



BUSINESS PAPER

Ordinary Council Meeting

15 October 2024

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	council@narrandera.nsw.gov.au
Department of Local Government	02 4428 4100	olg@olg.nsw.gov.au
ICAC Toll free	02 8281 5999 1800 463 909	icac@icac.nsw.gov.au
NSW Ombudsman Toll Free	02 8286 1000 1800 451 524	nswombo@ombo.nsw.gov.au

COMMUNITY STRATEGIC PLAN THEMES

Section 14 Our Community

- 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 15 Our Environment

- 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 16 Our Economy

- 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 17 Our Infrastructure

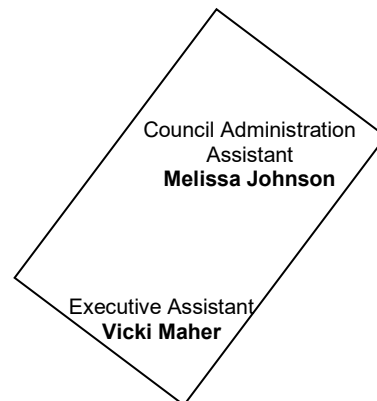
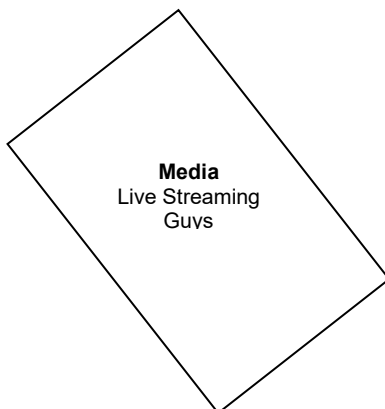
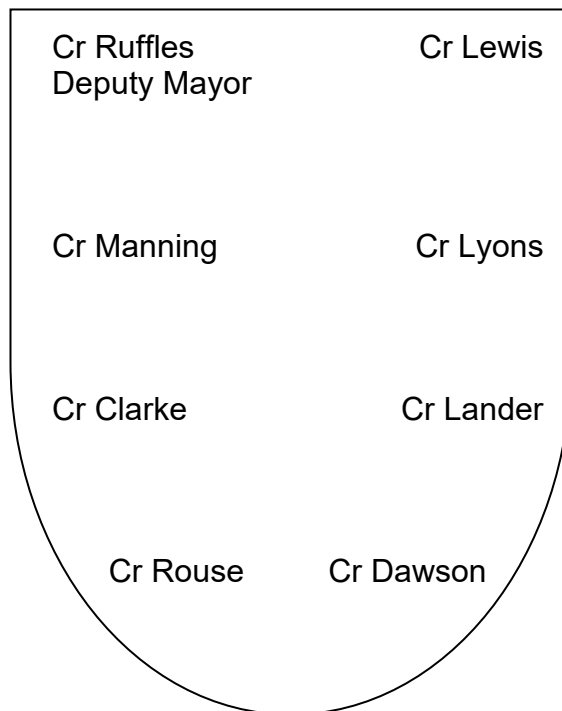
- 4.1 To have an improved and appropriately maintained road network.
- 4.2 Actively investigate opportunities to enhance our potable water quality.
- 4.3 To improve, maintain and value-add to our essential public and recreational infrastructure.

Section 18 Our Leadership

- 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 George Cowan	MAYOR Cr Kschenka	Deputy General Manager Infrastructure Shane Wilson	Deputy General Manager Corporate & Community Cian Middleton
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**Notice is hereby given that the Ordinary Meeting of the Narrandera
Shire Council will be held in the Council Chambers on:
Tuesday 15 October 2024 at 2pm**

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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 - 27 August 2024

Extraordinary Council Meeting - 8 October 2024



MINUTES

Ordinary Council Meeting

27 August 2024

**MINUTES OF NARRANDERA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 27 AUGUST 2024 AT 2.30PM**

The Mayor declared the Public Forum opened at **1.30pm** and welcomed the Councillors, Staff, Media, Members of the Gallery and those following on the 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

At 1.30pm, Mayor Kschenka presented a special gift to Council's Deputy General Manager Corporate & Community Mr Martin Hiscox, giving appreciation and recognition of his 38 years employment at Narrandera Shire Council. Council offered their congratulations and best wishes to Mr Hiscox on his retirement.

At 2pm, Mayor Kschenka conducted the Citizenship Ceremony for the Ihuarulam family: Dr Vitalis, Jovita, Vitalis Jnr, Maryvianney, Eustace and Camilla Ihuarulam.

The Mayor declared the Ordinary Council Meeting opened at 2.30pm.

3 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.

4 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.

