or before the date of service of the notice may be eligible for a rebate on their rates and charges, please check this rate notice to verify that a rebate has been deducted. If not and you are an eligible pensioner, please contact Council's Rates Department for further details. Ratepayers who have been issued with a pensioner concession card at a later date may be eligible for a rebate proportionate to the number of instalments left payable. If you are no longer an eligible pensioner, it is your responsibility to notify Council's Rates Department at your earliest opportunity, that your circumstances have changed. Some properties may be eligible for postponed rates in accordance with Section 585 of the Act. Please contact Council's Rates Department for further details.

**AN IMPORTANT MESSAGE ABOUT PRIVACY**

Personal information, collected by Narrandera Shire Council is protected by the Privacy & Personal Information Act, 1998. The collection of such information by Council shall be used for Council purposes only and will assist Council to carry out its statutory obligations in accordance with the Local Government Act, 1993 and other associated legislation. Such information may be passed on to those third parties authorised by law to receive it.

**VALUATION ENQUIRIES**

Please contact the Valuer General on 1800 110 038 or visit [www.valuergeneral.nsw.gov.au](http://www.valuergeneral.nsw.gov.au) or write to PO Box 745, Bathurst NSW 2795.

SHOULD YOU REQUIRE FURTHER INFORMATION REGARDING RATES AND CHARGES, PLEASE CONTACT COUNCIL FINANCE DEPARTMENT ON (02) 6959 5510.

HSCC R18/17



DEFT is a service of Macquarie Bank

**MAIL**

Detach payment slip and mail with payment to:  
**Narrandera Shire Council**  
141 East Street  
NARRANDERA NSW 2700

Please make cheques payable to 'Narrandera Shire Council' and mark 'Noc Negotiable'.

Do NOT send cash.

Please note that receipts will not be issued for mailed payments unless a tick is placed within the receipt request box.

\* Registration is required for payments from cheque or savings accounts. For a registration form call 1800 672 162 or print online from [www.deft.com.au](http://www.deft.com.au)  
You do not need to re-register for the internet service if already registered for phone payments. Registration is NOT required for credit card payments.  
\*\* Please note that payment by internet, telephone & BPAY should be completed by 5.00pm (Sydney time) for the payment to be date stamped as at the date of actual payment, if not interest penalties may apply.

**In Person**

Please present this account at Council's Office or any Australia Post outlet for payment.  
(If paying by cheque at Council's Office please make your cheque payable to 'Narrandera Shire Council'.  
If paying by cheque through Australia Post please make your cheque payable to 'DEFT Payment Systems for Narrandera Shire Council'.)

**Please note Council's Office cashier hours are:**  
**Mon - Fri 8.30am - 4.00pm (excluding public holidays)**  
Council's Office accepts payment by cash, cheque or money order.

**NSC Direct Debit**

Pay by direct debit from your nominated bank account directly through Narrandera Shire Council. Application forms can be found on our website or at the Council Office.

**DEFT Direct Debit**

Pay by direct debit from your credit card or pre-registered\* bank account.  
Call **1800 672 162** for assistance.

Narrandera Shire Council accepts MasterCard and Visa.

**Telephone**

Pay by phone from your credit card or pre-registered\* bank account.

Call **1300 30 10 90** to make and pre-program payments.

Narrandera Shire Council accepts MasterCard and Visa.

The phone payment line is a 24-hour service. Calls are charged at the cost of a local call (mobiles extra).

**BPAY**

Contact your participating bank, credit union or building society to make payment directly from your cheque or savings account.

You will be required to enter the Biller Code and BPAY reference number as detailed on the front of this notice.

**Internet**

Pay over the Internet from your credit card or pre-registered\* bank account at [www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)

FINANCIAL ASSISTANCE  
PROGRAM

CS20



NARRANDERA SHIRE COUNCIL POLICY

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

**FINANCIAL ASSISTANCE PROGRAM**

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<b>Policy No:</b>	<b>CS20</b>
<b>Policy Title:</b>	<b>Financial Assistance Program</b>
<b>Section Responsible:</b>	<b>Corporate and Community Services</b>
<b>Minute No:</b>	<b>16/215</b>
<b>MagiQ No:</b>	<b>8896</b>
<b>Next Review Date:</b>	<b>December 2019</b>

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**Objective**

Narrandera Shire Council is committed to making our Shire a great place to live and work. Council realises that community groups are often key partners in improving the quality of life for residents, workers, and visitors.

To assist in supporting the work of these groups, Council provides limited financial assistance to selected voluntary groups and community groups under this policy on an annual basis.

This document provides a framework of management for the allocation of any financial assistance to local organisations under Section 356 of the Local Government Act, 1993.

This policy also ensures that the administration of the financial assistance program is managed in a transparent, accountable, merit-based manner and that all applications received for funding are assessed fairly and without favouritism.

**Policy Statement**

Section 356 Local Government Act 1993 provides that Councils may "contribute money or otherwise give financial assistance to persons for the purpose of exercising its functions".

**Scope**

This applies to the administration and management of the Financial Assistance Program.

**Definitions****Acquittal**

The report that recipients of financial assistance from Council may be asked to provide on the final outcomes of the project and the expenditure of funds received

**Automatic Inclusion**

A recipient where Council recognises the groups' enhancement of the social capital within the Shire community and a written application for financial assistance is not required

**Eligibility Criteria**

The measures against which an application is assessed

**Financial Assistance Program**

The funding grants program in which Council supports non-profit groups and community groups in accordance with this policy

**Formal Application**

An application received during the formal period within which Council seeks requests for financial assistance

**Impromptu Application**

An application received outside the formal period within which Council seeks requests for financial assistance.



## Content

### Eligibility Criteria

- Financial assistance will be provided to support activities, services, projects and/or programs by groups which:
  - encourage resident participation in activities that benefit the community as a whole and that facilitates the inclusion of people who are disenfranchised and/or financially disadvantaged
  - have established clear goals and outcomes that enhance community harmony and social cohesion within in a particular target group
  - encourages people and groups to help themselves
  - have leaders of the project that belong to or are able to demonstrate a strong connection with the community they seek to assist
  - are able to build on existing community assets, such as a service, physical building, bases of knowledge and community skills
  - have relevant project partners with an appropriate and sound budget
  - show cash or in kind contributions to the project
  - meet one or more of the objectives of the Community Strategic Plan.
  
- Financial assistance will not be provided for:
  - use by an individual
  - the waiver of rates and charges
  - the payment or reimbursement of recurrent operational expenses
  - illegal activities
  - funding requests of more than \$2,000
  - political activities
  - commercial activities
  - legal costs
  - reimbursement of expenses for projects that have already commenced or been completed
  - branches of charities that fundraise for projects outside the Shire.
  
- Notwithstanding the established criteria, Council at its discretion may make a variation where it is demonstrated that financial assistance is required
  
- **Due to special circumstances (i.e. a pending application to Council by the Narrandera Parkside Cottage Museum Committee to become a Section 355 Committee of Council) the Museum to be exempted and able to receive payment or reimbursement of recurrent operational expenses until such time as the application has been considered by Council.**

### Operation

- Determinations will be made annually for the following financial year, as part of Council's budget process
- Applications must be in writing and must use the relevant published application
- Applicant organisations will be asked to forward submissions by the first week in February each year
- Applications will be received once per financial year
- Impromptu applications may still be considered but will be assessed against the same assessment criteria as the formal applications and a weighted score derived
- Recipient groups must nominate identifiable outcomes in the project/service program and will be assessed against the eligibility criteria
- Recipient groups may be asked to provide an acquittal at the end of the nominated project
- A report will be submitted to Council following the application closure date at which time a copy of all applications will be provided with a scoring against the eligibility criteria with a concluding recommendation
- Groups financially assisted in one year will not automatically receive ongoing funding in future years
- Precedence will be given to applicants who did not receive financial assistance during the previous financial year
- Schools within the Shire, the Narrandera TAFE and TAFE NSW Riverina Institute will be provided with an annual donation towards academic prizes and as such are an automatically inclusion for consideration
- Where a request to waive fees or charges on a Council owned/managed facility is approved by Council, the value of the amount waived is to be deducted from the Mayor and General Manager donations pool
- The following groups and community services are recognised as enhancing the social capital within the community and as such are an automatic inclusion for consideration but capped at the maximum funding limit of \$2,000
  - Rural Counselling Service
  - Suicide Prevention
  - Fusion
  - Riverina Sports Academy
  - Parkside Cottage Museum
  - Borellan Museum
  - 100% of charges for junior sporting bodies using Henry Mathieson Oval, the canteen facility and the change room facility
  - 50% of charges for junior sporting bodies using the Narrandera Sports Stadium

**Roles and Responsibilities**

The Financial Assistance Program is managed within the Corporate and Community Services function of Council.

Council will:-

- Register any applications received
- Create a workflow to the appropriate officer for action
- Assess each application to ensure that it has been completed in full and that any referenced material is attached
- Record the application in an assessment spreadsheet where each criteria is weighted and a total scoring derived
- Prepare a report to Council with recommendations

**Related Legislation/Guidelines**

Section 356 of the Local Government Act, 1993

***Council reserves the right to review, vary or revoke this policy.***

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**Policy History**

Adopted	September 1996
Reviewed	4 September 2000
Amended	20 March 2007
Amended	15 July 2008
Reviewed	9 December 2008
Reviewed	11 December 2013
Amended	15 April 2014
Amended	17 November 2015
Adopted following consultation	5 January 2016
Proposed Amendments	27 September 2016
Adopted	27 September 2016
Amended	14 January 2018
Endorsed by ELT	15 January 2018
Adopted by Council	20 February 2018



Signed: George Cowan, General Manager

Date: 20 February 2018

**18.10 EXTENDING COUNCILLOR DELEGATES TO SEPTEMBER 2021****Document ID: 522066****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Resolve to extend existing Councillor delegates terms until September 2021.
2. Elects Councillor delegates to vacancies following the resignation of Councillor Galvin.
  - (i) Murray Darling Association Murrumbidgee Region Group 9
  - (ii) Local Emergency Management Committee
  - (iii) Parks and Gardens Advisory Committee

**PURPOSE**

The purpose of this report is to retain existing Councillor delegates for a further year and elect delegates to vacancies caused by the resignation of Councillor Galvin.

**SUMMARY**

In response to the Covid-19 pandemic the election of Councillors scheduled for September 2020 has been deferred until September 2021 extending the term of current Councillors for one year. This extension of the current Council requires Councillor delegates to be appointed for the period. The resignation of Councillor Galvin has created vacancies that will be filled by continuing Councillors.

**BACKGROUND**

On 12 June 2020 the Minister for Local Government made an order under section 318B(1)(a1) of the Local Government Act 1993 (NSW) that the local government ordinary elections scheduled for 12 September 2020 will be postponed for twelve months.

The Minister has made a further order setting the date for the postponed local government ordinary elections as Saturday 4 September 2021.

The effect of the order postponing the ordinary elections is that all councillor elections have been postponed for the duration of the order, including by-elections. Current Councillors will continue to hold their offices until the rescheduled elections are held in 2021.

The September 2020 Council meeting would have been the first meeting of a new Council where Council would have elected Councillor delegates to Council committees and various external bodies where Council is represented. The Minister for Local Government has made an Order that current Councillors will continue to hold their offices for a further year.

It is proposed that current Councillor delegates remain in place for the extended tenure of the Council.

Councillor Galvin's resignation from Council has created vacancies on committees where the Councillor was a Councillor delegate. With no election to be conducted until the next ordinary election in September 2021 continuing Councillors will be elected to these vacant delegate roles.

## **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**

5.1.9 - Maintain a strong voice in regional groups such as RAMROC, the proposed RAMJO also Destination NSW

## **ISSUES AND IMPLICATIONS**

### **Policy**

NA

### **Financial**

NA

### **Legal / Statutory**

Compliance with the Local Government Act 1993

### **Community Engagement / Communication**

NA

### **Human Resources / Industrial Relations**

NA

## **RISKS**

Current appointments of delegates will not have envisaged the one-year extension of the Council. Council should act to ensure delegates are in place for the extended period.

## **OPTIONS**

- Council confirms the retention of existing Councillor delegates for a further twelve months and elects delegates to the vacancies caused by the resignation of Councillor Galvin.
- Council holds an election to appoint all Councillor delegates for a twelve-month period.

**CONCLUSION**

Council confirms the retention of existing Councillor delegates for a further twelve months and elects delegates to the vacancies caused by the resignation of Councillor Galvin.

**RECOMMENDATION**

That Council:

1. Resolve to extend existing Councillor delegates terms until September 2021.
2. Elects Councillor delegates to vacancies following the resignation of Councillor Galvin.
  - (i) Murray Darling Association Murrumbidgee Region Group 9
  - (ii) Local Emergency Management Committee
  - (iii) Parks and Gardens Advisory Committee

**18.11 AGREEMENT BETWEEN NARRANDERA EAST INFANTS SCHOOL (NSW DEPARTMENT OF EDUCATION) AND COUNCIL FOR USE OF THE FORMER NOOSH BUILDING****Document ID: 522480****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Civic Leadership****Attachments: Nil****RECOMMENDATION**

That Council:

1. Enter into a formal agreement with the Narrandera East Infants School to use and occupy the demountable classroom building owned by Council; and
2. Delegate authority to the Mayor and the General Manager to sign the agreement and any other documentation relating to this matter.

**PURPOSE**

The purpose of this report seeks the endorsement of Council to enter into an agreement for the occupancy of a demountable classroom building (previously occupied by the Narrandera Out of School Hours service) located at the Narrandera East Infants School.

**SUMMARY**

Council is the owner of a demountable classroom building located on site at the Narrandera East Infants School with the Principal of the School seeking to formalise an agreement for the use of the building.

**BACKGROUND**

Council assumed responsibility for the demountable classroom building on 6 August 2013 through a Deed of Transfer of Chattels from Narrandera Outside of School Hours Incorporated.

The demountable classroom building was most recently used for the hosting of Narrandera Outside of School Hours (NOOSH) activities until 30 June 2019 and is located to the south east of the main school building with access from Gordon Street. A locality map is provided below:



The basis of the agreement is that:

- Narrandera East Infants School (NEIS) will permit the building to remain at its current location;
- NEIS will permit Council or another service provider endorsed by Council to operate an out of school hours service at this location at a future date within established parameters such as hours of operation also the use of amenities, the grounds and playground equipment;
- NEIS will vacate the building if it is necessary to do so;
- NEIS as the tenant of the building are responsible for the maintenance of the premises with any improvements agreed to by Council and the costs to be borne by the tenant;
- NEIS as the tenant of the building is responsible to repair any issues which may arise apart from what would be considered reasonable wear and tear of the building with the NEIS liable to repair damage resulting from vandalism;
- NEIS is liable for all utility charges used in connection with the building;
- Council will retain the building on its annual property and contents portfolio for insurance purposes;
- NEIS is to ensure that Public Liability insurance remains current during the period of the agreement;
- Council does not seek any rental income for the occupancy of the building.

