



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**18 July 2023**

## 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 in which I am officially involved?
- 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.

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

## COMMUNITY STRATEGIC PLAN THEMES

### Section 16 Our Community

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- 1.1 To live in an inclusive, healthy and tolerant community with a positive attitude toward others.
- 1.2 Work together to advocate for quality health, education, youth and social services.
- 1.3 To feel connected and safe.

### Section 17 Our Environment

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- 2.1 To value, care for and protect our natural environment.
- 2.2 Enhance our public spaces to enrich our community.
- 2.3 Maximise greater re-use of resources to increase sustainability within our community

### Section 18 Our Economy

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- 3.1 Create strong conditions for investment and job creation through quality infrastructure and proactive business support.
- 3.2 Encourage new housing supply to meet the needs of the community.

### Section 19 Our Infrastructure

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- 4.1 To have an improved and appropriately maintained road network.
- 4.2 Actively investigate opportunities to enhance our potable water quality.
- 4.3 To improve, maintain and value-add to our essential public and recreational infrastructure.

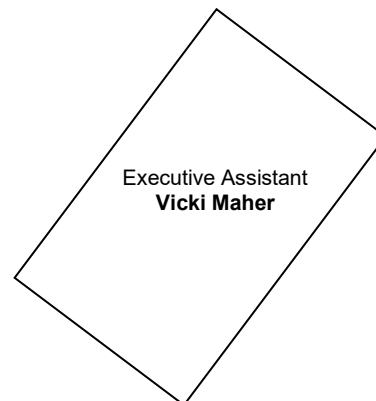
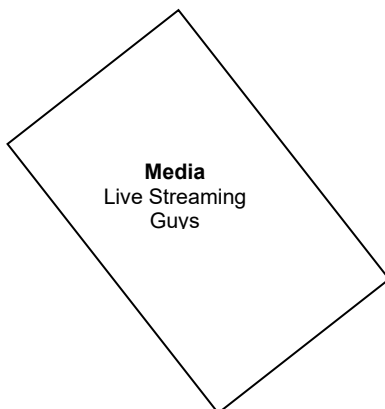
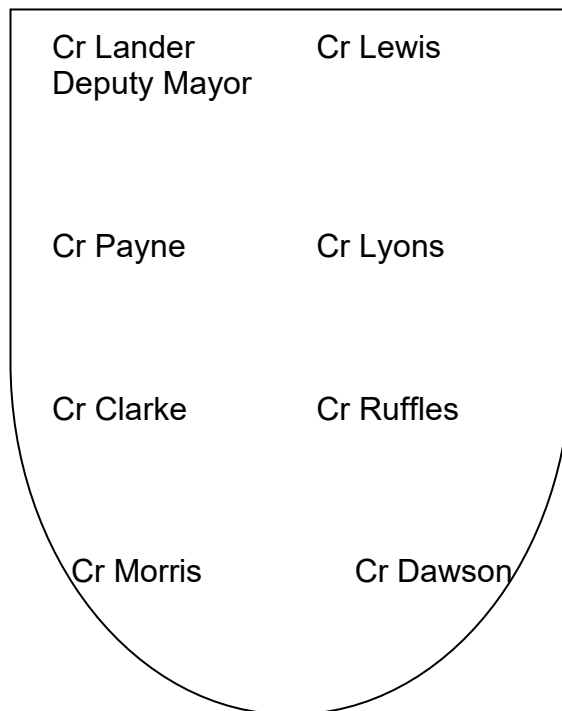
### Section 20 Our Leadership

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- 5.1 Have a Council that provides leadership through actions and effective communication.
- 5.2 Promote a community spirit that encourages volunteerism and values effective partnerships.

# 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 18 July 2023 at 2pm**

**Order Of Business**

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- 1      **ACKNOWLEDGEMENT OF COUNTRY**
- 2      **HOUSE KEEPING**
- 3      **DISCLOSURE OF POLITICAL DONATIONS**
- 4      **REQUEST TO ATTEND BY AUDIO-VISUAL LINK**
- 5      **PRESENT**

6      **APOLOGIES**

Nil

7      **DECLARATIONS OF INTEREST**

8      **CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 20 June 2023



# **MINUTES**

**Ordinary Council Meeting**

**20 June 2023**

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 20 JUNE 2023 AT 2PM**

The Mayor declared the Public Forum opened at **1.35pm** and welcomed the Councillors, Staff, Media, Members of the Gallery and those following 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.*

**Public Forum**

Council's Roads Safety Officer Elizabeth Mudford, gave a Presentation on The Active Transport Plan.

The Mayor declared the Ordinary meeting opened at **2pm**.

**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 Council's website or from the Customer Service Centre and must be lodged in accordance with the Act.*

There were no Disclosures of Political Donations received by the Chairperson.

**4 REQUEST TO ATTEND BY AUDIO-VISUAL LINK**

No requests to join via audio-visual link in June 2023.

**5 PRESENT**

Cr Neville Kschenka, Cr Cameron Lander, Cr Narelle Payne, Cr Jenny Clarke OAM, Cr Peter Dawson, Cr Sue Ruffles, Cr Braden Lyons, Cr Tracey Lewis

**In Attendance**

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Martin Hiscox (Deputy General Manager Corporate & Community), Vicki Maher (Executive Assistant), Melissa Johnson (Council Administration Assistant/Minute Taker)

**6 APOLOGIES****RESOLUTION 23/096**

Moved: Cr Tracey Lewis

Seconded: Cr Sue Ruffles

That apologies from Cr Kevin Morris be received and accepted and that Leave of Absence be granted.

**CARRIED**

**7 DECLARATIONS OF INTEREST**

Nil

**8 CONFIRMATION OF MINUTES****RESOLUTION 23/097**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That the minutes of the Ordinary Council Meeting held on 16 May 2023 be confirmed.

**CARRIED**

**9 MAYORAL REPORT****9.1 MAYORAL REPORT - MAY / JUNE 2023****RESOLUTION 23/098**

Moved: Cr Neville Kschenka

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Mayoral Report for May/June 2023.

**CARRIED**

## **10 QUESTION WITH NOTICE**

Nil

## **11 NOTICES OF RESCISSION**

Nil

## **12 NOTICES OF MOTION**

Nil

## **13 COUNCILLOR REPORTS**

### **13.1 CR LANDER - ATTENDANCE AT COUNTRY MAYORS ASSOCIATION - 26 MAY 2023**

#### **RESOLUTION 23/099**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Notes my report on the May 2023 meeting of the Country Mayors Association.

**CARRIED**

## **14 COMMITTEE REPORTS**

### **14.1 YOUTH ADVISORY COUNCIL - MINUTES - 8 MAY 2023**

#### **RESOLUTION 23/100**

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the Minutes of the Youth Advisory Council held on Monday 8 May 2023.
2. Mayoral Letter of Thanks to Madeline Fraser for her involvement in the Youth Council.

**CARRIED**

**14.2 YOUTH ADVISORY COUNCIL - MINUTES - 5 JUNE 2023****RESOLUTION 23/101**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Minutes of the Youth Advisory Council held on Monday 5 June 2023.
2. Mayoral Letter of Thanks to Suzanne Litchfield for her involvement in the Youth Council.

**CARRIED****15 PROCUREMENT**

Nil

**16 DEVELOPMENT APPLICATION****16.1 DA-048-2022-2023 INDUSTRIAL WORKSHOP - 5 DROVER PLACE, NARRANDERA****RESOLUTION 23/102**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Approves DA-048-2022-2023, for the construction of an Industrial Workshop at Lot 70 DP 1288793 being 5 Drover Place, Narrandera, subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979 for the following reasons:
  - a. The development satisfies the provisions of the Narrandera LEP 2013, Narrandera DCP (as varied) and the Environmental Planning and Assessment Act 1979.
  - b. Potential impacts have been mitigated by the inclusion of appropriate conditions.
2. Conducts a Division to record the voting of Councillors.

In Favour: Crs Neville Kschenka, Cameron Lander, Narelle Payne, Jenny Clarke OAM, Peter Dawson, Sue Ruffles, Braden Lyons and Tracey Lewis

Against: Nil

**CARRIED 8/0**



**16.2 DA-051-2022-2023 MULTI DWELLING HOUSING - 94-96 VICTORIA AVENUE NARRANDERA****RESOLUTION 23/103**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Approves DA-051-2022-2023, the multi dwelling housing at Lot 6 Section A DP665, being 94-96 Victoria Avenue, Narrandera including all variations to the Narrandera Development Control Plan (NDCP) as contained within this report, subject to the Conditions of Consent in accordance with section 4.16 of the Environmental Planning and Assessment Act 1979 for the following reasons:
  - a. The development satisfies the provisions of the Narrandera LEP 2013, Narrandera DCP (as varied) and the Environmental Planning and Assessment Act 1979.
  - b. Potential impacts have been mitigated by the inclusion of appropriate conditions.
2. Conducts a Division to record the voting of Councillors.

In Favour: Crs Neville Kschenka, Cameron Lander, Narelle Payne, Jenny Clarke OAM, Peter Dawson, Sue Ruffles, Braden Lyons and Tracey Lewis

Against: Nil

**CARRIED 8/0**

**17 OUR COMMUNITY****17.1 2023 BUSH BURSARY AND CWA PROGRAM****RESOLUTION 23/104**

Moved: Cr Narelle Payne

Seconded: Cr Sue Ruffles

That Council:

1. Supports the NSW Rural Doctors Bursary Program and invests in two bush bursaries at a cost of \$3,000 plus GST for recipients recruited and selected by the NSW Rural Doctors Network.
2. Notes that the two bursaries can be funded from job cost 4000-0071-0001.

**CARRIED**

**18 OUR ENVIRONMENT****18.1 NARRANDERA FLORA AND FAUNA RESERVE - LICENCE FOR ENVIRONMENTAL STUDIES - KOALA SURVEYS****RESOLUTION 23/105**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Concurs with the issue of a short-term (12 months) Licence numbered 640660 received from the NSW Department of Planning and Environment – Koala Science Team for the purpose of Environmental Studies – Koala Surveys.

**CARRIED**

**19 OUR ECONOMY**

Nil

**20 OUR INFRASTRUCTURE****20.1 FUTURE PROJECTS NOMINATIONS****RESOLUTION 23/106**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Reviews and endorses the Proposed Future Community Project List within Table 2 of the report.
2. Authorises staff to include those projects within any future funding opportunities.
3. Add independent living units as a future project with scope and cost estimates to be determined.

**CARRIED**

**20.2 NARRANDERA BUSINESS CENTRE MASTER PLAN – STAGE 1B – EAST STREET****MOTION**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Resolves to defer indefinitely Stage 1B - Narrandera Business Centre Master Plan project, pending future consideration about the desire to undertake further design works.
2. Extends its appreciation to all community members for their interest and input into the project.
3. Reallocates the \$994,726 under Local Roads & Community Infrastructure Phase 3 program to the community projects detailed in Table 1 in the report.

### **AMENDMENT**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

That Council:

1. Resolves to defer indefinitely Stage 1B - Narrandera Business Centre Master Plan project, pending future consideration about the desire to undertake further design works.
2. Extends its appreciation to all community members for their interest and input into the project.
3. Reallocates the \$994,726 under Local Roads & Community Infrastructure Phase 3 program to the community projects detailed in Table 1 in the report, except for the \$450K which should be reallocated to other nominated small projects instead of Barellan Pool.

Cr Lewis recorded as against the Amendment.

The amendment when put to the meeting **Carried**

### **RESOLUTION 23/107**

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

1. Resolves to defer indefinitely Stage 1B - Narrandera Business Centre Master Plan project, pending future consideration about the desire to undertake further design works.
2. Extends its appreciation to all community members for their interest and input into the project.
3. Reallocates the \$994,726 under Local Roads & Community Infrastructure Phase 3 program to the community projects detailed in Table 1 in the report, except for the \$450K which should be reallocated to other nominated small projects instead of Barellan Pool.

**CARRIED**

Cr Lewis recorded as against the Resolution.

**20.3 DRAFT ACTIVE TRANSPORT PLAN**

**RESOLUTION 23/108**

Moved: Cr Sue Ruffles

Seconded: Cr Tracey Lewis

That Council:

1. Reviews and endorses the Active Transport Plan for Narrandera Shire for public exhibition for a 28-day period.
2. Should no submissions be received at the end of the exhibition period, deems the Active Transport Plan adopted.

**CARRIED**

**20.4 RED HILL INDUSTRIAL ESTATE EXPANSION**

**RESOLUTION 23/109**

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Endorses expansion of the existing Red Hill Industrial Estate project, with the concept plan being the basis of the design.
2. Supports the submission of any potential grant applications that could contribute to the construction of the expansion.

**CARRIED**

**21 OUR LEADERSHIP**

Nil

**22 POLICY**

Nil

**23 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**

**23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - MAY 2023**

**RESOLUTION 23/110**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Development Services Activities Report for May 2023

**CARRIED**

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

### **24.1 STATEMENT OF INVESTMENTS - MAY 2023**

#### **RESOLUTION 23/111**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 31 May 2023.

**CARRIED**

### **24.2 CAPITAL WORKS PROGRAM - MAY 2023**

#### **RESOLUTION 23/112**

Moved: Cr Sue Ruffles

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the information contained in the Capital Works report as at 31 May 2023.

**CARRIED**

### **24.3 INCOME STATEMENT - MAY 2023**

#### **RESOLUTION 23/113**

Moved: Cr Narelle Payne

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the information contained in the Income Statement report for the

period ending 31 May 2023.

**CARRIED**

#### **24.4 ADOPTION OF 2023-24 FINANCIAL YEAR DOCUMENTS**

##### **RESOLUTION 23/114**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Receives and considers all submissions received during the exhibition period noting that any amendments will be reflected in the Long-Term Financial Plan and Capital Works Program.
2. Adopts the proposed Operational Plan for 2023-24 as presented.
3. Adopts the proposed Revenue Policy for 2023-24 and makes the Ordinary Rates for the 2023-24 financial year as presented.
4. Adopts the maximum interest penalty rate on overdue rates and charges in accordance with Section 566 (3) of the Local Government Act, 1993 for the 2023-24 financial year.
5. Adopts the Waste Management Charges for Narrandera, Barellan and Grong Grong for the 2023-24 financial year as presented
6. Adopts the Water Charges for the 2023-24 financial year as presented.
7. Adopts the Sewer Charges for the 2023-24 financial year as presented.
8. Adopts the Stormwater Management Charges for the 2023-24 financial year as presented.
9. Adopts the Fees and Charges for the 2023-24 financial year as presented.
10. Notes a proposed external borrowing of \$5,300,000 for the 2023-24 financial year.
11. Adopts the Long-Term Financial Plan 2023-33 as presented.
12. Adopts the Capital Works Program 2023-27 as presented.
13. Notes the Anticipated Fit for the Future benchmarks for the 2023-24 financial year as presented.

**CARRIED**

#### **24.5 STATEMENT OF BANK BALANCES - MAY 2023**

##### **RESOLUTION 23/115**

Moved: Cr Tracey Lewis

Seconded: Cr Sue Ruffles

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 May 2023.

**CARRIED**

**24.6 STATEMENT OF RATES AND RECEIPTS - MAY 2023**

**RESOLUTION 23/116**

Moved: Cr Narelle Payne

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 31 May 2023.

**CARRIED**

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


Nil

**26 CONFIDENTIAL BUSINESS PAPER REPORTS**

Nil

**The Meeting closed at 3.10pm.**

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



.....  
**GENERAL MANAGER**



.....  
**CHAIRPERSON**

## 9 MAYORAL REPORT

### 9.1 MAYORAL REPORT - JUNE / JULY 2023

**Document ID:** 678703

**Author:** Mayor

**Theme:** 5 - Our Leadership

**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receives and notes the Mayoral Report for June/July 2023.

#### BACKGROUND.

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 20 June 2023, I attended the following on behalf of our Council:

**Meetings with General Manager:** Attended regular Monday, and unscheduled, meetings with the General Manager (GM) George Cowan to discuss various matters. The Deputy Mayor, Cr Cameron Lander, is also invited to attend the Monday prior to Ordinary Council meetings.

All Councillors have the opportunity to attend a weekly Zoom meeting with the General Manager.

#### Acknowledgement of Special Gift

Narrandera Shire was gifted a book recently by Ms Melinda L Mortimer, the elder daughter of former Mayor, Mr Ken Kiesling. Melinda has written a book titled "And then there was James", a history of the Kiesling family, including their journey from Germany to Australia, during the years 1817-2021.

The story of Ken tells of his birth in Narrandera at the Wollundry Private Hospital, his enlistment into the Royal Australian Air Force at the age of 20, and details his many flight missions during World War II.

Many will remember Ken and his wife Jeannette, who owned Kiesling's Jewellers for decades. Ken Kiesling served two terms as Mayor of Narrandera Shire, from 1973-1975 then again in 1977-1979. Ken is well known for the major role he played in establishing the Narrandera Koala Colony in 1973, which is now thriving at a time when koalas are regarded as an endangered species.

I thank Melinda and her family for this generous donation to our Shire and now table this book to Council, which shall be made available to the community through the Narrandera Shire Library.

#### May 2023

**Monday 29 May:** GM George Cowan and I met with local residents who have concerns about dirt bikes being ridden in residential areas, creating noise at all hours and riders



riding in a manner dangerous to themselves and surrounding residents. Many riders also are not wearing helmets. I encourage all residents who witness such behaviour to report incidents to police on 000.

## June 2023

**Thursday 13:** The GM and I joined a virtual webinar with Murrumbidgee Local Health District (MLHD) Chief Executive, Jill Ludford, for further discussions on health matters across the district.

**Tuesday 20:** I chaired the monthly Councillors Briefing Session and Ordinary Council meeting. Unconfirmed Minutes of the Council meeting are submitted for Council's endorsement.

**Wednesday 21:** Together with the GM I attended our regular segment on the local Community Radio, 91.1 Spirit FM, where we advise the listeners on outcomes of agenda items from the Council meeting, as well as providing any updates on current projects. Tune into this segment each month on Wednesday following the monthly Council meeting at 8:30am.

**Wednesday 28:** I attended the MLHD quarterly meeting by virtual link for further discussion on the Council of Australian Governments (COAG) Improving Access to Primary Care in Rural and Remote Areas Section 19(2) Exemptions Initiative. Cr Payne also attended this meeting in her role as the Local Health Advisory Committee (LHAC) representative on the COAG Committee.

**Following this,** I joined a virtual RAMJO Mayors and GMs Extraordinary meeting to discuss and adopt the 2023-24 RAMJO Budget.

**Later that day,** my wife Carmel and I, after accepting an invitation, attended the Annual Rotary Changeover Dinner at the Narrandera Golf Club. The Area Governor, Jennifer Newton, also attended this special occasion. My congratulations go to the incoming President for 2023-24 Jason Haines, outgoing president Jenny Clarke OAM, and all Rotary members for providing ongoing service to the community.

During the past year, Rotary made donations to many local worthy organisations including CanAssist, Spirit FM 91.1 Community Radio, Narrandera Nattering Knitters, Narrandera Amateur Swimming Club, Narrandera Men's Shed, Narrandera Hospital Auxiliary, St Vincent De Paul, and the Leeton-Narrandera Air League Squadron. This is an extraordinary achievement at a time when volunteers are becoming more difficult to recruit.



Bob Close, Bob Manning, John Foster, Jenny Clarke, Jason Haines, Ann Dunn, Robert Norrie, Joan Graham

**July 2023**

**Saturday 1:** Assisted in the 2023 Narrungdera NAIDOC Official Opening Ceremony held at the Narrandera Sportsground during the lunchbreak of the Proten Cup. Elder Michael Lyons conducted the Smoking Ceremony and Welcome to Country. A very interesting cultural dance was performed by the Dinawans Connection. Juanita Hickson led a Minute Silence to remember Past Elders.

\*\*\*\*\*

*It is a privilege to be a Councillor and to be returned as Mayor for the next two years. I look forward to the many projects that are currently in progress being completed.*

*I 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.*

\*\*\*\*\*

*Until next time, Mayor Kschenk*

**RECOMMENDATION**

That Council:

Receives and notes the Mayoral Report for June/July 2023.

**10 QUESTION WITH NOTICE**

Nil

**11 NOTICES OF RESCISSION**

Nil

**12 NOTICES OF MOTION****12.1 NOTICE OF MOTION - LEAVE OF ABSENCE****Document ID: 679837****Author: Cr Cameron Lander****Theme: 5 - Our Leadership****Attachments: Nil**

I, Councillor Cameron Lander, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 18 July 2023.

**MOTION**

That Council

1. Notes and accepts Cr Lander's:
  - a. Apologies for the August and September 2023 Ordinary Council meetings; and
  - b. Leave of absence for all Council business from 24 July to 23 September 2023.

**BACKGROUND**

This motion is to advise Council of my upcoming absence from all Council business and seek the grant of a leave of absence for the period stated.

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

5 - Our Leadership

**Strategy**

5.1 - Have a Council that provides leadership through actions and effective communication.

**RECOMMENDATION**

That Council

1. Notes and accepts Cr Lander's:
  - a. Apologies for the August and September 2023 Ordinary Council meetings; and
  - b. Leave of absence for all Council business from 24 July to 23 September 2023.

## 13 COUNCILLOR REPORTS

### 13.1 CR LANDER - 2023 ALGA NATIONAL GENERAL ASSEMBLY

**Document ID:** 681262  
**Author:** Councillor  
**Authoriser:** General Manager  
**Theme:** Our Leadership  
**Attachments:** 1. NGA 2023 Communique

#### RECOMMENDATION

That Council:

1. Notes the report on my attendance in Canberra at the 2023:
  - a. Australian Local Government Association National General Assembly; and
  - b. Australian Council of Local Government Forum.

#### BACKGROUND

The Australian Local Government Association (ALGA) held the 2023 National General Assembly of Local Government (NGA), incorporating the Regional Cooperation and Development Forum, in Canberra from 13-16 June 2023.

The ALGA's mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members to the National Government.

The purpose of the NGA is to build the profile of local government on the national stage and demonstrate to the Australian Government the strength and value of working with local government nationally.

Resolutions debated and passed at the NGA will be communicated to relevant Australian Government Ministers by the ALGA Board and publish Ministerial responses on their website.

Participating councils can also use resolutions to inform their policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

The 2023 NGA theme was "Our Communities, Our Future" and looked at ideas on new federal programs and policies that would support councils to build stronger communities in the future.

The 2023 ACLG Forum was also held at the National Convention Centre on Friday, 16 June 2023 immediately following the NGA.

The future of local government, achieving economic and industry growth (in local governments), local governments as trusted delivery partners (for the Federal government) and creating resilience in our regions were some of the main themes for the Forum.

#### DISCUSSION

2023 NGA motions focused on eight priority areas:

- productivity

- local government infrastructure
- community wellbeing
- local government workforce
- data, digital technology, and cyber security
- climate change and renewable energy
- natural disasters; and
- housing.

In the lead up to the NGA, the Productivity Commission identified nine ways that local governments can contribute to the capacity of the broader community:

- providing urban infrastructure
- mitigating externalities in urban development
- place making and the visitor economy
- providing land for housing
- better local labour markets
- climate mitigation and adaptation
- providing land for business
- business clusters and innovation; and
- circular economy.

Speakers over the four days of the assembly and forums included:

- the Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- the Hon Darren Chester MP, Shadow Minister for Regional Development, Local Government and Territories
- his Excellency, General the Honourable David Hurley AC DSC (Retd)
- his Excellency, Vasyl Myroshnychenko Ambassador of Ukraine
- the Hon Anthony Albanese MP, Prime Minister of Australia; and
- the Hon Peter Dutton MP, Leader of the Opposition.

## **MAIN ISSUES/CONCERNS**

Of the many issues discussed, the following were of particular interest to Narrandera Shire Council:

- the Disaster Ready Fund
  - potential funding of the stormwater improvements and raising of highways at Gillenbah
- recognition of local government in the Australian Constitution
  - designed as a possible first step to enshrining unfixed funding for local government in the constitution
- the Resilient Building Council
  - assists with improving the resilience of new and existing buildings to natural disasters
  - have we used them or a similar organisation
  - are we promoting approach with builders and owners
  - FORTIS House – design options for new home builds

- options for addressing Council workforce issues
  - NSW Strong Start Cadetship program
  - grow your own through partnerships with partners such as Narrandera High School and University of New England
  - para-planners similar approach to para-legals
  - using community obligation payments or other sources to fund school to job pathways
  - sponsorship of international students – Riverina Development Authority
  - graduate programs
- the Regional Investment Framework
  - priority community infrastructure
  - Growing Regions Program
  - Regional Precinct Partnerships Program
  - 'Regional Minister Budget Statement'

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

### **Theme**

5 - Our Leadership

### **Goal**

Have a Council that provides leadership through actions and effective communication.

### **Actions to get us there**

Support ethical, transparent, and accountable corporate governance.

### **How will we know when we get there?**

A Council that supports ethical, transparent, and corporate governance

## **RECOMMENDATION**

That Council:

1. Notes the report on my attendance in Canberra at the 2023:
  - a. Australian Local Government Association National General Assembly; and
  - b. Australian Council of Local Government Forum.



## Communique

### National General Assembly 2023

Over 1,100 local government leaders from across Australia gathered in Canberra from 13 – 15 June for the 29th National General Assembly of Local Government (NGA) to share innovations to support the public good and to speak to the Federal Government with one voice.

We acknowledged the Ngunnawal people as traditional custodians of the ACT and recognised any other people or families with connection to the lands of the ACT and region. The Assembly paid its respects to their elders past, present and emerging, and acknowledged the vital and ongoing contributions First Nations peoples continue to make to our nation.

Opening the NGA, the Governor-General, His Excellency General the Honourable David Hurley thanked and acknowledged local governments for their dedication and work for local communities especially responding to natural disasters. His words, noting councils were the level of government that looked communities in the eye, resonated with delegates.

Delegates reaffirmed their commitment to work in partnership with the Federal Government for the public good, while at the same time addressing the local and regional challenges faced by communities across the nation.

We welcomed and thanked the many federal members of parliament who attended and spoke at the NGA or associated events, including the Hon





Catherine King, the Hon Kristy McBain, the Hon Peter Dutton and the Hon Darren Chester.