5 REQUEST TO ATTEND BY AUDIO-VISUAL LINK

No requests to join via audio-visual link in August.

6 PRESENT

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

In Attendance

George Cowan (GM), Shane Wilson (DGMI), Bec Best (FM), Vicki Maher (EA), Melissa Johnson (CAA)

7 APOLOGIES

RESOLUTION 24/132

Moved: Cr Narelle Payne

Seconded: Cr Cameron Lander

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

CARRIED

8 DECLARATIONS OF INTEREST

Nil

9 CONFIRMATION OF MINUTES

RESOLUTION 24/133

Moved: Cr Peter Dawson

Seconded: Cr Cameron Lander

That the minutes of the Ordinary Council Meeting held on 16 July 2024 be confirmed.

CARRIED

10 MAYORAL REPORT

9.1 MAYORAL REPORT - JULY / AUGUST 2024

RESOLUTION 24/134

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Mayoral Report for July/August 2024, with the inclusion of my attendance at the Australia Day Committee meeting on Thursday 25 July.

CARRIED

11 COUNCILLOR REPORTS

10.1 CR CLARKE - 2024 MURRAY DARLING ASSOCIATION NATIONAL CONFERENCE

RESOLUTION 24/135

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the report on my attendance at the Murray Darling Association (MDA) 80th National Conference.

CARRIED

12 NOTICES OF RESCISSION

Nil

13 NOTICES OF MOTION

Nil

14 QUESTION WITH NOTICE

Nil

15 OUR COMMUNITY

Nil

16 OUR ENVIRONMENT

Nil

17 OUR ECONOMY**16.1 ECONOMIC DEVELOPMENT STRATEGY 2024-28****RESOLUTION 24/136**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Adopts the Draft Narrandera Shire Economic Development Strategy 2024-28.

CARRIED

18 OUR INFRASTRUCTURE

Nil

19 OUR LEADERSHIP**18.1 DELIVERY PROGRAM 2022-26 HALF YEAR PERFORMANCE REVIEW - 30 JUNE 2024****RESOLUTION 24/137**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

That Council:

1. Adopts the Delivery Program 2022-26 half year performance review at 30 June 2024 as presented and
2. Publishes the report to the community via Council's website.

CARRIED

20 DEVELOPMENT APPLICATION

Nil

21 PROCUREMENT**20.1 NARRANDERA DESTINATION AND DISCOVERY HUB FIT OUT UPDATE****RESOLUTION 24/138**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Acknowledges the procurement outcome and progress update for the Narrandera Destination and Discovery Hub fit out.

CARRIED

22 POLICY

21.1 POLICY REVIEW - POL020, POL027, POL054, POL085

RESOLUTION 24/139

Moved: Cr Tracey Lewis

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Reviews the amended policies
 - a. POL020 Access to Council Information Policy
 - b. POL027 Land Lease and Licence Policy
 - c. POL054 Unreasonable Complainant Conduct Policy, and
 - d. POL085 Privacy Policy.
2. Endorses the proposed policies for the purpose of exhibition seeking community comment.
3. Deems the policies as adopted should no submissions be received from the community at the conclusion of the exhibition period.

CARRIED

21.2 POLICY REVIEW - POL010

RESOLUTION 24/140

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Reviews and endorses POL010 Small Business Incentive Scheme Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL010 Small Business Incentive Scheme Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

CARRIED

21.3 POLICY REVIEW - POL040, POL057**RESOLUTION 24/141**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Reviews the amended policies:
 - a. POL040 Television Film Production Shoots Policy and
 - b. POL057 Tourism Policyas presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL040 Television Film Production Shoots Policy and POL057 Tourism Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

CARRIED**23 COMMITTEE REPORTS****22.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES - 19 AUGUST 2024****RESOLUTION 24/142**

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Minutes of the Extraordinary Audit, Risk and Improvement Committee held on Monday 19 August 2024.

CARRIED**22.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES - 11 JUNE 2024****RESOLUTION 24/143**

Moved: Cr Tracey Lewis

Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the Minutes of the Local Emergency Management Committee

held on Tuesday 11 June 2024.

CARRIED

22.3 ABORIGINAL ELDERS LIAISON - MINUTES - 24 JUNE 2024

RESOLUTION 24/144

Moved: Cr Braden Lyons

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 24 June 2024.

CARRIED

22.4 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 25 JULY 2024

RESOLUTION 24/145

Moved: Cr Narelle Payne

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 25 July 2024.

CARRIED

22.5 ARTS AND CULTURE ADVISORY COMMITTEE - MINUTES - 1 AUGUST 2024

RESOLUTION 24/146

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Minutes of the Arts and Culture Advisory Committee held on Thursday 1 August 2024.