## **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**

N/A

**Financial**

The only financial costs are for annual insurances totalling \$224 for 2020-2021 and any repairs that are deemed to be normal wear and tear considering the age of the building

**Legal / Statutory**

*Local Government Act, 1993*

**Community Engagement / Communication**

By presenting this report in the Ordinary section of the September 2020 business paper

**Human Resources / Industrial Relations (if applicable)**

Nil

**RISKS**

There are not perceived risks.

**OPTIONS**

The options available are:

1. Not enter into an agreement with the Narrandera East Infants School for use of the demountable classroom building; or
- 1.
2. Enter into an agreement with the Narrandera East Infants School for use of the demountable classroom building.

**CONCLUSION**

Council is the owner of a demountable classroom building located on site at the Narrandera East Infants School, this structure housed the former Narrandera Out of School Hours service.

The recommendation will be that Council enter into an agreement with the Narrandera East Infants School for use of this building and that delegated authority be granted for the Mayor and the General Manager to sign the agreement and any other documents relating to this matter.

**RECOMMENDATION**

That Council:

1. Enter into a formal agreement with the Narrandera East Infants School to use and occupy the demountable classroom building owned by Council; and
2. Delegate authority to the Mayor and the General Manager to sign the agreement and any other documentation relating to this matter.

**19 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**

**19.1 AUGUST DEVELOPMENT SERVICES ACTIVITIES**

**Document ID:** 522382  
**Author:** Administration Assistant  
**Authoriser:** Deputy General Manager Infrastructure  
**Theme:** Statutory and Compulsory Reporting – Development Services  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the Development Services Activities Report for August 2020.

**PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during August as of 31 August 2020.

**BACKGROUND**

**Development & Complying Development Applications**

A summary of Development & Complying Development Applications processed during August 2020 detailed in the following table:

<b>Stage Reached</b>	<b>Number</b>
Lodged	11
Stop-the-Clock / Under Referral / Awaiting Information	1
Under Assessment	13
Determined	4

The value of Development & Complying Development Applications approved by Council during August 2020 is detailed in the following table:

Development Type	2020/2021			
	August 2021		Year to Date	
	Number	Value \$	Number	Value \$
Residential	3	\$ 64,000	4	\$ 79,000
Industrial			0	\$ -
Commercial			0	\$ -
Rural Residential			0	\$ -
Subdivisions	1	\$ -	2	\$ -
Other			0	\$ -
<b>TOTAL</b>	<b>4</b>	<b>\$ 64,000</b>	<b>6</b>	<b>\$ 79,000</b>

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council consented to the following development applications, applications for modification of development consents and complying development certificate applications during August 2020.

No	Lot	Sec	DP/SP	Address	Development Type	Class	Type	STC Days	ACTIVE Business Days
DA-016-19-20	10	-	1202049	Sturt Highway GILLENBAH	Dwelling	1a	L	131	76
DA-037-19-20	210	-	751719	251 Pine Hill Rd NARRANDERA	5 lot subdivision	-	I	-	72
DA-001-20-21	7	-	6829	208 Irrigation Way (27 Back Dixonville Rd) NARRANDERA	Relocatable Dwelling	1a	L	24	12
DA-002-20-21	1	-	998400	17 Crescent St NARRANDERA	Shed	10a	I	-	22

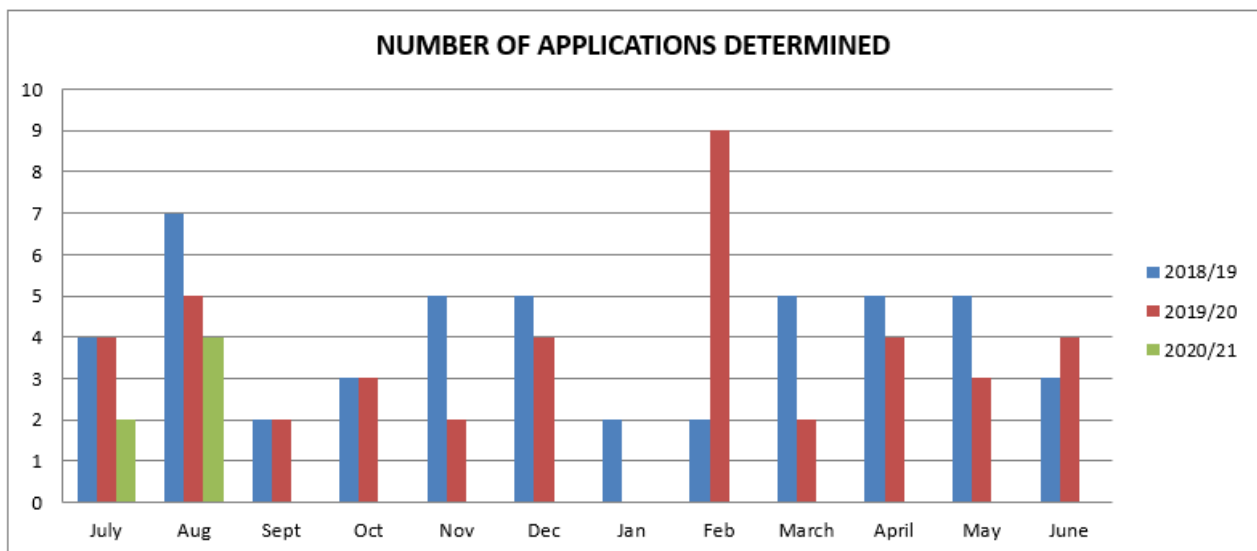
Type explanation

Local (L)	Merit based assessment where development consent is required. Target determination time of 40 business days.
Integrated (I)	Merit based assessment where approval from other authorities, such as RMS, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Complying (C)	Fast track approval process without the need for a full development application if specific criteria are met. Target 10 to 20 business days.

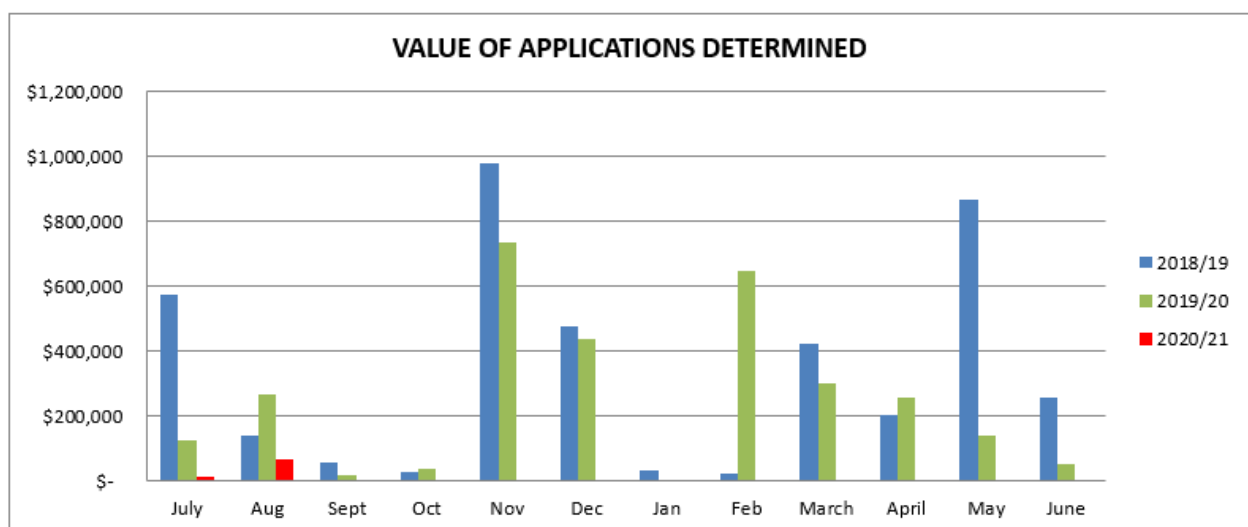
Comparison determination times

2014/15	Narrandera Shire Council average	43 days
2015/16	Narrandera Shire Council average	35 days
2016/17	Narrandera Shire Council average	26 days
2017/18	Narrandera Shire Council average	27 days
2018/19	Narrandera Shire Council average	38 days
2019/20	Narrandera Shire Council average	32 days
2020/21	Narrandera Shire Council average YTD	11 days

This graph details the comparative number of Development & Complying Development Applications determined by month since 2018/19.



This graph details the comparative value of Development & Complying Development Applications determined by month since 2018/19.



**Certificates Issued**

A summary of other development services activities undertaken during August 2020 is detailed in the following table:

<b>Certificate Type</b>	<b>Number Issued</b>
Construction Certificates	1
Building Certificates	-
Subdivision Certificates	2
Occupation Certificates	1
Compliance Certificates	-
Section 10.7 (previously 149) Certificates	34
Swimming Pool Compliance Certificates	-
On-Site Septic Management System Certificates	1

**RECOMMENDATION**

That Council:

1. Receive and note the Development Services Activities Report for August 2020.

## **20 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**

### **20.1 AUGUST INCOME STATEMENT**

**Document ID:** 520857

**Author:** Senior Finance Officer

**Authoriser:** Deputy General Manager Corporate and Community

**Theme:** Statutory and Compulsory Reporting – Financial / Audit

**Attachments:** 1. [August 2020 Income Statement.pdf](#) 

#### **RECOMMENDATION**

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 August 2020.

#### **PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 31 August 2020.

#### **SUMMARY**

This report contains operating income and expenditure for Council's General, Water and Sewer Funds. This statement will differ from that in the Annual Financial Statements due to the accrual process and calculation of depreciation.

#### **BACKGROUND**

##### **Adopted Budget**

The Original budget was adopted by Council on 2 June 2020. The budget will be reviewed at the end of each quarter during the year; subsequent reports will have the revised budget disclosed.

##### **Rates & Annual charges**

Rates & Charges are reported as fully received because revenue is accounted for once the Rates levy has been run. Rates notices for 2020/2021 were issued on 1 July 2020.

##### **Depreciation**

Depreciation is run on a quarterly basis and will be calculated in September.

##### **Interest and Investment Revenue**

Interest revenue is showing at the end of August a negative amount of \$98,000 this is due to the reversal of accrued interest for the 2019/2020 financial year.

##### **Major variations to budget**

There are no major variations to budget, which are evident at this time.

**RECOMMENDATION**

That Council

1. Receive and note the information contained in the Income Statement report for the period ending 31 August 2020.



Narrandera Shire Council

General Fund Income Statement

for the period ending 31 August 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	5,927	6,070
User Charges and Fees	1,720	182
Interest and Investment Revenues	229	(57)
Other Revenues	753	169
Grants & Contributions provided for Operating Purposes	7,336	793
Grants & Contributions provided for Capital Purposes	8,271	1,972
<i>Other Income:</i>		
Net gains from the disposal of assets	92	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>24,328</b>	<b>9,129</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	6,653	971
Borrowing Costs	7	-
Materials & Contracts	3,403	323
Depreciation & Amortisation	4,265	-
Legal Costs	-	-
Other Expenses	1,459	447
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>15,787</b>	<b>1,741</b>
<b>Operating Result from Continuing Operations</b>	<b>8,541</b>	<b>7,388</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>8,541</b>	<b>7,388</b>
Net Operating Result attributable to Council	8,541	7,388
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>270</b>	<b>5,416</b>

Narrandera Shire Council

Water Fund Income Statement

for the period ending 31 August 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	756	792
User Charges and Fees	1,459	1
Interest and Investment Revenues	130	(37)
Other Revenues	-	-
Grants & Contributions provided for Operating Purposes	23	-
Grants & Contributions provided for Capital Purposes	20	-
<i>Other Income:</i>		
Net gains from the disposal of assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>2,388</b>	<b>756</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	951	37
Borrowing Costs	-	-
Materials & Contracts	283	34
Depreciation & Amortisation	511	-
Legal Costs	-	-
Other Expenses	261	14
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>2,006</b>	<b>85</b>
<b>Operating Result from Continuing Operations</b>	<b>382</b>	<b>671</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>382</b>	<b>671</b>
Net Operating Result attributable to Council	382	671
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>362</b>	<b>671</b>

Narrandera Shire Council

Sewer Fund Income Statement

for the period ending 31 August 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	1,356	1,405
User Charges and Fees	162	-
Interest and Investment Revenues	20	(4)
Other Revenues	-	-
Grants & Contributions provided for Operating Purposes	20	-
Grants & Contributions provided for Capital Purposes	4,128	(54)
<i>Other Income:</i>		
Net gains from the disposal of assets	-	-
Net Share of interests in Joint Ventures & Associated Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>5,686</b>	<b>1,347</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	702	36
Borrowing Costs	-	-
Materials & Contracts	205	33
Depreciation & Amortisation	312	-
Legal Costs	-	-
Other Expenses	158	13
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,377</b>	<b>82</b>
<b>Operating Result from Continuing Operations</b>	<b>4,309</b>	<b>1,265</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>4,309</b>	<b>1,265</b>
Net Operating Result attributable to Council	4,309	1,265
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>181</b>	<b>1,319</b>

Narrandera Shire Council

Consolidated Income Statement

for the period ending 31 August 2020

	Original Budget	Actual YTD
<b>Income from Continuing Operations</b>		
<i>Revenue:</i>		
Rates and Annual Charges	8,039	8,267
User Charges and Fees	3,341	183
Interest and Investment Revenues	379	(98)
Other Revenues	753	169
Grants & Contributions provided for Operating Purposes	7,379	793
Grants & Contributions provided for Capital Purposes	12,419	1,918
<i>Other Income:</i>		
Net gains from the disposal of assets	92	-
Net Share of interests in Joint Ventures & Associated	-	-
Entities using the Equity Method	-	-
<b>Total Income from Continuing Operations</b>	<b>32,402</b>	<b>11,232</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	8,306	1,044
Borrowing Costs	7	-
Materials & Contracts	3,891	390
Depreciation & Amortisation	5,088	-
Legal Costs	-	-
Other Expenses	1,783	474
Interest & Investment Losses	-	-
Net Losses from the Disposal of Assets	-	-
Net Share of interests in Joint Ventures & Associated	-	-
<b>Total Expenses from Continuing Operations</b>	<b>19,075</b>	<b>1,908</b>
<b>Operating Result from Continuing Operations</b>	<b>13,327</b>	<b>9,324</b>
<b>Discontinued Operations</b>		
Net Profit/(Loss) from Discontinued Operations	-	-
<b>Net Operating Result for the Year</b>	<b>13,327</b>	<b>9,324</b>
Net Operating Result attributable to Council	13,327	9,324
Net Operating Result attributable to Minority Interests	-	-
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>908</b>	<b>7,406</b>

**20.2 AUGUST STATEMENT OF INVESTMENTS**

**Document ID:** 520862  
**Author:** Senior Finance Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council

1. Receive and note the information contained in the Statement of Investments report as at 31 August 2020.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of its investments.