Councils also welcomed His Excellency, Vasyl Myroshnychenko, Ukraine Ambassador, who provided an update on the Ukrainian people's progress to protect their national sovereignty; and welcomed and encouraged sister city arrangements between Australian and Ukrainian regions.

In response to ALGA's advocacy, councils thanked the Federal Government for its re-establishment of the Australian Council of Local Government (ACLG) which will be held on Friday 16 June 2023. The ACLG was first established in 2008 as a physical and symbolic acknowledgment of the respect and mutual interest of both levels of government and need to work together.

This year's Assembly program included consideration of 260 notices of motions submitted by councils. These motions identify opportunities where a strong partnership between the Federal Government and local government can progress our mutual policy interests, and the ALGA Board will now consider these in forming its policy positions and federal advocacy.

These motions included solutions to address the financial sustainability of councils, climate change adaptation and renewable energy, improved transport and communications, improved natural disaster preparedness and management, Closing the Gap and the Voice, enhancing the circular economy and improving housing and homelessness outcomes through partnerships.



On behalf of Australia’s 537 local governments, the Australian Local Government Association (ALGA) will continue to work with the Federal Government to deliver better outcomes for all Australian communities.

**14 COMMITTEE REPORTS**

**14.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES - 13 JUNE 2023**

**Document ID: 680653**

**Author: Manager Projects and Assets**

**Authoriser: Deputy General Manager Infrastructure**

**Attachments:**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Local Emergency Management Committee held on Tuesday 13 June 2023.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
LOCAL EMERGENCY MANAGEMENT COMMITTEE  
HELD AT THE EOC BUILDING 17-19 TWYNAM ST NARRANDERA  
ON TUESDAY, 13 JUNE 2023 AT 9:10AM**

**1 PRESENT**

Acting Chair Mr Chris Quiring, Mr Justin Langley, Mr Neal Tait, Ms Debbie Wickes, Mr Peter Beal, Ms Allison Clear, Mr Peter Cook, Ms Georgia Davis, Mr Steve Evans, Mr Isaac Lee, Mr Tyson Bock.

**2 APOLOGIES**

DGMI Shane Wilson, Cr Neville Kschenka, Cr Tracey Lewis, Mr Alastair Macdonald, Mr Shane Hargrave, Mr Daryl Cooper, Ms Karen Absolom, Ms Kate Johanson, Ms Lexi Hone, Mr Markus Zarins, Mr Paul Billingham, Mr Wayne Heidtman, Ms Kate Williams, LEMO Fred Hammer, Ms Lindel Carey, Mr Robert Hutchinson, Mr Shane Smith, Mr Matt Hunter, Mr Brendan Hall, Ms Jessie McPherson, Ms Debbie Holt, Mr Scott Fullerton.

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mr Justin Langley  
Seconded: Mr Chris Quiring

That the minutes of the Local Emergency Management Committee held on 14 February 2023 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**6 REPORTS**

6.1 – REMO – Riverina Murray Emergency Management. Please refer to Attachment 5 – Agency Report – Riverina Murray Emergency Management Region – 13 June 2023.

6.2 – Transport for NSW - Please refer to Attachment 8 – Agency Report – Transport for NSW – 13 June 2023.

6.3 – VRA – Please refer to Attachment 6 – Agency Report – VRA – 13 June 2023.

6.4 – NSW Police Force – Mr Quiring stated that the current staffing levels are impacting the stations resourcing. A new sergeant is expected to start at the station in the near future. The current district commander is also moving on to a new position.

6.5 - Fire & Rescue NSW – Please refer to Attachment 1 – Agency Report – Fire and Rescue NSW – 13 June 2023.

6.6 – Department of Primary Industries – Nil Report

6.7 - Rural Fire Service NSW - Please refer to Attachment 7 – Agency Report –MIA RFS District – 13 June 2023.

6.8 – Red Cross – Nil Report

6.9 – State Emergency Service - Please refer to Attachment 9 – Agency Report – Resilience NSW – 13 June 2023.

6.10 – Ambulance NSW - Please refer to Attachment 3 – Agency Report – NSW Ambulance – 13 June 2023.

6.11 - Local Health District – Ms Absolom provided the committee with the following report – Please refer to Attachment 2 – Agency Report – 13 June 2023

6.12 – NSW Reconstruction Authority –Please refer to Attachment 4 – Agency Report – Disaster Welfare Services – 13 June 2023.

6.13 – Essential Energy – Nil Report.

## **6.1 AGENCY REPORTS AND CORRESPONDENCE**

### **RECOMMENDATION**

1. For Council to Note and Accept Agency Reports and Correspondence

## **7 GENERAL BUSINESS**

Nil

## **8 CORRESPONDANCE**

8.1 - Please refer to correspondence Item Attachments 1,2,3,4 and 5 – From Local Land Services.

**8 NEXT MEETING**

10<sup>th</sup> October 2023

**9 MEETING CLOSE**

**The Meeting closed at 9:40am**

**14.2 ABORIGINAL ELDERS LIAISON - MINUTES - 29 MAY 2023**

**Document ID: 681544**

**Author: Executive Assistant**

**Authoriser: General Manager**

**Attachments: 1. Aboriginal Elders Liaison Minutes - 29 May 2023**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 29 May 2023.



# **MINUTES**

## **Aboriginal Elders Liaison Meeting**

**29 May 2023**

Uncertified



**MINUTES OF NARRANDERA SHIRE COUNCIL  
ABORIGINAL ELDERS LIAISON MEETING  
HELD AT THE EMERGENCY OPERATIONS CENTRE  
ON MONDAY, 29 MAY 2023 AT 12PM FOR 12.30PM**

The meeting commenced at 12.30pm

**WELCOME TO COUNTRY**

Welcome to Country by Elder Jennifer Johnson

**MINUTE SILENCE**

Elder Hank Lyons led a Minute Silence in honour of Roger Greedy who had passed recently.

Roger was a much respected member of the community.

**1 PRESENT**

Cr Braden Lyons, GM George Cowan, Elder Cherry Johnson, Elder Hank Lyons, Elder Jennifer Johnson, Elder Joy Ingram, MLHD Shaun Lyons, Mr Dean Ingram, CSM Stacie Mohr

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Elder Hank Lyons

Seconded: Elder Joy Ingram

That apologies from Chairperson Mayor Neville Kschenka, Cr Tracey Lewis, Elder Brenda Poole, Elder Colleen Ingram, Elder Michael Lyons, MLHD Leonie Flack and Observer Vivian Christian be received and accepted.

**CARRIED**

**Guests**

Andrew Bowcher NLALC, Nioka Dupond and Lee Reavley

School Principals:

- Ms Tania Maddison (High)
- Mr Brent Fennessy (Public)
- Mrs Bernadette Irvin (St Joseph's)
- Mr Matthew Richards (East Infants) on Elissa's Routley behalf

**3 BUSINESS ARISING FROM PREVIOUS MINUTES****4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

*Items 3&4 have been moved at another section.*

**5 REPORTS****5.1 NEW MEMBERS REQUEST****COMMITTEE RESOLUTION**

Moved: Elder Joy Ingram

Seconded: Elder Cherry Johnson

That the Elders:

1. Approve the proposed community members to the AELG attend future meetings.  
Alice Christian, Paul Prior, Brenda Prior, John Bamblett

**CARRIED**

**5.2 UPDATES ON PREVIOUS MATTERS****COMMITTEE RESOLUTION**

Moved: Elder Joy Ingram

Seconded: Elder Jennifer Johnson

That the Aboriginal Elders Liaison Group:

1. Receive and discuss the Updates on Previous Matters listing.

**CARRIED**

**5.2 - 1) Wiradjuri Honour Wall in Marie Bashir Park**

Addressed in Item 5.7

**5.2 - 3) Name Change Town Beach to Koori Beach**

Addressed in Item 5.3

## 5.2 – 6) NAIDOC Week

Updates provided by Vivian Christian, Chair of NAIDOC Committee

### NAIDOC:

- Shake-a-leg kids disco Friday 9<sup>th</sup> July – all ages from 2 – 17yrs old
- Show hall, games, prizes, traditional dance, face painting
- Elders morning tea - Wednesday 5<sup>th</sup> July
- Uncle Mick has offered his gallery to hold morning tea
- We are still looking for volunteers.
- We would like to also take this opportunity to video our elders telling stories and would like to present them at the NAIDOC ball.

Elder NAIDOC Ball – 16<sup>th</sup> September 2023

- Exies
- Formal event
- NAIDOC awards
- Creative community display

### AECG:

#### New members/Executive members

- President: Richard Gilbert
- Secretary: Vivian Christian
- Treasurer: Joy O'Hara
- Regional representative: Anita Lyons

New Facebook page up and running

Lots of things happening within schools.

### NAIDOC Activities planned for June

Invitations to attend meeting will be sent out to Elders and parents/carers

### Aboriginal Health:

- Has a new Aboriginal Health Worker for the Aboriginal Maternal Infant Health Service - Keira Blowes
- Secondment position until September
- Aunty Jeans still happening fortnightly
- Run by Leonie Flack and Shaun Lyons
- Hearing tests for 0-6 year old available in June
- Currently seeking hearing testing for school aged children and wider community.

## 5.2 – 7) Youth Education

Addressed in Item 5.4

**5.3 12.45PM - GUEST - NLALC ADMINISTRATOR****COMMITTEE RESOLUTION**

Moved: Elder Cherry Johnson

Seconded: Elder Hank Lyons

That the Aboriginal Elders Liaison Group:

1. Welcome Andrew Bowcher to the meeting.
2. Endorse a Letter of Support for the extension of Andrew's appointment at Narrandera Local Aboriginal Land Care Administrator.

**CARRIED**

GM introduced Mr Bowcher to the meeting who acknowledged Wiradjuri Land and gave an overview of his role as Administrator of the Narrandera Local Aboriginal Land Care, engaging in discussion with Elders on the areas of:

Member numbers, Annual reporting to the Aboriginal Land Council, outstanding NLALC debts honoured by ALC, the large number of Land Claims still to be determined. Also briefly discussed 99 year Lease or Rent Buy Schemes and review of documented 99 Year Leases is continuing to determine validity.

The name change from Town Beach to Koori Beach is progressing with checks on mapping and claims. Working toward requesting this matter to be fast tracked and he explained the process involved in approving Land Claim on Koori Beach and other Claims in the area.

Andrew's original three month appointment as NLALC has concluded however, an extension is being sought from the government.

Andrew left the meeting at 1.22pm.

**5.4 1.30PM - GUESTS - NARRANDERA SCHOOL PRINCIPALS****COMMITTEE RESOLUTION**

Moved: Elder Joy Ingram

Seconded: Elder Hank Lyons

That the Aboriginal Elders Liaison Group:

1. Welcome all Principals to the meeting.

School Principals:

- Ms Tania Maddison (High)
- Mr Brent Fennessy (Public)
- Mrs Bernadette Irvin (St Joseph's)
- Mr Matthew Richards (East Infants) on Elissa's Routley behalf
- Tanya White, Director Narrandera Network

**CARRIED**

Group discussion around the roles and responsibilities of the schools, children and families, programs currently in place within each school, barriers faced, future planning. Principals gave a brief overview of programs and systems in place for indigenous students to encourage attendance, and also advised there is extra studies on aboriginal culture.

Noted that Joy O'Hara and Braydon Lyons's roles at Narrandera High School are as Aboriginal Education Officers (AEO). Item to be listed on the May 2024 AELG meeting for general discussion.

Shaun Lyons left the meeting at 2.08pm

**5.5 2.30PM - GUEST - ABORIGINAL LANDCARE OFFICER****COMMITTEE RESOLUTION**

Moved: Elder Cherry Johnson

Seconded: Elder Jennifer Johnson

That the Aboriginal Elders Liaison Group:

1. Welcome Nioka Dupond to the meeting to provide an update on the Bamblett St/ Sandhills Beautification Project.
2. Proceed to Community consultation.

**CARRIED**

Further discussion on the Bamblett St/ Sandhills Beautification Project.

## **5.6 3.00PM - GUESTS - ABORIGINAL RANGER PROGRAM**

### **RECOMMENDATION**

That the Aboriginal Elders Liaison Group:

1. Welcome Lee Reavley, and fellow representatives, to the meeting.

Lee gave an overview of the program gave a presentation on the works that have been completed, are in progress and future considerations.

Lee advised of a tree that has fallen at Gillenbah just past the overpass that has historical indigenous scares. Local Land Services has funds to relocate the tree to a safe place, after further discussion with the community to decide where to relocate it to.

## **5.7 WIRADJURI HONOUR WALL**

### **RECOMMENDATION**

That the Elders group:

1. Endorse the recommendation that the names to be placed on the wall include the three groups – Bottom Sandhills, Top Sandhills or Hill 60 and the list of persons identified to recognise meritorious service.
2. That the criteria for placing names on the wall in the future be “persons who have achieved outstanding service in the Narrandera community and or sporting achievement and are endorsed by the Elders.”
  - Meeting with General Manager, Jennifer, Joy and Hank to review and amend listings.
  - All names on wall need to have either their personal or their family consent.
  - Names to be included for consideration are David Ivanoff and Michael Galluzzo.
  - Shelby and Lucy Lyons are great grandchildren of the Lyons brothers on the wall
  - Endorse the map as provided with the amendment to CHRISTIAN Michael & Lucy Lyons.
  - Remove the Place lot numbers, leaving name and year arrived.

## **6 BUSINESS ARISING FROM PREVIOUS MINUTES**

Other than those matters addressed in Item 5.2

Nil

## 7 CONFIRMATION OF PREVIOUS MEETING MINUTES

### COMMITTEE RESOLUTION

Moved: Elder Cherry Johnson

Seconded: Elder Joy Ingram

That the minutes of the Aboriginal Elders Liaison Meeting held on 27 March 2023 be confirmed.

**CARRIED**

## 8 GENERAL BUSINESS

### CSM Stacie Mohr

Maxine Honeysett, a Ngiyampaa/Wiradjuri Women from Murrumbidgee Primary Health Network (MHPN) in Wagga, employed as the Aboriginal Health and Wellbeing Manager.

Maxine is in the process of adapting the Reconciliation Action Plan (RAP) for MLHD and is in the process of compiling a Map of the footprints of local Aboriginal Nations that they work with.

Maxine is hoping that the AELG members could advise the traditional owners of the Narrandera Local Government Area (LGA).

They currently have the traditional owners listed as Wiradjuri and are asking if there are any additional tribes living around the LGA area that need to be added?

**Elders agreed to advise** - Narrandera from the Wiradjuri Nation.

## 9 NEXT MEETING

Monday 31 July 2023 - 12pm Light Lunch - 12.30pm – EOC

With members to bring a fellow AELG member along with them.

## 8 MEETING CLOSE

**Meeting Closed at 4.30pm**

**14.3 AUDIT, RISK AND IMPROVEMENT S355 COMMITTEE - MINUTES - 5 JULY 2023****Document ID:** 681803**Author:** Senior Customer Service Administration Officer**Authoriser:** Deputy General Manager Corporate and Community**Attachments:** 1. **Audit, Risk and Improvement S355 Committee Minutes - 5 July 2023****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement S355 Committee held on Wednesday 5 July 2023.
1. **Special mention of the following:**
  2. **6.5 Asset Revaluation Outcomes at 30 June 2023**  
The community land fair value assessments will have an effect on the 2022-23 financial year statements and also future years' operating results.
  3. **6.4 Internal Audits for 2022-23**  
In consultation with the internal auditor and management, the ARIC members have agreed that the four internal audits for 2023-24 will be:
    - a. Personnel succession planning/retention
    - b. Corporate governance framework
    - c. Treasury functions - investments
    - d. Community transport.
  4. **6.9 Financial Balance of Internal Audit Function**  
Unexpended funds approximating \$28,726.02 will be reported for the 2022-23 financial year.
  5. It has been recommended by the Audit, Risk and Improvement Committee that Council:
  6. Resolves to revoke an amount of \$15,000 from the unexpended 2022-23 funds to the 2023-24 financial year for potential additional costs, such as the procurement of internal audit services from 1 October 2023 also the potential costs associated with remuneration paid to the independent ARIC members.



**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD AT THE COUNCIL CHAMBERS OR USING ZOOM TECHNOLOGY  
ON WEDNESDAY, 5 JULY 2023 AT 10.00AM**

**1 PRESENT**

Chairperson Mr John Batchelor, Mrs Gayle Murphy, Cr Narelle Payne, GM George Cowan, DGMCC Martin Hiscox, GEM Craig Taylor, SCSAO Mel Gilmour and Mr Phil Swaffield from the National Audits Group

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy  
Seconded: Cr Narelle Payne

That an apology from Cr Cameron Lander be received and accepted.

Apologies were also received from Dannielle MacKenzie of Crowe Australasia and Hong Wee Soh of Audit Office NSW.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Member Gayle Murphy is a member of the NSW Health, Pathology, Finance and Performance Committee and would like this acknowledged for all meeting attendances.

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne  
Seconded: Mrs Gayle Murphy

That the minutes of the Audit, Risk and Improvement Committee held on 8 March 2023 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

## 6 REPORTS

### 6.1 INVITATIONS TO EXTERNAL PARTIES

#### COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Support the invitations extended to the Audit Office of NSW, Crowe Australasia and National Audits Group for attendance at the meeting.
2. Notes that both Audit Office NSW & Crowe Australasia, however no representatives were unable to attend.

**.CARRIED**

### 6.2 INTERNAL AUDIT REPORTS

#### COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Support the findings of the Fleet Management and Financial Grants Management internal audits; and
2. Where the internal audit recommendation is rated as medium or above that they be included on the ARIC Internal Recommendations and Action register for monitoring purposes; and
3. Support the 2023-2024 internal audits being - Personnel succession planning/attraction and retention, Corporate governance framework, Treasury functions – investments, also Community Transport; and
4. Acknowledge the verbal comments made by the internal auditor on the yet to be finalised internal audits – Events Management also Workplace Health and Safety Management.

**CARRIED**

### 6.3 GENERAL MANAGER'S REPORT

#### COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Receive and note the report by the General Manager.

**CARRIED**

#### **6.4 RECRUITMENT OF THE THIRD INDEPENDENT MEMBER, ALSO MANAGING THE TERM OF THE TWO EXISTING INDEPENDENT MEMBERS**

##### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Recommend to Council that Mr Todd be the preferred third independent member appointed to ARIC. Should Mr Todds' application not progress to an appointment, then Mr Raffaele D'Angelo be appointed, however if neither applicant is appointed then the position will be readvertised.
2. It will be further recommended that the date of 4 June 2022 (being the date at which all NSW Councils were required to have an Audit, Risk and Improvement Committee) be used as the start date for the existing independent members Mr John Batchelor and Mrs Gayle Murphy.

**CARRIED**

#### **6.5 ASSET REVALUATION OUTCOMES AT 30 JUNE 2023**

##### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Receive and note the asset revaluation implemented in accordance with the Code and Standards and note the impact on the 2022-2023 financial statements and future years operating results.
2. Receive and note the assessment on fair value for infrastructure assets currently being undertaken, to be reported to the August meeting.
3. Receive and note the Community land fair value assessment and note the impact on the 2022-2023 financial statements and future years operating results.

**CARRIED**

## **6.6 ENTERPRISE RISK REGISTER**

### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Support a presentation by the Enterprise Risk and Safety Officer on the Enterprise Risk Register at the 4 October 2023 meeting.

**CARRIED**

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

### **COMMITTEE RESOLUTION**

Moved: Cr Narelle Payne

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Review and support the comments against each line item in the attached Audit Recommendations and Actions document; and
2. Where the line item has been completed or no further action is required that the line item be removed from viewing within the document but retained within the document dataset for future reference.
3. Note that the Septic Tank compliance action has been part of the register since 2016 but acknowledges that the Barellan Sewer Scheme is currently out to Tender; the locality of Gillenbah has access to the Narrandera Sewer Scheme; also, at the present time there is a scoping study for South West Narrandera to connect to the existing Narrandera Sewer Scheme.

**CARRIED**

**6.8 FINANCIAL BALANCE OF INTERNAL AUDIT FUNCTION**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Cr Narelle Payne

That the Audit, Risk and Improvement Committee:

1. Acknowledge that on 30 June 2023 the Internal Audit function had an unexpended financial balance of approximately \$28,726.02.
2. Seek a resolution from Council to revote \$15,000 in unexpended funds back to the 2023-2024 internal audit materials and contract cost centre for potential additional costs such as the procurement of internal auditor services for the period 1 October 2023 to 30 September 2026.

**CARRIED**

**7 NEXT MEETING**

Extraordinary Meeting, Wednesday 9 August 2023, 10am

**8 MEETING CLOSE**

**The Meeting closed at 11:29am.**

**The minutes of this meeting were confirmed at the Audit, Risk and Improvement Committee held on 4 October 2023.**

.....  
**CHAIRPERSON**

**14.4 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 3 JULY 2023****Document ID: 681885****Author: Community Development Manager****Authoriser: Deputy General Manager Corporate and Community****Attachments: 1. Parkside Cottage Museum S355 Committee Minutes - 3 July 2023****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 3 July 2023.

The Parkside Cottage Museum S355 Committee discussed the following items at the 3 July 2023 meeting:

- CCTV signage and solar motion sensor lights
- Development of a Significance Assessment Sheet and purchase of a triplicate receipt book in compliance with the draft Narrandera Museums Collection and Acquisition Policy
- Determination of the final scope of the Lethbridge Collection
- Beginning discussions with the Australian Museum regarding repatriation of sacred First Nations' items, identified as 'not from this area', to appropriate "Keeping Places".

**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKSIDE COTTAGE MUSEUM COMMITTEE  
HELD AT THE PARKSIDE COTTAGE MUSEUM  
ON MONDAY, 3 JULY 2023 AT 12.30PM**

**1 PRESENT**

Mr Steve Wicker, Ms Barbara Bryon, Mrs Josie Middleton, Mrs Nerelle Daly, Mrs Lesley Bailey, Mrs Brigitte Stanton, Cr Peter Dawson, CDM Sue Killham

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mrs Lesley Bailey

Seconded: Mrs Nerelle Daly

That the minutes of the Parkside Cottage Museum Committee held on 6 March 2023 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Prices of Solar Motion Lights are to be obtained to enable further discussion:

- CCTV signage to be sourced
- CDM to organise purchase of triplicate receipt book for donations as per policy
- A significance Assessment Check List is to be established for donations
- Determination of the final scope of the Lethbridge Collection is underway
- Discussion is to be begun with The Australian Museum re the repatriation of sacred First Nations items to appropriate "Keeping Places"

## **6 REPORTS**

### **6.1 POLICY REVIEW - PARKSIDE COTTAGE MUSEUM COLLECTION AND ACQUISITION POLICY**

#### **COMMITTEE RESOLUTION**

Moved: MS Barbara Bryon

Seconded: Mrs Josie Middleton

That Committee:

1. Receives and notes the revisions to the Narrandera Shire Museums Collection and Acquisition Policy
2. Receives and notes the revisions to the Parkside Museum Deed of Gift Form
3. Endorses the Draft Policy and Deed of Gift Form for further development of record keeping procedures, formatting to Council standard and submission for approval by Council on completion of those steps.

**CARRIED**

### **6.2 MUSEUM ADVISOR REPORT**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Lesley Bailey

Seconded: Mrs Brigitte Stanton

The Committee:

1. Receives and notes the Report from Museum Advisor Kim Biggs.

**CARRIED**

### **6.3 REVENUE & EXPENDITURE BUDGET 2022-23**

#### **COMMITTEE RESOLUTION**

Moved: MS Barbara Bryon

Seconded: Mrs Nerelle Daly

The Committee:

1. Acknowledges the 2022-23 Budget Report as of June 2023.

**CARRIED**



**6.4 MANAGER OF PROJECTS AND ASSETS**

**COMMITTEE RESOLUTION**

Moved: Mrs Brigitte Stanton

Seconded: Mrs Lesley Bailey

That Committee:

1. Note the Parkside Museum maintenance and improvement works programmed by the Projects and Assets Manager.

**CARRIED**

**6.5 CHAIRPERSON'S UPDATE**

**COMMITTEE RESOLUTION**

Moved: Mr Steve Wicker

Seconded: Mrs Brigitte Stanton

The Committee

1. Receive and note the Chairperson's Update

**CARRIED**

**7 GENERAL BUSINESS**

Nil

**8 NEXT MEETING**

Monday 6 November 12:30pm

**9 MEETING CLOSE**

The Meeting closed at [enter time](#).

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

.....  
**CHAIRPERSON**

**14.5 NARRANDERA DOMESTIC VIOLENCE ADVISORY COMMITTEE - MINUTES -  
28 JUNE 2023**

**Document ID: 682000**

**Author: Community Support Manager**

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

**Attachments: 1. Narrandera Domestic Violence Advisory Committee Minutes -  
28 June 2023**

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Narrandera Domestic Violence Advisory Committee held on Wednesday 28 June 2023.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
DOMESTIC VIOLENCE COMMITTEE  
HELD AT THE INTERVIEW ROOM  
ON WEDNESDAY, 28 JUNE 2023 AT 5PM**

**1 PRESENT**

Chairperson Leigh Mathieson, Members Kristy McDuff, Brigitte Stanton, Aloma Simpson, Cr Braden Lyons, CDM Stacie Mohr

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Ms Kristy McDuff

Seconded: Cr Braden Lyons

That apologies from Cr Tracey Lewis and Mr Trevor Murphy be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Chairperson Leigh Mathieson

Seconded: Cr Braden Lyons

That the minutes of the Domestic Violence Committee held on 22 November 2022 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

- CSM provided an update on the banners, currently on display in East Street.

## **6 REPORTS**

### **6.1 TOR - DOMESTIC VIOLENCE ADVISORY COMMITTEE**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Brigitte Stanton

Seconded: Cr Braden Lyons

That the Committee:

1. Receive and acknowledge the terms of reference.

**CARRIED**

### **6.2 2023-2024 BUDGET**

#### **COMMITTEE RESOLUTION**

Moved: Aloma Simpson

Seconded: Ms Kristy McDuff

That the Committee:

1. Acknowledge the draft budget provisions made by Council for the upcoming financial year.
2. Allocate \$500 to be used to print business card size information cards with contact numbers of local organisations that assist those impacted by domestic and family violence, to be distributed to the community at appropriate settings and events.