CARRIED

22.6 GRONG GRONG COMMUNITY ADVISORY COMMITTEE - MINUTES - 5 AUGUST 2024**RESOLUTION 24/147**

Moved: Cr Peter Dawson

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Minutes of the Grong Grong Community Advisory Committee held on Monday 5 August 2024.

CARRIED

22.7 KOALA REGENERATION ADVISORY COMMITTEE - MINUTES -13 AUGUST 2024**RESOLUTION 24/148**

Moved: Cr Cameron Lander

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Minutes of the Koala Regeneration Meeting held on 13 August 2024.
2. Approves the request for an annual budget allocation of Council funds for \$2,500 to fund the Annual Koala Count event costs including: portaloos, site preparation, road closure, signage, consumables of water, sunscreen, insect repellent, morning tea, safety equipment, and promotion.
3. Reviews and approves the Koala Regeneration Advisory Committee request to change the Terms of Reference (Page 2 Objective 4) to state:

That the Annual Koala Count becomes a Council led event in conjunction with the Koala Regeneration Advisory Committee and in consultation with the National Parks and Wildlife Service.

CARRIED

24 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS**23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - JULY 2024****RESOLUTION 24/149**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Development Services Activities Report for July 2024.

CARRIED

25 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

24.1 DRAFT COUNCIL FINANCIAL STATEMENTS 2023-24 - REFERRAL FOR AUDIT

RESOLUTION 24/150

Moved: Cr Cameron Lander

Seconded: Cr Narelle Payne

That Council:

1. Pursuant to the provisions of Section 413 of the Local Government Act 1993, hereby declares that it has prepared the General Purpose Financial Statements for the 2023-24 financial year ending 30 June 2024 and has formed an opinion, based on the advice of Council officers, that these reports:
 - a. Have been prepared in accordance with:
 - i. the Local Government Act 1993 (as amended) and the Regulations made thereunder;
 - ii. the Australian Accounting Standards and professional pronouncements; and
 - iii. the Local Government Code of Accounting Practice and Financial Reporting.
 - b. Present fairly the operating result and financial position of the Narrandera Shire Council for the year ended 30 June 2024; and
 - c. Accord with Council's accounting and other records and policies
2. Declares that the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.
3. Resolves that the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer, in accordance with Section 413(2)(c) of the Local Government Act.
4. Pursuant to the provisions of Section 413 of the Local Government Act 1993, hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2024 be referred for audit.
5. Resolves that Tuesday 15 October 2024 be fixed as the date for the public meeting to present the audited financial statements and auditor's reports for the year ended 30 June 2024, as required by Section 419 of the Local Government Act and that the Council's external auditors be present.
6. Resolves to derestrict cash of \$2,000,000 from the Narrandera Business Master

Plan Reserve and \$1,659,000 from the Infrastructure Replacement and Renewal reserve for the purpose of outstanding receivables on balance day (flood and grant works) and upon receipt of those funds they are returned to the Narrandera Business Masterplan reserve and Infrastructure Replacement and Renewal reserve.

7. Resolves to derestrict the following from reserves for higher than budgeted expenditure. Property development reserve \$31,280.22 (red hill industrial expansion design), Infrastructure replacement and renewal reserve \$336,213.01 (solar panel) and Narrandera stormwater reserve \$253,580.84 (Narrandera urban stormwater upgrade).

CARRIED

24.2 INCOME STATEMENT - JULY 2024

RESOLUTION 24/151

Moved: Cr Cameron Lander
Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the information contained in the Income Statement report for the period ending 31 July 2024.

CARRIED

24.3 STATEMENT OF BANK BALANCES - JULY 2024

RESOLUTION 24/152

Moved: Cr Narelle Payne
Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the information contained in the Statement of Bank Balances report as of 31 July 2024.

CARRIED

24.4 STATEMENT OF RATES AND RECEIPTS - 31 JULY 2024

RESOLUTION 24/153

Moved: Cr Tracey Lewis
Seconded: Cr Narelle Payne

That Council:

1. Receives and notes the information contained in the Statement of Rates and

Receipts report as at 31 July 2024.

CARRIED

24.5 STATEMENT OF INVESTMENTS - JULY 2024

RESOLUTION 24/154

Moved: Cr Jenny Clarke OAM

Seconded: Cr Narelle Payne

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 July 2024.

CARRIED

26 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS

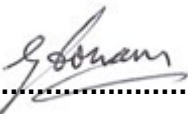
Nil

27 CONFIDENTIAL BUSINESS PAPER REPORTS

Nil

The Meeting closed at 3.48pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 September 2024.