**SUMMARY**

<u>Fund Balance (GL)</u>	
General	18,409,995.34
Water	7,986,081.02
Sewerage	1,073,458.19
Trust	99,541.62
	<b>27,569,076.17</b>

**BACKGROUND**

<b>Council Funds</b>				
<b>Banking Authority</b>	<b>Amount</b>	<b>%</b>	<b>Yield</b>	<b>Due Date</b>
<b>Direct Investments A to BBB-</b>				
Elders Rural Bank	1,000,000.00	3.64%	1.45%	18 Nov 2020
Elders Rural Bank	1,000,000.00	3.64%	1.51%	18 Apr 2021
Elders Rural Bank	1,000,000.00	3.64%	1.25%	3 May 2021
Elders Rural Bank	1,000,000.00	3.64%	1.40%	26 May 2021
Bendigo Bank	1,000,000.00	3.64%	1.50%	19 Nov 2020
Bendigo Bank	1,000,000.00	3.64%	1.50%	3 Dec 2020
Bendigo Bank	1,000,000.00	3.64%	0.80%	24 Jul 2021
Bendigo Bank	750,000.00	2.73%	0.78%	11 Aug 2021
<b>Direct Investments AA- to A</b>	<b>7,750,000.00</b>	<b>28.21%</b>		

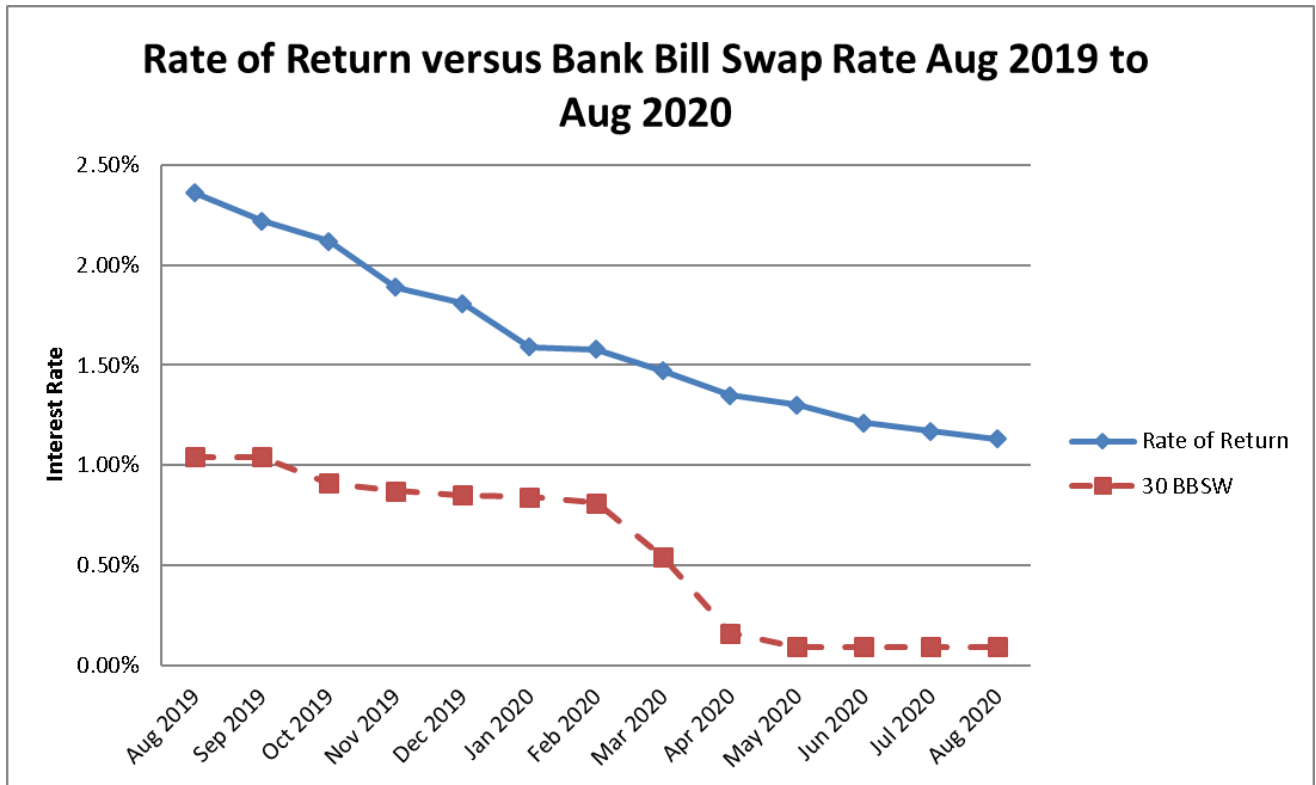
<b>Direct Investments AAA to AA-</b>				
NAB Cashmaximiser	1,469,534.55	5.35%	0.10%	31 Aug 2020
NAB	750,000.00	2.73%	1.50%	14 Oct 2020
NAB	1,000,000.00	3.64%	1.41%	26 Oct 2020
NAB	1,000,000.00	3.64%	1.51%	4 Dec 2020
NAB	1,000,000.00	3.64%	1.33%	28 Dec 2020
NAB	1,000,000.00	3.64%	1.02%	23 Apr 2021
NAB	1,000,000.00	3.64%	1.00%	8 Jun 2021
NAB	1,000,000.00	3.64%	0.85%	9 Aug 2021
St George	1,000,000.00	3.64%	1.70%	10 Sep 2020
St George	1,000,000.00	3.64%	1.40%	23 Nov 2020
St George	750,000.00	2.73%	1.25%	20 Jan 2021
St George	1,000,000.00	3.64%	1.48%	22 Feb 2021
St George	1,000,000.00	3.64%	1.48%	22 Feb 2021
St George	1,000,000.00	3.64%	1.27%	12 Mar 2021
St George	1,000,000.00	3.64%	1.15%	28 Mar 2021
St George	750,000.00	2.73%	1.12%	4 Jun 2021
St George	1,000,000.00	3.64%	0.92%	10 Jul 2021
Suncorp	1,000,000.00	3.64%	1.47%	15 Sep 2020
Suncorp	1,000,000.00	3.64%	1.55%	18 Jan 2021
Westpac	1,000,000.00	3.64%	0.95%	26 May 2021
	<b>19,719,534.55</b>	<b>71.78%</b>		
Council Funds	<b>27,469,534.55</b>	<b>100%</b>		

**Monthly Investment Performance**

Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Aug 2019	24,373,396.59	2.36%	1.040%	1.32%
Sep 2019	23,803,509.00	2.22%	1.040%	1.18%
Oct 2019	22,803,634.26	2.12%	0.910%	1.21%
Nov 2019	23,303,764.93	1.89%	0.870%	1.02%
Dec 2019	23,553,884.71	1.81%	0.850%	0.96%
Jan 2020	23,553,974.21	1.59%	0.840%	0.75%
Feb 2020	23,954,044.65	1.58%	0.810%	0.77%
Mar 2020	25,204,172.57	1.47%	0.540%	0.93%
Apr 2020	25,204,242.60	1.35%	0.160%	1.19%
May 2020	27,549,312.61	1.30%	0.090%	1.21%
Jun 2020	28,469,399.48	1.21%	0.090%	1.12%
Jul 2020	27,469,472.15	1.17%	0.090%	1.08%
Aug 2020	27,469,534.55	1.13%	0.090%	1.04%

**Trust Funds**

Banking Authority	Amount	%	Yield	Due Date
<b>Direct Investments AAA to AA-</b>				
National Australia Bank (Art Trust)	67,491.06	67.62%	1.45%	23/11/2020
Bendigo Bank (Tourist Trust)	32,050.56	32.38%	1.10%	21/03/2021
Trust Funds	<b>99,541.62</b>			



Individual Limits					
Institution	Rating		Amount Invested	Council %	
Bendigo Bank	BBB+	A2	\$ 3,782,050.56	13.7%	<b>Max 20%</b>
Elders Rural Bank	BBB+	A2	\$ 4,000,000.00	14.5%	<b>Max 20%</b>
IMB	BBB	A2	\$ -	0.0%	<b>Max 20%</b>
NAB	AA-	A1+	\$ 8,287,025.61	30.1%	<b>Max 35%</b>
Suncorp	A+	A1	\$ 2,000,000.00	7.3%	<b>Max 25%</b>
StGeorge	AA	A1+	\$ 8,500,000.00	30.8%	<b>Max 35%</b>
Macquarie Bank	A-	A1	\$ -	0.0%	<b>Max 25%</b>
Commonwealth Bank	AA-	A1+	\$ -	0.0%	<b>Max 35%</b>
Westpac	AA	A1+	\$ 1,000,000.00	3.6%	<b>Max 35%</b>

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

The investments listed above have been made in accordance with the Local Government Act, the Regulations and Council’s Investment Policy.

**ISSUES AND IMPLICATIONS**

**Policy**

N/A

**Financial**

N/A

**Legal / Statutory**

Compliance with Clause 212 Local Government Regulation 2005

**Community Engagement / Communication**

N/A

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

The Reserve bank has announced interest rates could remain low for two years. This presents a risk to the return received on investments placed in 2020/21,

**RECOMMENDATION**

That Council

1. Receive and note the information contained in the Statement of Investments report as at 31 August 2020.



**20.3 AUGUST CAPITAL WORKS PROGRAM**

<b>Document ID:</b>	<b>520864</b>
<b>Author:</b>	<b>Senior Finance Officer</b>
<b>Authoriser:</b>	<b>Deputy General Manager Corporate and Community</b>
<b>Theme:</b>	<b>Statutory and Compulsory Reporting – Financial / Audit</b>
<b>Attachments:</b>	<b>1. Capital Works Program August 2020.pdf</b> <a href="#">↓</a>
	<b>2. August 2020 Capital Expenditure.pdf</b> <a href="#">↓</a>
	<b>3. August 2020 Operational Expenditure.pdf</b> <a href="#">↓</a>

**RECOMMENDATION**

That Council

1. Receive and note the information contained in the Capital Works report as of 31 August 2020.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of the capital work programs. This report is for the period ending 31 August 2020.

**BACKGROUND**

Works listed in the attachment are for works against new budgeted projects for the 2020/2021 year. Key Operational expenses are also included in this report and have been highlighted separately.

**Progress to date in each area****Administration**

Administration projects are scheduled as follows: Azure Premium P1 Implementation (October), SQL Server Software Licenses (November 2020), NBN Router with 4G backup (February 2021) and Replace Desktops/Laptops (May 2021).

GDA and SSA Implementation has commenced and will continue throughout the year.

Quotes are being organised for the Business Continuity Site and Replace Virtualising Hardware & Software

Software Licenses will be reviewed throughout the year and purchased if required.

The Network Penetration Testing has been ordered and is scheduled for October.

The IT review will commence on the appointment of a new IT officer.

**Environment**

The Penstock Gate has been ordered and is currently being manufactured for the Larmer St Flood Mitigation Works - Stage 2.

Narrandera West Drainage Improvements is awaiting land access approval from the Local Aboriginal Lands Council.

The survey is complete for Drainage Improvements Driscoll Rd with the concept design pending.

**Recreation & Culture**

Lake Talbot Pool Masterplan works are proceeding as scheduled with an anticipated completion date of November.

The Barellan Pool Upgrade Filtration system site slab is complete and filtration tanks have been delivered. Project is scheduled for October completion.

Additional sequencing for the Festive Mega Tree works is to be scheduled.

Quotes have been received and are under review for the 2020-25 Tree Audit.

Specifications for the Biosecurity Mapping System are being developed.

Narrandera Victoria Ave Stage 3, Narrandera Stadium Heating and Narrandera Stadium Upgrade Toilet Amenities project scope is under development.

The design for the Brewery Flat Improvements (Fire Pits, Seating, Shelters) is under review.

Roof quotes have been received for the Stadium Upgrade and are currently being evaluated.

Deeds have been submitted and awaiting program approval for the Local Roads and Community Infrastructure grant.

Planning of the Barellan Rural Fire Service Station amenities upgrade is underway, waiting on advice from RFS for progress.

**Drought Community Funding (Round 2)**

Application approval has been received for the Narrandera Stadium Upgrade and Henry Mathieson Oval Facilities improvement project. Project planning commenced.

Council is working with RAMJO to deliver a joint Adverse Event Plan.

Heritage signs have been selected for the Grong Grong Rural Assistance community project. The signage location has been selected and is under review, design is complete and historical content is being prepared.

Community projects identified under the Sandigo Rural Assistance Program include a heritage disabled ramp, BBQ shelter and repairs to the driveway.

Barellan Rural Assistance Program community project will involve repairs to the Tennis Court Clubhouse.

The Lake Talbot Pool Road beautification project is underway with the supply of concrete slippers committed, contractor engaged for the installation of the retaining wall and procurement commenced for landscaping to the entrance sections. The anticipated completion date is mid-November.

Procurement has commenced for the Sun safe playgrounds and Barellan Improvements project.

Heating and cooling have been completed for the Binya Village Hall Improvements. Shelving for the shed is still to be completed.

The disabled access ramp for Barellan Village Hall Improvements is scheduled to commence in October 2020.

Banners have been completed and installed for the Grong Grong Improvements project, with street trees to be planted.

Exterior painting has commenced for the Kamarah Village Hall Improvements and anticipated to be completed in September.

Airconditioning project has been completed for the Grong Grong Village Hall Improvements.

Sandigo Village halls improvement is complete.

### **Stronger Country Communities (Round 3)**

Procurement has commenced for Youth Food Van.

Parkside Cottage Museum internal painting has commenced.

Procurement is complete for Binya community Hall.

Grong Grong Hall disabled ramp construction has commenced, cement pouring is planned for September.

Contractor has commenced on the toilet refurbishment at Barellan Hall.

External painting has been scheduled for September at the Sandigo Hall.

Repairs to Kamarah Hall have been completed.

### **Playground on the Murrumbidgee**

Project planning and Stakeholder engagement has commenced for the Narrandera Destination and Discovery hub.

Paperwork has been lodged with John Holland Rail for the Railway Heritage bridge; stakeholder engagement has commenced.

Request for quotation has been issued with a closing date of 21<sup>st</sup> August 2020 for the LTTP Family unit conversion.

Crown lands approval has been received for the LTTP amenity block and camp kitchen. An architect has been engaged to prepare the design drawings and specifications.

Design and specification have been completed for the LTTP sites to be levelled. Request for quotation has been issued and closes on the 14<sup>th</sup> August 2020.

Northbank Walking Track survey and soil testing is complete. Community engagement with residents has commenced.

Community feedback has been received for the Northbank Bridge and Northbank Walkway projects. Tender documents are being prepared.

### **Transport & Communication**

Works are being scheduled for Urban Roads Construction, Urban Roads Construction – Laneways, Urban Reseals, Urban Pavement Rehabilitation, Urban Kerb and Gutter Replacement, Urban Footpath Replacement, Urban Roads Construction and Rural Road Reseals.