**CARRIED**

### **6.3 MODEL CODE OF CONDUCT**

#### **COMMITTEE RESOLUTION**

Moved: Cr Braden Lyons

Seconded: Mrs Brigitte Stanton

That the Committee receive and acknowledge the Model Code of Conduct.

**CARRIED**

## **7 GENERAL BUSINESS**

- Leigh Mathieson proposed the committee have regular informal meetings to discuss relevant items for inclusion in the agenda including a calendar of significant events and dates to be recognised by the committee
- Leigh Mathieson suggested a comprehensive report be made by the committee regarding Domestic, Family and intimate partner Violence within the community and

also outlining what services are available to victims and survivors and support services for people who feel they may be at risk of committing an act of violence.

- Kristy McDuff suggested hosting a Services Expo in place of the breakfast the previous committee hosted.

**8 CORRESPONDENCE**

Nil

**9 NEXT MEETING**

26 September 2023, 5pm at the HACCC Conference Room

**10 MEETING CLOSE**

**The Meeting closed at 6.15pm**

**The minutes of this meeting were confirmed at the Domestic Violence Committee held on .**

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**CHAIRPERSON**

**15      PROCUREMENT**

Nil

**16      DEVELOPMENT APPLICATION**

Nil

**17      OUR COMMUNITY**

Nil

**18      OUR ENVIRONMENT**

Nil

**19      OUR ECONOMY**

Nil

**20 OUR INFRASTRUCTURE****20.1 TENDER T-23-24-2 LEASE FOR MANAGEMENT OF BARELLAN MEMORIAL POOL COMPLEX****Document ID: 680058****Author: Manager Projects and Assets****Authoriser: Deputy General Manager Infrastructure****Theme: Procurement****Attachments:**  
**1. Tender Assessment Report - Confidential**  
**2. Tender Assessment Matrix - Confidential****RECOMMENDATION**

That Council:

1. Accepts the tender offer by B Doyle & FJ Doyle for the Lease for Management of the Barellan Memorial Pool Complex for a five-year period (with option of five further years), for the lump sum amount of \$721,541.10 (excl GST), in accordance with Section 55 of the Local Government Act 1993.
2. Resolves that increase in the budget for the first year of the contract be funded by surplus in the 2022-23 budget.

**PURPOSE**

The purpose of this report is to determine the outcome of the selective tender for the Lease for Management of the Barellan Memorial Pool Complex, which closed at 2pm on Thursday 29 June 2023.

**SUMMARY**

One tender was received and assessed by the panel who determined that B Doyle & FJ Doyle provided a value for money offer and is the preferred tenderer.

The lump sum amount tendered is 65% over Council's current budget allocation and, for this reason, scored low on the price criterion. The difference between the current budget and that now submitted can be contributed to the previous long-term lessee's experience and understandings of the operation of the pool and the increased costs associated with most operations at this time. The submitted tender provided a detailed cost and expenditure sheet that was reviewed and considered to provide clear justification of the increased costings.

They performed strongly in the criteria of benefit to local community and value-added benefits, and well in the criteria of experience, given they have no demonstrated experience in operating a pool facility. They provided evidence of obtaining a business management degree, with references confirming the adequate management skills required to run the facility. The principal partner has also completed pool lifeguard and first aid certificates.

**BACKGROUND**

Council has undertaken an expression of interest (EOI) and selective tender process to source a suitable provider for the Lease for Management of the Barellan Memorial Pool

Complex. The EOI resulted in two interested parties being invited to tender, with only one submitting a tender. The previous lease ceased at the end of the 2022-23 swim season. Council currently maintains the facility during the closed period.

The new lease will commence 1 September 2023 for a term of five years with a further five years option available.

**Tender Process**

The evaluation of the tender involved the assessment of pricing, relevant experience, benefit to our local community and value adding. The evaluation panel used the criteria and weighting outlined in Table 1 to assess and select the preferred tender.

*Table 1 – Evaluation criteria and weighting*

Item	Criteria	Weighting
1	Price <ul style="list-style-type: none"> <li>Value for money</li> <li>Within budget</li> </ul>	60%
2	Experience <ul style="list-style-type: none"> <li>Does the response demonstrate experience in similar service activity?</li> <li>What is their management and operational structure?</li> <li>Does the response provide references?</li> <li>Do they have Quality and WHS Systems?</li> </ul>	20%
3	Benefit to local community <ul style="list-style-type: none"> <li>Does the supplier employ local staff or use local sub-contractors and materials?</li> <li>Does the supplier contribute to the community?</li> </ul>	10%
4	Value-added benefits <ul style="list-style-type: none"> <li>How does the tenderer plan to add to the activities set out within the RFT?</li> </ul>	10%

**Tender Assessment**

One tender was received and was assessed as conforming. Table 2 below lists the conforming tender.

*Table 2 – Conforming tender received*

Item	Conforming Tenders
1	B Doyle & FJ Doyle

Submitted tendered prices are provided in Attachment 1 – Tender Assessment Report.

The respondents were assessed using the criteria and weighting in Table 1.

The final tender evaluation scores are listed in Table 3. The maximum score that can be obtained in the evaluation matrix is 5.0. This score does not reflect any potential risks due to extremely low price or reference checks.

*Table 3 – Final evaluation scores – ranked from highest to lowest*

Item	Conforming Tenders	Final Evaluation Score
1	B Doyle & FJ Doyle	1.86



Attachment 2 - Tender Evaluation Matrix, provides additional information on the submission.

The evaluation panel's recommendation is to accept B Doyle & FJ Doyle tendered offer which, following the completion of the evaluation scoring and reference checks, offers Council value for money and is considered to be suitable to manage and operate the facility.

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

### **Theme**

4 - Our Infrastructure

### **Strategy**

4.3 - To improve, maintain and value-add to our essential public and recreational infrastructure.

### **Action**

N/A

## **ISSUES AND IMPLICATIONS**

### **Policy**

- Council Procurement Policy and Tendering Guidelines.

### **Financial**

- The tendered offer for \$721,547.10, excluding GST, is over Council's budget of \$435,452.00.
- The budget has been estimated through the funding allocated in the Long Term Financial Plan based off the previous lease.
- The recommendation within the report is to fund the increase in the budget for the first year of the contract from surplus in the 2022-23 budget and the budget be amended for future years.

### **Legal / Statutory**

- Local Government Act 1993
- Local Government (General) Regulations 2005

### **Community Engagement / Communication**

- The EOI and selective tender process for Lease for Management of the Barellan Memorial Water Park was advertised in the VendorPanel, on Council's webpage and both Council's and Barellan Community's Facebook pages.

**RISKS**

There is always some risk in engaging a new operator. There will be a period of integration into a new site and adjustment by the users and community.

**OPTIONS**

1. Accept the tender offer by B Doyle & FJ Doyle for the Lease for Management of the Barellan Memorial Pool Complex as per the recommendation. The tenderer scored highly in the evaluation criteria for benefit to local community and value-added benefits and reference check feedback was positive.
2. Reject the tender and Council undertakes the management of the pool operations. This option would result in delays to the opening season while an attempt to source suitable pool staff is undertaken. Given the location and size of the town, finding and retaining suitable staff could be problematic. There would be anticipated savings to be made with this option as Council needs to manage the labour and service.
3. Reject the tender and Council operates the pool as an unsupervised pool. Staff would still be required to conduct day-to-day pool and grounds' management, but Council would need to accept the significant increased risks and loss of services in managing a pool without lifeguard or management supervision. This option is not supported by staff.

**CONCLUSION**

B Doyle & FJ Doyle scored well in most of the evaluation criteria and reference check feedback was positive. The tender amount, although above Council's budget, is considered to reflect the true costs associated with managing the facility and, as indicated by the panel, is considered to be value for money.

**RECOMMENDATION**

That Council:

1. Accepts the tender offer by B Doyle & FJ Doyle for the Lease for Management of the Barellan Memorial Pool Complex for a five-year period (with option of five further years), for the lump sum amount of \$721,541.10 (excl GST), in accordance with Section 55 of the Local Government Act 1993.
2. Resolves that increase in the budget for the first year of the contract be funded by surplus in the 2022-23 budget.

**21      OUR LEADERSHIP**

Nil

**22 POLICY****22.1 POLICY REVIEW - POL026 CREDIT CARD POLICY****Document ID: 679138****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Policy****Attachments: 1. Under Review - POL026 Credit Card Policy****RECOMMENDATION**

That Council:

1. Reviews and endorses POL026 Credit Card Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL026 Credit Card Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to provide Council with the scheduled revision of POL026 Credit card policy.

**SUMMARY**

The intent of this policy is to:

- provide a clear framework to enable the use of corporate credit cards.
- provide clear and concise guidelines of use to staff and Council representatives who are issued with Corporate Credit Cards.
- reduce the risk of fraud and misuse of the corporate credit card by ensuring invoices and related documentation are properly authorised.

**BACKGROUND**

POL026 Credit card policy was adopted in February 2009 and subsequently reviewed in July 2014, September 2017, May 2018, January 2019, and October 2020. The date scheduled for the next review is May 2025.

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

Policy

**Strategy**

N/A

**Action**

N/A

**ISSUES AND IMPLICATIONS**

**Policy**

- Review existing policy

**Financial**

- Operate in a financially responsible manner for Council and ratepayers

**Legal / Statutory**

- Compliance with the Local Government Act, 1993

**Community Engagement / Communication**

- Exhibition prior to implementation

**Human Resources / Industrial Relations**

- Ensure staff are aware of the policy and their responsibilities under it.

**RISKS**

Scheduled review of the policy reduces risk by ensuring that the policy continues to comply with the governing legislation.

**OPTIONS**

1. Adopt POL026 Credit Card Policy to be placed on exhibition.
2. Request staff to review and amend the policy prior to returning to Council for consideration.

**CONCLUSION**

That Council endorses policy POL026 Credit Card Policy as presented for the purpose of Public Exhibition for a period of 28 days seeking community comment. Should no submissions be received at the conclusion of the exhibition period, deems adopted the Credit Card Policy.

**RECOMMENDATION**

That Council:

1. Reviews and endorses POL026 Credit Card Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL026 Credit Card Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.



# Credit Card Policy 202<sup>X</sup>

## POL026



**NARRANDERA SHIRE COUNCIL**

**Chambers:** 141 East Street Narrandera NSW 2700  
**Email:** council@narrandera.nsw.gov.au

**Phone:** 02 6959 5510  
**Fax:** 02 6959 1884



**Policy No:** POL026  
**Policy Title:** Credit Card Policy  
**Section Responsible:** Finance  
**Minute No/Ref:** .....  
**Doc ID:** 400813

**1. INTENT**

Narrandera Shire Corporate Credit Cards are provided to employees to enable the purchase of goods and services.

**2. SCOPE**

- Council staff who are issued with a corporate credit card.
- Mayor.

**3. OBJECTIVE**

- Provide a clear framework to enable the use of corporate credit cards.
- Provide clear and concise guidelines of use to staff and Council representatives who are issued with Corporate Credit Cards.
- Reduce the risk of fraud and misuse of the corporate credit card by ensuring invoices and related documentation are properly authorised.

**4. POLICY STATEMENT**

Narrandera Shire Council Staff issued with a Corporate Credit Card hold a position of trust in regard to the use of public funds and must comply with the following:

All expenses must be for legitimate Council purpose, meaning they are reasonable and appropriate in the circumstances, and publicly defensible. The expenditure must not be or perceived to be excessive and must meet the following characteristics:

- Necessary to perform a valid business purpose fulfilling the mission of Narrandera Shire Council.
- Reasonable in that the expense is not extreme or excessive and reflects a prudent decision to incur the expense.

- Appropriate in that the expense is suitable and fitting the context of the valid business purpose.
- Allowable according to the terms of the procurement policy.

Narrandera Shire Council Corporate Credit Cards shall be used only:

- For Council business activities
- For the purchase of goods in accordance with Council's Procurement Policy.

## **5. PROVISIONS**

### **5.1 ELIGIBILITY**

- Allocation of a corporate credit card can only be approved by the General Manager or, in the case of a card for the General Manger, approval is provided by the Mayor.
- A corporate credit card will only be issued when it is established that the anticipated usage of the card is warranted.
- The credit limit will not exceed the applicant's financial or operational delegation.
- Once approved the application must be signed by the cardholder and two (2) signatories to Council's bank accounts.
- The cardholder shall acknowledge and accept conditions of use of the Narrandera Shire Council corporate credit card. Refer Attachment 1 Cardholder Statement of Responsibility.
- Narrandera Shire Council Corporate Credit Cards do not have a cash advance facility.

### **5.2 RECONCILIATION**

- Corporate Credit Cards statement accounts will be issued to the relevant cardholder who will, within seven (7) days, acquit the transactions on the account. A template is attached to this policy identifying the reconciliation requirements. Refer Attachment 2 Corporate Credit Card Reconciliation Template.
- Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased, and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- Transactions shall be accompanied by an explanation of why the expense was incurred.
- Transactions shall be accompanied by a job cost number for costing purposes.
- If no supporting documentation is available, the cardholder will provide a statutory declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Approval of this expense is referred to the Deputy General Manager or Finance Manager for a decision. Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access



to a credit card in the future. Use of a statutory declaration is for exceptional circumstances and should not be the norm.

- Should the approval of the expense be denied by the DGM or Finance Manager, recovery of the expense shall be met by the cardholder.
- The cardholder should sign and date the credit card statement with supporting documentation attached stating 'all expenditure is of a business nature'.

### **5.3 REVIEW OF USE**

- The Senior Finance Officer shall review and approve the monthly expenditure undertaken by each staff member. All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable expenses shall be referred to the Finance Manager, or to the Deputy General Manager by the Senior Finance Officer, for a decision.
- Following the monthly transaction review, the Finance Manager or delegate conducting the processing of payment to the bank will sign and file a statement stating that the review was clear, or any issues raised have been resolved or reported to the General Manager.
- Quarterly reviews of expenditure shall be undertaken by the Finance Manager and the Deputy General Manager on a rotational basis to ensure the integrity of the purchases. External scrutiny of the credit card expenditure will also be encouraged as part of the external audit process of Council's finances.
- Any suspicious transaction or other issues of concern identified through the review process must be reported to the General Manager within 10 working days. If the issue of concern relates to the GM, the matter must be reported to Council's Internal Auditor within 10 working days.

### **5.4 REVIEW OF LIMITS**

- Credit card limits are reviewed annually for all cardholders. If there is a request for a variation to the monthly limit, a business case will need to be provided to the General Manager for a decision.

### **5.5 LOST, STOLEN AND DAMAGED CARDS**

- The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the Finance Manager of the loss or theft on the next working day.
- Advice of a damaged card is to be provided to the Finance Manager who will organise a replacement card.

### **5.6 CONSEQUENCES**

This policy represents the formal policy expected standards of Narrandera Shire Council. Appropriate approvals need to be obtained prior to any deviation from the policy. It is imperative that employees retain appropriate documentation to substantiate their

expenditure. Employees are reminded of their obligation under the Shire's Code of Conduct policy to give full effect to the lawful policies, decisions and practices of the Shire.

A breach of this policy may constitute a breach of Council's Code of Conduct and be resolved through Council's disciplinary process.

The use and control of credit cards are the sole responsibility of the person whose name appears on the card and they are responsible for ensuring that the proper use of the card is maintained and can be accounted for under the provisions of this policy.

## **5.7 REPORTING**

In July of each year, the Finance Manger will provide a report on credit card usage for the past year to ELT. The report will set out each cardholder recorded in the Credit Card Register in the past year and the amount expended during the year by each.

## **6. DEFINITIONS**

- **NSC:** Narrandera Shire Council
- **ELT:** Executive Leadership Team

## **7. ROLES AND RESPONSIBILITIES**

### **Staff and Representatives Issued with Corporate Credit Cards**

- The use and control of credit cards is the sole responsibility of the person whose name appears on the card and they are responsible for ensuring that the proper use of the card is maintained and can be accounted for under the provisions of this policy.
- All cardholder responsibilities comply with those set out by the card provider.
- Credit Cards are to be maintained in a secure manner and guarded against improper use. Under no circumstance should PINs (Personal Identity Numbers) be shared with third parties.
- Credit Card details are not to be released to other employees. Only the staff member whose name appears on the card is authorised to use the card for purchases.
- Purchases on the credit card are to be made in accordance with Narrandera Shire Council's Procurement Policy.
- Purchases on Credit Cards are not to exceed a staff member's financial delegation.
- For all transactions, original receipts or tax invoices must be obtained at the time of the transaction (including for contactless transactions). Cardholders must comply with all other Narrandera Shire Council requirements with respect to the reconciliation of transactions.
- Purchases must not be split into smaller transactions (or over multiple cards) to circumvent expenditure or transaction limits.
- The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.

- All credit card transactions must be reconciled within seven (7) days of the date of the corporate credit card statement being issued by the Finance Department with all reconciliation dockets attached to equal the balance of credit used.
- Personal expenditure must not be intentionally charged to the credit card, even if it is intended to subsequently repay the expenditure, except in extreme and defensible circumstances, in which case repayment must be made within 14 days from the transaction date.
- Corporate Credit Cards are to be returned to the Finance Manager on or before the employee's termination date with full acquittal of expenses.

#### **8. RELATED LEGISLATION**

- N/A

#### **9. RELATED POLICIES AND DOCUMENTS**

- Code of Conduct
- CS100 Procurement Policy
- CS150 Risk Management Policy
- POL007 Fraud and Corruption Prevention Policy
- POL070 Disciplinary Policy
- Procurement Manual

#### **10. VARIATION**

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

#### **11. PREVIOUS VERSIONS**

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- CS50 Credit Card Policy
- F1510 Corporate Credit Card Policy

**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Finance Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month YYYY</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>DD Month YYYY</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	-	-	21/06/2005
2 Reviewed	-	-	20/03/2007
3 Reviewed	-	17/02/2009	17/02/2009
4 Reviewed	17/07/2014	16/09/2014	19/09/2014
5 Reviewed	-	18/08/2015	19/08/2015
6 Reviewed	12/09/2017	-	12/09/2017
7 Reviewed	7/05/2018	15/05/2018	15/05/2018
8 Reviewed	17/01/2019	21/05/2019	3/06/2019
9 Reviewed	27/10/2020	20/04/2021	17/06/2021
10 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

**NOTE: This is a controlled document. If you are reading a printed copy, please check that you have the latest version via Council's website (external) or MagiQ (internal). Printed or downloaded versions of this document are uncontrolled.**

## Attachment 1 - Cardholder Statement of Responsibility

Narrandera Shire Council has approved the issue of a NAB Mastercard to you (the Cardholder). As a Cardholder you are required to read and comply with the following Statement of Responsibility which outlines your responsibilities with respect to the use and management of your Card whilst employed by Narrandera Shire Council.

I, \_\_\_\_\_, understand and agree to the following terms and conditions:

### Safety and Security

- 1.1 I have received and signed my Card which is only to be used by me.
- 1.2 I understand that I am the only authorised user of this Card.
- 1.3 I am personally responsible for the security and safe keeping of my Card and the relevant card account details, including my Personal Identification Number (PIN) and card number.
- 1.4 If my card is stolen or lost, I will immediately report it to National Australia Bank on telephone 1800 033 103 immediately and Narrandera Shire Council's Finance Manager.

### Official Business Use

- 2.1 I will only use the Card for Business Purposes in accordance with the guidelines detailed in Narrandera Shire Council's Credit Card Policy and as per the National Australia Bank's conditions of use. "Business Purposes" means that the expenditure has been undertaken for a purpose that is in direct connection with, or as a direct consequence of, my role/position responsibilities within Narrandera Shire Council.
- 2.2 I will comply with Narrandera Shire Council's policies, processes and procedures for authorised expenditure.
- 2.3 I understand that all expenditure charged to my Card is subject to examination and approval by a delegated Employee of Narrandera Shire Council
- 2.4 I understand the relevant expenditure categories which are authorised for Card expenditure.
- 2.5 I will collect and retain the required documentation to support all transactions made with the Card. Where the required documentation to support a transaction has not been retained, I will complete a statutory declaration detailing the nature of the expense and confirming that the expense was for Business Purposes only.
- 2.6 I understand that I must not make cash withdrawals or seek cash advances using the Card.
- 2.7 I will not exceed my credit limit on the Card unless I have obtained prior documented approval.
- 2.8 I will not split transactions on the Card to avoid exceeding transaction limits.
- 2.9 I will not make deposits into the Card account.
- 2.10 I acknowledge that my monthly credit limit is \$ \_\_\_\_\_ and the maximum transaction amount is \$ \_\_\_\_\_.

### Disciplinary Sanctions

- 3.1 I understand that if I use the Card for purposes other than Business Purposes, or in a manner which is inconsistent with the conditions of use, I may have my Card withdrawn, and/or suspended or cancelled.
- 3.2 I understand that if I use the Card for purposes other than Business Purposes, or otherwise engage in inappropriate use of the Card, I may be subject to disciplinary action.
- 3.3 I understand that in the event of loss or theft through negligence or non-compliance with the conditions of use, I may be responsible for any liability incurred.

### Termination or Suspension of Employment

- 4.1 I agree to notify and return my Card to the Finance Manager in the following circumstances:
  - if I leave my employment of my own accord.
  - if I have my employment terminated.
  - if I am suspended pending an investigation into my conduct (whether related to Card use or not).
  - if I am reassigned to a role or position where a Card is not deemed necessary to the performance of my duties.

### Privacy

- 5.1 I am aware that my personal information has been collected and will be held by Narrandera Shire Council on an ongoing basis to meet the various requirements in relation to the administration of Cards. I understand that Narrandera Shire Council may need to disclose my personal information to any party that is legally entitled to access the information.
- 5.2 I am aware that any personal information related to the administration of Cards will be collected, retained, protected and disposed of by Narrandera Shire Council under the provisions of the Privacy and Personal Information Act 1998, and in line with Narrandera Shire Council’s privacy management plan.

**Acceptance of Conditions**

I acknowledge that I have read and understand the conditions of use as detailed above and will comply with the requirements as stated.

<b>Name of Card holder</b>	
<b>Role/Position</b>	
<b>Signature of Cardholder</b>	
<b>Date</b>	
<b>Name of Witness</b>	
<b>Role/Position</b>	
<b>Signature of Witness</b>	
<b>Date</b>	

**Attachment 2 – Corporate Credit Card Reconciliation Template**

<b>Cardholder's Name</b>	
<b>Period Ended</b>	

**All expenditure must be listed**

Date	Supplier	Reason for Expenditure	Tax Invoice Supplied Yes/No*	Amount	Costing Allocation

I certify that all the purchases are of a business nature.

<b>Cardholder signature</b>	
<b>Date</b>	
<b>Approving Officer</b>	
<b>Approving Officer Signature</b>	

**NOTE:** If no tax invoice is supplied, a Declaration of Expenditure must be provided for consideration to the Finance Manager or Deputy General Manager.

**12. Acknowledgement of Training Received**

I hereby acknowledge that I have received, read and understood a copy of Council's Credit Card Policy.	
Employee Name	
Position Title	
Signature	
Date	



**22.2 POLICY REVIEW - POL017 DEBT RECOVERY****Document ID: 679139****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Policy****Attachments: 1. Under Review - POL017 Debt Recovery Policy****RECOMMENDATION**

That Council:

1. Reviews and endorses POL017 Debt Recovery Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL017 Debt Recovery Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to provide Council with the scheduled revision of POL017 Debt recovery policy.

**SUMMARY**

The intent of this policy is to:

- Provide clear guidelines and procedures for staff with delegated responsibility for carrying out the procedures, and debt recovery agents who act on behalf of Council.
- Ensure monies owed to Council are recovered in a timely, efficient, effective and caring manner in order to finance Council's operations and ensure effective cash flow management.
- Ensure consistency, fairness, integrity and confidentiality of all proceedings for both the debtor and the Council. Enacting sympathy and understanding to ratepayers and other debtors suffering genuine financial hardship.
- Fulfil the statutory requirements of the Local Government Act, 1993 (the Act) with respect to the recovery of rates, charges and other debts.

**BACKGROUND**

POL017 Debt recovery policy was adopted in May 2019 and subsequently reviewed in May 2021. The date scheduled for the next review is May 2025.

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

Policy

**Strategy**

N/A

**Action**

N/A

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

- Review existing policy

**Financial**

- Operate in a financially responsible manner for Council and ratepayers

**Legal / Statutory**

- Compliance with the Local Government Act, 1993

**Community Engagement / Communication**

- Exhibition prior to implementation

**Human Resources / Industrial Relations**

- NA

**RISKS**

Scheduled review of the policy reduces risk by ensuring that the policy continues to comply with the governing legislation.

**OPTIONS**

1. Adopt POL017 Debt Recovery Policy to be placed on exhibition.
2. Request staff to review and amend the policy prior to returning to Council for consideration.

**CONCLUSION**

That Council endorses policy POL017 Debt Recovery Policy as presented for the purpose of Public Exhibition for a period of 28 days seeking community comment. Should no submissions be received at the conclusion of the exhibition period, deems adopted the Debt Recovery Policy.

**RECOMMENDATION**

That Council:

1. Reviews and endorses POL017 Debt Recovery Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL017 Debt Recovery Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

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# Debt Recovery Policy 202~~X~~

## POL017



**NARRANDERA SHIRE COUNCIL**

**Chambers:** 141 East Street Narrandera NSW 2700  
**Email:** council@narrandera.nsw.gov.au

**Phone:** 02 6959 5510  
**Fax:** 02 6959 1884



**Policy No:** POL017  
**Policy Title:** Debt Recovery Policy  
**Section Responsible:** Finance  
**Minute No:** .....  
**Doc ID:** 403795

**1. INTENT**

The objective of this policy is to ensure monies owed to Council are recovered in a timely, efficient, effective and caring manner in order to finance Council's operations and ensure effective cash flow management.

**2. SCOPE**

- This policy applies to all ratepayers, sundry debtors and account holders within the Narrandera Shire Council.
- This policy applies to Council staff with delegated responsibility for carrying out the procedures, and debt recovery agents who act on behalf of Council.

**3. OBJECTIVE**

- To ensure consistency, fairness, integrity and confidentiality of all proceedings for both the debtor and the Council.
- To fulfil the statutory requirements of the Local Government Act, 1993 (the Act) with respect to the recovery of rates, charges and other debts.
- To maximise the collection of rates and charges and other amounts payable to Council.
- To be sympathetic to ratepayers and other debtors suffering genuine financial hardship.