.....
GENERAL MANAGER



.....
CHAIRPERSON



MINUTES

Extraordinary Council Meeting

8 October 2024

**MINUTES OF NARRANDERA SHIRE COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 8 OCTOBER 2024 AT 2PM**

The Mayor declared the Public Forum opened at **1.30pm** and welcomed the Councillors, Staff, Media, Members of the Gallery and those following on the Live Streaming.

1 ACKNOWLEDGEMENT OF COUNTRY BY CR BRADEN LYONS

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.

PUBLIC FORUM

Council's Water Sewer Manager, Mr Shane Squires, gave a presentation to Councillors on the Water & Sewer Services.

The Mayor declared the Extraordinary Council meeting opened at **2.05pm**.

2 HOUSE KEEPING

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

3 DISCLOSURE OF POLITICAL DONATIONS

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

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

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

4 PRESENT

Mayor Cr Neville Kschenka, Cr Sue Ruffles, Cr Bob Manning, Cr Jenny Clarke OAM, Cr Cameron Rouse, Cr Peter Dawson, Cr Cameron Lander, Cr Braden Lyons, Cr Tracey Lewis

In Attendance

George Cowan (GM), Vicki Maher (EA), Melissa Johnson (CAA)

5 APOLOGIES**INFORMATION**

An apology has been received from DGMI Shane Wilson for today's meeting.

6 DECLARATIONS OF INTEREST

Nil

7 PUBLIC QUESTION TIME

No Public Question time

At this point, time being **2.09pm**, Mayor Neville Kschenka handed proceedings to the General Manager as the Returning Officer and vacated the Mayoral Chair.

8 OUR LEADERSHIP**8.1 COUNCILLORS OATH AND AFFIRMATION****RESOLUTION 24/155**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That:

1. Each Councillor in turn takes an oath or makes an affirmation of office before the General Manager in the prescribed form at this meeting.
2. A record be kept of the taking of an oath or the making of an affirmation.

CARRIED

Oath	Affirmation
Cr Neville Kschenka	Cr Sue Ruffles
Cr Jenny Clarke OAM	Cr Bob Manning
Cr Cameron Rouse	Cr Peter Dawson
Cr Braden Lyons	Cr Cameron Lander
Cr Tracey Lewis	

8.2 ELECTION OF MAYOR 2024

RESOLUTION 24/156

Moved: Cr Cameron Lander

Seconded: Cr Tracey Lewis

That Council:

1. Holds an election for the position of Mayor for a term ending in September 2026.
2. Chooses the method of voting, either *Ordinary Ballot*, *Preferential Ballot*, or by *Open Voting*.
- Ordinary Ballot was chosen
3. The election was held in accordance with Schedule 7 Local Government (General) Regulation 2021.

CARRIED

The Returning Officer called for nominations for the position of Mayor.

After receiving, the Returning Officer declared Nominations Closed and advised that three (3) nominations were received being Cr Bob Manning and Cr Jenny Clarke Cr Neville Kschenka

Names were placed on Ballot Paper and nine (9) copies were printed. The Returning Officer initialled the back of each paper before they were distributed to each Councillor for voting.

Councillors recorded their votes on the ballot papers which were then collected and tallied.

The Returning Officer declared Cr Kschenka elected to the position of Mayor 7/1/1.

Cr Kschenka assumed the position in the Mayor Chair.

8.3 ELECTION OF DEPUTY MAYOR 2024

RESOLUTION 24/157

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Determines to elect a Deputy Mayor for a two-year term, the same as the Mayoral term

CARRIED

RESOLUTION 24/158

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Chooses the method of voting, either *Ordinary Ballot*, *Preferential Ballot*, or by *Open Voting*.
- Ordinary Ballot was chosen
3. Conducts the election in accordance with Schedule 7 Local Government (General) Regulation 2021.

CARRIED

The Returning Officer called for nominations for the position of Deputy Mayor.

After receiving, the Returning Officer declared Nominations Closed and advised that three (3) nomination were received being Cr Susan Ruffles Cr Cameron Lander and Cr Jenny Clarke.

Names placed on Ballot Paper and nine (9) copies printed. The Returning Officer initialled the back of each paper before they were distributed to each Councillor for voting.

Councillors recorded their votes on the ballot papers which were then collected and tallied.

The Returning Officer declared Cr Susan Ruffles elected to the position of Deputy Mayor 5/2/2..

Cr Ruffles remained in the Deputy Mayor Chair.

2024 Elected Mayor

Cr Neville Kschenka

2024 Elected Deputy Mayor

Cr Susan Ruffles

At this point, time being **2.30pm**, the Returning Officer handed proceedings to the Mayor to chair the remainder of the meeting.