Works are to commence for Roads to Recovery Projects including; Euratha Rd, Buckingbong Road Guardrailing, Paynters Siding Road, Old Wagga Rd, Paintings Bridge Rd, Brobenah Hall Rd, Buckingbong Rd, Erigolia Rd, Federal Park Rd and Landervale Rd.

Works have commenced for Rural Sealed Roads Construction including Back Dicksonville Rd, Booka Rd, Cliffords Rd, Males Rd. Remaining works to commence include Pamandi Rd, Old Wagga Rd, Paintings Bridge Rd and Rosedale Rd.

Grant application has been submitted and awaiting advice for the PAMP 100% RMS funding and PAMP 50% RMS Funding.

Driver Reviver Upgrade Program is awaiting road safety program funding approval.

Narrandera Business Centre Master Plan has been deferred to complete time sensitive grant projects first

The completion of water modelling is to be scheduled for the Barellan Stormwater Design.

The Drone Purchase for Survey / Inspection software upgrade is complete. Procurement for the air band radio and protective case is pending.

### **Economic Affairs**

Lake Talbot Tourist Park fire service upgrades is on hold awaiting the outcome of the level sites and amenity/camp kitchen projects.

Economic Development project scope includes the Australian Airport Pilot Academy.

Project scope for the gateway/entrance signs includes 6 entrance gate signs and landscaping.

Quotes are being sought to design, supply and install a patio at 16 Kiesling Drive.

Investigation and Design of off-street staff/fleet parking for the Chambers has been deferred with priority being time sensitive grant projects.

Works to be scoped and scheduled for the Building renewals and upgrades.

Procurement and investigations are underway for the Parkside Museum. The project scope includes external painting, roof / gutter renewal and laminate glass panels to some of the sealed exhibitions.

Council Chambers Building Upgrades will be scoped and scheduled throughout the year.

Call for quotes is underway for the external painting at 4 Victoria Square.

Solar panel works to be determined following the completion of the energy audit.

Scoping has commenced for the Runway, Taxiway and Apron resealing and re-marking. Proposed date for reseal in December, January 2020-2021.

Scoping has commenced for the installation of three apron flood lights with quotation to follow.

Preliminary draft tender has commenced for the Security and Wildlife Perimeter fencing. Awaiting detailed field survey to be completed.

Plant replacement program has not yet commenced.

### **Water Supplies**

Water Main Replacements program is being developed for work to commence in September.

The Hydrant and Valve replacements program and design is developed.

Service replacements will be performed as required.

Fencing for Bore 1 and 2 is to be scheduled.

Decommission Low Level reservoir is to be scheduled following the outcome of the IWCM study.

Design is underway for the Pine Hill reservoir replacement.

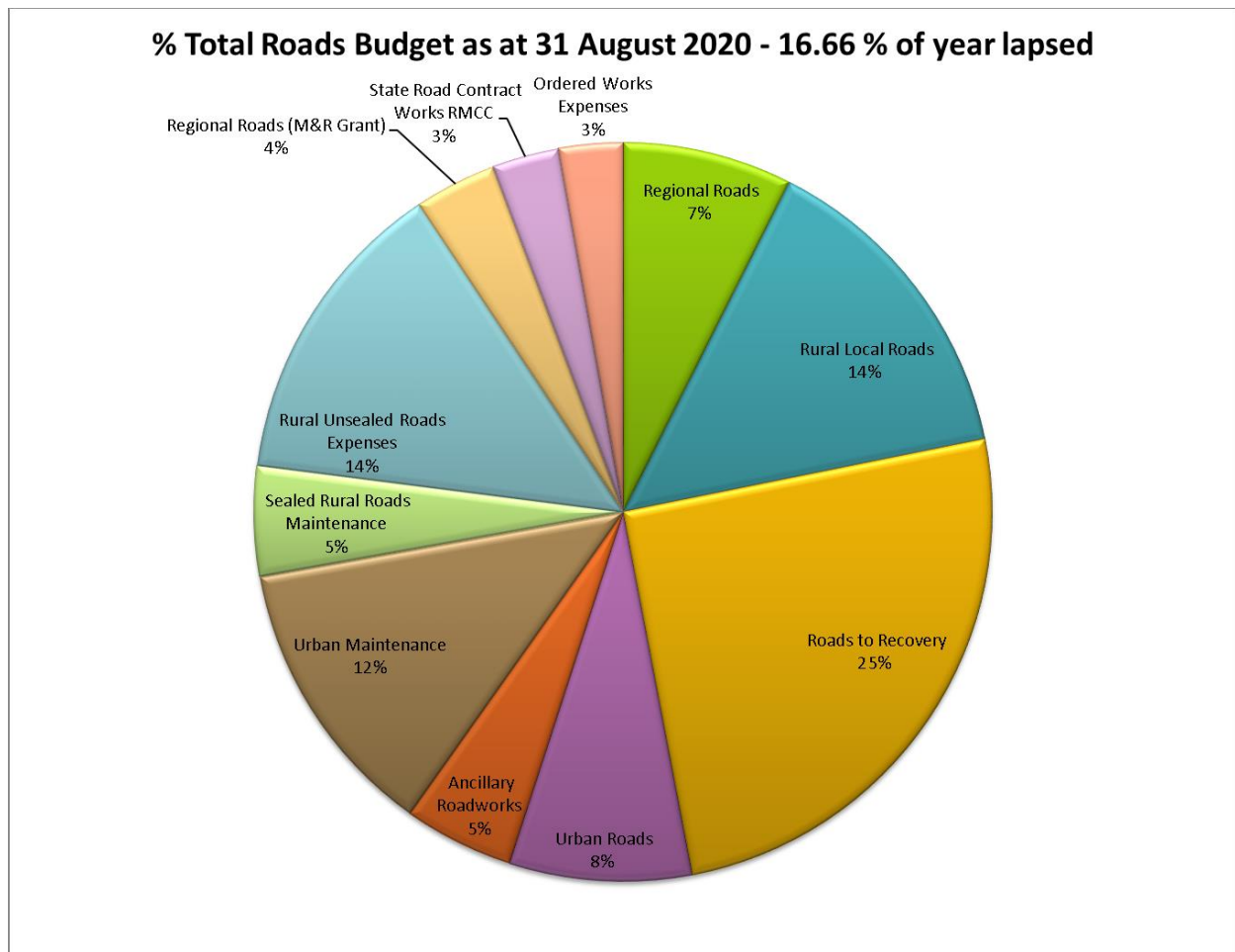
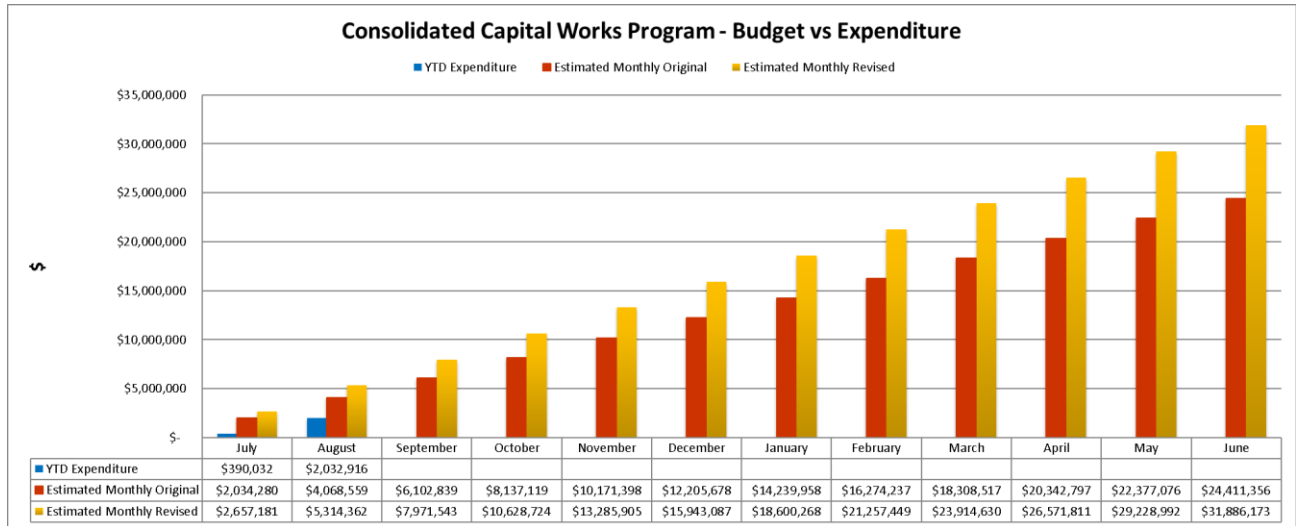
Solar panel works to be determined following the completion of the energy audit.

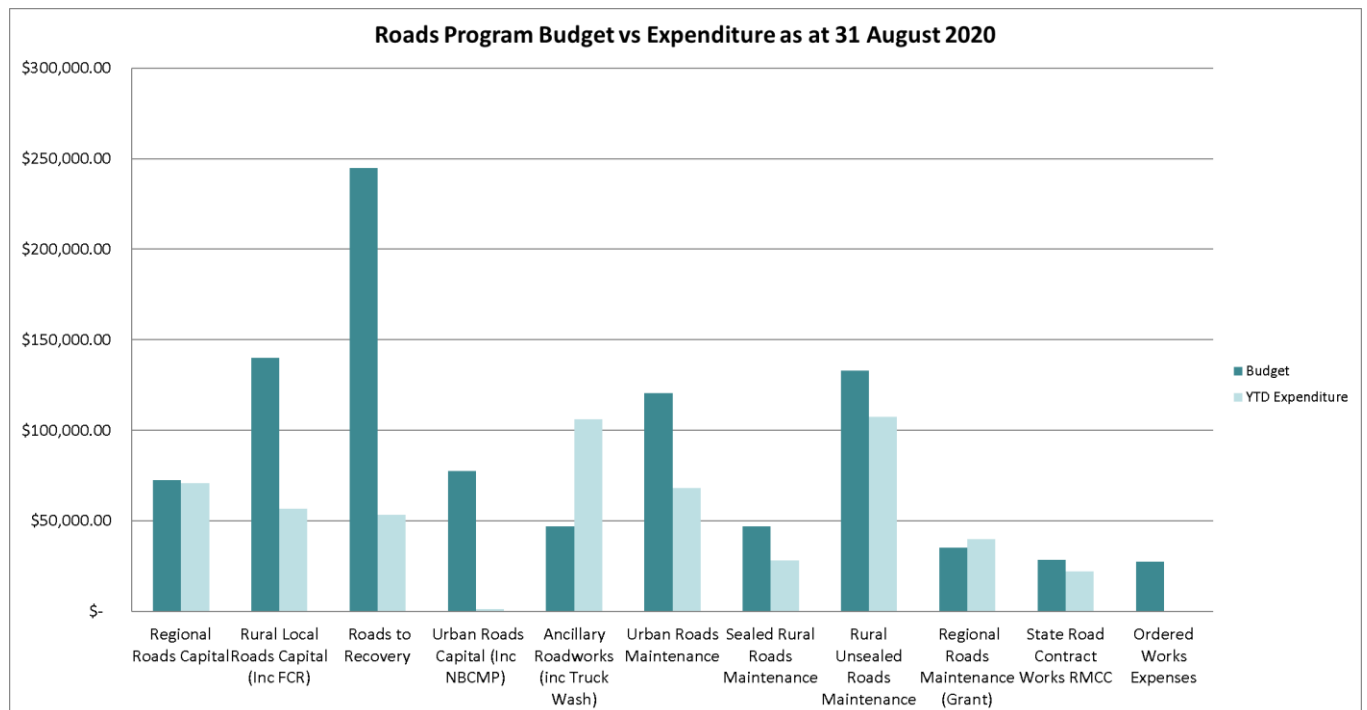
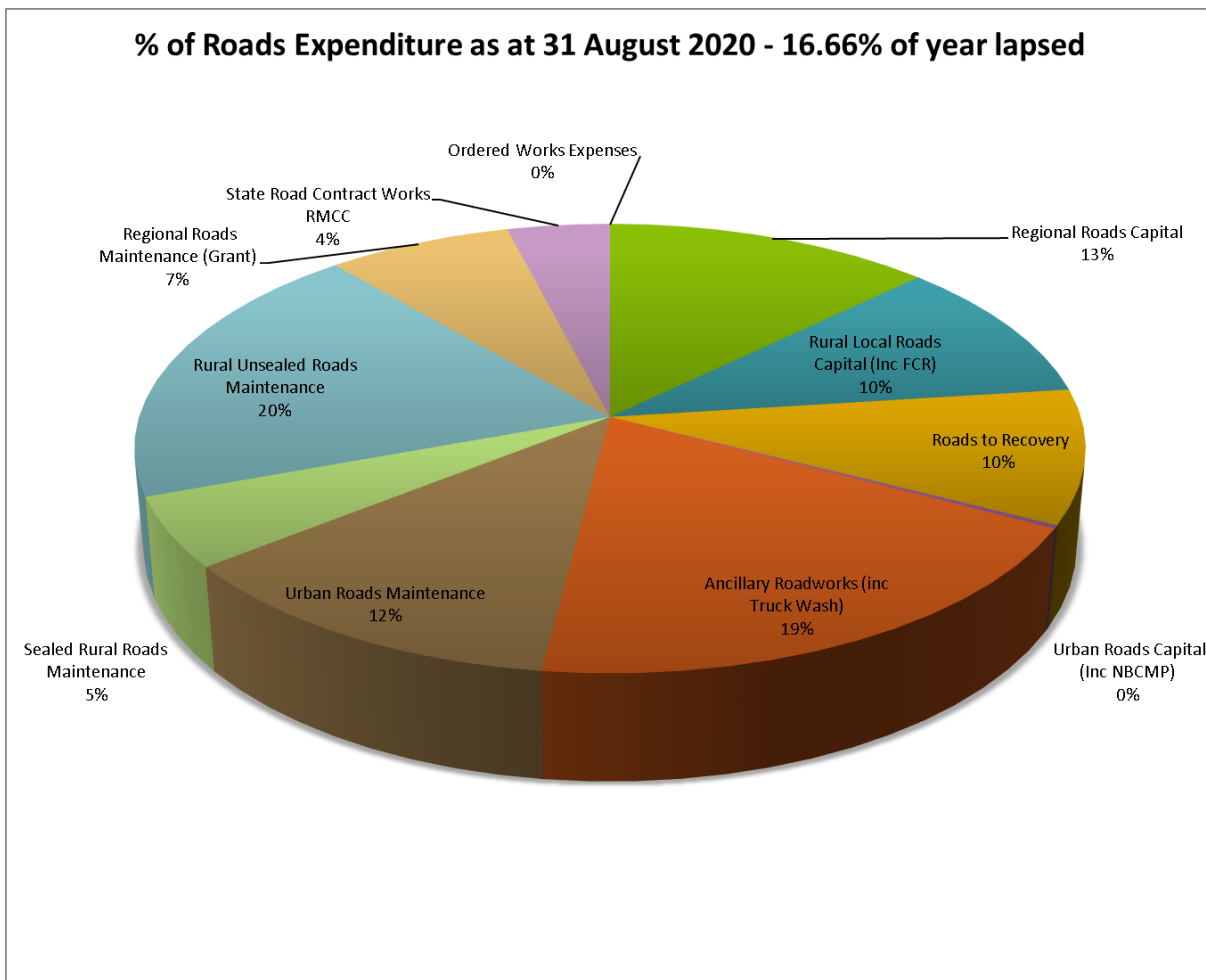
**Sewerage Supplies**