**4. POLICY STATEMENT**

Council will carry out debt recovery in a fair and consistent manner and in accordance with the provisions of the Local Government Act and the procedures outlined below.

## **5. PROVISIONS**

### **5.1 RATES AND ANNUAL CHARGES**

Annual rates and charges notices are issued in July each year. These may be paid in a single instalment or by quarterly instalments. If a payment is made in a single instalment, the instalment is payable by 31 August. If a payment is made by quarterly instalments, the instalments are payable by 31 August, 30 November, 28 February and 31 May.

Annual rates and charges notices and Quarterly instalment reminder notices are issued 30 days before the due date.

### **5.2 WATER AND SEWERAGE CHARGES**

Council's water and sewer charges are billed in quarterly or bi-annual cycles, in arrears. Accounts are issued 30 days before the due dates.

### **5.3 SUNDRY DEBTORS**

Council issues debtor accounts for numerous services, including private works, in accordance with Council's Operational Plan and adopted Fees and Charges.

Council reserves the right to refuse credit for private work accounts where a property owner has other overdue amounts owing to Council or has a poor payment of debt history with Council.

Trading terms are 30 days from the date of the invoice, available to credit approved applicants only.

A reminder letter is issued for all sundry debtor accounts unpaid 30 days after the invoice due date. If a reminder letter does not result in payment in full or suitable payment arrangements being made, recovery action shall be commenced.

### **5.4 INTEREST**

For Rates and Annual Charges and Water and Sewer Charges, interest accrues on a daily basis in accordance with Section 566 of the Local Government Act 1993 on all amounts that remain unpaid after they become due and payable. The rate of interest to be charged is the maximum allowed as announced by the Independent Pricing and Regulatory Tribunal (IPART) each year.

### **5.5 PAYMENT ARRANGEMENTS**

Council is empowered under Section 564 of the Local Government Act to enter into an agreement with a person to accept variable payments of rates and charges due and payable.

Where council staff deem it to be appropriate in the circumstances, prior to the commencement of legal action, Council shall accommodate an agreement for the period payment of the debt that extinguishes it within a reasonable timeframe.

Failure to adhere to a payment arrangement that has been put in place will result in legal action for recovery, in accordance with this policy.

Where a debtor defaults on approved arrangements for payment and there has been no contact from the debtor to discuss the missed payments within 30 days, Council may recommence recovery action from the stage which had been reached prior to the last arrangement being negotiated.

## **5.6 Overdue Notice**

Overdue notices are issued for Rates and Annual Charges and Water and Sewerage Charges.

### **5.6.1 Reminder notices**

Within 14 days after the due date of payment for each rate instalment or water consumption account or combined water consumption/sewer usage account, a 'Reminder Notice' shall be issued to ratepayers with unpaid amounts.

### **5.6.2 Final notices**

Within 30 days after the due date of the payment for each rate instalment or water consumption account or combined water consumption/sewer usage account, a 'Final Notice' shall be issued to ratepayers with unpaid amounts after the issue of a 'Reminder Notice'.

Notices shall include information to the account holder on options available to them should they be having difficulty in meeting their payment requirements.

## **5.7 FINANCIAL HARDSHIP**

Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. In cases of genuine hardship, a written application should be made to Council to request consideration for a concession under Council's Rates and Charges Financial Hardship Policy.

## **5.8 MAKING CONTACT WITH THE ACCOUNT HOLDER**

In making contact and corresponding with the debtor, Council and Council's agent will follow the ACCC / ASIC Debt Collection Guidelines. Council has obligations to protect the privacy of the debtor, and when making direct contact will always ensure it is dealing directly with the debtor or their legal representative. Communications with the debtor will only occur to the extent necessary and reasonable.

## **5.9 RECOVERY ACTION**

Prior to the commencement of legal action, further additional communication attempts will be made, and may include the following.

1. If the Overdue Notices and Reminder Letters do not result in payment, a Demand Letter or Account Statement will be issued reminding the debtor of the outstanding



debt and requesting payment in full or negotiation of suitable payment arrangements to avoid the commencement of legal action.

2. If payment is not received and no arrangements have been entered in to within 14 days of the Demand Letter, staff will attempt to contact the debtor by telephone to arrange a meeting to discuss settlement of the outstanding debt. This may necessitate an after-hours phone call to the debtor.

If contact is unable to be made or satisfactory payment arrangements are not commenced, Council will commence debt recovery proceedings. Costs incurred for legal action, fees for the installation of water restrictors as well as interest are added to the debt.

#### **5.10 INTENTION TO RESTRICT WATER SUPPLY NOTICE**

For unpaid water accounts, an "Intent to Restrict Water Supply Notice" will be issued by Council. The service of the Notice will be by hand delivery to the property. The time, date and place or manner of service of hand delivered notices will be recorded. The Notice will include:

- The total overdue amount now payable, including interest.
- Notice that if the amount is not paid, or an arrangement for payment made within seven days, the water will be restricted without further notice.
- The cost of the water restrictor fee which will be determined annually within Council's fees and charges.
- Advice that nominal supply to the property will be reduced.

Tenanted properties cannot have their water supply restricted as the debt is the responsibility of the landowner. In these instances, legal action will be pursued against the landowner.

After expiration of seven days for payment on an "Intent to Restrict Water Supply Notice", written instruction will be given to ~~the Water and Sewer~~ staff to restrict supply and the water restrictor fee will be added to the account. Restriction will be made by fitting a restriction device to make available a nominal supply. At the time of restriction, a "Water Supply Restricted Notice" will be issued and served by hand delivery at the property. That Notice will include the following advice that:

- The total overdue amount now payable, including the water restrictor fee.
- The water has now been restricted.
- The supply will not be restored until the total amount outstanding is paid, or evidence of continued ongoing payments as per any agreed arrangement is seen.
- If full payment is being made, payment must be made directly to Council and before 1:00pm if same day restoration of supply is required.
- Caution needs to be exercised in the use of hot water systems.
- It is an offence to tamper with a meter or any device attached to a meter.



## 5.11 LEGAL ACTION

When legal action commences, a Statement of Liquidated Claim (summons) will be issued and served. Where judgement is entered in Council's favour, Council will seek to recover the judgement debt through appropriate recovery actions. Action to recover outstanding debts that will be considered, may include, but is not limited to:

- A garnishee of income
- Writ of execution on goods and chattels
- Examination notice
- Examination summons
- Service of a rent for rates notice where the property is tenanted.
- Sale of land for unpaid rates.

Arrangements for payments may be accepted after legal action has commenced, subject to the continuation of legal action should the ratepayer or debtor not adhere to the approved arrangement.

All legal costs and expenses incurred in recovering outstanding rates and charges shall be charged against the property in accordance with the Local Government Act.

All legal costs and expenses incurred in recovering outstanding sundry debts shall be added to the debt outstanding.

If Council are to sell off goods via a Writ of Execution, Council staff are to advise the account holder that financial counselling is available from agencies such as Centrelink, Mission Australia and the Salvation Army.

## 6. DEFINITIONS

- **Debtor:** The person liable for payment of the debt.
- **NSC:** Narrandera Shire Council

## 7. ROLES AND RESPONSIBILITIES

### 7.1 STAFF / RATES OFFICER

- Undertake debt recovery in accordance with this policy.

### 7.2 DEPUTY GENERAL MANAGER / MANAGER

- Authorise legal action for debt recovery.

## 8. RELATED LEGISLATION

- Local Government (General) Regulation **2005-2021**
- Local Government Act 1993

- Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act) Privacy and Personal Information Protection Regulation 2014

**9. RELATED POLICIES AND DOCUMENTS**

- Application for Payment Arrangement Form
- Debt Collection Guideline for collectors and creditors ACCC/ASIC
- Delegations Register
- OLG Debt Management & Hardship Guidelines, November 2018 ISBN 978-1-922001-76-4
- Rates and Financial Hardship Policy
- Revenue Policy, contained within the Operational Plan

**10. VARIATION**

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

**11. PREVIOUS VERSIONS**

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- CS290 Debt Recovery Policy.

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**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Finance Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month YYYY</b>		
<b>GM Signature</b> <i>(Authorised staff to insert signature)</i>			
<b>Next Review</b>	<b>DD Month YYYY</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	29/01/2019	21/05/2019	3/06/2019
2 Reviewed	11/05/2021	17/08/2021	27/08/2021
3 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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**22.3 POLICY REVIEW - POL016 FUEL CARD****Document ID: 679140****Author: Finance Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Policy****Attachments: 1. Under Review - POL016 Fuel Card Policy****RECOMMENDATION**

That Council:

1. Reviews and endorses POL016 Fuel Card Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL016 Fuel Card Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to provide Council with the scheduled revision of POL016 Fuel card policy.

**SUMMARY**

The intent of this policy is to:

- Provide clear guidelines and procedures for employees and other users authorised by Council to use fuel cards appropriately so that fleet assets are operated and managed efficiently and cost-effectively.
- Provide an alternative mechanism for the purchase of fuel for Council Supplied Vehicles and relevant associated parties (eg: Rural Fire Service), when employees and associates are away from Narrandera or outside Works Depot operating hours. Employees are required to refuel at Council's Works Depot when possible.
- Ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.

**BACKGROUND**

POL016 Fuel card policy was adopted in May 2019 and subsequently reviewed in May 2021. The date scheduled for the next review is May 2025.

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

Policy

**Strategy**

N/A

**Action**

N/A

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

- Review existing policy

**Financial**

- Operate in a financially responsible manner for Council and ratepayers

**Legal / Statutory**

- Compliance with the Local Government Act, 1993

**Community Engagement / Communication**

- Exhibition prior to implementation

**Human Resources / Industrial Relations**

- NA

**RISKS**

Scheduled review of the policy reduces risk by ensuring that the policy continues to comply with the governing legislation.

**OPTIONS**

1. Adopt POL016 Fuel Card Policy to be placed on exhibition.
2. Request staff to review and amend the policy prior to returning to Council for consideration.

**CONCLUSION**

That Council endorses policy POL016 Fuel Card Policy as presented for the purpose of Public Exhibition for a period of 28 days seeking community comment. Should no submissions be received at the conclusion of the exhibition period, deems adopted the Fuel Card Policy.

**RECOMMENDATION**

That Council:

1. Reviews and endorses POL016 Fuel Card Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL016 Fuel Card Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

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# Fuel Card Policy 202X

## POL016



**NARRANDERA SHIRE COUNCIL**

**Chambers:** 141 East Street Narrandera NSW 2700  
**Email:** council@narrandera.nsw.gov.au

**Phone:** 02 6959 5510  
**Fax:** 02 6959 1884



**Policy No:** POL016  
**Policy Title:** Fuel Card Policy  
**Section Responsible:** Finance  
**Minute/Ref No:** .....  
**Doc ID:** 409140

**1. INTENT**

The purpose of this policy is to ensure that employees and other users authorised by Council use fuel cards appropriately so that fleet assets are operated and managed efficiently and cost-effectively.

**2. SCOPE**

This policy applies to all Council employees and organisations associated with Council who are issued with a Council Fuel Card.

**3. OBJECTIVE**

1. To provide an alternative mechanism for the purchase of fuel for Council Supplied Vehicles and relevant associated parties (eg: Rural Fire Service), when employees and associates are away from Narrandera or outside Works Depot operating hours. Employees are required to refuel at Council's Works Depot when possible.
2. To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.

**4. POLICY STATEMENT**

To ensure that all purchases made on Council's Fuel Cards are properly accounted for and reconciled.



## **5. PROVISIONS**

### **5.1 ISSUE OF A FUEL CARD**

Employees and associates driving a Council Supplied Vehicle, where required will be issued with a Council owned fuel card.

- The Plant Manager will maintain a register of all employees and associates who have been issued with Council fuel cards.

### **5.2 REQUIREMENTS FOR USE**

Fuel cards may only be used for unleaded and diesel fuel.

### **5.3 COMMUNITY TRANSPORT AND HOME SUPPORT VEHICLES**

1. Staff and volunteers refuelling vehicles in the Narrandera LGA will utilise fuel cards retaining a fuel sale docket. The docket will indicate the vehicle registration, odometer reading and the driver's name and signature. Fuel card dockets will be submitted to the Narrandera Community Transport office for verification and authorisation for payment.
2. Staff and volunteers refuelling vehicles in the Leeton LGA will obtain fuel from the Golden Apple Store.
  - o As with fuel cards, the docket issued will indicate the vehicle registration, odometer reading and the driver's name and signature.
  - o Fuel dockets will be returned to the Narrandera Community Transport office for verification against the supplier statement and authorisation for payment.

### **5.4 OTHER METHODS OF PAYMENT**

- The employee or associate must make every effort to seek out a service station that accepts a Council fuel card.
- Other methods of payment, such as cash, must only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel card.
- In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Fleet Manager.

### **5.5 CONSEQUENCES**

Appropriate measures will be taken to ensure adherence to this policy, which may include cancellation of the fuel card or any other measures deemed necessary by SMT. This could include disciplinary action.

## 6. DEFINITIONS

- **Council Supplied Vehicles:** Vehicles within Councils or Community Transport vehicle fleet.
- **DGMI:** Deputy General Manager Infrastructure
- **NSC:** Narrandera Shire Council
- **SMT:** Senior Management Team

## 7. ROLES AND RESPONSIBILITIES

### Employees and associates issued with fuel cards

- Sign acknowledging their compliance with this policy upon issue of a fuel card (Attachment 1).
- Use the fuel card for the purchase of fuel relating to Council business and for authorised private usage.
- Adhere to the requirements of the policy, otherwise use of the fuel card may be forfeited.
- Notify the Plant Manager immediately when a card is lost, stolen or damaged. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- Return the fuel card to the Plant Manager on resignation from Council.

### Finance team

- Process the monthly supplier tax invoice allocating costing to be authorised by the DGMI.
- Bring to the attention of the DGMI any unusual or inconsistent transactions.
- Follow up on any cards that are not returned and cancel cards where this occurs.

### Plant Manager

- Order and issue fuel cards.
- Maintain a register of fuel cards issued.

### Finance Manager

- Refer inappropriate use of fuel cards to DGMI.

## 8. RELATED LEGISLATION

- N/A

## 9. RELATED POLICIES AND DOCUMENTS

- Code of Conduct **2022**
- CS100 Procurement Policy
- CS150 Risk Management Policy

- POL007 Fraud and Corruption Prevention Policy
- POL070 Disciplinary Policy 2021
- Procurement Manual 2021

**10. VARIATION**

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

**11. PREVIOUS VERSIONS**

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- CS280 Fuel Card Policy

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**POLICY HISTORY**

<b>Responsible Officer</b>	<b>Finance Manager</b>		
<b>Approved by</b>	<b>General Manager</b>		
<b>Approval Date</b>	<b>DD Month YYYY</b>		
<b>GM Signature (Authorised staff to insert signature)</b>			
<b>Next Review</b>	<b>DD Month YYYY</b>		
<b>Version Number</b>	<b>Endorsed by ELT</b>	<b>Endorsed by Council</b>	<b>Date signed by GM</b>
1 Adopted	3/05/2019	21/05/2019	3/06/2019
2 Reviewed	11/05/2021	-	17/06/2021
3 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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## Attachment 1

### NARRANDERA SHIRE COUNCIL

#### ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDITIONS OF USE OF COUNCIL FUEL CARD

#### CARDHOLDERS' RESPONSIBILITIES

**Cardholders' must ensure that:**

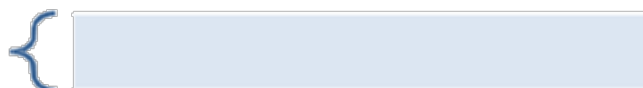
1. They have read and understand policy number "Fuel Card Policy". It is essential that each cardholder understands his or her responsibilities in relation to the correct use of the card.
2. Council Fuel Card is maintained in a secure manner and guarded against improper use.
3. Cards are only used for official business purposes and authorised private usage, as per Council's Unrestricted Motor Vehicle Lease Policy.
4. Cards are returned to the Finance Section upon termination of employment.

**Acceptance of conditions:**

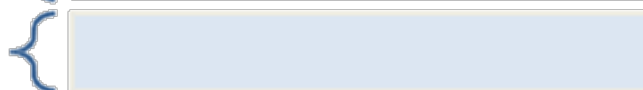
I acknowledge and accept the above conditions and the conditions written in the Fuel Card Policy.

I have read and understand the correct procedures in the operation of the Council Fuel Card.

**Signature**

A light blue rectangular box with a thin black border, intended for a signature. A blue curly bracket is positioned to the left of the box, pointing towards the 'Signature' label.

**Date**

A light blue rectangular box with a thin black border, intended for a date. A blue curly bracket is positioned to the left of the box, pointing towards the 'Date' label.

**12. Acknowledgement of Training Received**

I hereby acknowledge that I have received, read and understood a copy of Council's Fuel Card Policy.	
Employee Name	
Position Title	
Signature	
Date	

**23 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**

**23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - JUNE 2023**

**Document ID: 681805**

**Author: Administration Assistant**

**Authoriser: Deputy General Manager Infrastructure**

**Theme: Statutory and Compulsory Reporting – Development Services**

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Receives and notes the Development Services Activities Report for June 2023

**PURPOSE**

The purpose of this report is to inform Council of Development Applications and other development services provided during June 2023.

**BACKGROUND**

**Development & Complying Development Applications**

A summary of Development and Complying Development Applications processed during the reporting month detailed in the following table:

<b>Stage Reached</b>	<b>June</b>
Lodged	7
Stop-the-Clock / Under Referral / Awaiting Information	2
Determined	8

The value of Development and Complying Development Applications approved by Council during the reporting month is detailed in the following tables:

Development Type	2022/2023			
	June		Year to Date	
	Number	Value \$	Number	Value \$
Residential	3	\$ 938,989	33	\$ 5,115,154
Industrial	1	\$ 14,200,758	2	\$ 14,346,758
Commercial	1	\$ 330,000	20	\$ 10,589,794
Rural Residential			0	\$ -
Subdivisions	3	\$ 810,000	5	\$ 810,000.00
Other			0	\$ -
<b>TOTAL</b>	<b>8</b>	<b>\$ 16,279,747</b>	<b>60</b>	<b>\$ 30,861,706</b>

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council determined the following development applications, applications for modification of development consents and complying development certificate applications during the reporting month.

June 2023

No	Type	Address	Development Type	Determination	STC / RFI Days	ACTIVE Business Days
048-22-23	L/C	5 Drover Pl NARRANDERA	Industrial Workshop	Conditionally Approved	-	46
049-22-23	I (RFS)	19 Frank St NARRANDERA	1 into 2 lot Subdivision	Conditionally Approved	-	23
050-22-23	I (RFS)	48-50 Hankinson St NARRANDERA	1 into 2 lot Subdivision	Conditionally Approved	-	37
051-22-23	L/C	94-96 Victoria Ave NARRANDERA	Multi dwelling housing	Conditionally Approved	-	32
052-22-23	L	47 Roslyn St NARRANDERA	Shed	Conditionally Approved	-	16
053-22-23	L	3-5 Elwin St NARRANDERA	Group home	Conditionally Approved	-	19
054-22-23	L	31 Dundas St NARRANDERA	Shed	Conditionally Approved	-	11
055-22-23	I (RFS)	101-109 Elizabeth St NARRANDERA	2 into 10 lot subdivision	Conditionally Approved	-	18

Type explanation

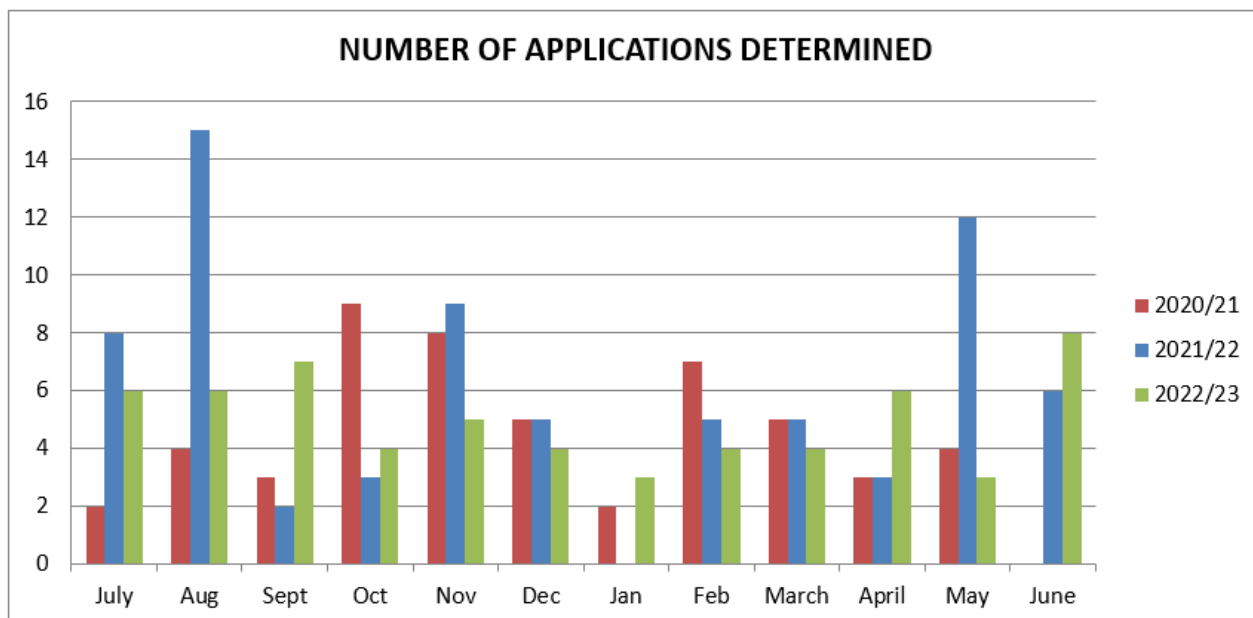
Local (L) – Delegated authority	Merit based assessment where development consent is required. Target determination time of 40 business days.
---------------------------------	--

Council (L/C)	Local development determined by Council at an ordinary meeting.
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 (CDC)	Fast track approval process without the need for a full development application if specific criteria are met.

Comparison determination times

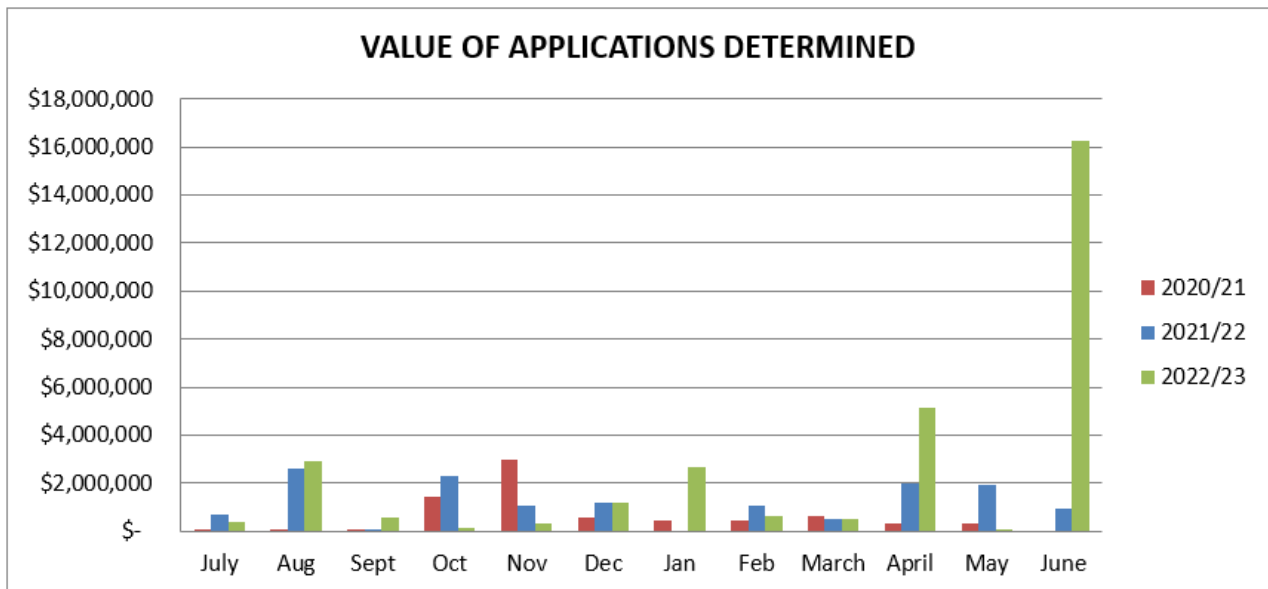
2020-21	Narrandera Shire Council average	30 days
2021-22	Narrandera Shire Council average	25 days
2022-23	Narrandera Shire Council average YTD	18.6 days

This graph details the comparative number of Development and Complying Development Applications determined by month since 2020-21.



This graph details the comparative value of Development and Complying Development Applications determined by month over the past three years.





**\*2021/22 August figures exclude \$13,915,445 for 2 micro solar farms**

**Certificates Issued**

A summary of other development services activities undertaken during the reporting month is detailed in the following table:

<b>Certificate Type</b>	<b>June</b>
Construction Certificates	3
Building Certificates	1
Subdivision Certificates	1
Occupation Certificates	10
Section 10.7 (previously 149) Certificates	14
Swimming Pool Compliance Certificates	-
On-Site Septic Management System Certificates	-
S68 Approvals	1

**Construction Activities**

A summary of Critical Stage building inspections undertaken during the reporting month is detailed in the following tables:

<b>Building Surveyor Inspections</b>	<b>June</b>
Critical Stage Inspections	7

**Compliance Activities**

A summary of compliance services activities undertaken during the reporting month is detailed in the following tables:

<b>Companion Animal Activity – Dogs</b>	<b>June</b>
Impounded	0
Returned	11
Rehomed	0

<b>Companion Animal Activity – Cats</b>	<b>June</b>
Impounded	0
Returned	0
Rehomed	0

<b>Compliance Activity</b>	<b>June</b>
Call outs	7
Infringement warnings/fines issued	0
Menacing/Dangerous dog incidents	2

**RECOMMENDATION**

That Council:

Receives and notes the Development Services Activities Report for June 2023

**24 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS**

**24.1 STATEMENT OF BANK BALANCES - JUNE 2023**

**Document ID: 681405**

**Author: Finance Officer**

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

**Theme: Statutory and Compulsory Reporting – Financial / Audit**

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 June 2023.