8.4 DELEGATIONS TO THE MAYOR

RESOLUTION 24/159

Moved: Cr Braden Lyons

Seconded: Cr Tracey Lewis

That Council:

1. In accordance with Section 377 of the NSW Local Government Act, 1993, approves the Delegations for the Mayor as contained in Attachment 1 – Mayor Delegation of Authority.

CARRIED

8.5 DELEGATIONS TO THE GENERAL MANAGER

RESOLUTION 24/160

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Cameron Lander

That Council:

1. In accordance with Section 377 of the NSW Local Government Act, 1993 approves the Delegations for the General Manager, as contained in Attachment 1 Instrument of Delegation.
2. Notes that in accordance with Section 378 of the NSW Local Government Act, 1993 the General Manager will subdelegate delegations to staff for the purposes of those staff carrying out Council's day-to-day responsibilities.
3. Delegates its functions as Local Control Authority under Sec 375 Biosecurity Act 2015, to the following:
 - a. Biosecurity Officer positions
 - b. Manager Open Space and Recreation; and
 - c. All positions senior in the relevant Department, the Deputy General Manager Infrastructure and General Manager.

CARRIED

8.6 OPTION TO UNDERTAKE A COUNTBACK INSTEAD OF A BY-ELECTION TO FILL CASUAL VACANCIES

RESOLUTION 24/161

Moved: Cr Jenny Clarke OAM

Seconded: Cr Tracey Lewis

Council resolves that:

1. Pursuant to Section 291A(1)(b) of the Local Government Act (the Act), Narrandera Shire Council declares that casual vacancies occurring in the office of a Councillor within eighteen (18) months after the last ordinary election of Councillors for the Council held on 14 September 2024 are to be filled by a countback of votes cast at that election for the office in accordance with Section 291A of the Act.
2. Should Council resolve 1. the General Manager is to notify the election manager of the ordinary election (NSW Electoral Commissioner) within seven (7) days of the

resolution that a countback election is to be used to fill a casual vacancy.

CARRIED

8.7 ORGANISATIONAL STRUCTURE

RESOLUTION 24/162

Moved: Cr Cameron Lander

Seconded: Cr Jenny Clarke OAM

That Council:

1. Notes that the 2024-25 Operational Plan contains \$9,317,923 for employee benefits and on-costs.
2. Notes the organisation structure included in this report and adopted by the General Manager.

CARRIED

8.8 POLICY REVIEW - POL015 COUNCILLOR EXPENSES & FACILITIES

RESOLUTION 24/163

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Peter Dawson

That Council:

1. Adopts POL015 Councillor Expenses and Facilities Policy as presented.

CARRIED

8.9 APPOINTMENT OF ONE NON-VOTING COUNCILLOR MEMBER TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

RESOLUTION 24/164

Moved: Cr Bob Manning

Seconded: Cr Cameron Lander

That Council:

1. Seeks nominations from Councillors for appointment to the single non-voting Councillor member position of the Narrandera Shire Council Audit, Risk and Improvement Committee with the initial appointment being for four years (coinciding with the term of the Council); and

- There were two (2) nominations received being Cr Lander and Cr Manning
- 2. From the nominations received, asks that each Councillor provides a two-minute overview of what they understand are the functions of the Committee and how their skills and attributes align with the appointment eligibility criteria; and
- 3. Appoints a Councillor to the Narrandera Shire Council Audit, Risk and Improvement Committee from the nominations received.
 - Following nominations and reviews, Cr Lander was appointed.

CARRIED

The Meeting closed at 2.53pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Narrandera Shire Council held on 15 October 2024.

.....
GENERAL MANAGER

.....
CHAIRPERSON

9 MAYORAL REPORT

9.1 MAYORAL REPORT - AUGUST / SEPTEMBER / OCTOBER 2024

Document ID: 742719
Author: Executive Assistant
Theme: 5 - Our Leadership
Attachments: Nil

Recommendation

That Council:

1. Receives and notes the Mayoral report for August, September, And October 2024.

BACKGROUND

Since submitting my last Mayor’s Report which was presented to the Ordinary Council meeting of 20 August 2024, 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.

Media Interviews: I had media interviews with Prime7 News, Riverina Media for Narrandera Argus, Flo FM, WIN News, and ABC Riverina Radio, over the past reporting period covering recent topics of interest, as well as our local Community Radio, 91.1 Spirit FM monthly segment.

AUGUST 2024

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

Wednesday 28: Together with GM George Cowan, I joined our regular segment on local Community Radio, 91.1 Spirit FM, where the GM and I advise the listeners on outcomes of agenda items from the Council meeting, as well as providing any updates on current projects. This informative segment is standardly held at 8:30am on Wednesday following the monthly Council meeting.

Friday 23: After accepting an invitation, I attended the Narrandera Garden Club’s 50th Camellia Show and Camellias Australia National Dinner. Congratulations to the committee, particularly Denise Di Salvia who is retiring from that position.