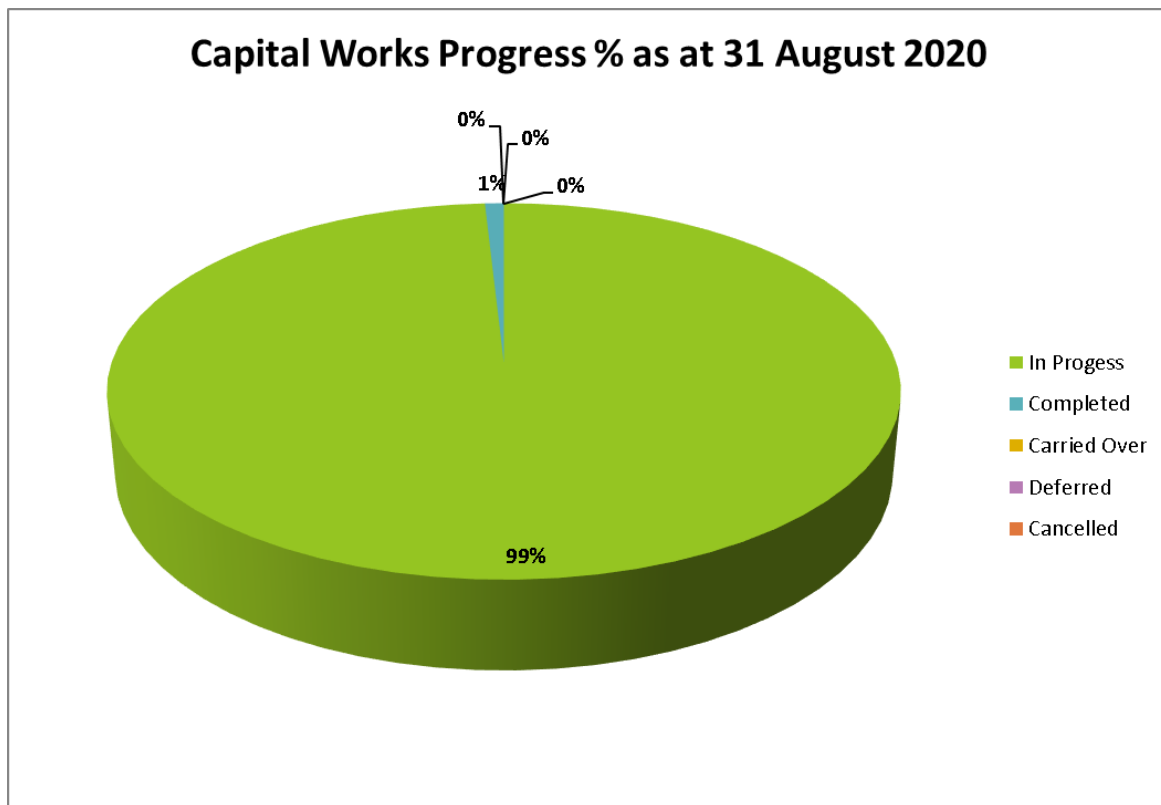
Design and tender are underway for the Barellan Sewer project.

Sewer Main Relines program is being developed for tender in February.

Solar panel works to be determined following the completion of the energy audit.







**TERMINOLOGY**

This report contains an explanation of terminology and headings used in the capital works report. Key terms and terminology are as follows:

**Ledger Number** - This is a reference number for staff to link the report to Councils accounting records.

Capital works are funded from a number of sources. Codes that denote revenue sources are:

- **Revenue** – Projects funded from revenue raised from Rates & Annual charges, User Fees and Other Revenue.
- **Reserve** – Jobs funded from Council’s reserves and unspent grants.
- **Grant & Contributions** - Funding from other Government departments, Council’s or organisations.

**Budget** – This is the total allocation to complete the project.

**YTD Exp** – Total expenditure allocated to project as of report date, including commitments.

**Balance** – Amount of unspent funds for each program at reporting date.

**Graph** – The graph at the top of the report displays the original budget adopted by Council, the revised budget and year to date expenditure, including commitments.

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

**Theme**

Our Infrastructure

**Goal**

To have an improved and adequately maintained road network

**Strategy**

56 - Commence identified actions from the Roads Review including implementation of an effective road hierarchy

**Action**

56.1 - Funding for and any identified projects and opportunities from the strategy to be included and considered by Council as part of the annual budget process

**ISSUES AND IMPLICATIONS****Policy**

Nil

**Financial**

Advise Council of the current status of the Capital Works Program

**Legal / Statutory**

N/A

**Community Engagement / Communication**

N/A

**Human Resources / Industrial Relations (if applicable)**

N/A

**RISKS**

N/A

**RECOMMENDATION**

That Council

1. Receive and note the information contained in the Capital Works report as of 31 August 2020.







KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/08/2020

Complete	Unrealised Grant	Cancelled
Carryover	Key Operational	Deferred

16.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
1 Network Penetration Testing	-		\$10,000	\$5,000.00	\$5,000.00	50%	Ordered and currently planned for October
2 IT Review	-		\$5,000	\$0.00	\$5,000.00	0%	Will be reviewed once new IT Officer has been recruited
3 Replace Desktops/Laptops	20,000		\$20,000	\$1,434.00	\$18,566.00	7%	Will commence in May 2021
4 SQL Server Software Licenses	30,000		\$30,000	\$0.00	\$30,000.00	0%	Will commence in November 2020
5 Software Licencing	10,000		\$10,000	\$0.00	\$10,000.00	0%	Will be reviewed throughout the year.
6 NBN Router with 4G backup	\$10,000		\$10,000	\$0.00	\$10,000.00	0%	Will commence in February 2021
7 Replace Virtualising Hardware & Software	\$95,000		\$95,000	\$0.00	\$95,000.00	0%	Collecting information for the quotes.
8 Business Continuity Site	\$30,000		\$30,000	\$0.00	\$30,000.00	0%	Will be reviewed as part of the Virtualising Quote
9 Azure Premium P1 Implementation	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	Will commence in October 2020
10 GDA and SSA Implementation	\$5,000		\$5,000	\$0.00	\$5,000.00	0%	Work has started and will continue throughout the year
11 Pound: Cattery Holding System	\$6,000	\$ 422.90	\$6,000	\$0.00	\$6,000.00	0%	
12 CCTV Combined	-		\$15,000	\$0.00	\$15,000.00	0%	To be discussed with DGMI
13 Barellan RFS Station Amenities	-	\$ 56,009.09	\$87,950	\$8,500.00	\$79,450.00	10%	Awaiting advice from RFS on progress
14 Narrandera Waste Facility -External fence & improved public access	-		\$9,297	\$0.00	\$9,297.00	0%	
15 Ndra Landfill Masterplan improvement works - possibility of grant funding i	-		\$326,979	\$0.00	\$326,979.00	0%	
16 Ndra Landfill Operational control room (transportable, dust-free - replace c	-		\$20,000	\$0.00	\$20,000.00	0%	
17 Larmer St Flood Mitigation Works - Stage 2			\$21,810	\$9,126.52	\$12,683.48	42%	Penstock Gate ordered and is currently being manufactured
18 Narrandera West Drainage Improvements			\$29,967	\$502.68	\$29,464.32	2%	Waiting land access approval from Local Aboriginal Lands Council
19 Drainage Improvement Driscoll Rd	-		\$66,177	\$0.00	\$66,177.00	0%	Survey completed. Concept design pending
20 Barellan Cemetery Entrance gate	-		\$8,000	\$0.00	\$8,000.00	0%	
21 GG Cemetery Furniture	-		\$3,834	\$0.00	\$3,834.00	0%	
22 Ndra Cemetery Fencing (rear boundary)	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	
23 Book & Resources annual replacement	\$34,290	\$ 569.72	\$47,136	\$192.08	\$46,943.92	0%	
24 LTP Masterplan - Water Play Park	\$3,950,772	\$ 1,929,586.00	\$5,187,664	\$1,446,699.70	\$3,740,964.30	28%	Works are proceeding as scheduled - Contractor completion date end of November 2020
25 Brln Pool Upgrade Filtration system / Waste water irrigation	-	\$ 41,898.00	\$54,954	\$403.53	\$54,550.47	1%	Works are proceeding as scheduled - Site slab completed and Filtration tanks delivered. Contractor completion date early of October 2020
26 Ndra Sportsground drainages and soak	-		\$100,000	\$0.00	\$100,000.00	0%	
27 HM Oval Level and Resurface	-		\$25,000	\$0.00	\$25,000.00	0%	
28 Ndra Sportsground Clubrooms	-	\$ 5,768.53	\$1,911,277	\$12,691.73	\$1,898,585.27	1%	
29 Ndra Sportsground Grandstand improvements	\$12,000		\$12,000	\$0.00	\$12,000.00	0%	
30 Outdoor Courts Furniture/Shelters	\$15,000		\$15,000	\$0.00	\$15,000.00	0%	
31 HM Oval - Perimeter Fencing	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	
32 Barellan Netball Courts	-		\$103,500	\$0.00	\$103,500.00	0%	
33 Flag Poles for Festive Flags	-		\$1,222	\$0.00	\$1,222.00	0%	
34 Completion of Wiradjuri wall	-		\$19,964	\$0.00	\$19,964.00	0%	
35 MBP Up Lighting adventure playground	-		\$15,000	\$0.00	\$15,000.00	0%	
36 MBP Drinking fountains/ bottle fillers	-		\$8,000	\$0.00	\$8,000.00	0%	
37 MBP Pocket park upgrades	-		\$28,121	\$0.00	\$28,121.00	0%	
38 Victoria Ave stage 2 - level, irrigate, formalise driveways, curb	-		\$74,542	\$63,805.40	\$10,736.60	86%	
39 Brewery Flats landscaping, furniture replacement, painting etc.	-		\$5,000	\$0.00	\$5,000.00	0%	
40 DCF - Adverse Event Plan	-		\$49,550	\$0.00	\$49,550.00	0%	Council working with RAMJO to deliver plan
41 DCF - Rural Assistance Program - Grong Grong Community Project	-	\$ 296.20	\$48,324	\$1,399.07	\$46,924.93	3%	Heritage signs selected as project. Sites for signs have been chosen and are under review. Sign design completed. Historical content of signs being prepared.
42 DCF - Rural Assistance Program - Sandigo Community Project	-		\$47,550	\$2,166.93	\$45,383.07	5%	Disabled ramp, BBQ shelter and repairs to driveway identified as community projects.
43 DCF - Rural Assistance Program - Barellan Community Project	-	\$ 40,373.92	\$48,402	\$1,845.17	\$46,556.83	4%	Repairs to the Tennis Court Clubhouse selected as community project.



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/08/2020

16.66%

Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments
44 DCF - Road beautification Project - Lake Talbot Water Park.	-	\$ 93,700.45	\$150,000	\$622.73	\$149,377.27	0%	Supplier committed for the supply of concrete sleepers. Contractor engaged for the Installation of Retaining Wall, works are set to be completed by mid November. Procurement for landscaping of Entrance sections underway
45 DCF - Sunsafes playgrounds	-		\$80,000	\$0.00	\$80,000.00	0%	procurement commenced
46 DCF - Barellan Improvements Project	-		\$69,231	\$0.00	\$69,231.00	0%	procurement commenced
47 DCF - Grong Grong Improvement Project	-		\$6,468	\$590.00	\$5,878.00	9%	banners completed, street trees to be planted
48 DCF - Village Halls Improvement Project - Grong Grong Town Hall	-		\$18,232	\$0.00	\$18,232.00	0%	Air conditioners installed.
49 DCF - Village Halls Improvement Project - Sandigo Hall	-	\$ 880.78	\$5,691	\$2,915.44	\$2,775.56	51%	Completed.
50 DCF - Village Halls Improvement Project - Barellan Hall	-	\$ 25,396.31	\$29,018	\$107.70	\$28,910.30	0%	Disabled access ramp scheduled to commence late October
51 DCF - Village Halls Improvement Project - Binya Hall	-	\$ 6,142.94	\$17,361	\$3,538.53	\$13,822.47	20%	Heating & cooling completed.
52 DCF - Village Halls Improvement Project - Kamarah Hall	-	\$ 12,021.91	\$28,675	\$378.65	\$28,296.35	1%	Exterior painting commenced and due to be completed 1st Sept
53 DCF - Narrandera Stadium Upgrade	-		\$40,000	\$0.00	\$40,000.00	0%	
54 DCF - Henry Mathieson Oval facilities Improvement Project	-		\$299,000	\$0.00	\$299,000.00	0%	
55 SCCF - Barellan Footpath Project	-		\$120,000	\$0.00	\$120,000.00	0%	
56 SCCF - Youth Food Van Project	-		\$50,000	\$4,545.45	\$45,454.55	9%	procurement commenced
57 SCCF - Parkside Cottage Museum	-	\$ 26,431.82	\$48,182	\$10,759.99	\$37,422.01	22%	Interior painting progressing.
58 SCCF - Grong Grong Hall	-	\$ 18,210.00	\$19,283	\$198.75	\$19,084.25	1%	Disabled ramp commenced. Pour planned early September.
59 SCCF - Barellan Hall	-		\$19,361	\$11,435.00	\$7,926.00	59%	Repairs to ladies toilet ceiling, replace cisterns and repaint completed.
60 SCCF - Sandigo Hall	-	\$ 14,241.82	\$19,203	\$33.63	\$19,169.37	0%	Exterior painting to commence mid September.
61 SCCF - Binya Hall	-	\$ 15,872.73	\$19,070	-\$20.22	\$19,090.22	0%	Procurement complete. New power & water and path to shed.
62 SCCF - Kamarah Hall	-		\$11,029	\$839.78	\$10,189.22	8%	Completed.
63 POM - Destination & Discovery Hub	\$3,025,000	\$ 840.02	\$3,025,000	\$5,676.58	\$3,019,323.42	0%	Design review meeting held with staff. Stakeholder engagement commenced.
64 POM - Northbank Walkway	\$0		\$0	\$38.18	-\$38.18	#DIV/0!	Community engagement underway with feedback received. Project to be incorporated with construction of kerb and gutter in Melbourne St. Request for tender being prepared for bridge.
65 POM - Railway Heritage Bridge	\$0		\$0	\$381.84	-\$381.84	#DIV/0!	
66 POM - LTTTP Upgrades to Family Unit	\$319,496	\$ 3,199.74	\$319,496	\$2,433.69	\$317,062.31	1%	Request for quotation issued and closes 21 August 2021.
67 POM - LTTTP Upgrades to Amenity block & Camp Kitchen	\$939,052	\$ 4,772.73	\$939,052	\$0.00	\$939,052.00	0%	Architect engaged to prepare design drawings and specifications.
68 POM - LTTTP Level Sites	\$156,711	\$ 8,496.49	\$156,711	\$15,416.41	\$141,294.59	10%	Design & specifications completed. Request for quotation issued and closes 14 August 2021.
69 POM - Northbank Walking Track	\$390,393		\$390,393	\$1,297.10	\$389,095.90	0%	Survey & soil testing completed. Community engagement with residence commenced
70 POM - Northbank Bridge	\$0	\$ 152.73	\$0	\$610.95	-\$610.95	#DIV/0!	Community engagement underway with feedback received. Request for tender being prepared for bridge.
71 Other Town Park upgrades	\$20,000		\$20,000	\$0.00	\$20,000.00	0%	
72 2020-25 Tree Audit	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Quotations received, currently being evaluated
73 Biosecurity Mapping System	\$30,000		\$30,000	\$0.00	\$30,000.00	0%	developing specification and engaging specialised companies.
74 Remote Signage	\$7,500		\$7,500	\$0.00	\$7,500.00	0%	
75 Brln Playground Upgrades	\$5,000		\$5,000	\$0.00	\$5,000.00	0%	
76 Ndra Victoria Ave Stage 3 - Irrigation, Formalise driveways, Curb etc	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Developing scope
77 Festive Mega Tree (additional sequencing)	\$6,000		\$6,000	\$0.00	\$6,000.00	0%	Works to be scheduled.
78 Narrandera Stadium Heating	\$35,000		\$35,000	\$0.00	\$35,000.00	0%	Scope of works to be complete
79 Narrandera Stadium Upgrade Toilet Amenities	\$80,000		\$80,000	\$0.00	\$80,000.00	0%	Scope of works currently being completed
80 Brewery Flat Improvements - Fire Pits, Seating, Shelters.	\$60,000		\$60,000	\$0.00	\$60,000.00	0%	Design under review
81 Art Centre Storage - Deck and Storage at the rear of the Art centre	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Deeds submitted awaiting program approval
82 Narrandera Water Tower - Final art of water tower	\$25,000		\$25,000	\$0.00	\$25,000.00	0%	Deeds submitted awaiting program approval
83 Water Tower Surrounds - Tidy up and make usable (Gardens, paths, seating)	\$50,000		\$50,000	\$0.00	\$50,000.00	0%	Designs currently under review
84 Tree planting - All towns (Subject to consultation)	\$120,000		\$120,000	\$0.00	\$120,000.00	0%	Quotations to take place mid October