**PURPOSE**

The purpose of this report is to make Council aware of the amount of funds held in its operating account.

**BACKGROUND**

Opening Cashbook Balance	1,199,519.86
Plus Receipt	9,460,608.84
Less Payments	10,126,177.57
Current Cashbook Balance	<u>533,951.13</u>
Statement Summary	
Opening Statement Balance	810,924.21
Plus Receipts	9,826,166.62
Less Payments	10,126,116.19
Current Statement Balance	<u>510,974.64</u>
Plus Unpresented Receipts	23,727.40
Less Unpresented Payments	750.91
Reconciliation Balance	<u>533,951.13</u>
GL BALANCE	<u>533,951.13</u>
Unpaid Creditors	17,179.66
Overdraft Limit arranged with Bank 01/01/1989	350,000.00

**CONCLUSION**

This report is to make Council aware of the amount of funds held in its operating account.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 30 June 2023.

**24.2 CAPITAL WORKS PROGRAM - JUNE 2023****Document ID: 681829****Author: Senior Finance Officer****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting – Financial / Audit****Attachments:**

1. Capital Works Program - June 2023
2. Capital Expenditure - June 2023
3. Operating Expenditure - June 2023

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Capital Works report as at 30 June 2023.

**PURPOSE**

The purpose of this report is to enable Council to track the progress of capital works programs for the period ending 30 June 2023.

**BACKGROUND**

Works listed in the attachment are for works against new budgeted projects for the 2022-23 fiscal year. Key operational expenses are also included in this report and have been highlighted separately.

**PROGRESS TO DATE IN EACH AREA****Grant Dependent Projects**

- Projects dependent on grant funding include: Barellan Sportsground Sealing parking area/driveway, MBP seating and BBQ areas including shelters x2, MBP Furniture, Grong Grong Park Furniture, Brewery Flats landscaping, furniture, painting etc. and Lake Talbot Deepening Works.

**Administration**

- Integrated Software System and the CCTV System for the Main Street will be reviewed throughout the year.
- Additional requirements are being reviewed for the Sophos Intercept X project.
- The Councillor iPad project has been deferred to the 2023-24 fiscal year.
- Organising quotes for the final pieces of equipment for the new network switches.
- The installation of two cameras at Marie Bashir Park Grandstand will commence upon completion of the Narrandera Destination and Discover Hub.
- Quotes are being organised for the Replacement of Desktops and Laptops, GDA Dataset Transition and GIS Imagery projects.
- Completed projects: Software Licencing, Firewall Replacement, Disaster Recovery Planning, Data Safe, Chamber projector upgrade and Secure Wireless Network.

**Environment**

- Approval of a budget increase for the Landervale Road fire station has been received by RFS with the tender awarded, works are underway.
- Further scoping is being undertaken for the Stormwater Improvement project.
- The design of transfer area for Narrandera waste disposal facility is complete. Works are being planned for the Masterplan Works Stage 1.
- New security fencing with CCTV will commence in 2023 alongside the masterplan works.
- Consultants have been engaged with detailed design underway for the Urban Stormwater Upgrade.
- The project scope of works for the Waste Depot Improvement at Barellan is being reviewed prior to the detailed design and procurement.
- Completed works: Drainage Improvement Works at Driscoll Road.

**Housing & Community Amenities**

- Plan management has been reviewed master plan under development. Mapping software being scoped.
- Completed works: Grong Grong Cemetery furniture & Narrandera Cemetery furniture.

**Recreation & Culture**

- Expectations are the Kidz Zone Library Grant project was expended in June 2023. Updates will be available when the books are closed for 2022-23.
- The Book and Resources Annual replacement procurement is ongoing. A book buying trip was conducted in May with final costs outstanding.
- Narrandera Sportsground drainages and soak works are nearing completion, external drainage to be undertaken.
- Works at the Narrandera Tennis Club are on track. The accessible toilet is nearing the fit off stage, and the Ramp installation will commence on 17 July.
- Narrandera Parks Irrigation Management System has 16 controllers installed, sims activated and is 80% complete.
- The Lake Talbot Additional/Remediation procurement of further works is underway.
- The grant application was successful for the Lake Talbot Recreation Viewing Platform, Rotary Lookout and Lake Talbot Recreation Area Improvements, recreational seating and shelter revamp and toilet block landscaping projects.
- Landscape architect survey complete, working on planting list for Memorial Gardens. Plan to be presented to RSL in early August.
- Currently reviewing draft and concept designs for the infants' area prior to community engagement for the Marie Bashir Park Adventure Playground Upgrades.
- The Adventure Playground Inclusive Spaces project is to be incorporated with the Marie Bashir Park Adventure Playground masterplan, which is scheduled for completion in October.
- Completed Works: New scoreboards at the Narrandera Stadium, Narrandera Sportsground Clubrooms Stage 2, Biosecurity Mapping System, Festive light upgrade, Renewal of BBQ Elements, shade structures and seating works located on the plant room at Lake Talbot Pool, Narrandera Park Oval Grandstand upgrade,

Barellan Playground upgrades and festive decorations project, Barellan Park BBQ replacement, Remote Signage and replacement of café furniture at Barellan Pool.

### **Playground on the Murrumbidgee**

- Construction is almost complete with opening expected in August 2023.
- Installation for new signage is complete for the extension of Bike and Hike Trails.
- Bridge has been installed for pedestrian access connecting Brewery Flat to East Street.
- Base footings are complete for the Elevated Walk, Viewing Platform, deck, and pedestrian access, with the Sky Walk to be installed in July.
- Completed works: Northbank Walking Track.

### **Local Roads and Community Infrastructure Round 1**

- Completed works: Kiesling Lane Beautification Project.

### **Local Roads and Community Infrastructure Round 2**

- Installation of the Barellan Pump Track is complete, landscaping to be completed in July.
- The concrete base is complete for the Wiradjuri Memorial Wall Stage 1, with stone and artwork to be completed mid-2023.
- Works are being planned. The scope is being reviewed to focus more on the entrance and access for the Narrandera Flora and Fauna Reserve.
- Completed works: Barellan Cemetery Toilet.

### **Crown Reserve Improvement Program**

- Upgrade Lake Talbot Reserve grant has been successful with works being scoped.

### **Local Roads and Community Infrastructure Round 3**

- North Narrandera bicycle and walking paths at Racecourse Road and Watermain street tender has been awarded; works have commenced.
- Draft concept has been completed for the Narrandera Pump Track and was presented to Council at the June meeting.
- Posts have been installed at the Henry Mathieson Oval off-leash dog area. Fencing will be completed in July, with signs and dog play obstacles to be committed.
- The Narrandera Business Centre Master Plan (NBCMP) was cancelled.
- Completed Works: Barellan Hall toilet upgrade, Grong Grong Community Improvement Project, Narrandera Sportsground clubhouse and changerooms & Barellan Sportsground Spectator Pavilion.

### **Stronger Country Community Funding Round 4**

- Quotations received for the Barellan Netball Courts are above budget, scope reduced to meet budget. Project will be carried over, with works commencing after the netball season.
- Completed works: Lake Talbot Water Park entrance upgrade and fencing and Narrandera Sportsground changeroom facilities upgrade, Water refill stations along the walking/cycling paths and Narrandera Sports Stadium.

### **Stronger Country Community Funding Round 5**

- Scope is to be determined for the Community Safety upgrade program.
- Procurement for the playground at the Narrandera Water Tower is underway.

### **Transport & Communication**

- Works for the Urban Pavement Rehabilitation have been deferred to the 2023-24 financial year.
- Urban Kerb & Gutter Replacement and Urban Footpath Replacement works nearing completion.
- The Urban Footpath Additional funds requested to Railway overpass design is to be undertaken in conjunction with north Narrandera footpath project.
- The designs for the Urban Roads Construction laneway were deferred to the 2023-24 financial year.
- Procurement has commenced for the culvert widening at Erigolia Road, with shoulder widening procurement to be called late July.
- Urban Reseals work has been deferred to the 2023-24 financial year. The reseal of Racecourse Road and East Street (Audley to Larmer) have been placed on hold to assess if they remain the highest priority.
- Rural Road reseals works have been deferred to be undertaken in 2023-24 reseal program.
- Roads Resheeting – Works underway at Buckingbong Road.
- Funding has been approved for Flood Damage Repairs (AGRN1001) for the January 2022 event, with works to be undertaken over the next 18 months.
- Emergency Works (EW) and Immediate Reconstruction Works (IRW) are continuing for the Flood Damage repairs (AGRN1034) September 2022 event. Claim to be submitted for payment of all funds, with long term repairs being scoped.
- Works have been deferred for the Roads to Recovery project until the 2023-24 fiscal year.
- Emergency Drainage works are continuing between other projects.
- Roadworks for the new road at Red Hill Industrial Estate are nearing completion, with kerb work remaining.
- Completed Works: Rural Road Reseals at Syme and Arrambee Roads; SZI Adams and Douglas Streets and Mulga Street Barellan. Roads to Recovery projects – Kangaroo Plains, Murrell Creek, The Gap, Stradbroke, Euratha, Lismoye, Mejum Roads; Gravel re-sheet and Willan's Lane as part of the Laneway Upgrade, MR7608 (Barellan Road), MR370 (to Lockhart), MR596 Back Yamma Rd (south-west of Morundah), RR7608 – Barellan Road, Manderlay Road seal extension and Active Transport - Walking (Mulga Street Barellan), MR243 (Canola Way Grong Grong-Coolamon).

### **Fixing Local Roads**

- Brewarrana Bridge Retrofitting plans are being finalised; works to commence in July.
- Narrandera Bus Route – all planned work was completed. Remaining funds are to be used in other works required on the Narrandera Bus Route
- Design work is underway for Old Wagga Road Rehab with tender construction in quarter one of the 2023/2024 fiscal year.
- Completed works: Mejum Park Road and Brookong Street.



**Fixing Country Bridges**

- Works commenced on Somerset Bridge in June with works on Mollys Bridge to commence in July.

**Economic Affairs**

- Preparation for procurement is underway for the Light Vehicles, Trucks and Trailers, Heavy Plant Sales. A new pump was purchased during the flooding, while minor plant is purchased as needed under Other Plant Capital.
- Purchase of a new pump at the Truck Wash is complete; funding to be reallocated at end of fiscal year from the Quarry Communications Tower Static project.
- Building Renewal and Upgrades annual program is underway and remains on track.
- Design of additions for the Administration building and the Council Chambers Cleanout of Storage facility projects have been cancelled with funds reallocated in the March QBR to the Building Renewal and Upgrades annual program.
- Project awarded for the Works Depot new vehicle storage shed with works being planned.
- The Airport Committee at the October 2022 meeting elected not to pursue any additional capital works for the Airport Terminal this fiscal year other than the Parallel Taxiway; project deferred.
- Extension has been confirmed to April 2024 for the Airport Taxiway. Alternate pavement design is now complete. Conducting procurement for works to be conducted in July.
- The new building at the Works Depot is occupied; awaiting IT items to be delivered.
- Tender has been awarded for the Solar Panels project; works being planned.
- Completed projects: Quarry Communications Tower Static project and Airport Security and wildlife perimeter fencing.

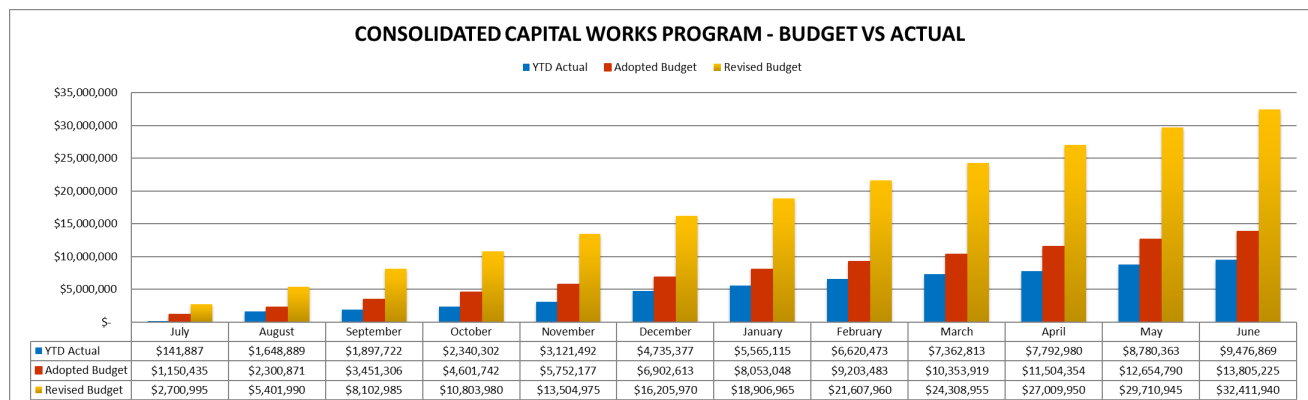
**Water Supplies**

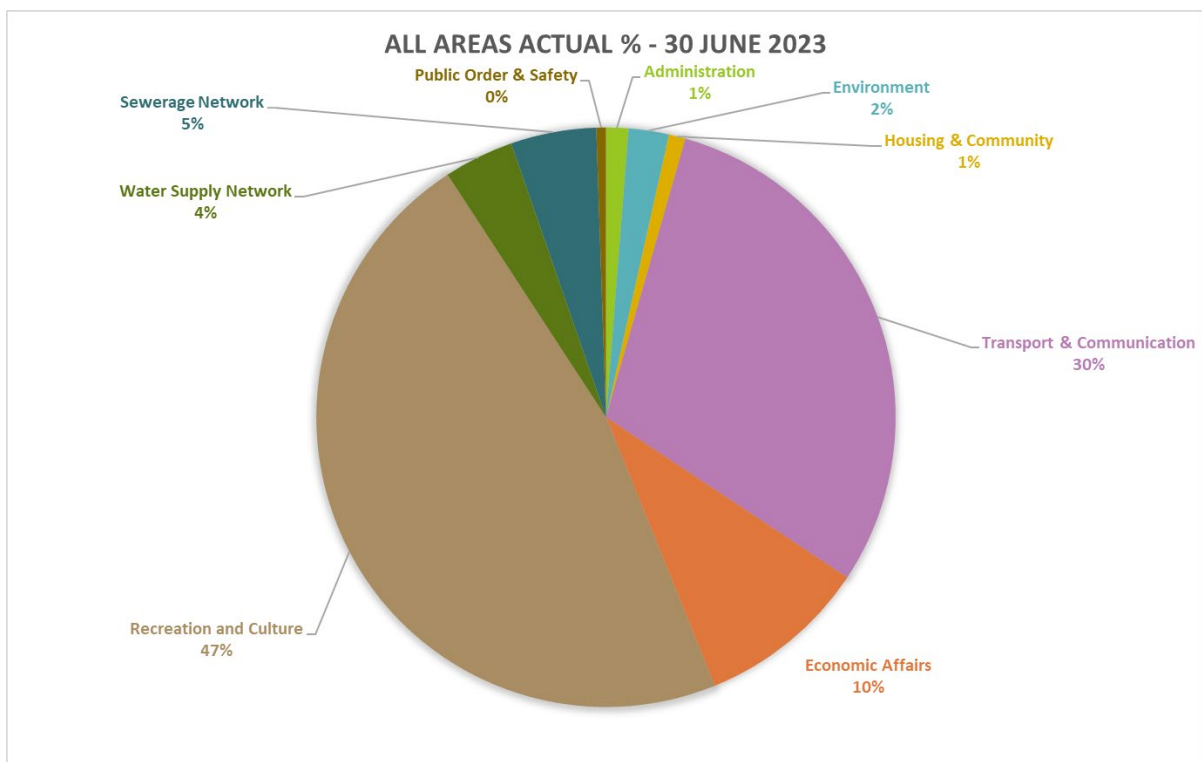
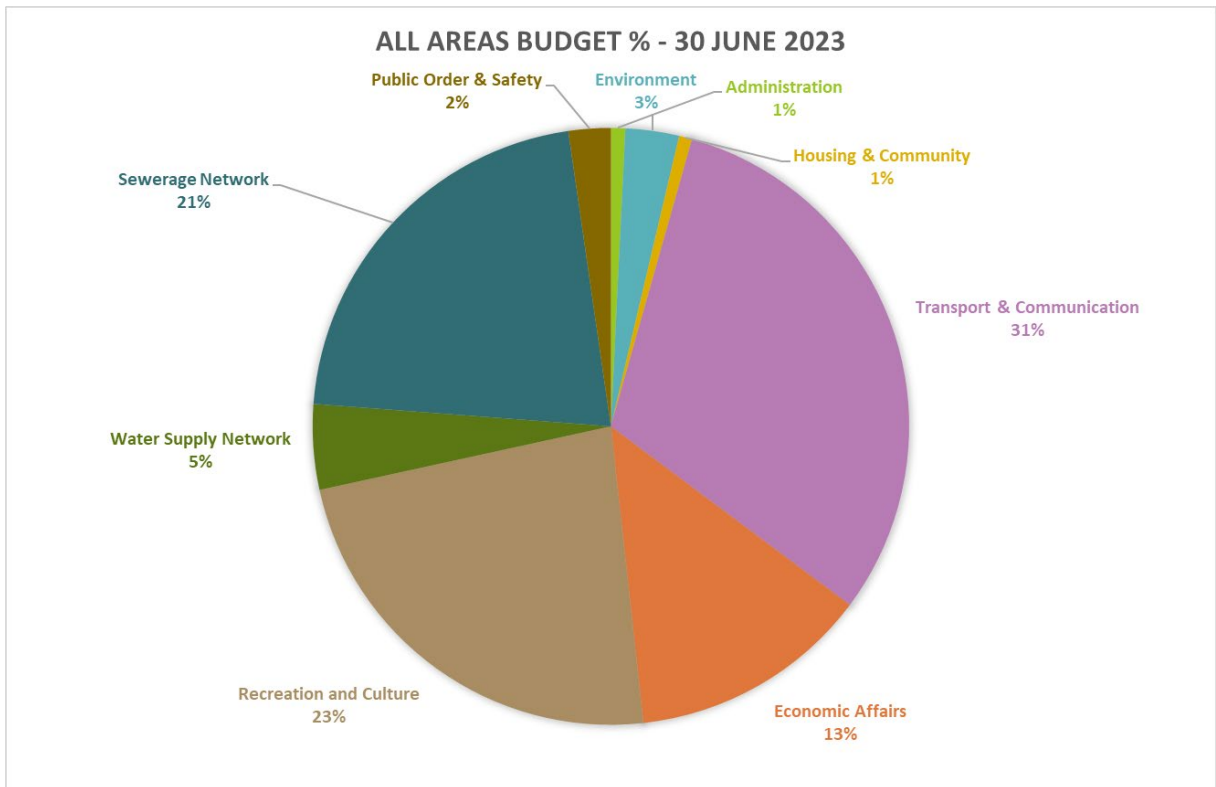
- Service replacements will be performed as required.
- Works have commenced for the Watermain replacements at Grosvenor Street.
- Hydrant and Valve replacements works are underway.
- The Water Treatment Plant (WTP) filter upgrade design is to be completed in conjunction with the scoping study.
- The funding deed for the Water Treatment Plant (WTP) scoping study has been finalised with the project underway, anticipated completion date August.
- The hydraulic model is complete for the North Zone Pressure Pump to fix low pressure issues, with specifications being developed.
- Works are underway for the Pine Hill Reservoir fencing and demolition.
- Pine Hill Pumps replacement works are to be programmed.
- Department of Planning, Industry and Environment (DPIE) concurrence for Groundwater Study has been provided for the Integrated Water Cycle Management (IWCM) Additional Works. Consultants have been engaged with the study report pending.

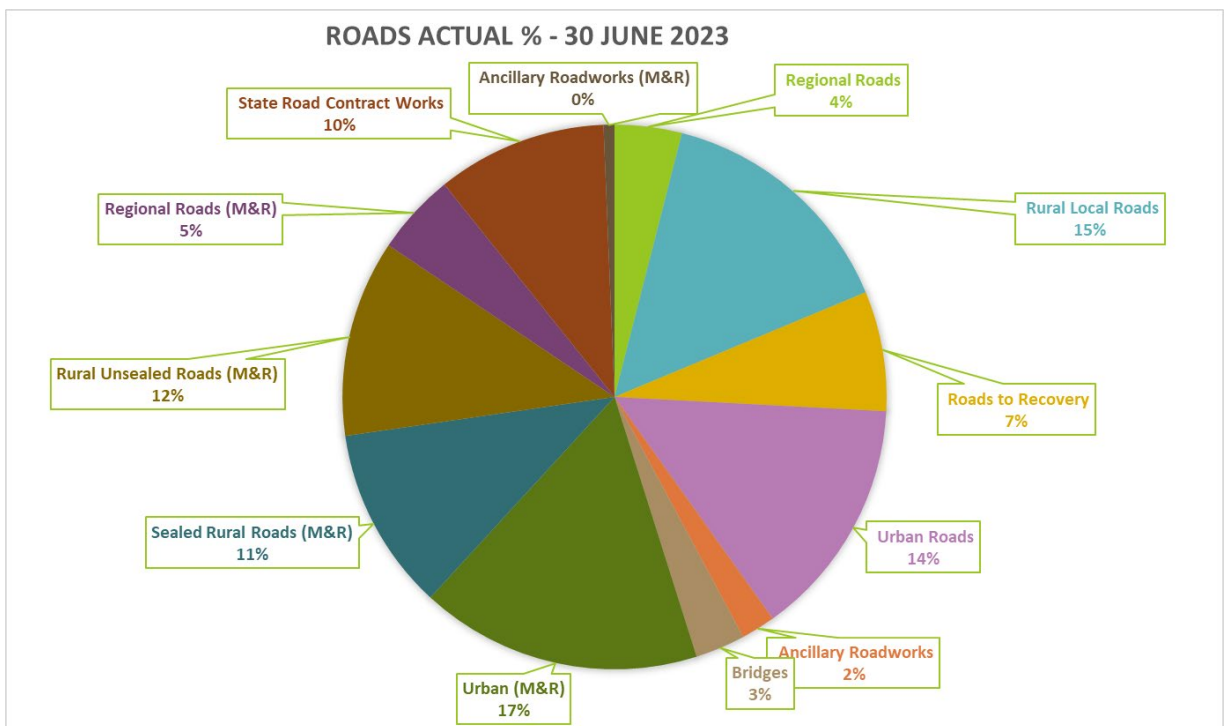
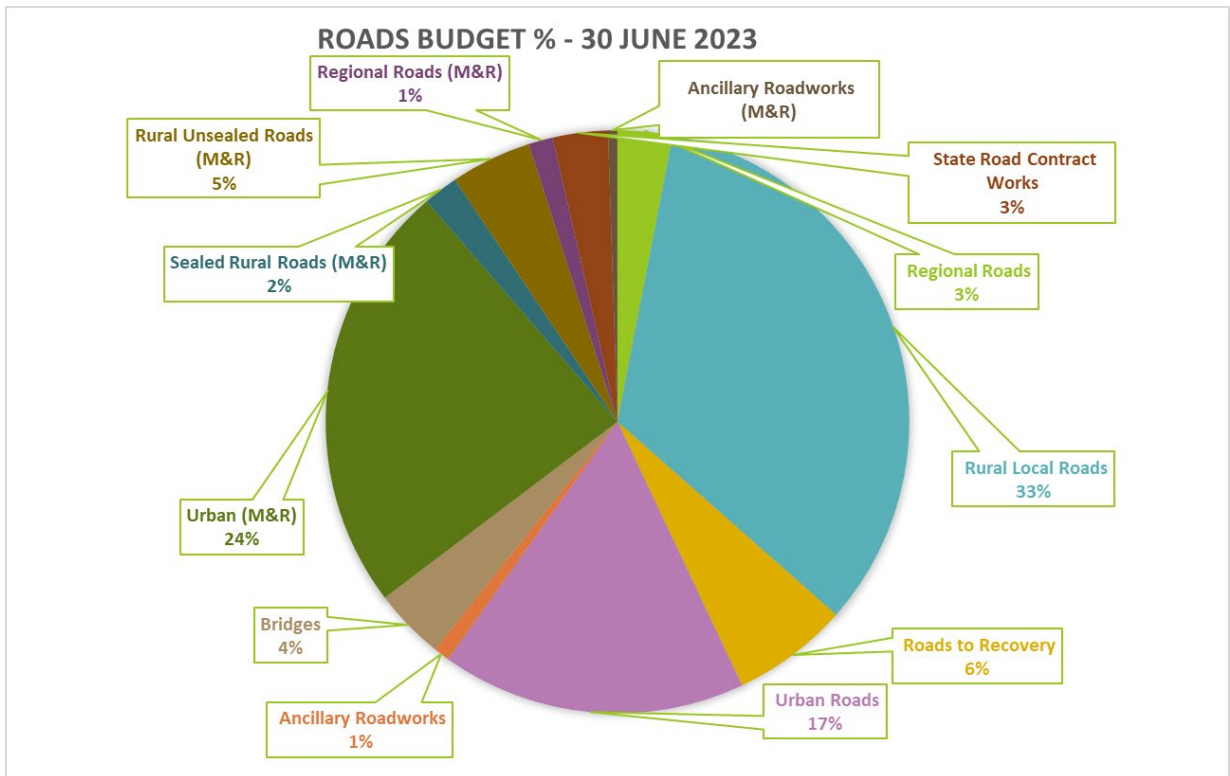
- Site survey has been completed for the Gordon Street fencing with procurement underway.
- Works to commence in July for the cul-de-sac Ring Mains.
- Expressions of interest are complete for the Telemetry Software and Hardware Upgrade; formal tenders being sought.
- Tender has been awarded for the Solar Panels project; works being planned.
- The Household Filter Project is ongoing.
- Completed Projects: King Street watermain replacement, Bulk water filling station, Taggle Software and Implementation, and Pine Hill Reservoir Upgrade.