SEPTEMBER 2024

Wednesday 4: Joined the panel, facilitated by Peter Evans of LGNSW, interviewing candidates for Council's new Deputy General Manager Corporate & Community (DGMCC) following Martin Hiscox's retirement after 38 years with the Council. Cian Middleton was the successful candidate and will commence in the role on 14 October 2024.

Monday 9: Narrandera Shire Council announced an expansion of its CCTV network with the installation of 57 new cameras throughout the shire. This initiative marks a major step in enhancing community safety and demonstrates the Council's ongoing commitment to ensuring a secure environment for all residents.

The installation of new cameras is a proactive measure aimed at preventing crime, assisting in investigations, and fostering a greater sense of security within the community.

The expanded CCTV network will provide comprehensive coverage across key areas of Narrandera, including Marie Bashir Park, Narrandera Water Tower, Lake Talbot Skywalk, main recreational areas, and the Borellan CBD.

Superintendent of the Murrumbidgee Police District, Commander Ray Stynes APM, highlighted the importance of the project, and how the project is an excellent way to strengthen the relationship between the police and the local government.

This project was funded by the NSW Government under the Stronger Country Communities Fund Round 5 grants program and Narrandera Shire Council.

Saturday 14: After accepting an invitation from AFL Riverina, I attended the Grand Final luncheon held at the Narrandera Sportsground Clubhouse, prior to the 2024 Grand Final match. Many positive comments were received on the quality of the sportsground surface and facilities.

Monday 23: Chaired the Aboriginal Elders Liaison Group quarterly meeting. Unconfirmed Minutes of the meeting are further presented to the Council.

Wednesday 25: GM George Cowan and I attended the quarterly health meeting held via virtual link with representatives of the Narrandera District Hospital and MLHD.



Left to right: Inspector Jason Clarke, Mayor Kschenka, Information Technology Manager Nick Price and Superintendent of the Murrumbidgee Police District, Commander Ray Stynes APM

Friday 27: Attended the National Police Remembrance Day Ceremony held in Griffith. Griffith Mayor, Cr Doug Curran and retiring Leeton Mayor, Cr Tony Reneker were also in attendance.



Left to Right; Griffith Mayor, Doug Curran, Mayor Neville Kschenka, Superintendent of the Murrumbidgee Police District, Commander Ray Stynes APM and retired Leeton Mayor Tony Reneker

OCTOBER 2024

Friday 4: After accepting an invitation from the Barellan Working Clydesdales Committee, I attended the official unveiling of the bronze Clydesdale statue in Barellan's main street. The unveiling was performed by Bruce Bandy who is a great supporter the Good Old Days Event.

The committee thanked the NSW Government and Narrandera Shire Council for assistance with the grant application.



Barellan Working Clydesdales secretary Fiona Kibble and members of the Zingel family.

A large crowd was in attendance and a great display of horses and camels hauling wool bales and providing rides to the public made for a great day. Cobb & Co Coaches were also in attendance.



Mayor Kschenka and Fiona.



Part of the crowd attending the unveiling.

Tuesday 8: I chaired the first Councillors’ Briefing Session and Extraordinary Council meeting for the 2024-28 Council Term. Unconfirmed minutes of the Council meeting are further submitted for Council’s endorsement.



Re-elected; Mayor Cr Neville Kschenka and Deputy Mayor Cr Susan Ruffles

It is an honour to be re-elected as a Councillor and to be returned as Mayor for the next two years. I look forward to the many projects currently in progress and being completed.

I extend my congratulations to returning and newly elected Councillors and to Cr Susan Ruffles on also being re-elected as Deputy Mayor.

Until next time, Mayor Kschenka

RECOMMENDATION

That Council:

Receives and notes the Mayoral Report for August, September, and October 2024.

10 COUNCILLOR REPORTS

Nil

11 NOTICES OF RESCISSION

Nil

12 NOTICES OF MOTION

Nil

13 QUESTION WITH NOTICE

Nil

14 OUR COMMUNITY**14.1 TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE - EAST AND BOLTON STREETS****Document ID:** 759160**Author:** Traffic Airport Engineer**Authoriser:** Deputy General Manager Infrastructure**Theme:** Our Community**Attachments:** 1. Current Alcohol Free Zone Narrandera CBD
2. Proposed Temporary Suspension of Alcohol Free Zone**RECOMMENDATION**

That Council:

1. Approves the temporary suspension of the current Alcohol-Free Zone (AFZ) corner of East and Bolton Streets to Wittich Lane on 26 October 2024 between the hours of 4.00pm to 9.00pm.
2. Contains the extent of the AFZ suspension to the external frontage of Narrandera Bakery building corner of East and Bolton Streets, similar to the current outdoor seating area that exists.
3. Directs event organisers and participants to adhere to any direction given by NSW Police in regard to potential unruly behaviour.