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/08/2020

16.66%

		Complete Carryover	Unrealised Grant Key Operational	Cancelled Deferred				
Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	
85	Henry Mathieson Oval - Levelling Slope and fencing		\$80,000	\$0.00	\$80,000.00	0%	Deeds submitted awaiting program approval	
86	Buckingbong Road - Safety upgrade (Guard Railing and associated road corr		\$60,000	\$0.00	\$60,000.00	0%	Deeds submitted awaiting program approval	
87	Glenmoor Road Gravel Sheeting of 2.6km		\$87,000	\$0.00	\$87,000.00	0%	Deeds submitted awaiting program approval	
88	Melbourne Street - Kerb & Gutter works, 390m to co-inside with the new footpath works on the southern side.		\$99,000	\$0.00	\$99,000.00	0%	Deeds submitted awaiting program approval	
89	Laneway Upgrade - Drain and seal a selected laneway.		\$41,363	\$0.00	\$41,363.00	0%	Deeds submitted awaiting program approval	
90	Drainage Works (Various) - New Culverts and causeways (Brobenah Road and Ridgeview Rd) and complete works to causeways constructed under flood recovery.		\$100,000	\$0.00	\$100,000.00	0%	Deeds submitted awaiting program approval	
91	Weir Park Road - 1200m gravel resheet and Otta seal		\$110,000	\$0.00	\$110,000.00	0%	Deeds submitted awaiting program approval	
92	LT Rec Seating and Shelter Revamp		-					
93	LT Deepening Works		\$400,000	\$0.00	\$400,000.00	0%		
94	Stadium Upgrade		\$30,000	\$0.00	\$30,000.00	0%	Roof quotes received and currently being evaluated	
95	NBCMP		\$166,451	\$0.00	\$166,451.00	0%	Project deferred - Priority is the completed time sensitive grant projects first	
96	Barellan Stormwater Design		\$3,388	\$0.00	\$3,388.00	0%	Completion of water modelling to be scheduled	
97	<b>Urban Roads Construction</b>		<b>\$200,000</b>		<b>\$200,000.00</b>	<b>0%</b>		
98	Arthur St (Victoria to Audley) Extend to kerb		\$0	\$0.00			Works yet to be scheduled	
99	Baylis St (Jonsen St to May St) Extend to kerb		\$0	\$0.00			Works yet to be scheduled	
100	Box Street (Barellan)		\$0	\$0.00			Works yet to be scheduled	
101	Brookong St Grong Grong (Lachlan St to Willandra St		\$0	\$0.00			Works yet to be scheduled	
102	Urban Roads Construction - Laneways		\$34,105	\$0.00	\$34,105.00	0%		
103	Intersections Upgrade Local & Reg. Rds		\$90,000	\$0.00	\$90,000.00	0%		
104	Culvert/bridge assessment works	\$ 16,872.80	\$35,050	\$1,289.00	\$33,761.00	4%		
105	<b>Urban Roads Construction - Laneways</b>		<b>\$39,924</b>		<b>\$39,924.00</b>	<b>0%</b>		
106	Prince Lane		\$0	\$0.00			Works yet to be scheduled	
107	Audley Lane		\$0	\$0.00			Works yet to be scheduled	
108	Peters Lane		\$0	\$0.00			Works yet to be scheduled	
109	Jonsen Lane		\$0	\$0.00			Works yet to be scheduled	
110	<b>Urban Reseals</b>		<b>\$100,000</b>		<b>\$100,000.00</b>	<b>0%</b>		
111	Urban Road Reseal Council fund		\$0	\$0.00			Works yet to be scheduled	
112	Broad St		\$0	\$0.00			Works yet to be scheduled	
113	Douglas St		\$0	\$0.00			Works yet to be scheduled	
114	Larmer Street		\$0	\$0.00			Works yet to be scheduled	
115	<b>Urban Pavement Rehabilitation</b>		<b>\$100,000</b>		<b>\$100,000.00</b>	<b>0%</b>		
116	Urban K&G Replacement		\$15,375	\$0.00	\$15,375.00	0%	Works yet to be scheduled	
117	Urban Footpath Replacement		\$10,250	\$0.00	\$10,250.00	0%	Works yet to be scheduled	
118	Urban Laneways Upgrade-additional		\$46,953	\$0.01	\$46,952.99	0%		
119	Improvement of water haulage		\$15,000	\$0.00	\$15,000.00	0%		
120	Innovation for Rural infrastructure Mgmt		\$11,995	\$0.00	\$11,995.00	0%		
121	Urban K&G Replacement		\$43,509	\$0.00	\$43,509.00	0%		
122	Urban Footpath Replacement	\$ 275.27	\$2,691	\$0.00	\$2,691.00	0%		
123	<b>Roads to Recovery (25 % of R2R proposed to expend in Urban Area) Grant</b>		<b>\$368,171</b>		<b>\$1,408,938.11</b>	<b>4%</b>	Works yet to be scheduled	
124	<b>Roads to Recovery ( 75 % of R2R proposed to expend on Rural Area) Grant</b>		<b>\$1,101,874</b>				Works yet to be scheduled	
125	Urban Road reseal from R2R		\$0	\$0.00				
126	Hulmes Road 4.9km-8.0km		\$0	\$27,147.76				
127	Males Rd Resheet 2.0-3.0km		\$0	\$1,583.43				
128	Buckingbong Road		\$0	\$0.00				
129	Reseals		\$0	\$0.00				
130	Holloway Rd	\$ 516.13	\$0	\$25,115.98				

KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/08/2020

16.66%

		Complete Carryover	Unrealised Grant Key Operational	Cancelled Deferred				
Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	
131	Euratha Rd	-		\$0	\$0.00		Works yet to commence	
132	Buckingbong Road Guard railing	-		\$0	\$0.00		Quotes to be obtained in August	
133	Paynters Siding Road	-	\$ 93,443.69	\$0	\$7,259.72		Works yet to commence	
134	Old Wagga Rd	-		\$0	\$0.00		Works yet to commence	
135	Paintings Bridge Rd	-		\$0	\$0.00		Works yet to commence	
136	Brobenah Hall Rd	-		\$0	\$0.00		Works yet to commence	
137	Buckingbong Rd	-		\$0	\$0.00		Works yet to commence	
138	Erigolia Rd	-		\$0	\$0.00		Works yet to commence	
139	Federal Park Rd	-		\$0	\$0.00		Works yet to commence	
140	Landervale Rd	-		\$0	\$0.00		Works yet to commence	
141	<b>Rural Sealed Roads Construction</b>	<b>\$350,000</b>		<b>\$350,000</b>	<b>\$298,994.42</b>	<b>15%</b>		
142	Back Dicksonville Rd	-	\$ 35,444.10	\$0	\$8,534.24		works commenced	
143	Booka Rd	-	\$ 13,519.52	\$0	\$1,780.74		works commenced	
144	Cliffords Rd	-	\$ 30,214.41	\$0	\$18,032.38		works commenced	
145	Males Rd	-	\$ 29,940.00	\$0	\$11,544.75		works commenced	
146	Pamandi Rd	-		\$0	\$0.00		Works yet to commence	
147	Old Wagga Rd	-		\$0	\$9,571.16		Works yet to commence	
148	Paintings Bridge Rd	-		\$0	\$0.00		Works yet to commence	
149	Rosedale Rd	-	\$ 514.10	\$0	\$1,542.31		Works yet to commence	
150	Culvert Manderlay Road 9.27 km	-		\$5,676	\$0.00	\$5,676.00	0%	
151	Culvert Manderlay Road 7.78 km	-		\$2,764	\$0.00	\$2,764.00	0%	
152	Culvert Brookong St 0.0 km	-		\$6,255	\$0.00	\$6,255.00	0%	
153	Culvert Yalgogorin Road 0.262	-		\$10,241	\$0.00	\$10,241.00	0%	
154	<b>Roads Resheeting - (Unsealed)</b>	<b>\$340,000</b>		<b>\$340,000</b>	<b>\$340,000.00</b>	<b>0%</b>		
155	Stephensons Rd	-		\$0	\$0.00			
156	Beaumont Rd	-		\$0	\$0.00			
157	Jacksons Rd	-		\$0	\$0.00			
158	Ellis Rd	-		\$0	\$0.00			
159	Williams Rd	-		\$0	\$0.00			
160	Rosedale Rd	-		\$0	\$0.00			
161	Telephone Rd	-		\$0	\$0.00			
162	Settlers Rd	-		\$0	\$0.00			
163	Birrego Rd	-		\$0	\$0.00			
164	Merribee Rd	-		\$0	\$0.00			
165	Bandys Rd	-		\$0	\$0.00			
166	Pattens Rd	-		\$0	\$0.00			
167	Davies Rd	-		\$0	\$0.00			
168	Axehandle Rd	-		\$0	\$0.00			
169	FCR - Colinroobie Leeton Road	-	\$ 5,154.09	\$4,451	\$22,807.61	-\$18,356.61	512%	
170	Brewarrina Bridge Retrofitting	-		\$80,000	\$0.00	\$80,000.00	0%	
171	HVSPP Kamarah Road	-		\$88,194	\$0.00	\$88,194.00	0%	
172	<b>Rural Roads Reseals</b>	<b>\$150,239</b>		<b>\$150,239</b>	<b>\$150,239.00</b>	<b>0%</b>		
173	Cowabbie Rd	-		\$0	\$0.00		Works yet to be scheduled	
174	Kamarah Rd	-		\$0	\$0.00		Works yet to be scheduled	
175	Sandy Creek Rd	-		\$0	\$0.00		Works yet to be scheduled	
176	Strontian Rd	-		\$0	\$0.00		Works yet to be scheduled	
177	Barellan Golf course Rd	-		\$0	\$0.00		Works yet to be scheduled	
178	<b>Regional Roads Capital Works (Capital Component of Block Grant)</b>	<b>\$265,200</b>	<b>\$ 18,063.64</b>	<b>\$281,002</b>	<b>\$2,450.00</b>	<b>\$278,552.00</b>	<b>1%</b>	
179	<b>Repair Grant (with 50 % contribution from Block Grant)</b>	<b>\$170,000</b>		<b>\$170,000</b>	<b>\$0.00</b>	<b>\$170,000.00</b>	<b>0%</b>	
180	FCR -Canola Way Culvert	-	\$ 95,837.72	\$375,218	\$148,126.64	\$227,091.36	39%	