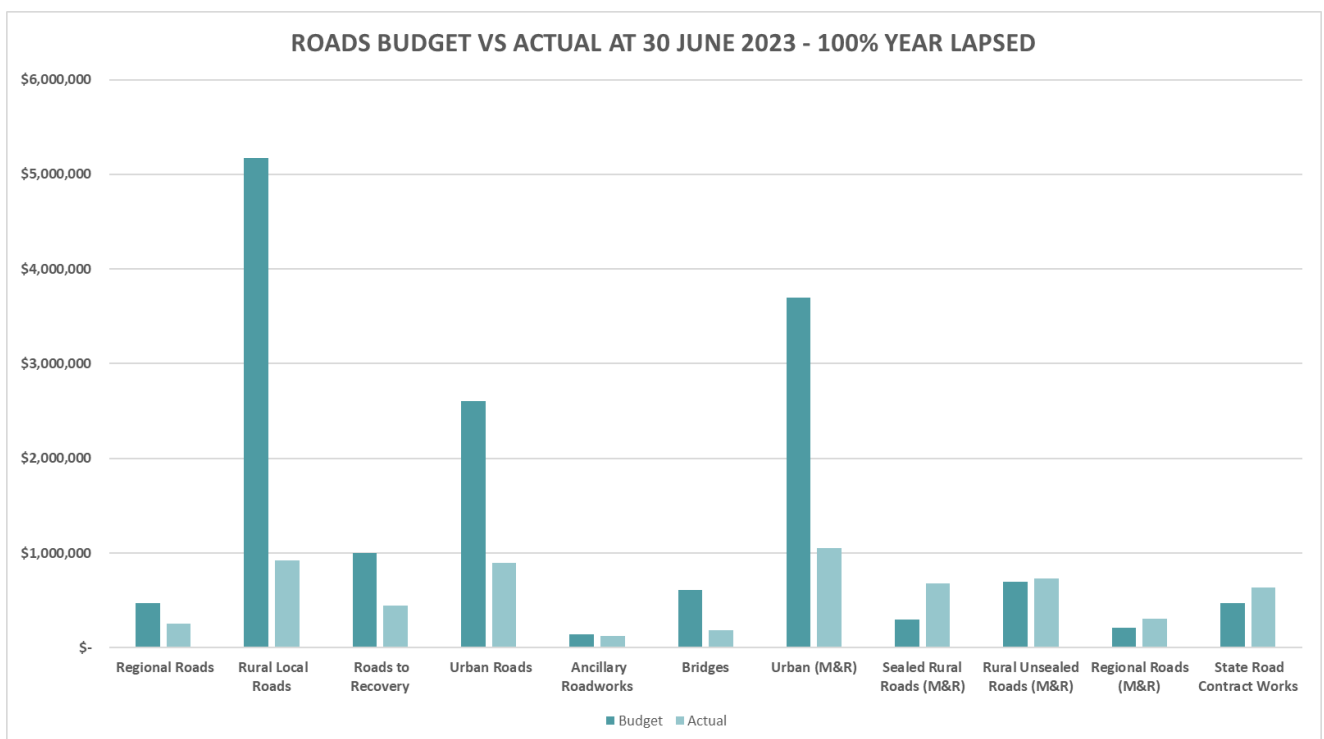
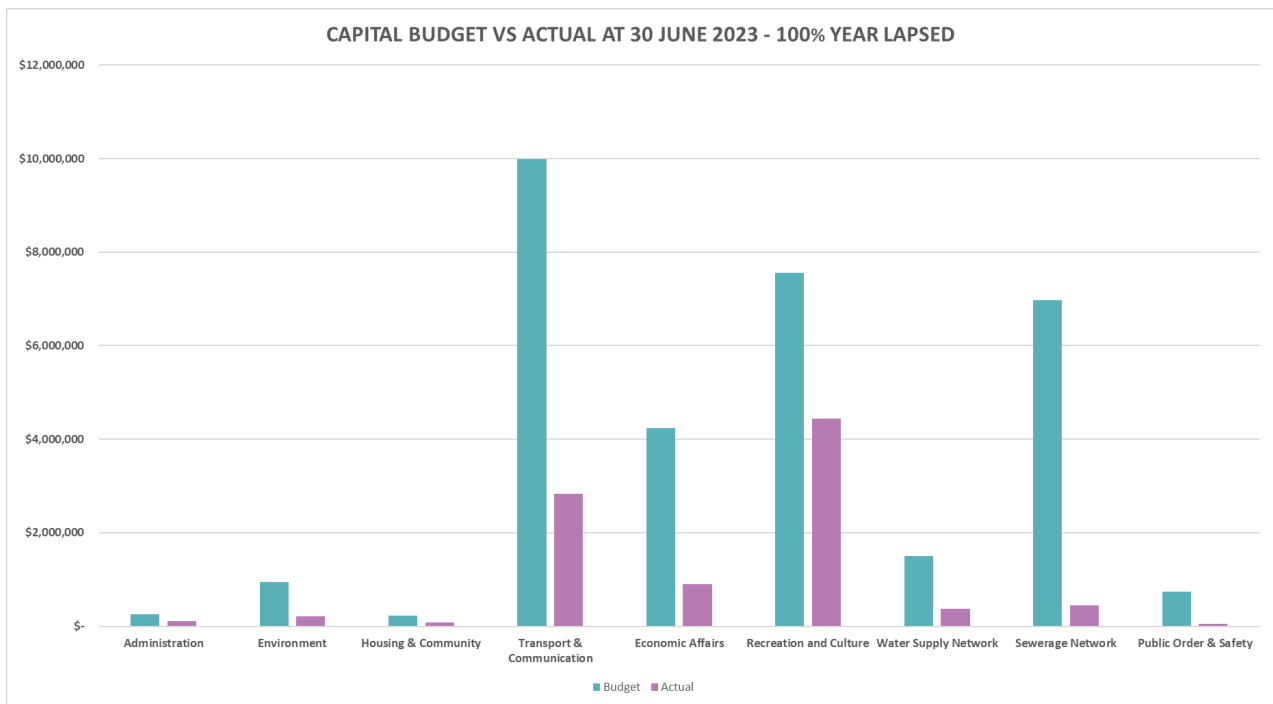
**Sewerage Supplies**

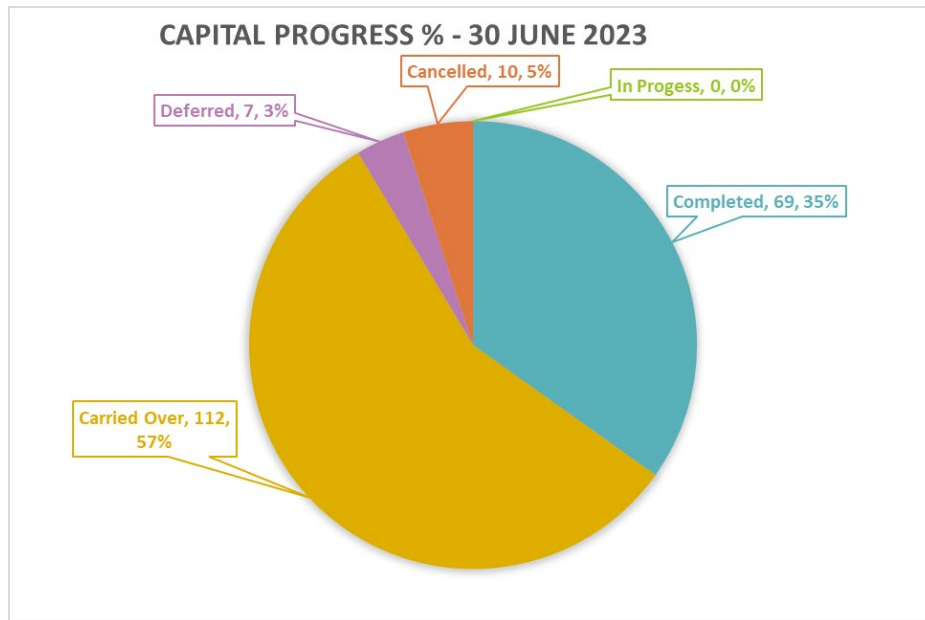
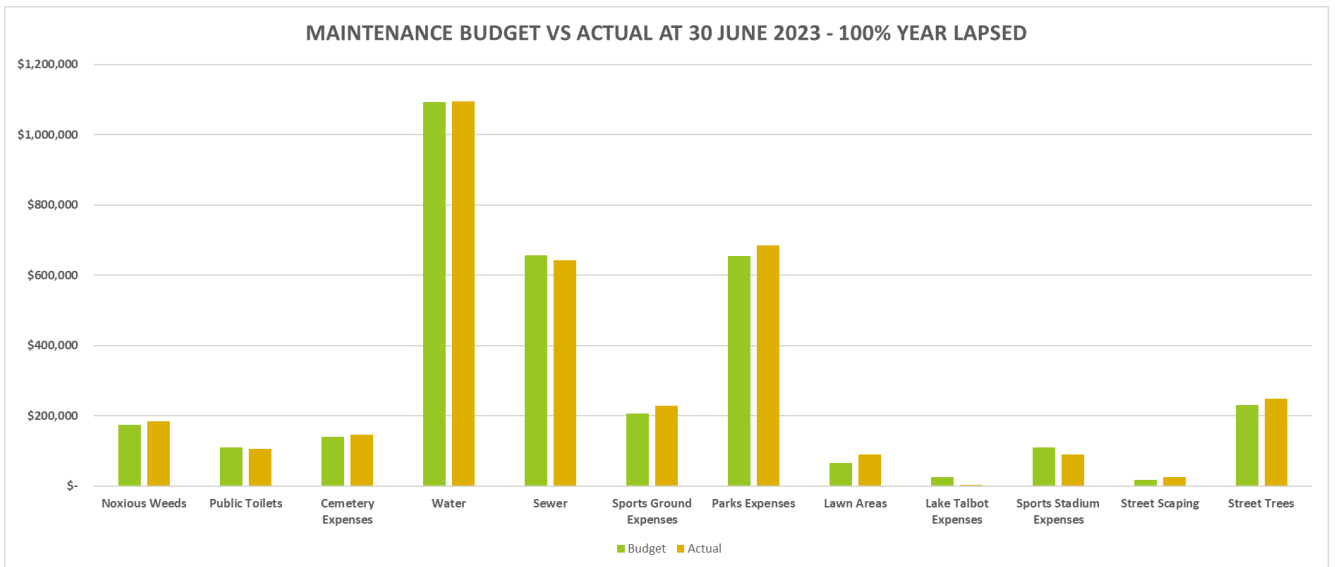
- Construction tender for the Barellan Sewer project.
- Quotes have been received outside of budget for the Primary Filter, project has been delayed pending grant funding.
- Quotes for the Flow Meters for Pump Stations 2,3 and 4 have been received outside of budget. A review of the scope is being undertaken.
- Procurement for the Sewer Main Relines will be undertaken in July 2023.
- Expressions of interest are complete for the Telemetry Software and Hardware Upgrade; formal tenders being sought.
- Tender has been awarded for the Solar Panels project; works being planned.
- Completed Projects: Narrandera West Sewer Extension.











## 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 Council's accounting records.
- Capital works are funded from several 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, councils, or organisations.
- **Budget:** This is the total allocation to complete the project.
- **YTD Exp:** Total expenditure allocated to project as of report date.
- **Balance:** Amount of unspent funds including commitments 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.

## CONCLUSION

That Council receives and notes the information contained in this report.

## RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Capital Works report as at 30 June 2023.





KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2022-23 - as at June 2023

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

100.00%

	Project	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
1	Councillor iPad Project	20,000		-	\$0.00	\$0.00	#DIV/0!	Project deferred to 23/24
2	Sophos Intercept X	15,000		12,902	\$7,489.42	\$5,412.58	58%	Reviewing for any additional requirements
3	Data Safe	2,000		2,000	\$851.82	\$1,148.18	43%	Completed
4	GDA Dataset Transition	5,000		5,000	\$0.00	\$5,000.00	0%	Organising quotes.
5	Chamber projector upgrade	10,000		10,000	\$8,796.38	\$1,203.62	88%	Completed
6	Replace Desktops/Laptops	25,000	\$16,139	25,000	\$8,252.40	\$608.96	98%	Organising quotes.
7	Software Licencing	10,000		10,000	\$10,443.00	-\$443.00	104%	Completed
8	Replace Firewall	-		26,031	\$26,030.97	\$0.03	100%	Completed.
9	Secure Wireless Network	-		5,766	\$5,765.50	\$0.00	100%	Completed..
10	Replace Network Switches	10,000	\$16,922	40,000	\$25,996.91	-\$2,918.95	107%	Organising quotes for final pieces of equipment.
11	Disaster Recovery Planning	-		5,460	\$1,942.50	\$3,517.50	36%	Completed.
12	Integrated Software System	400,000		40,000	\$5,220.00	\$34,780.00	13%	Will review throughout the year.
13	GIS Imagery	-		10,000	\$5,800.00	\$4,200.00	58%	Awaiting Demo of the quoted product.
14	Two Cameras at Marie Bashir Park Grandstand	4,000		4,000	\$1,112.22	\$2,887.78	28%	Waiting for NDDH to be completed.
15	CCTV system for the Main Street	54,866	\$269	54,866	\$10,268.04	\$44,328.69	19%	Will review throughout the year.
16	Landervale Fire Shed	-	\$669,665	740,000	\$50,630.24	\$19,705.20	97%	Tender awarded and works underway.
17	New security fencing and CCTV	150,000		150,000	\$3,670.91	\$146,329.09	2%	(Narrandera Tip) Works to commence in late 2023, with other master plan works.
18	Masterplan works stage 1	187,000	\$70	321,804	\$53,125.60	\$268,608.11	17%	Design of transfer area complete, works being planned.
19	Barellan Waste Depot Improvement Works	-		87,000	\$691.61	\$86,308.39	1%	The project scope of works are being reviewed, prior to the detailed design and procurement.
20	Stormwater improvement Works	100,000		100,000	\$25,004.34	\$74,995.66	25%	Further scoping being undertaken
21	Urban Stormwater Upgrade	4,000,000	\$152,959	250,000	\$106,419.10	-\$9,377.90	104%	Consultants engaged with detailed design underway.
22	Drainage Improvement Driscoll Rd	-		33,172	\$24,643.05	\$8,529.12	74%	Completed
23	GG Cemetery Furniture	-		3,128	\$3,128.00	\$0.00	100%	Works complete.
24	Narrandera Cemetery Furniture	5,000		5,000	\$4,747.44	\$252.56	95%	Complete Check WAE
25	Cemetery management plans and mapping software	140,000		140,000	\$19,147.16	\$120,852.84	14%	Plan management has been reviewed master plan under development. Mapping software being scoped.
26	Narrandera Library - Kid Zone Library Grant	-	\$90	35,523	\$35,944.18	-\$511.18	101%	One order left to be delivered. Delayed due to steel availability. Expect to be expended by 20 June.
27	Narrandera Library - Book & Resources annual replacement	31,514		31,514	\$29,271.53	\$2,242.47	93%	Procurement ongoing. Book buying trip conducted in May, awaiting final cost.
28	Lake Talbot Pool Renewal of BBQ Elements	6,000		7,229	\$7,228.99	\$0.01	100%	Completed.
29	Lake Talbot Additional/Remedial Works	-	\$408	71,984	\$60,191.74	\$11,384.95	84%	Procurement of further works underway
30	Lake Talbot Pool Install shade structures and seating located on Plant Room	-		28,841	\$28,748.00	\$93.00	100%	Completed.
31	Barellan Pool Replace Café Furniture	2,500		2,500	\$2,272.73	\$227.27	91%	Completed.
32	Ndra Sportsground Drainage & Soak	-	\$136	100,000	\$63,781.26	\$36,082.38	64%	Ground works complete, with external drainage to be undertaken.
33	Ndra Sportsground Clubrooms - Stage 2	-		18,821	\$25,022.05	-\$6,201.34	133%	Completed.
34	Ndra Park Oval Grandstand upgrade	-		36,803	\$36,803.40	\$0.00	100%	Completed.
35	Ndra Tennis Courts Access Upgrades	-	\$43,305	101,397	\$49,786.81	\$8,305.27	92%	Works on Track - Accessible Toilet nearing Fit off Stage / Ramps installation to commence 17 July
36	Ndra Park Irrigation Management System	125,000	\$135,155	250,000	\$5,372.45	\$109,473.00	56%	16 controllers installed, Sims activated, 80% complete
37	Narrandera Playgrounds Upgrades incl. masterplan	10,000		10,000	\$2,800.00	\$7,200.00	28%	Concept master plan in community engagement stage
38	Barellan Playground Upgrades and festive decorations	13,000		1,549	\$1,548.50	\$0.00	100%	Completed.
39	Barellan Parks BBQ replacement	8,000		9,473	\$9,472.73	\$0.00	100%	Completed.
40	Ndra Memorial Park lawn areas & garden beds	20,000	\$2,727	20,000	\$0.00	\$17,272.73	14%	Landscape architect survey complete, working on planting list. Plan to be presented to RSL in early August.



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2022-23 - as at June 2023

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

100.00%

	Project	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
41	Festive Light Upgrade / Renewal	14,200		14,200	\$7,707.30	\$6,492.70	54%	Completed
42	LT Rec Area Improvements	12,000		12,000	\$0.00	\$12,000.00	0%	Project under CRIP Upgrade Lake Talbot Reserve - Council contribution to be reallocated
43	LT Rec Seating and Shelter Revamp	-		10,000	\$0.00	\$10,000.00	0%	Project under CRIP Upgrade Lake Talbot Reserve - Council contribution to be reallocated
44	LT Rec Toilet block landscaping	-		20,000	\$0.00	\$20,000.00	0%	Project under CRIP Upgrade Lake Talbot Reserve - Council contribution to be reallocated
45	LT Rec Viewing Platform from lookout	68,000		68,000	\$0.00	\$68,000.00	0%	Project under CRIP Upgrade Lake Talbot Reserve
46	New Scoreboards - Narrandera Stadium	-		16,000	\$12,070.00	\$3,930.00	75%	Completed. Remaining funds to be allocated to sportsground scoreboard
47	POM - Destination & Discovery Hub	-	\$129,185	2,319,213	\$2,248,730.40	-\$58,702.02	103%	Construction almost complete, with opening expected August 2023.
48	POM - Extension of Bike & Hike Trails	-	\$27,482	61,810	\$0.00	\$34,328.22	44%	Signage installed.
49	POM - Northbank Walking Track	-		-	\$0.00	\$0.00	#DIV/0!	Completed.
50	POM - Design Pedestrian bridge Brewery Flat to East St	-		355,909	\$355,392.79	\$516.68	100%	Completed. Other works been undertaken from different funding.
51	POM - Elevated Walk, Viewing Platform, Deck & Pedestrian Access	-	\$311,146	810,455	\$426,431.71	\$72,877.01	91%	Base footings complete, with sky walk to be installed in July.
52	Biosecurity Mapping System	23,060	\$11,475	23,060	\$21,505.00	-\$9,920.00	143%	Completed.
53	Remote Signage	7,500		9,527	\$9,742.00	-\$215.00	102%	Completed.
54	LRCI - Kiesling Lane Beautification	-		4,361	\$2,257.20	\$2,104.29	52%	Completed.
55	Laneway Upgrade - Drain and seal a selected laneway.	-		19,623		\$0.00	100%	Completed.
56	Willans Lane	-			\$19,622.99			Completed.
57	LCRI R2 - Barellan Pump Track	-	\$14,207	63,970	\$42,014.93	\$7,747.64	88%	Installation complete. Landscaping planting and seat July, fence construction late August (ground is to wet to access)
58	LCRI R2 - MBP Wiradjuri Memorial Wall Stage 1	-	\$29,591	236,860	\$164,998.13	\$42,270.97	82%	Concrete base complete, with stone and artwork to occur mid-2023.
59	LCRI R2 - Brln Cemetery - Toilet	-		20,378	\$96.98	\$20,281.00	0%	Works Complete, remaining funds to be reallocated in March QBR.
60	LCRI R2 - Ndra Flora and Fauna reserve - Upgrade carpark & entrance	-		54,975	\$5.00	\$54,970.00	0%	Works being planned, with scope being reviewed to focus more on the entrance and access.
61	CRIP Upgrade Lake Talbot Reserve - Stairs, walking trails, BBQ Shelter and seating.	-		158,168	\$0.00	\$158,168.18	0%	Works being scoped, deck design and shelter design July.
62	ECP Adventure playground inclusive space	100,000		175,000	\$0.00	\$175,000.00	0%	80% material committed to work in with concept masterplan. October completion
63	LRCI 3 North Narrandera Footpaths (Racecourse Rd and Watermain St Bicycle and Walking Paths)	-	\$266,960	290,000	\$23,040.00	\$0.00	100%	Works continuing
64	LRCI 3 Narrandera Sportsground Spectator Pavilion	-		200,000	\$182,701.79	\$17,298.21	91%	Complete.
65	LRCI 3 Narrandera Pump Track	-	\$163,146	200,000	\$210.57	\$36,643.21	82%	Concept Plan presented to June Council meeting. Community engagement stage
66	LRCI 3 Barellan Hall Toilet upgrade	-		60,829	\$60,829.46	\$0.00	100%	Works complete. funds to be reallocated in March QBR
67	LRCI 3 Barellan Sportsground Spectator Pavilion	-	\$27,991	130,000	\$75,938.99	\$26,069.74	80%	construction underway.
68	LRCI 3 Grong Grong Community Improvements	-	\$750	60,000	\$59,286.05	-\$36.05	100%	Completed
69	LRCI 3 HM Oval - Off leash dog area	40,000	\$46,490	100,000	\$41,480.64	\$12,029.24	88%	Posts installed, fencing to be installed by mid July. Signs and dog play obstacles to be committed.
70	SCCF4 - Ndra Sportsground changeroom facilities upgrade	-		197,844	\$197,843.88	\$0.00	100%	Completed.
71	SCCF4 - Barellan Netball Courts	-		273,500	\$10,246.36	\$263,253.64	4%	Quotations above budget, scope reduced to meet budget. Works undertaken after netball season, carryover.
72	SCCF4 -Narrandera Sports Stadium	-		65,484	\$65,483.97	\$0.00	100%	Completed.
73	SCCF4 - Lake Talbot Water Park Entrance Upgrade / Fencing	-		15,622	\$15,621.80	\$0.00	100%	Works complete, funds to be reallocated in December QBR
74	SCCF4 - Water refill Stations along walk/cycle paths (5locations)	-	\$938	49,273	\$54,018.27	-\$5,683.54	112%	Complete.
75	Solar Panels	-	\$11,505	100,000	\$8,045.45	\$80,450.00	20%	Tender awarded, works being planned.
76	LTP Power sites	-		-	\$0.00	\$0.00	#DIV/0!	Unsuccessful grant, council funds returned to the source
77	SCCF5 - Community safety upgrade program (CCTV)	-		249,597	\$0.00	\$249,597.00		Scope to be determined.
78	SCCF5 - Recreation Upgrade at Narrandera Water Tower	-	\$335,576	660,000	\$83,894.00	\$240,530.00	64%	Playground has been ordered.