PURPOSE

The purpose of this report is to seek the temporary suspension of the current Alcohol-Free Zone (AFZ) in East and Bolton Streets in order for the Narrandera Business Group to host a popup bar at the Spring Fair Long Table Dinner to be held at the Narrandera Bakery on 26 October 2024 between the hours of 4.00pm to 9.00pm.

In order for this event to be able to serve alcohol, the AFZ located in this area is required to be temporarily suspended.

Should Council support the request from the Narrandera Business Group, it is recommended that the temporary suspension of the AFZ be confined to the section of Narrandera Bakery's frontage to Bolton and East Streets, similar to the current outdoor seating area that exists.

SUMMARY

Reference is made to the Local Government Act 1993 – Section 645 which reads as follows:

The council may at the request of any person or body or of its own motion, suspend the operation of an alcohol-free zone by publishing notice of the suspension in a manner that the council is satisfied is likely to bring the notice to the attention of members of the public in the area as a whole or in a part of the area that includes the zone concerned.

During the period indicated in such a notice as the period of suspension, the zone does not operate as an alcohol-free zone.

In like manner the council may at any time cancel the operation of an alcohol-free zone.

BACKGROUND

The Narrandera Business Group is in the second year of hosting the Spring Fair in its current format and is looking to build on the success of the 2023 event.

Council encourages well run events such as these as a means of building community spirit and improving health and well-being of event participants. However, it is noted that at the time of preparing this report, comment has not been sought from the Narrandera Police in relation to the temporary suspension of the AFZ.

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

1 - Our Community

Strategy

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

Action

1.1.3 - Work with event organisers to promote and improve participation in local events and festivals.

ISSUES AND IMPLICATIONS**Policy**

- N/A

Financial

- N/A

Legal / Statutory

- Section 645, Local Government Act 1993

Community Engagement / Communication

- Narrandera Business Group
- NSW Police Force

Human Resources / Industrial Relations (if applicable)

- N/A

RISKS

There is a risk with alcohol related incidents, however this risk is mitigated by the RSA obligations of the individual licence holder.

OPTIONS

1. Council support for the temporary suspension of the AFZ is recommended, however it is suggested that a precedent not be set that event organisers assume this will occur. For example, the annual East Street Easter Cruising No Boozing is seen as an event where it would not be practical to suspend the AFZ.
2. If approved is the temporary suspension of the AFZ going to encourage consumption of alcohol in other areas where the zone is temporarily lifted on the afternoon/evening of 26 October 2024. This aspect will need to be monitored by event organisers.
3. Council declines the request to temporarily suspend the AFZ. This may be seen as Council not working collaboratively with event organisers to promote and improve participation in local events and festivals.