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/08/2020

16.66%

		Complete Carryover	Unrealised Grant Key Operational	Cancelled Deferred				
Project	Proposed Budget	Commitment	Revised Budget	YTD Expenditure	Balance	%	Comments	
181	Active Transport - Cycling	\$198,100	\$198,100	\$0.00	\$198,100.00	0%		
182	Active Transport - Walking	\$66,000	\$66,000	\$0.00	\$66,000.00	0%		
183	PAMP (At 50/50 RMS Funding)	-	\$0	\$0.00	\$0.00	#DIV/0!	Grant submitted awaiting advice	
184	PAMP (At 100% RMS Funding)	-	\$ 6,362.11	\$34,780	\$106,452.91	-71,672.91	306% Grant submitted awaiting advice	
185	Banner Poles Leeton Road			\$8,580	\$303.96	\$8,276.04	4%	
186	Drone Purchase for Survey / Inspection			\$7,899	\$2,914.55	\$4,984.45	37%	Procurement of air band radio and protective case pending. Drone and Upgrade of 12d Software completed
187	Driver Reviver Upgrade Program	\$18,000	\$18,000	\$104.09	\$17,895.91	1%	Awaiting Road Safety Program funding Application approval	
188	Arts Centre Building Works	-	\$4,614	\$961.07	\$3,652.93	21%	Installation of	
189	Red Hill Signage	-	\$3,700	\$0.00	\$3,700.00	0%		
190	Lake Talbot Tourist Park fire service upgrades	-	\$15,524	\$0.00	\$15,524.00	0%	On hold awaiting outcome of level sites and amenity/camp kitchen projects	
191	Economic Development	\$10,000	\$10,000	\$0.00	\$10,000.00	0%	AAPA at airport	
192	Gateway/Entrance signs	\$20,000	\$20,000	\$0.00	\$20,000.00	0%	Additions to 6 entrance signs/landscape	
193	16 Kiesling Drive Building Works	-	\$5,250	\$0.00	\$5,250.00	0%	Call for quotes underway for design, supply and installation of patio	
194	Council Chambers Cleanout of Storage Facility	-	\$ 15,340.00	\$8,169	\$7,615.51	\$553.49	93% Works are near completion	
195	Investigation and Design of off street staff/fleet parking for Chambers	-	\$20,000	\$0.00	\$20,000.00	0%	Project deferred - Priority is the completed time sensitive grant projects first	
196	Museum - Ext. paint, disabled ramp, public toilets	-	\$ 544.83	\$50,404	\$1,779.22	\$48,624.78	4%	Procurement of External Painting to be finalised. Investigation are also underway to determine scope of roof / gutter renewal and laminate glass panels of some of the sealed exhibitions.
197	Council Chambers Building Upgrades	-	\$20,120	\$0.00	\$20,120.00	0%	Works are continually being scoped and scheduled. Installation of Sensor taps completed.	
198	4 Victoria Square	-	\$3,096	\$0.00	\$3,096.00	0%	Call for quotes underway for external painting	
199	Building renewal and upgrades in portfolio of Manager of Works	\$140,000	\$ 568.18	\$153,102	\$1,242.85	\$151,859.15	1%	Works procurement and scheduled underway - Supplier to replace Chambers A/C units committed.
200	Solar Panels	\$100,000	\$100,000	\$0.00	\$100,000.00	0%	Works to be determined following completion of energy Audit	
201	Runway, Taxiway & Apron resealing & re-mark	\$950,000	\$ 470.12	\$950,000	\$16,932.69	\$933,067.31	2%	Scoping commenced August proposed reseal Dec, Jan 20/21.
202	Installation (3) Apron Flood Lights	\$120,000	\$120,000	\$0.00	\$120,000.00	0%	Scoping and preliminaries commenced quotes to follow.	
203	Security & Wildlife Perimeter fencing	\$437,550	\$437,550	\$1,171.07	\$436,378.93	0%	Preliminary draft tender commenced awaiting detailed field survey to be completed.	
204	Airport Taxiway	-	\$ 57,925.00	\$0	\$5,320.00	-5,320.00	#DIV/0!	
205	Light Vehicles	\$277,296	\$277,296	\$0.00	\$277,296.00	0%	Replacement program not commenced	
206	Trucks & Trailers	\$564,500	\$564,500	\$0.00	\$564,500.00	0%	Replacement program not commenced	
207	Heavy Plant Purchases	\$529,300	\$529,300	\$10,269.00	\$519,031.00	2%	Replacement program not commenced	
208	Other Plant Capital	\$20,000	\$20,000	\$1,866.50	\$18,133.50	9%	Replacement program not commenced	
209	Flow meters on all inlet and outlets Reservoirs	-	\$41,090	\$1,158.73	\$39,931.27	3%		
210	Reservoir cleaning and structural assessment	-	\$16,128	\$0.00	\$16,128.00	0%		
211	Aerator gas scrubbing	-	\$ 3,861.82	\$18,962	\$115.41	\$18,846.59	1%	
212	WTP filter/Upgrade design	-	\$49,618	\$0.00	\$49,618.00	0%		
213	North Zone Pressure Pump - low pressure issues	-	\$42,659	\$201.42	\$42,457.58	0%		
214	Water Main Replacements	\$250,000	\$ 31,197.45	\$291,164	\$54,804.98	\$236,359.02	19%	Program being developed for work to begin in September.
215	Pine Hill Reservoir Upgrade	-	\$ 54,778.09	\$65,191	\$20,300.12	\$44,890.88	31%	
216	Hydrant and Valve replacements	\$50,000	\$ 2,425.51	\$50,000	\$17,848.36	\$32,151.64	36%	Design and Program being developed. Some expenditure completing carry over work.
217	Services Replacements	\$50,000	\$ 467.84	\$50,000	\$6,942.93	\$43,057.07	14%	Ongoing commitment - as needed
218	Fencing Bore 1	\$20,000	\$20,000	\$0.00	\$20,000.00	0%	To be programmed.	
219	Fencing Bore 2	\$20,000	\$20,000	\$0.00	\$20,000.00	0%	To be programmed.	
220	Decommission Low Level reservoir	\$200,000	\$200,000	\$0.00	\$200,000.00	0%	To be programmed pending outcome of IWCM.	
221	Pine Hill reservoir replacement	\$315,000	\$315,000	\$0.00	\$315,000.00	0%	Design underway.	



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2020-21 - as at 31/08/2020

16.66%

	Project	Proposed Budget	Complete	Unrealised Grant	Cancelled	YTD Expenditure	Balance	%	Comments
			Carryover	Key Operational	Deferred				
222	Solar	\$100,000		\$100,000		\$0.00	\$100,000.00	0%	Energy strategy to be completed first.
223	IWCM Additional Works	-	\$ 126,067.27	\$138,674		\$0.00	\$138,674.00	0%	
224	Primary filter - EPA	-	\$ 1,096.09	\$118,240		\$409.88	\$117,830.12	0%	
225	Manhole Replacements	-	\$ 3,596.35	\$57,290		\$14,490.42	\$42,799.58	25%	
226	Flow meters for Pump Stations 2, 3, 4	-		\$35,653		\$197.22	\$35,455.78	1%	
227	SPS3 Replacement	-	\$ 14,644.54	\$200,000		\$601.13	\$199,398.87	0%	
228	Narrandera West Sewer Extension	-	\$ 5,272.73	\$33,205		\$10,525.70	\$22,679.30	32%	
229	Barellan Sewer	\$5,490,000		\$5,490,000		\$0.00	\$5,490,000.00	0%	Design tender underway.
230	Sewer Main Relines	\$375,000		\$375,000		\$0.00	\$375,000.00	0%	Program being developed for tendering in February
231	Solar	\$100,000		\$100,000		\$0.00	\$100,000.00	0%	Energy strategy to be completed first.
232	Branding Strategy	-	\$ 560.00	2,350		\$0.00	\$2,350.00	0%	
233	Independent Living Village	-		30,060		\$3,960.00	\$26,100.00	13%	
234	Aust Airline Airport Academy	-		9,958		\$0.00	\$9,958.00	0%	
235	CCTV Review	-		5,000		\$0.00	\$5,000.00	0%	To be discussed with DGMI
236	Grong Grong Earth Park - RMS	-		17,111		\$0.00	\$17,111.00	0%	
237	Newell Hwy Contribution Grong Grong Reseal	-		93,050		\$0.00	\$93,050.00	0%	
238	Newell Hwy Contribution Grong Grong town entrance signs	-		8,000		\$0.00	\$8,000.00	0%	
239	Urban Roads Maintenance	\$723,500.00	\$ 12,469.04	723,500		\$88,977.51	\$634,522.49	12%	Ongoing operational costs
240	Sealed Rural Roads Maintenance	\$281,700.00	\$ 6,436.16	281,700		\$36,188.50	\$245,511.50	13%	Ongoing operational costs
241	Rural Unsealed Roads Expenses	\$797,880.00	\$ 8,333.12	797,880		\$130,670.74	\$667,209.26	16%	Ongoing operational costs
242	Regional Roads (M&R Grant)	\$210,000.00		210,000		\$50,475.38	\$159,524.62	24%	Ongoing operational costs
243	State Road Contract Works RMCC	\$170,500.00	\$ 3,346.75	170,500		\$30,038.12	\$140,461.88	18%	Ongoing operational costs
244	Ordered Works Expenses - MR 80	\$82,000.00		82,000		\$0.00	\$82,000.00	0%	Ongoing operational costs
245	Ordered Works Expenses - MR 84	\$82,000.00		82,000		\$1,011.47	\$80,988.53	1%	Ongoing operational costs
246	Noxious Weeds Expenses	\$161,554.00		161,554		\$29,487.23	\$132,066.77	18%	Ongoing operational costs
247	Public Toilets Expenses	\$62,274.00		62,274		\$24,081.43	\$38,192.57	39%	Ongoing operational costs
248	Cemetery Expenses	\$114,603.00		114,603		\$19,262.13	\$95,340.87	17%	Ongoing operational costs
249	Sports Ground Expenses	\$230,943.00		230,943		\$24,718.98	\$206,224.02	11%	Ongoing operational costs
250	Parks Expenses	\$554,270.00		554,270		\$101,210.28	\$453,059.72	18%	Ongoing operational costs
251	Lawn Areas	\$22,750.00		22,750		\$3,748.16	\$19,001.84	16%	Ongoing operational costs
252	East Street - Street Scaping	\$17,000.00	\$ 383.33	17,000		\$527.23	\$16,472.77	3%	Ongoing operational costs
253	Street Trees	\$196,500.00	\$ 14,822.74	196,500		\$50,652.84	\$145,847.16	26%	Ongoing operational costs
254	Lake Talbot Expenses	\$24,000.00		24,000		\$0.00	\$24,000.00	0%	Ongoing operational costs
255	Sports Stadium Expenses	\$119,122.00		119,122		\$16,426.04	\$102,695.96	14%	Ongoing operational costs
256	Bores Expenses	\$56,000.00	\$ 17,896.88	56,000		\$1,933.45	\$54,066.55	3%	Ongoing operational costs
257	Pump Station Expenses	\$79,000.00	\$ 7,565.87	79,000		\$21,353.08	\$57,646.92	27%	Ongoing operational costs
258	Mains Expenses	\$300,000.00	\$ 16,815.59	300,000		\$51,847.65	\$248,152.35	17%	Ongoing operational costs
259	Recycled Water	\$48,000.00	\$ 70.00	48,000		\$342.44	\$47,657.56	1%	Ongoing operational costs
260	Reservoirs Expenses	\$61,500.00	\$ 685.11	61,500		\$2,254.12	\$59,245.88	4%	Ongoing operational costs
261	Water Supply Licence	\$30,500.00		30,500		\$913.19	\$29,586.81	3%	Ongoing operational costs
262	Chlorine & Chemicals Expenses	\$30,000.00	\$ 7,695.45	30,000		\$509.02	\$29,490.98	2%	Ongoing operational costs
263	Meter Reading Expenses	\$10,000.00	\$ 3,020.28	10,000		\$4,568.35	\$5,431.65	46%	Ongoing operational costs
264	Telemetry System Maintenance	\$11,500.00	\$ 363.64	11,500		\$0.00	\$11,500.00	0%	Ongoing operational costs
265	Pump Stations Electricity Expenses	\$250,000.00		250,000		\$11,810.80	\$238,189.20	5%	Ongoing operational costs
266	Pump Station Expenses	\$64,000.00	\$ 4,920.29	64,000		\$12,003.79	\$51,996.21	19%	Ongoing operational costs
267	Mains Expenses	\$205,000.00	\$ 10,974.76	205,000		\$28,513.88	\$176,486.12	14%	Ongoing operational costs
268	Treatment Works Expenses	\$200,000.00	\$ 15,103.34	200,000		\$36,796.58	\$163,203.42	18%	Ongoing operational costs
269	Sewer Heating & Electricity	\$90,000.00	\$ 31.60	90,000		\$3,593.09	\$86,406.91	4%	Ongoing operational costs
270	Telemetry System Maintenance	\$7,500.00		7,500		\$0.00	\$7,500.00	0%	Ongoing operational costs



Capital Expenditure as at 31 August 2020

	Sum of Proposed Budget	Sum of Other	Sum of Carryover	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Administration</b>						
Information Technology	\$ 215,000.00		\$ 15,000.00	\$ 230,000.00	\$ 6,434.00	\$ 223,566.00
<b>Environment</b>						
Narrandera Landfill	\$ -		\$ 356,276.00	\$ 356,276.00	\$ -	\$ 356,276.00
Stormwater	\$ -		\$ 117,954.00	\$ 117,954.00	\$ 9,503.50	\$ 108,450.50
<b>Housing &amp; Community Amenities</b>						
Barellan Cemetery	\$ -		\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
Grong Grong Cemetery	\$ -		\$ 3,834.00	\$ 3,834.00	\$ -	\$ 3,834.00
Narrandera Cemetery	\$ 25,000.00			\$ 25,000.00	\$ -	\$ 25,000.00
<b>Transport &amp; Communication</b>						
Ancillary Roadworks	\$ 282,100.00		\$ 51,259.00	\$ 333,359.00	\$ 106,063.93	\$ 227,295.07
Regional Roads	\$ 435,200.00		\$ 391,020.00	\$ 826,220.00	\$ 70,636.00	\$ 755,584.00
Roads to Recovery	\$ 1,470,045.00			\$ 1,470,045.00	\$ 53,301.40	\$ 1,416,743.60
Rural Roads	\$ 840,239.00		\$ 197,581.00	\$ 1,037,820.00	\$ 56,600.54	\$ 981,219.46
Urban Roads	\$ 465,549.00		\$ 449,142.00	\$ 914,691.00	\$ 1,275.01	\$ 913,415.99
Local Roads Comm. & Infrastructure	\$ 497,363.00			\$ 497,363.00	\$ -	\$ 497,363.00
<b>Economic Affairs</b>						
Airport	\$ 1,507,550.00			\$ 1,507,550.00	\$ 17,358.18	\$ 1,490,191.82
Buildings	\$ 240,000.00		\$ 124,755.00	\$ 364,755.00	\$ 11,322.01	\$ 353,432.99
Plant	\$ 1,391,096.00			\$ 1,391,096.00	\$ 12,135.50	\$ 1,378,960.50
Tourist Park	\$ -		\$ 15,524.00	\$ 15,524.00	\$ -	\$ 15,524.00
Economic Development	\$ 30,000.00		\$ 3,700.00	\$ 33,700.00	\$ -	\$ 33,700.00
<b>Public Order and Safety</b>						
Pound	\$ 6,000.00			\$ 6,000.00	\$ -	\$ 6,000.00
Security Cameras	\$ -		\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Rural Fire Service	\$ -		\$ 87,950.00	\$ 87,950.00	\$ 8,500.00	\$ 79,450.00
<b>Recreation and Culture</b>						
Barellan Pool	\$ -		\$ 54,954.00	\$ 54,954.00	\$ 403.53	\$ 54,550.47
Lake Talbot Pool	\$ 3,950,772.00		\$ 1,236,892.00	\$ 5,187,664.00	\$ 1,442,441.67	\$ 3,745,222.33
Lake Talbot Recreation Area	\$ 400,000.00		\$ 10,000.00	\$ 400,000.00	\$ -	\$ 400,000.00
Library	\$ 34,290.00		\$ 12,846.00	\$ 47,136.00	\$ 146.67	\$ 46,989.33