KEY OPERATIONAL & CAPITAL WORKS EXPENSES 2022-23 - as at June 2023

Complete	Grant Dependent	Cancelled
Carryover	Key Operational	Deferred

100.00%

	Project	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
79	Emergency Drainage Works - Urban Stormwater January Event	-	\$961	106,293	\$42,260.39	\$63,071.61	41%	Works continuing between other projects.
80	New Road - Red Hill Industrial Estate	-	\$27,035	780,000	\$756,210.19	-\$3,245.57	100%	Roadworks nearing completion, kerb remaining
81	<b>NBCMP</b>	-	-	1,158,856	\$18,690.00	\$1,140,165.86	2%	
82	Bolton Street	-	-	-	\$18,690.00			Cancelled.
83	LRCI R3 East St between Twynam & Bolton	-	-	-	\$0.00			Cancelled at this time.
84	<b>Urban Roads Construction</b>	134,666	-	7,380	-	-\$0.00	0%	QBR March trf to Urban roads construction laneways
85	Manderlay Road - Seal extension	-	-	-	\$7,380.04			Completed.
86	<b>Urban Roads Construction - Laneways</b>	41,945	-	187,996	-	\$187,996.27	0%	Works deferred to be undertaken in 23/24 reseal program
87	<b>Urban Reseals</b>	123,627	-	123,627	-	\$123,627.00	0%	Works deferred to be undertaken in 23/24 reseal program
88	Racecourse Rd	-	-	-	\$0.00			Projects on hold to determine if still the highest priority
89	East Street (Audley to Larmer)	-	-	-	\$0.00			Projects on hold to determine if still the highest priority
90	<b>Urban Pavement Rehabilitation</b>	135,769	-	95,749	\$194.27	\$95,554.73	0%	Works deferred to be undertaken in 23/34
91	East St Footpath Replacement	10,769	\$3,655	10,769	\$24,011.66	-\$16,897.21	257%	Works nearing completion
92	East St K&G Replacement	16,153	\$7,020	16,153	\$9,989.53	-\$856.77	105%	Works nearing completion
93	Urban Footpath Add. Funds requested - To railway overpass	-	\$12,151	100,000	\$0.00	\$87,849.09	12%	Design and Construction is to be undertaken in conjunction with North Narrandera Footpath project.
94	RRUPP - Erigolia Road (Widening)	231,786	\$1,029	1,102,138	\$30,007.96	\$1,071,101.29	3%	Culvert replacements in planning, road widening to be called July
95	<b>Roads Resheeting - (Unsealed rural roads)</b>	324,802	-	324,802	-	\$165,510.83	0%	Works complete with costing allocations being finalised
96	Buckingbong Rd	-	\$15,037	-	\$129,383.20			Works underway
97	Molly's Lagoon Rd	-	\$14,871	-				Works underway
98	Back Yamma Rd	-	-	-				Works deferred due to weather
99	The Gap Rd Resheet CH1.1-1.6	-	-	-				Completed
100	The Gap Rd Resheet CH2.2-2.6	-	-	-				Completed
101	FLR - Brewarrana Bridge Retrofitting	-	\$660	388,013	\$22,807.31	\$364,545.19	6%	Works plans under final review by consultants. Works to commence July
102	FLR Narrandera Bus Route	-	-	430,751	-	\$60,597.20	86%	Remaining funds being investigated to be used for eligible additional scope
103	Pamandi Rd	-	-	-	\$17,417.91			Completed
104	Cowabbie Rd	-	-	-	\$84,227.79			Completed
105	Brookong St	-	-	-	\$1,101.45			Completed.
106	Mejum Park Rd	-	-	-	\$267,406.29			Completed.
107	FLR R4 - Old Wagga Road Rehab	-	-	815,539	\$0.00	\$815,539.00	0%	Design works underway with tender construction in Q1 23/24
108	<b>Rural Roads Reseals</b>	157,845	-	183,951	-	\$183,340.78	0%	Works deferred to be undertaken in 23/24 reseal program
109	Syme Road (New Seal)	-	-	-	\$385.30			Completed.
110	Arrabee Road Resheet & Seal	-	-	-	\$224.98			Completed.
111	<b>Flood Damage Repairs AGRN1001 (January 2022)</b>	-	\$34,193	1,923,604	-	\$1,517,037.61	21%	
112	Holloway Rd Culvert	-	-	-	\$139.77			
113	Grong Grong River Road	-	-	-	\$14,871.70			
114	Mejum Rd	-	-	-	\$46,154.13			
115	Mannings Rd CH4.85-8.35	-	-	-	\$15,020.67			
116	Middle Rd	-	-	-	\$0.00			
117	Kingston Rd	-	-	-	\$0.00			
118	Devlins Bridge Rd	-	-	-	\$105,781.55			
119	Galore Park Rd CH0.20-0.40	-	-	-	\$5,912.46			
120	Galore Forest Rd CH0.00-1.90	-	-	-	\$33,725.32			
121	Higgins Rd	-	-	-	\$67.01			
122	Jacksons Rd	-	-	-	\$62.01			
123	Gepperts Rd	-	-	-	\$62.01			



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100.00%

	Project	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
124	Mimosa Rd	-			\$24,070.29			
125	The Gap Rd CH9.70-13.70	-			\$91,668.03			Completed
126	Lismoyle Rd	-			\$34,580.59			
127	Strontian Rd	-			\$258.34			
128	Hulmes Rd	-			\$0.00			
129	Hewson Rd	-			\$0.00			
130	Mannings Rd CH9.55-11.35	-			\$0.00			
131	Galore Park Rd CH4.64-4.74	-			\$0.00			
132	Galore Forest Rd CH3.70-4.50	-			\$0.00			
133	The Gap Rd CH1.60-2.20	-			\$0.00			
134	The Gap Rd CH2.60-3.40	-			\$0.00			
135	The Gap Rd CH3.70-6.40	-			\$0.00			
136	<b>Fixing Country Bridges</b>	-		606,967		-\$135,316.95	122%	
137	FCB - Molly's Bridge	-	\$241,829		\$36,804.00			Works commencing July
138	FCB - Somerset Bridge	-	\$314,757		\$148,893.46			Works commenced
139	<b>Roads to Recovery Grant</b>	997,362		997,362		\$550,561.02	45%	Works deferred to be undertaken in 23/24
140	The Gap Rd (6.55 to 9.55) Resheeting				\$205.77			Completed.
141	Stradbroke Road				\$2,164.69			Completed.
142	Kangaroo Plains Rd - Gravel Resheet				\$95,586.52			Completed.
143	Murrell Creek Rd - Gravel Resheet				\$137,165.71			Completed.
144	Curtis Rd - Gravel Resheet				\$1,551.09			Works deferred to be undertaken in 23/24
145	Euratha Rd - Gravel Resheet				\$152,565.38			Completed.
146	Lismoyle Rd - Gravel Resheet				\$32,841.28			Works finished, awaiting final costs
147	Mejum Rd - Gravel Resheet				\$24,720.54			Works finished, awaiting final costs
148	<b>Regional Roads (Capital Component of Block Grant)</b>	268,200		263,930		\$246,968.51	6%	
149	MR243 - Canola Way to (GG, Gainain, Matong & Coolamon)				\$7,176.41			Completed
150	MR370 - To Lockhart				\$1,502.17			Completed
151	MR596 - Back Yamma Road (south-west of Morundah)				\$2,145.00			Completed
152	MR7608 - Barellan Road				\$6,137.91			Completed
153	Repair Grant 7608 - Barellan Road CH 4.46 to 6.15	173,200		204,940	\$233,273.01	-\$28,333.01	114%	Completed
154	SZI - Adams and Douglas Streets	-		55,180	\$55,179.81	\$0.18	100%	Completed.
155	SZI - Mulga St Barellan Refuge	-		3,929	\$1,502.91	\$2,426.11	38%	Completed.
156	Active Transport - Cycling	50,000		-	\$0.00	\$0.00	0%	Grant Unsuccessful
157	Active Transport - Walking (Mulga St Barellan)	50,000		80,000	\$71,472.68	\$8,527.32	89%	Works Completed. Awaiting final costs.
158	Truck Wash - Purchase pump	-		-	\$17,597.17	-\$17,597.17	#DIV/0!	Complete - Funds to be reallocated from Quarry Comms Tower
159	Light Vehicles	415,749		469,544	\$94,331.58	\$375,212.42	20%	Procurement underway.
160	Trucks & Trailers	109,500		109,500	\$132,794.96	-\$23,294.96	121%	Completed
161	Heavy Plant	783,800		783,800	\$183,170.50	\$600,629.50	23%	Completed
162	Other Plant Capital	20,000	\$4,623	20,000	\$53,795.45	-\$38,418.59	292%	New Pump purchased during flooding, minor plant as needs
163	Building renewal and upgrades	146,412	\$23,929	192,185	\$159,603.56	\$8,652.87	95%	finalising invoicing.
164	Design of additions for the Administration building	50,000		-	\$0.00	\$0.00	#DIV/0!	Cancelled. Funds reallocated to Building renewals and upgrades
165	Works - New vehicle storage shed	125,000	\$56,845	125,000	\$84,483.42	-\$16,328.87	113%	Project awarded, with works now being planned.
166	Council Chambers Cleanout of Storage Facility	-		-	\$0.00	\$0.00	#DIV/0!	Cancelled. Funds reallocated to Building renewals and upgrades
167	New building at Depot	-	\$1,558	139,483	\$112,439.50	\$25,485.09	82%	Awaiting IT items to be delivered.
168	Quarry Comms Tower Static Line Replace & Structural Inspection	20,000		20,000	\$7,809.25	\$12,190.75	39%	Completed - Funds to be transferred to the Truck Wash pump purchase



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169	Airport Terminal painting , Blinds and improvements	15,000		-	\$0.00	\$0.00	#DIV/0!	Airport Committee 22 October elected not to have capital works for 22/23 other than the parallel taxiway suggest carry over into 23/24.
170	Airport Security & Wildlife Perimeter fencing	-		25,106	\$24,208.87	\$897.30	96%	Completed
171	Airport Taxiway	-	\$3,960	2,175,326	\$13,936.78	\$2,157,429.22	1%	Extension confirmed to 30 April 2024. Alternate design now complete. Procurement for works to be undertaken July
172	Services Replacements	20,000	\$1,009	75,000	\$70,922.84	\$3,068.16	96%	As required
173	WTP filter/Upgrade design	-		41,912	\$7,360.89	\$34,551.11	18%	Works to be completed in conjunction with scoping study which is underway.
174	North Zone Pressure Pump - low pressure issues	-		38,995	\$1,560.12	\$37,434.42	4%	Hydraulic model complete, specification being developed.
175	<b>Water Main Replacements</b>	300,000	\$127	240,090		\$114,292.99	52%	
176	King St Watermain Replacement				\$86,102.70			Completed.
177	Grosvenor St Watermain Replace				\$39,567.37			Works commenced
178	Hydrant and Valve replacements	65,000	\$636	104,781	\$33,229.56	\$70,915.23	32%	Works underway
179	Pine Hill Reservoir Upgrade	-		15,242	\$9,831.05	\$5,410.58	65%	Completed.
180	Pine Hill reservoir fencing/ demolition	-	\$33,518	49,450	\$5,981.76	\$9,950.45	80%	Works underway
181	Solar Panels	-	\$227,273	250,000	\$0.00	\$22,727.27	91%	Tender awarded, works being planned.
182	IWCM Additional Works	-		130,774	\$0.00	\$130,774.00	0%	DPIE concurrence for Groundwater Study provided, consultants engaged. Study report pending.
183	WTP Scoping Study	-		156,019	\$31,990.16	\$124,028.84	21%	Funding deed finalised, project underway. Completion expected in August.
184	Taggle Software and implementation	-		17,014	\$17,013.73	-\$0.00	100%	Completed.
185	Household Filter Project	-		17,826	\$6,333.58	\$11,492.42	36%	Ongoing.
186	Gordon St fencing	-		30,781	\$3,622.88	\$27,158.38	12%	Site survey complete, procurement underway.
187	Cul-de-sac ring mains	-		100,584	\$3,564.02	\$97,020.14	4%	Works to be underway in July.
188	Telemetry software upgrade	-		26,993	\$26,564.63	\$428.62	98%	EOI complete formal tenders being sought.
189	Telemetry hardware upgrade	-		149,646	\$0.00	\$149,645.65	0%	EOI complete formal tenders being sought.
190	Pine Hill Pumps Replacement	-		28,661	\$2,260.40	\$26,400.82	8%	Works to be programmed.
191	Bulk Water Filling Station	-		24,193	\$24,437.14	-\$244.19	101%	Completed.
192	Primary Filter (sewer)	-		100,737	\$6,272.62	\$94,464.18	6%	Quotes have been received. Outside of budget, project delayed pending grant funding.
193	Flow meters for Pump Stations 2, 3, 4	-		-	\$0.00	\$0.00	#DIV/0!	Quotes received outside of budget review of scope being undertaken.
194	Barellan Sewer	3,050,000	\$24,194	6,132,846	\$438,812.26	\$5,669,839.76	8%	Contract tender underway.
195	Narrandera West Sewer Extension	-		103	\$102.73	-\$0.00	100%	Complete - March QBR adjustment.
196	Sewer Main Relines	350,000		350,000	\$4,975.20	\$345,024.80	1%	Procurement to be undertaken in July
197	Solar Panels	-	\$227,273	250,000	\$661.49	\$22,065.78	91%	Tender awarded, works being planned.
198	Telemetry hardware upgrade	-		100,000	\$1,243.80	\$98,756.20	1%	EOI complete formal tenders being sought.
199	Telemetry software upgrade	-		40,000	\$0.00	\$40,000.00	0%	EOI complete formal tenders being sought.
200								
201	<b>Grant Dependant - Capital</b>							
202	Barellan Sportsground Sealing parking area/driveway	30,000		30,000	\$0.00	\$30,000.00	0%	Grant dependent
203	MBP seating and BBQ areas including shelters x2	40,000		40,000	\$0.00	\$40,000.00	0%	Grant dependent
204	MBP Furniture	25,000		25,000	\$0.00	\$25,000.00	0%	Grant dependent (50/50)
205	Grng Grng Park Furniture	5,000		5,000	\$0.00	\$5,000.00	0%	Grant dependent
206	Brewery Flats landscaping, furniture, painting etc.	8,000		8,000	\$0.00	\$8,000.00	0%	Grant dependent
207	LT Deepening Works	2,000,000		225,000	\$0.00	\$225,000.00	0%	Quotes awarded for designs and approval documents.
208								
209	<b>Operational</b>							
210	Newell Hwy Contribution Grong Grong Reseal	-		93,050	\$0.00	\$93,050.00	0%	Works deferred to be undertaken in 23/24 reseal program
211	Newell Hwy Contribution Grong Grong town entrance signs	-		8,000	\$6,332.72	\$1,667.28	79%	Completed
212	Urban Roads Maintenance	761,128	\$13,263	761,128	\$805,396.08	-\$57,530.71	108%	Ongoing operational costs. Some costs to be transferred to Pothole Funding



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213	Emergency Flood Works AGRN1034	-		-	\$237,317.17	-\$237,317.17	#DIV/0!	Claimable flood emergency works to be submitted May
214	Regional & Local Rd Repair Program	-		2,836,998	\$0.00	\$2,836,998.00	0%	Works deferred to be undertaken in 23/24
215	Sealed Rural Roads Maintenance	299,366	\$4,752	299,366	\$330,874.39	-\$36,260.54	112%	Ongoing operational costs. Investigating claimable flood emergency works AGRN1030 & AGRN1034
216	Flood Damage Repairs AGRN1034 (September 2022)	-	\$13,226	-		-\$365,819.57	#DIV/0!	Emergency Works (EW) and Immediate Reconstruction Works (IRW) still being completed - claim to be submitted for payment of all funds, with long term repairs being scoped.
217	Pinehope Rd	-			\$2,636.92			Completed
218	Angle Rd	-			\$0.00			Completed
219	Old Wagga Rd	-			\$2,707.13			Completed
220	Grong Grong River Road	-			\$1,302.22			Completed
221	Mejum Rd	-			\$9,480.73			Completed
222	Mannings Rd	-			\$301.50			Completed
223	Middle Rd	-			\$290.06			Completed
224	Kingston Rd	-			\$4,674.90			Completed
225	Devlins Bridge Rd	-			\$19,984.22			Completed
226	Galore Park Rd	-			\$3,562.93			Completed
227	Galore Forest Rd	-			\$18,156.36			Completed
228	Jacksons Rd	-			\$4,449.33			Completed
229	Higgins Rd	-			\$4,152.46			Completed
230	Gepperts Rd	-			\$963.66			Completed
231	Mimosa Rd	-			\$3,749.68			Completed
232	The Gap Rd	-			\$6,536.27			Completed
233	Kangaroo Plains Rd	-			\$6,897.31			Completed
234	Lismoyle Rd	-			\$0.00			Completed
235	Strontian Rd	-			\$27,604.98			Completed
236	Hulmes Rd	-			\$11,441.41			Completed
237	Hewson Rd	-			\$817.06			Completed
238	Buckingbong Rd	-			\$33,508.69			Completed
239	Campbells Rd	-			\$11,190.54			Completed
240	Davis Rd	-			\$274.10			Completed
241	Jolleys Rd	-			\$5,301.41			Completed
242	Irons Rd	-			\$13,907.34			Completed
243	Mundurra Rd	-			\$13,833.02			Completed
244	Scotts Rd	-			\$1,000.75			Completed
245	Cheridool Rd	-			\$6,491.25			Completed
246	Sandy Creek Rd	-			\$17,851.04			Completed
247	Brobenah Hall Rd	-			\$78.12			Completed
248	Raes Lane	-			\$1,766.63			Completed
249	Bassett Rd	-			\$2,608.36			Completed
250	Norrison Rd	-			\$1,305.73			Completed
251	Owers Rd	-			\$14,177.05			Completed
252	Federal park Rd	-			\$24,342.12			Completed
253	Kywong Rd	-			\$23,434.08			Completed
254	Mitchell Rd	-			\$7,561.32			Completed
255	Tahmoor Rd	-			\$223.10			Completed
256	Buttons Rd	-			\$3,450.74			Completed
257	Windella Rd	-			\$8,697.98			Completed

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	Project	Adopted Budget	Committed	Revised Budget	22-23 Expenditure	Balance	%	Comments
258	Beechers Rd	-			\$2,908.96			Completed
259	Square Knob Rd	-			\$1,322.36			Completed
260	Yalgogorin Rd	-			\$27,649.78			Completed
261	Koala Fence	-			\$0.00			Works delayed, investigating funding timelines
262	Rural Unsealed Roads Expenses	694,431	\$13,747	694,431	\$733,832.71	-\$53,148.73	108%	Completed
263	Regional Roads (M&R Grant)	207,600		207,600	\$304,296.31	-\$96,696.31	147%	Ongoing operational costs. Investigating claimable flood emergency works AGRN1030 & AGRN1034
264	State Road Contract Works RMCC	179,132	\$8,824	470,870	\$634,545.39	-\$172,499.64	137%	Ongoing operational costs. Additional works approved due to extreme weather.
265	Active Transport Plan	80,000		80,000	\$40,820.66	\$39,179.34	51%	Public Exhibition of Draft Plan Underway
266	Noxious Weeds Expenses	174,165		174,446	\$185,220.81	-\$10,774.81	106%	Ongoing operational costs
267	Public Toilets Expenses	40,035		110,411	\$106,995.75	\$3,415.25	97%	Ongoing operational costs
268	Cemetery Expenses	140,201		140,201	\$145,795.78	-\$5,594.78	104%	Ongoing operational costs
269	Sports Ground Expenses	258,383		205,709	\$228,797.46	-\$23,088.46	111%	Ongoing operational costs
270	Parks Expenses	621,147		646,967	\$685,681.68	-\$38,714.68	106%	Ongoing operational costs
271	Lawn Areas	40,945	\$2,567	65,234	\$88,948.33	-\$26,281.38	140%	Ongoing operational costs
272	East Street - Street Scaping	17,514	\$127	17,514	\$25,758.45	-\$8,371.30	148%	Ongoing operational costs
273	Grong Grong Earth Park - RMS	-		8,531	\$0.00	\$8,531.36	0%	Discussions to be undertaken with community user group
274	Street Trees	231,547	\$3,131	231,547	\$248,984.19	-\$20,567.71	109%	Ongoing operational costs (Emergency tree works due to storms included)
275	Lake Talbot Expenses	24,725		24,725	\$4,005.65	\$20,719.35	16%	Ongoing operational costs
276	Sports Stadium Expenses	126,378		110,631	\$89,066.59	\$21,564.41	81%	Ongoing operational costs
277	Bores Expenses	43,500	\$18,807	53,500	\$68,550.26	-\$33,857.59	163%	Ongoing operational costs - correcting journals to be processed.
278	Pump Station Expenses	129,800	\$6,448	185,800	\$193,529.49	-\$14,177.36	108%	Ongoing operational costs - correcting journals to be processed.
279	Mains Expenses	339,200	\$20,314	335,200	\$363,329.42	-\$48,443.14	114%	Ongoing operational costs
280	Recycled Water	50,560	\$70	50,560	\$3,268.73	\$47,221.27	7%	Ongoing operational costs
281	Reservoirs Expenses	27,300	\$4,748	45,300	\$38,637.29	\$1,914.98	96%	Ongoing operational costs - correcting journals to be processed.
282	Water Supply Licence	30,080		30,080	\$27,544.16	\$2,535.84	92%	Ongoing operational costs
283	Chlorine & Chemicals Expenses	23,000	\$364	28,000	\$38,198.05	-\$10,561.69	138%	Ongoing operational costs
284	Meter Reading Expenses	28,710	\$386	62,710	\$53,208.57	\$9,115.14	85%	Ongoing operational costs to be rectified with the introduction of the taggle software.
285	Telemetry System Maintenance	9,030	\$2,598	9,030	\$6,653.46	-\$221.46	102%	Ongoing operational costs
286	Hydrant Flushing Program	75,000	\$68,182	75,000	\$2,041.27	\$4,776.91	94%	Procurement to begin in June 2023 for this years program.
287	Pump Stations Electricity Expenses	218,225		218,225	\$300,787.85	-\$82,562.85	138%	Ongoing operational costs
288	Pump Station Expenses	105,450	\$10,865	110,450	\$141,809.89	-\$42,225.10	138%	Ongoing operational costs





Capital Expenditure as at 30 June 2023

	Sum of Adopted Budget	Sum of Revised Budget	Sum of 22-23 Expenditure	Sum of Committed	Sum of Balance
<b>Administration</b>					
Information Technology	\$ 555,866.00	\$ 251,024.50	\$ 117,969.16	\$ 33,329.95	\$ 99,725.39
<b>Environment</b>					
Stormwater	\$ 4,100,000.00	\$ 383,172.17	\$ 156,066.49	\$ 152,958.80	\$ 74,146.88
Narrandera Landfill	\$ 337,000.00	\$ 471,803.91	\$ 56,796.51	\$ 70.20	\$ 414,937.20
Barellan Waste	\$ -	\$ 87,000.00	\$ 691.61		\$ 86,308.39
<b>Housing &amp; Community Amenities</b>					
Narrandera Cemetery	\$ 145,000.00	\$ 145,000.00	\$ 23,894.60		\$ 121,105.40
Local Roads Comm. & Infrastructure	\$ -	\$ 81,207.44	\$ 60,926.44		\$ 20,281.00
Grong Grong Cemetery	\$ -	\$ 3,128.00	\$ 3,128.00		\$ -
<b>Transport &amp; Communication</b>					
Regional Roads	\$ 441,400.00	\$ 468,870.00	\$ 250,234.50		\$ 218,635.50
Rural Roads	\$ 714,433.00	\$ 5,168,797.20	\$ 925,336.07	\$ 65,789.23	\$ 4,177,671.90
Urban Roads	\$ 462,929.00	\$ 2,606,445.84	\$ 897,049.07	\$ 50,821.76	\$ 1,677,265.01
Roads To Recovery	\$ 997,362.00	\$ 997,362.00	\$ 446,800.98		\$ 550,561.02
Ancillary Roadworks	\$ 100,000.00	\$ 139,109.01	\$ 128,155.40		\$ 10,953.61
Bridges	\$ -	\$ 606,966.53	\$ 185,697.46	\$ 556,586.02	-\$ 135,316.95
<b>Economic Affairs</b>					
Airport	\$ 15,000.00	\$ 2,200,432.17	\$ 38,145.65	\$ 3,960.00	\$ 2,158,326.52
Buildings	\$ 341,412.00	\$ 592,667.94	\$ 384,451.18	\$ 93,836.92	\$ 114,379.84
Plant	\$ 1,329,049.00	\$ 1,382,844.00	\$ 481,689.66	\$ 4,623.14	\$ 896,531.20
Local Roads Comm. & Infrastructure	\$ -	\$ 54,975.00	\$ 5.00		\$ 54,970.00
<b>Recreation and Culture</b>					
Lake Talbot Pool	\$ 6,000.00	\$ 108,054.24	\$ 96,168.73	\$ 407.55	\$ 11,477.96
Lake Talbot Recreation Area	\$ 80,000.00	\$ 268,168.18	\$ -		\$ 268,168.18
Library	\$ 31,514.00	\$ 67,037.00	\$ 65,215.71	\$ 90.00	\$ 1,731.29
Marie Bashir Park	\$ 110,000.00	\$ 185,000.00	\$ 2,800.00		\$ 182,200.00
Urban Roads	\$ -	\$ 290,000.00	\$ 23,040.00	\$ 266,960.00	\$ -
Barellan Park	\$ 21,000.00	\$ 11,021.23	\$ 11,021.23		\$ -
Narrandera Parks	\$ 155,560.00	\$ 282,587.00	\$ 36,619.45	\$ 146,629.55	\$ 99,338.00
Barellan Pool	\$ 2,500.00	\$ 2,500.00	\$ 2,272.73		\$ 227.27
Ndra Memorial Park	\$ 34,200.00	\$ 34,200.00	\$ 7,707.30	\$ 2,727.27	\$ 23,765.43
Narrandera Sportsground	\$ -	\$ 155,624.11	\$ 125,606.71	\$ 136.36	\$ 29,881.04
Playground on the Murrumbidgee	\$ -	\$ 3,547,388.04	\$ 3,030,554.90	\$ 467,813.25	\$ 49,019.89
Local Roads Comm. & Infrastructure	\$ 40,000.00	\$ 995,191.52	\$ 568,888.30	\$ 282,175.97	\$ 144,127.25
Stronger Country Community Funding	\$ -	\$ 1,511,319.81	\$ 427,108.28	\$ 336,514.43	\$ 747,697.10
Narrandera Outdoor Courts	\$ -	\$ 101,397.00	\$ 49,786.81	\$ 43,304.92	\$ 8,305.27
<b>Water Supply Network</b>					
Water	\$ 385,000.00	\$ 1,497,961.28	\$ 370,342.83	\$ 262,563.56	\$ 865,054.89
<b>Sewerage Network</b>					
Sewer	\$ 3,400,000.00	\$ 6,973,685.19	\$ 452,068.10	\$ 251,466.37	\$ 6,270,150.72
<b>Public Order &amp; Safety</b>					
Rural Fire Service	\$ -	\$ 740,000.00	\$ 50,630.24	\$ 669,664.56	\$ 19,705.20
<b>Grand Total</b>	<b>\$ 13,805,225.00</b>	<b>\$ 32,411,940.31</b>	<b>\$ 9,476,869.10</b>	<b>\$ 3,692,429.81</b>	<b>\$ 19,261,331.40</b>

Key Operational as at 30 June 2023

Row Labels	Sum of Adopted Budget	Sum of Revised Budget	Sum of 22-23 Expenditure	Sum of Committed	Sum of Balance
<b>Housing &amp; Community Amenities</b>					
Noxious Weeds	\$ 174,165.00	\$ 174,446.00	\$ 185,220.81		-\$ 10,774.81
Public Toilets	\$ 40,035.00	\$ 110,411.00	\$ 106,995.75		\$ 3,415.25
Cemetery Expenses	\$ 140,201.00	\$ 140,201.00	\$ 145,795.78		-\$ 5,594.78
<b>Transport &amp; Communication</b>					
Regional Roads	\$ 207,600.00	\$ 207,600.00	\$ 304,296.31		-\$ 96,696.31
State Roads	\$ 179,132.00	\$ 470,870.00	\$ 634,545.39	\$ 8,824.25	-\$ 172,499.64
Urban Roads	\$ 761,128.00	\$ 3,699,176.00	\$ 1,049,045.97	\$ 13,262.63	\$ 2,636,867.40
Sealed Rural Roads	\$ 299,366.00	\$ 299,366.00	\$ 683,467.99	\$ 17,978.12	-\$ 402,080.11
Unsealed Rural Roads	\$ 694,431.00	\$ 694,431.00	\$ 733,832.71	\$ 13,747.02	-\$ 53,148.73
Ancillary Roadworks	\$ 80,000.00	\$ 80,000.00	\$ 40,820.66		\$ 39,179.34
<b>Water Supplies</b>					
Water	\$ 974,405.00	\$ 1,093,405.00	\$ 1,095,748.55	\$ 121,916.40	-\$ 124,259.95
<b>Sewer Supplies</b>					
Sewer	\$ 679,842.00	\$ 657,535.00	\$ 642,202.73	\$ 49,134.75	-\$ 33,802.48
<b>Recreation and Culture</b>					
Sports Ground Expenses	\$ 258,383.00	\$ 205,709.00	\$ 228,797.46		-\$ 23,088.46
Parks Expenses	\$ 621,147.00	\$ 655,498.36	\$ 685,681.68		-\$ 30,183.32
Lawn Areas	\$ 40,945.00	\$ 65,234.00	\$ 88,948.33	2567.05	-\$ 26,281.38
Lake Talbot Expenses	\$ 24,725.00	\$ 24,725.00	\$ 4,005.65		\$ 20,719.35
Sports Stadium Expenses	\$ 126,378.00	\$ 110,631.00	\$ 89,066.59		\$ 21,564.41
Street Scaping	\$ 17,514.00	\$ 17,514.00	\$ 25,758.45	126.85	-\$ 8,371.30
Street Trees	\$ 231,547.00	\$ 231,547.00	\$ 248,984.19	3130.52	-\$ 20,567.71
<b>Grand Total</b>	<b>\$ 5,550,944.00</b>	<b>\$ 8,938,299.36</b>	<b>\$ 6,993,215.00</b>	<b>\$ 230,687.59</b>	<b>\$ 1,714,396.77</b>

**24.3 STATEMENT OF INVESTMENTS - JUNE 2023**

**Document ID: 681914**

**Author: Senior Finance Officer**

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

**Theme: Statutory and Compulsory Reporting – Financial / Audit**

**Attachments: Nil**

**RECOMMENDATION**

That Council:

1. Receives and notes the report indicating Council’s Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 30 June 2023.

**PURPOSE**

The purpose of this report is to present to Council the investments held as at 30 June 2023.

**SUMMARY**

<b><u>Fund Balance (GL)</u></b>	
General	26,615,255.74
Water	6,357,682.30
Sewerage	2,706,764.00
Trust	53,509.76
	<b>35,733,211.80</b>

**BACKGROUND**

The actual interest income to 30 June 2023 is \$670,959 and compares favourably with the budget for the month of \$553,000.

The income statement reports the actual cash received for the year and varies to the amount reported here.

Included in this report are the following items that highlight Council’s investment portfolio performance for the month and an update on the investment environment:

- a. Council’s investment for the month
- b. Application of Investment Funds
- c. Investment Portfolio Performance
- d. Investment Commentary
- e. Responsible Officer Certification

**a. Council Investments**

Council Term Deposits					
Borrower	Value	%	Yield	Rating	Maturity
National Australia Bank (On call)	3,179,702.04	8.91%	1.35%	A-1+	30 Jun 2023
National Australia Bank	1,000,000.00	2.80%	4.35%	A-1+	14 Jul 2023
National Australia Bank	1,000,000.00	2.80%	3.93%	A-1+	9 Aug 2023
National Australia Bank	1,000,000.00	2.80%	4.45%	A-1+	29 Sep 2023
National Australia Bank	1,000,000.00	2.80%	4.05%	A-1+	5 Oct 2023
National Australia Bank	1,000,000.00	2.80%	4.90%	A-1+	27 Nov 2023
National Australia Bank	1,000,000.00	2.80%	4.20%	A-1+	5 Dec 2023
National Australia Bank	1,000,000.00	2.80%	5.44%	A-1+	27 Dec 2023
National Australia Bank	1,000,000.00	2.80%	4.77%	A-1+	15 Jan 2024
Commonwealth Bank	1,000,000.00	2.80%	4.92%	A-1+	27 Oct 2023
Commonwealth Bank	1,000,000.00	2.80%	4.88%	A-1+	20 Dec 2023
Commonwealth Bank	750,000.00	2.10%	4.81%	A-1+	2 Jan 2024
Commonwealth Bank	1,000,000.00	2.80%	4.61%	A-1+	6 Feb 2024
Commonwealth Bank	1,000,000.00	2.80%	5.06%	A-1+	27 Feb 2024
Commonwealth Bank	1,000,000.00	2.80%	4.76%	A-1+	8 Mar 2024
Commonwealth Bank	1,000,000.00	2.80%	4.40%	A-1+	18 Apr 2024
Commonwealth Bank	1,000,000.00	2.80%	4.66%	A-1+	15 May 2024
Commonwealth Bank	1,000,000.00	2.80%	5.20%	A-1+	7 Jun 2024
Commonwealth Bank	1,000,000.00	2.80%	5.26%	A-1+	20 Jun 2024
IMB	1,000,000.00	2.80%	4.95%	A-2	30 May 2024
Suncorp	1,000,000.00	2.80%	3.96%	A-1	26 Jul 2023
Suncorp	1,000,000.00	2.80%	5.46%	A-1	25 Mar 2024
Suncorp	1,000,000.00	2.80%	5.46%	A-1	24 Apr 2024
Bendigo Bank	1,000,000.00	2.80%	5.40%	A-2	28 Jun 2024
Westpac Bank	1,000,000.00	2.80%	4.11%	A-1+	25 Aug 2023
Westpac Bank	1,000,000.00	2.80%	4.17%	A-1+	1 Sep 2023
Westpac Bank	1,000,000.00	2.80%	4.28%	A-1+	23 Oct 2023
Westpac Bank	750,000.00	2.10%	4.18%	A-1+	5 Nov 2023
Westpac Bank	1,000,000.00	2.80%	4.36%	A-1+	22 Nov 2023
Westpac Bank	1,000,000.00	2.80%	4.78%	A-1+	8 Jan 2024
Westpac Bank	1,000,000.00	2.80%	5.20%	A-1+	29 Feb 2024
Westpac Bank	1,000,000.00	2.80%	4.40%	A-1+	20 Mar 2024
Westpac Bank	1,000,000.00	2.80%	4.37%	A-1+	12 Apr 2024
Westpac Bank	1,000,000.00	2.80%	4.90%	A-1+	30 May 2024
<b>Total Council Funds</b>	<b>35,679,702.04</b>	<b>100%</b>			
Trust Term Deposits					
Borrower	Value	%	Yield	Rating	Maturity
National Australia Bank (Art)	53,509.76	100.00%	3.70%	A-1+	2 Aug 2023
<b>Total Trust Funds</b>	<b>53,509.76</b>	<b>100%</b>			

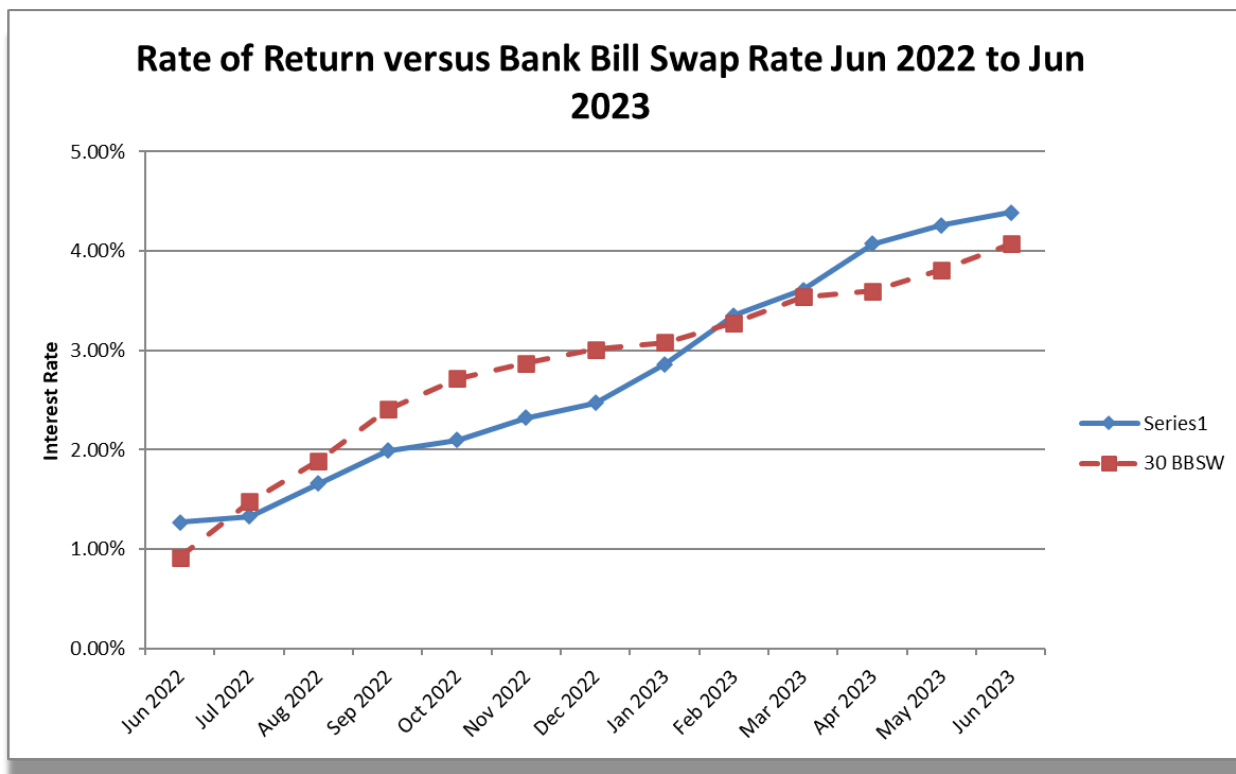
Individual Limits					
Institution	Rating		Value	Council %	
Bendigo Bank	BBB+	A2	\$ 1,000,000.00	2.8%	<b>Max 10%</b>
Elders Rural Bank	BBB+	A2	\$ -	0.0%	<b>Max 10%</b>
IMB	BBB	A3	\$ 1,000,000.00	2.8%	<b>Max 10%</b>
NAB	AA-	A1+	\$ 11,233,211.80	31.4%	<b>Max 35%</b>
Suncorp	A+	A1	\$ 3,000,000.00	8.4%	<b>Max 25%</b>
StGeorge	AA	A1+	\$ -	0.0%	<b>Max 35%</b>
Macquarie Bank	A+	A1	\$ -	0.0%	<b>Max 25%</b>
Commonwealth Bank	AA-	A1+	\$ 9,750,000.00	27.3%	<b>Max 35%</b>
Westpac	AA-	A1+	\$ 9,750,000.00	27.3%	<b>Max 35%</b>
			<b>\$ 35,733,211.80</b>	<b>100%</b>	

**b. Application of Investment Funds**

Application of Restricted Funds		
Allocation	Description	\$'000
External Restrictions	Water Supply	\$ 6,357
	Sewer Supply	\$ 2,706
	Developer Contributions	\$ 819
	Domestic Waste	\$ 1,095
	Unexpended Grants	\$ 7,638
	Stormwater	\$ 556
	Crown Lands	\$ 286
Internally Restricted	Discretion of Council	\$ 16,133
Unrestricted	Allocated to current budget	\$ 143
<b>Total</b>		<b>\$ 35,733</b>

**c. Investment Portfolio Performance**

Monthly Investment Performance				
Period Ending	Investments	Weighted	BBSW 30	Variance
Jun 2022	28,893,424.59	1.27%	0.920%	0.35%
Jul 2022	27,153,758.44	1.33%	1.480%	-0.15%
Aug 2022	28,634,622.31	1.66%	1.890%	-0.23%
Sep 2022	27,735,436.96	1.99%	2.410%	-0.42%
Oct 2022	27,716,692.46	2.10%	2.720%	-0.62%
Nov 2022	26,517,775.04	2.32%	2.870%	-0.55%
Dec 2022	25,358,386.76	2.47%	3.010%	-0.54%
Jan 2023	25,258,754.16	2.86%	3.080%	-0.22%
Feb 2023	27,790,001.35	3.35%	3.280%	0.07%
Mar 2023	27,759,832.57	3.61%	3.540%	0.07%
Apr 2023	26,779,805.06	4.07%	3.600%	0.47%
May 2023	28,781,495.69	4.26%	3.810%	0.45%
Jun 2023	35,733,211.80	4.39%	4.070%	0.32%



**d. Investment Commentary**

The investment portfolio increased by \$6,951,716 for the month of June, with the next investment to reach maturity on 14 July 2023.

The sudden increase in the portfolio was brought about by the Commonwealth prepaying in the last days of June 100% of the 2023-24 Financial Assistance Grant, a sum exceeding \$6 million.

The investment portfolio is diversified across a range of institutions to minimise credit risk and reviewed on a regular basis to maximise investment performance. The range of investment types that Council holds includes term deposits and an on-call account.

Central banks and the market are at odds regarding projected interest rates. It appears the cash rate may be increased throughout 2023. Increasing rates will have a positive impact on returns from Council's portfolio. Changes in the market are based on predictions of continuation of increases in the core inflation rate.

**e. Responsible Officer Certification**

I hereby certify that the investments listed above have been made in accordance with section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2021 and Council's POL025 Investment Policy.

Council's Investment Policy was reviewed and adopted on 22 February 2022.

**RECOMMENDATION**

That Council:

1. Receives and notes the report indicating Council's Fund Management position.
2. Notes the Certificate of the Responsible Accounting Officer and adopts the report as at 30 June 2023.

**24.4 STATEMENT OF RATES AND RECEIPTS - JUNE 2023**

**Document ID:** 681997  
**Author:** Revenue Officer  
**Authoriser:** Deputy General Manager Corporate and Community  
**Theme:** Statutory and Compulsory Reporting – Financial / Audit  
**Attachments:** Nil

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 June 2023.

**PURPOSE**

The purpose of this report is to present to Council the Statement of Rates and Receipts as at 30 June 2023.

**SUMMARY**

The Statement of Rates and Receipts is required to be submitted for Council's information each month under Statutory and Compulsory Reporting.

**BACKGROUND**

**Rates and Charges**

Arrears as at 01.07.2022	765,360.21
22/23 Rate levies & supplementary levies (excl. postponed amounts)	<u>8,755,860.89</u>
	9,521,221.10
Less Pensioner rebates	<u>205,630.10</u>
NET BALANCE	9,315,591.00
Less receipts to 30.06.2023	<u>8,581,212.31</u>
	<u><u>734,378.69</u></u>

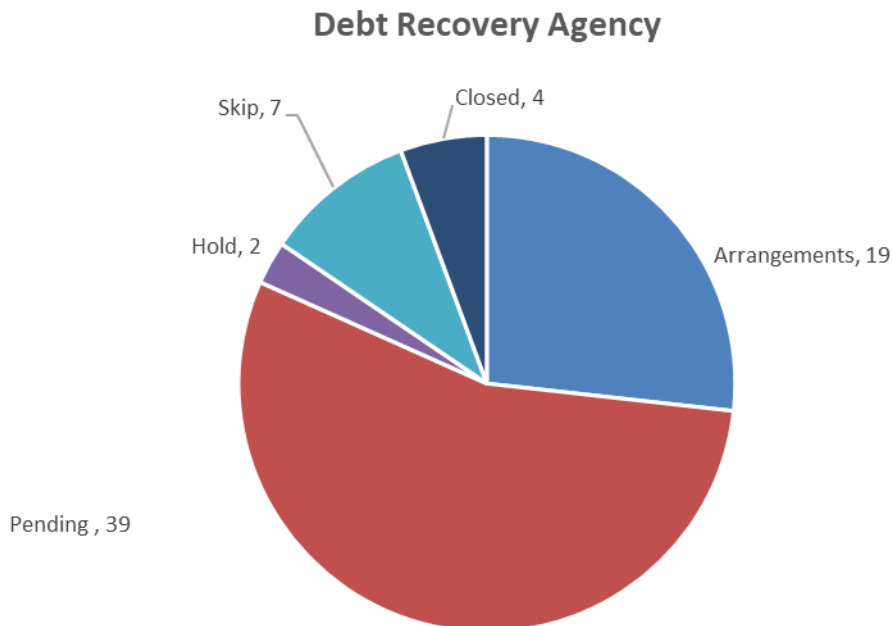
<b>Actual % Rate Collection to Net Balance as at 30.06.2023</b>	<b>=</b>	<b><u>92.12%</u></b>
<b>Comparative % Collection to Net Balance as at 30.06.2022</b>	<b>=</b>	<b><u>91.74%</u></b>
<b>Anticipated % Collection Rate as at 30.06.2023</b>	<b>=</b>	<b><u>94.00%</u></b>

**Water Consumption/Sewer Usage Charges**

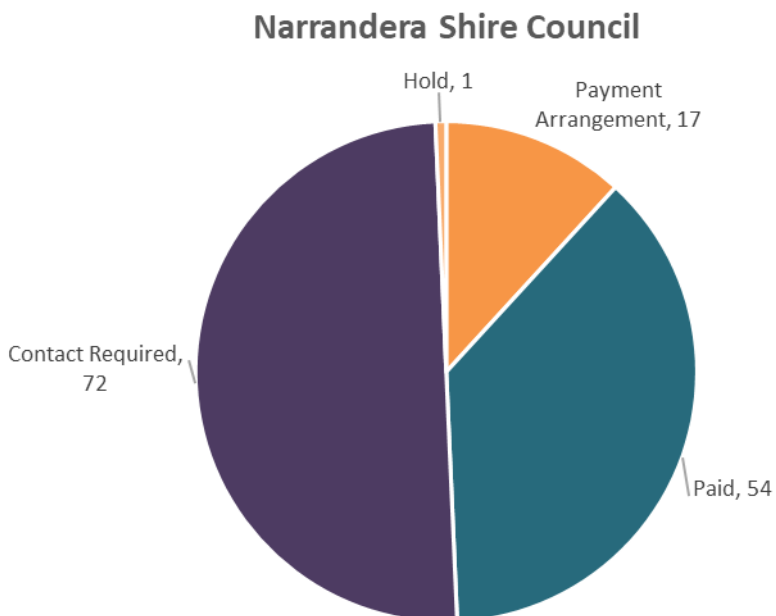
Arrears as at 01.07.2022	204,203.80
22/23 Water / Sewer usage charges, supplementary levies & interest	<u>1,344,512.28</u>
NET BALANCE	1,548,716.08
Less receipts to 30.06.2023	<u>1,347,934.07</u>
	<u><u>200,782.01</u></u>

**OVERDUE RATES AND CHARGES**

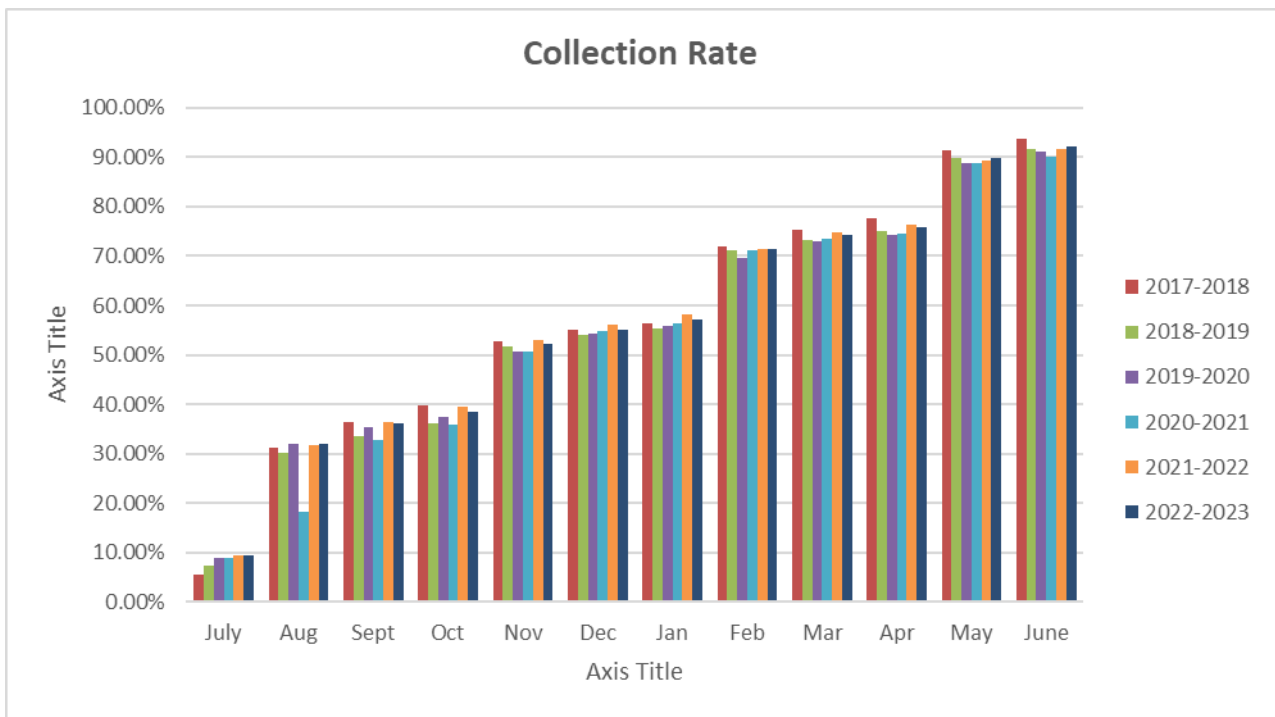
The table below provides information on the status of outstanding accounts under the management of Council’s debt recovery agency.



The table below displays overdue accounts under review by Council staff, with the potential to be referred to Council’s debt recovery agency.







**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Statement of Rates and Receipts report as at 30 June 2023.

**24.5 INCOME STATEMENT - JUNE 2023****Document ID: 682063****Author: Senior Finance Officer****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting – Financial / Audit****Attachments: 1. June 2023 Income Statement.pdf****RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 June 2023.

**PURPOSE**

The purpose of this report is to present Council with the Statement of Income for the period ending 30 June 2023.

**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 21 June 2022. 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 2022-23 were issued on 4 July 2022.

**Depreciation**

Depreciation is run on a quarterly basis and has been calculated to June.

**Major Variations to Budget**

The Financial Assistance Grant has seen 100% of the 2023-24 allocation paid in advance.

**CONCLUSION**

Council receives and notes the information contained in the Income statement report for the period ending 30 June 2023.

**RECOMMENDATION**

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 30 June 2023.

**Narrandera Shire Council**

**Consolidated Income Statement**  
for the period ending 30 June 2023

	Original Budget	Mar Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	8,597	8,585	8,586
User charges and fees	3,213	4,127	3,614
Other revenues	721	1,422	952
Grants and contributions provided for operating purposes	7,643	10,019	13,980
Grants and contributions provided for capital purposes	7,739	16,080	4,336
Interest and investment revenue	228	604	707
Other income	225	229	221
Net gain from the disposal of assets	92	457	1,316
<b>Total income from continuing operations</b>	<b>28,458</b>	<b>41,523</b>	<b>33,712</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	8,450	8,010	8,170
Materials and services	5,732	12,094	7,900
Borrowing costs	47	47	47
Depreciation and amortisation	6,117	6,117	6,117
Impairment of receivables	6	6	6
Other expenses	404	403	401
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>20,756</b>	<b>26,677</b>	<b>22,641</b>
<b>Operating result from continuing operations</b>	<b>7,702</b>	<b>14,846</b>	<b>11,071</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>7,702</b>	<b>14,846</b>	<b>11,071</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>(37)</b>	<b>(1,234)</b>	<b>6,735</b>

**Narrandera Shire Council**

**General Fund Income Statement**  
for the period ending 30 June 2023

	Original Budget	Mar Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	6,254	6,234	6,237
User charges and fees	1,615	2,518	2,201
Other revenues	721	1,422	952
Grants and contributions provided for operating purposes	7,643	10,019	13,980
Grants and contributions provided for capital purposes	4,671	11,222	4,272
Interest and investment revenue	136	395	474
Other Income	225	229	221
Net gain from the disposal of assets	92	457	1,375
<b>Total income from continuing operations</b>	<b>21,357</b>	<b>32,496</b>	<b>29,712</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	7,769	7,270	7,460
Materials and services	3,753	10,023	5,746
Borrowing costs	8	8	8
Depreciation and amortisation	5,097	5,097	5,097
Impairment of receivables	6	6	6
Other expenses	404	403	401
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>17,037</b>	<b>22,807</b>	<b>18,718</b>
<b>Operating result from continuing operations</b>	<b>4,320</b>	<b>9,689</b>	<b>10,994</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>4,320</b>	<b>9,689</b>	<b>10,994</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>(351)</b>	<b>(1,533)</b>	<b>6,722</b>

**Narrandera Shire Council**

**Water Fund Income Statement**  
for the period ending 30 June 2023

	Original Budget	Mar Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	846	851	848
User charges and fees	1,421	1,432	1,240
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	10	265	43
Interest and investment revenue	76	146	159
Other income	-	-	-
Net gain from the disposal of assets	-	-	(59)
<b>Total income from continuing operations</b>	<b>2,353</b>	<b>2,694</b>	<b>2,231</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	343	422	414
Materials and services	1,264	1,334	1,419
Borrowing costs	-	-	-
Depreciation and amortisation	667	667	667
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>2,274</b>	<b>2,423</b>	<b>2,500</b>
<b>Operating result from continuing operations</b>	<b>79</b>	<b>271</b>	<b>(269)</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>79</b>	<b>271</b>	<b>(269)</b>
<b>Net Operating Result for the year before Grants and Contributions provided for Capital Purposes</b>	<b>69</b>	<b>6</b>	<b>(312)</b>

**Narrandera Shire Council**

**Sewer Fund Income Statement**  
for the period ending 30 June 2023

	Original Budget	Mar Revised Budget	Actual YTD
<b>Income from continuing operations</b>			
Rates and annual charges	1,497	1,500	1,501
User charges and fees	177	177	173
Other revenues	-	-	-
Grants and contributions provided for operating purposes	-	-	-
Grants and contributions provided for capital purposes	3,058	4,593	21
Interest and investment revenue	16	63	74
Other income	-	-	-
Net gain from the disposal of assets	-	-	-
<b>Total income from continuing operations</b>	<b>4,748</b>	<b>6,333</b>	<b>1,769</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	338	318	296
Materials and services	715	737	735
Borrowing costs	39	39	39
Depreciation and amortisation	353	353	353
Impairment of receivables	-	-	-
Other expenses	-	-	-
Net loss from the disposal of assets	-	-	-
<b>Total expenses from continuing operations</b>	<b>1,445</b>	<b>1,447</b>	<b>1,423</b>
<b>Operating result from continuing operations</b>	<b>3,303</b>	<b>4,886</b>	<b>346</b>
<b>Operating result from discontinued operations</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net operating result for the year attributable to Council</b>	<b>3,303</b>	<b>4,886</b>	<b>346</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>245</b>	<b>293</b>	<b>325</b>

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

Nil

**26 CONFIDENTIAL BUSINESS PAPER REPORTS**

Nil