Capital Expenditure as at 31 August 2020

Marie Bashir Park	\$ -	\$ 71,085.00	\$ 71,085.00	\$ -	\$ 71,085.00
Narrandera Memorial Park	\$ 60,000.00	\$ 74,542.00	\$ 134,542.00	\$ 63,805.40	\$ 70,736.60
Narrandera Sports Stadium	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 30,000.00
Narrandera Sportsground	\$ 27,000.00	\$ 2,011,277.00	\$ 2,038,277.00	\$ 11,457.10	\$ 2,026,819.90
Henry Mathieson Oval	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Brewery Flats	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Noxious Weeds	\$ 30,000.00		\$ 30,000.00	\$ -	\$ 30,000.00
Barellan Park	\$ -	\$ 1,222.00	\$ 1,222.00	\$ -	\$ 1,222.00
Drought Community Funding	\$ -	\$ 937,502.00	\$ 937,502.00	\$ 11,561.97	\$ 925,940.03
Stronger Country Community Funding	\$ -	\$ 306,128.00	\$ 306,128.00	\$ 22,261.46	\$ 283,866.54
Playground on the Murrumbidgee	\$ 4,830,652.00		\$ 4,830,652.00	\$ 22,461.86	\$ 4,808,190.14
Barellan Playground	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
Local Roads Comm. & Infrastructure	\$ 500,000.00		\$ 500,000.00	\$ -	\$ 500,000.00
Narrandera Parks	\$ 83,500.00		\$ 83,500.00	\$ -	\$ 83,500.00
Outdoor Courts	\$ -	\$ 103,500.00	\$ 103,500.00	\$ -	\$ 103,500.00
<b>Water Supply Network</b>					
Water	\$ 1,005,000.00	\$ 274,812.00	\$ 1,279,812.00	\$ 83,857.21	\$ 1,195,954.79
<b>Sewerage Network</b>					
Sewer	\$ 5,965,000.00	\$ 138,674.00	\$ 6,548,062.00	\$ 21,389.30	\$ 6,526,672.70
<b>Grand Total</b>	<b>\$ 24,351,356.00</b>	<b>\$ 138,674.00</b>	<b>\$ 7,406,143.00</b>	<b>\$ 31,886,173.00</b>	<b>\$ 2,032,916.24</b>

Key Operational as at 31 August 2020

Row Labels	Sum of Proposed Budget	Sum of Other	Sum of Carryover	Sum of Revised Budget	Sum of YTD Expenditure	Sum of Balance
<b>Economic Affairs</b>						
Economic Development	\$ -		\$ 42,368.00	\$ 42,368.00	\$ 3,960.00	\$ 38,408.00
<b>Housing &amp; Community Amenities</b>						
Noxious Weeds	\$ 161,554.00			\$ 161,554.00	\$ 20,947.60	\$ 140,606.40
Public Toilets	\$ 62,274.00			\$ 62,274.00	\$ 19,339.13	\$ 42,934.87
Cemetery Expenses	\$ 114,603.00			\$ 114,603.00	\$ 15,324.23	\$ 99,278.77
<b>Public Order &amp; Safety</b>						
Security Cameras	\$ -	\$ 5,000.00		\$ 5,000.00	\$ -	\$ 5,000.00
<b>Recreation &amp; Culture</b>						
Sports Ground Expenses	\$ 230,943.00			\$ 230,943.00	\$ 20,029.94	\$ 210,913.06
Parks Expenses	\$ 554,270.00	\$ 17,111.00		\$ 571,381.00	\$ 79,297.37	\$ 492,083.63
Lawn Areas	\$ 22,750.00			\$ 22,750.00	\$ 3,364.82	\$ 19,385.18
Lake Talbot Expenses	\$ 24,000.00			\$ 24,000.00	\$ -	\$ 24,000.00
Sports Stadium Expenses	\$ 119,122.00			\$ 119,122.00	\$ 11,982.01	\$ 107,139.99
Street Scaping	\$ 17,000.00			\$ 17,000.00	\$ 140.16	\$ 16,859.84
Street Trees	\$ 196,500.00			\$ 196,500.00	\$ 43,762.03	\$ 152,737.97
<b>Transport &amp; Communication</b>						
Ordered Works	\$ 164,000.00			\$ 164,000.00	\$ -	\$ 164,000.00
Regional Roads	\$ 210,000.00			\$ 210,000.00	\$ 39,856.88	\$ 170,143.12
State Roads	\$ 170,500.00			\$ 170,500.00	\$ 22,125.32	\$ 148,374.68
Urban Roads	\$ 723,500.00	\$ 101,050.00		\$ 824,550.00	\$ 68,211.26	\$ 756,338.74
Sealed Rural Roads	\$ 281,700.00			\$ 281,700.00	\$ 28,093.67	\$ 253,606.33
Unsealed Rural Roads	\$ 797,880.00			\$ 797,880.00	\$ 107,482.72	\$ 690,397.28
<b>Water Supplies</b>						
Water	\$ 876,500.00			\$ 876,500.00	\$ 81,972.55	\$ 794,527.45
<b>Sewer Supplies</b>						
Sewer	\$ 469,000.00			\$ 469,000.00	\$ 67,324.39	\$ 401,675.61
<b>Grand Total</b>	<b>\$ 5,196,096.00</b>		<b>\$ 165,529.00</b>	<b>\$ 5,361,625.00</b>	<b>\$ 633,214.08</b>	<b>\$ 4,728,410.92</b>

**20.4 AUDIT REPORT - 2019 / 2020 GENERAL PURPOSE FINANCIAL STATEMENTS****Document ID:** 521761**Author:** Senior Finance Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Financial / Audit**Attachments:** 1. Narrandera Shire Council - 2020 Financial Statements.pdf  
(under separate cover) [⇒](#)**RECOMMENDATION**

That Council:

1. Adopt the 2019/2020 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

**PURPOSE**

The purpose of this report is to inform the Council and the Community that the Council's Annual Financial Reports for the year ending 30 June 2020 have been completed and audited. The financial reports and auditor reports can now be presented to the public and adopted by Council.

**SUMMARY**

Financial reports and Auditor reports can be adopted by Council and open for public submissions.

**BACKGROUND**

Council's General Purpose Financial Statements for 2019/2020 have been audited by the NSW Auditor General.

As the Audit Office does not have the capacity to undertake audits of all councils across the State it has contracted accounting firms to perform much of the audit for the Audit Office. In Narrandera Council's case Crowe were contracted to undertake the audit. The 2019/2020 audit has been completed and the Audit Office has submitted their statutory reports being the Audit Opinion and Report on the Conduct of the Audit. The Auditor Generals reports accompany the General Purpose Financial Reports which are available to Councillors and the public.

**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**

Council has been assessed favourably against industry financial benchmarks

**Legal / Statutory**

Compliance with Sections 418(2), 418(3) and 420 of the Local Government Act, 1993

**Community Engagement / Communication**

Council will call for community submissions on the Financial Statements and Audit Reports. Submissions received will be considered by Council.

**Human Resources / Industrial Relations**

The Audit Office push towards early close off and the preparation of financial statements should enhance the preparation and audit of financial statements. However, early close off coincides with the completion of the Council budget for exhibition. In this circumstance the finance team is not sufficiently resourced to run the tasks concurrently.

Council this year moved the 2019-20 budget process forward adopting its budget in June. This facilitated the adoption of the 2019/2020 financial statements at this September meeting.

**RISKS**

N/A

**OPTIONS**

In accordance with Section 418(2) of the Local Government Act, 1993 Council is required to present its audited reports no later than 5 weeks after the Auditor's reports are given to the Council. This means the reports must be presented at the September meeting. Crowe will attend the Council meeting via virtual means to formally present the audit report and to respond to any questions.

Council as required has placed an advertisement notifying the public of the presentation of Financial Statements and Auditors Reports at this meeting. Members of the public may make a submission in writing to Council with respect to the Audited Financial Statements or the Auditors Report. Submissions close on Monday 21 September. Any submissions received will be considered at the following meeting of Council.

**CONCLUSION**

That Council adopt the 2019/2020 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

**RECOMMENDATION**

That Council:

1. Adopt the 2019/2020 Financial Statement and Auditors Report as presented and note the advertisement advising the public that the reports are available for viewing and comment.

**20.5 AUGUST STATEMENT OF BANK BALANCES**

**Document ID:** 521812  
**Author:** Costing Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 August 2020.

**PURPOSE**

The purpose of this report is so that Council is aware of the amount of funds held in its operating account.

**BACKGROUND**

Opening Cashbook Balance	896,089.33
Plus Receipt	3,499,874.10
Less Payments	2,223,700.12
Current Cashbook Balance	<u>2,172,263.31</u>
Statement Summary	
Opening Statement Balance	824,811.02
Plus Receipts	3,461,654.18
Less Payments	2,223,857.06
Current Statement Balance	<u>2,062,608.14</u>
Plus Unpresented Receipts	110,047.90
Less Unpresented Payments	392.73
Reconciliation Balance	<u>2,172,263.31</u>
GL BALANCE	<u>2,172,263.31</u>
Unpaid Creditors	634,383.77
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Bank Balances report as at 31 August 2020.



**20.6 AUGUST STATEMENT OF RATES AND RECEIPTS**

**Document ID:** 521952  
**Author:** Revenue Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 31 August 2020.

**RATES & CHARGES**

Arrears as at 01.07.2020	746,364.96
20/21 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,259,391.07</u>
	9,005,756.03
Less Pensioner rebates	<u>207,752.45</u>
<b>NET BALANCE</b>	<b>8,798,003.58</b>
Less receipts to 31.08.2020	<u>1,602,206.50</u>
	<u><u>7,195,797.08</u></u>

**Actual % Rate Collection to Net Balance as at 31.08.2020** = **18.21%**

**Comparative % Collection to Net Balance as at 03.09.2019** = **30.19%**

**Anticipated % Collection Rate as at 30.06.2021** = **94.00%**

**WATER CONSUMPTION / SEWER USAGE CHARGES**

Arrears as at 01.07.2020	223,515.59
20/21 Water / Sewer usage charges, supplementary levies & interest	<u>0.00</u>
<b>NET BALANCE</b>	<b>223,515.59</b>
Less receipts to 31.08.20	<u>54,771.64</u>
	<u><u>168,743.95</u></u>

**PURPOSE**

The purpose of this report is to present the Statement of Rates and Receipts as at 31 August 2020.

**SUMMARY**

The Statement of Rates and Receipts are required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

**RISKS**

The Local Government Act 1993 section 747B was amended in April 2020 changing the first quarterly instalment payment date from the 31<sup>st</sup> August 2020 to 30 September 2020 to assist rate payers who may be financial difficulties during the COVID-19 pandemic. This amendment along with 0% interest to the 31<sup>st</sup> of December 2020, has the potential to impact the collection rate and cash flow of council.

**RECOMMENDATION**

That Council:

1. Receive and note the information contained in the Statement of Rates and Receipts report as at 31 August 2020.

**21 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS****21.1 NEW MODEL CODE OF CONDUCT & PROCEDURES****Document ID:** 520327**Author:** Deputy General Manager Corporate and Community**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting - Other**Attachments:**

1. **Model-Code-of-Conduct-2020 (under separate cover)** [⇒](#)
2. **DRAFT - NSC Model Code of Conduct for Local Councils NSW 2020 (under separate cover)** [⇒](#)
3. **Model-Code-of-Conduct-at-a-Glance-Elected-Members-2020 (under separate cover)** [⇒](#)
4. **OLG Circular 20-32 Amended Model COC (under separate cover)** [⇒](#)

**RECOMMENDATION**

That Council

1. Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct.
2. Note Circular 20-32 advising the new Model Code of Conduct and Procedures take effect immediately.

**PURPOSE**

The purpose of this report is to allow Council to adopt the new Code of Conduct and Procedures for the administration of the code.

**SUMMARY**

A Supreme Court decision has required the Office of Local Government (OLG) to prescribe a new Model Code of Conduct and Procedures. Councils should adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.

**BACKGROUND**

The Office of Local Government (OLG) has prescribed a new Model Code of Conduct and Procedures effective immediately. The previous Model Code and Procedures were prescribed in December 2018 and adopted by Council in May 2019.

The revisions are in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment [2019] NSWSC 1134* (Cornish).

The Court found that the only disciplinary power available to councils under the Local Government Act 1993 for code of conduct breaches by councillors, was to censure councillors formally. This power does not extend to other measures such as directing participation in training, counselling, directing the person to apologise, and making the finding of inappropriate conduct public.

Consistent with the Supreme Court's decision, councils have the following options when taking disciplinary action against councillors for breaches of their codes of conduct under the new Procedures:

- that a councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (the Act), or
- that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.

While the decision has restricted Council's disciplinary power for code of conduct breaches by councillors the option for censuring councillors for breaches has been significantly strengthened:

- The process for censuring councillors for breaches of the code of conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator's findings and determination and any other grounds that the council considers may be relevant or appropriate.
- Councillors may seek to avoid public censure for breaches of the code of conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.
- The process for referral by councils of code of conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the conduct in question is sufficiently serious to warrant disciplinary action for misconduct and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.

In addition to the amendments required due to Cornish the OLG have made some further amendments to the Model Code:

- Include in the definition of council committee and council committee members, members of audit, risk, and improvement committees (ARICs)
- Amendments to the gifts and benefits provisions increasing the cap on the value of gifts that may be accepted and defining items with a value of less than \$10 as not being "gifts or benefits"

## **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**

ES30 Councillors Access to Information and Interactions with Staff and Access to Council Premises.

**Financial**

NA

**Legal / Statutory**

The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.

**Community Engagement / Communication**

Council will publish its Code of Conduct on Council's website.

**Human Resources / Industrial Relations**

Staff are required to sign off annually on the Code of Conduct.

**RISKS**

Council in not adopting the 2020 Model Code of Conduct and Procedures would be in breach of the *Local Government (General) Regulation 2005*.

**OPTIONS**

- Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct.
- Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct with additional provisions.

**CONCLUSION**

Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct.

**RECOMMENDATION**

That Council

1. Adopt the 2020 Model Code of Conduct and 2020 Procedures for the Administration of the Model Code of Conduct.
2. Note Circular 20-32 advising the new Model Code of Conduct and Procedures take effect immediately.

**PUBLIC MEETING CLOSES**

*At this point, members of the Gallery and Press are advised that Council will now move into Closed Session of Council for the consideration of the Confidential Items. They are asked to leave the Chambers and advised that they may return to the Chambers if they wish, upon resumption of Open Council.*

**22 CONFIDENTIAL BUSINESS PAPER REPORTS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

**22.1 Economic Development Strategy at 1 September 2020**

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.2 Lake Talbot Tourist Park - correspondence received and supporting information**

This matter is considered to be confidential under Section 10A(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with discussion in relation to the personal hardship of a resident or ratepayer.

**22.3 Purchase of Hanger Building at Narrandera-Leeton Aerodrome**

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**RETURN TO PUBLIC MEETING**

*At this point, members of the Gallery and Press may return to the Chambers for the conclusion of the meeting.*