CONCLUSION

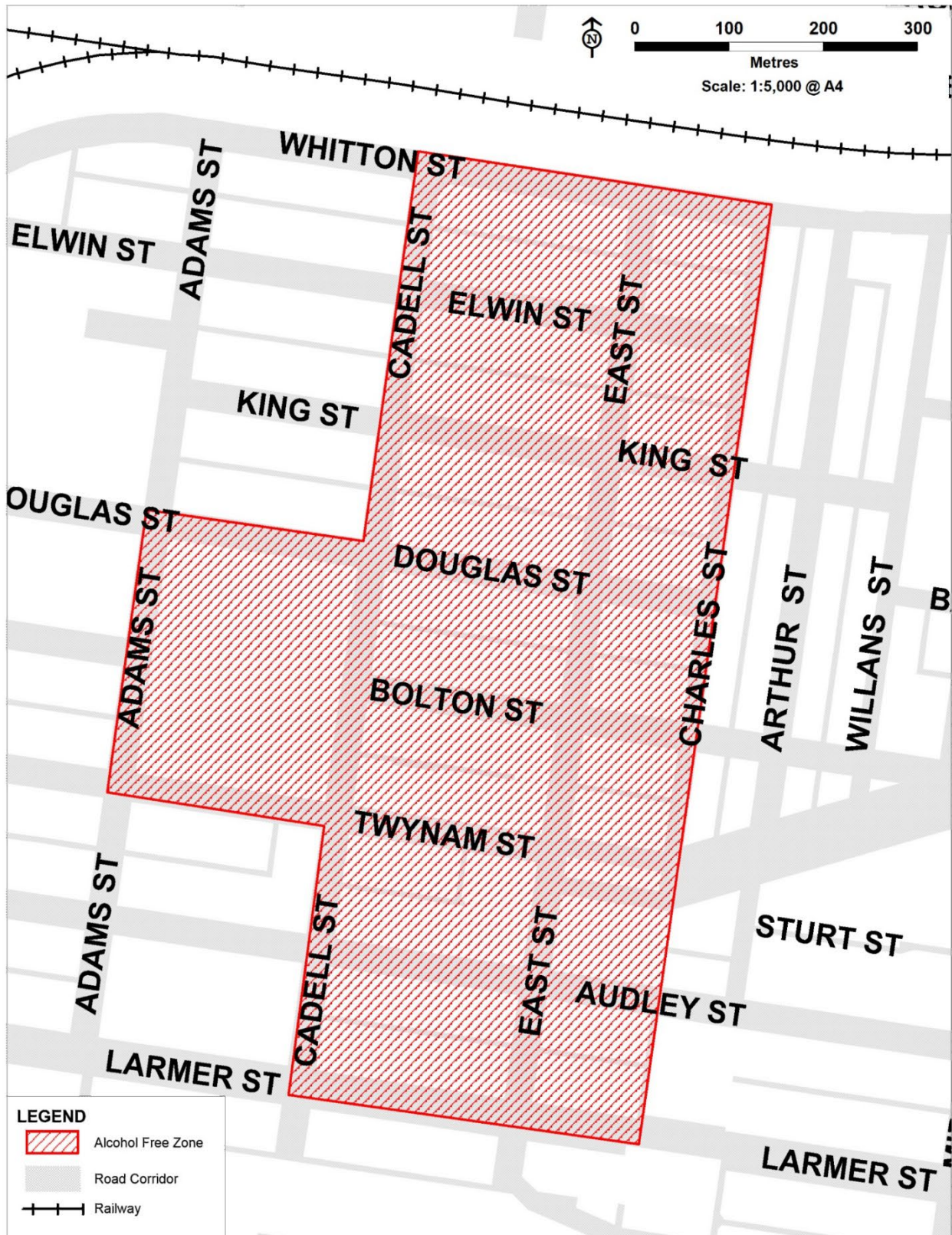
It is recommended that Council supports the temporary suspension of the AFZ on the afternoon/evening of 26 October 2024 between 4.00pm to 9.00pm, with the extent of the AFZ suspension contained to the internal and external frontage of Narrandera Bakery corner of East and Bolton Streets similar to the current outdoor seating areas.

By limiting the temporary suspension of the AFZ to a contained area it is seen as a way of reducing the risk of potential unruly behaviour occurring.

RECOMMENDATION


That Council:

1. Approves the temporary suspension of the current Alcohol-Free Zone (AFZ) corner of East and Bolton Streets to Wittich Lane on 26 October 2024 between the hours of 4.00pm to 9.00pm.
2. Contains the extent of the AFZ suspension to the external frontage of Narrandera Bakery building corner of East and Bolton Streets, similar to the current outdoor seating area that exists.
3. Directs event organisers and participants to adhere to any direction given by NSW Police in regard to potential unruly behaviour.



LEGEND

- Alcohol Free Zone
- Road Corridor
- Railway



NARRANDERA SHIRE COUNCIL
 141 East Street
 Narrandera NSW 2700
 Ph: 02 6959 5510

ALCOHOL FREE ZONE NARRANDERA

This map is a representation of the information currently held by Narrandera Shire Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions.

Date: 26/02/2014

Compiled by:
GIS Narrandera

Co-ordinate System:
MGA 94 Zone 55

Ref: 2014-17



14.2 REQUEST TO WAIVE SPORTSGROUND FEE - GOLDEN BOOT**Document ID: 758853****Author: Events & Visitor Services Team Leader****Authoriser: General Manager****Theme: Our Community****Attachments: 1. NSW Police Force - Request to Waive Fees****RECOMMENDATION**

That Council:

1. Approves the request from the NSW Police Force to waive the Narrandera Sportsground hire charge of \$1,200 for the 2024 Police Charity Golden Boot Touch Football Carnival to be funded from the Mayor and General Manager donations funds.

PURPOSE

The purpose of this report is for Council to consider a request from the NSW Police Force for Council to waive the Narrandera Sportsground hire for the 2024 Police Charity Golden Boot Touch Football Carnival.

SUMMARY

NSW Police Force has requested that the standard hire fee of \$1,200 for the use of Narrandera Sportsground on Wednesday 13 November 2024 be waived for the purpose of holding the Golden Boot Touch Football Carnival. Event organisers will undertake much of the ground preparation including field markings and will clean up following the event.

BACKGROUND

The Golden Boot Touch Football Carnival is run by local NSW Police officers for emergency service workers from across this region, the Central West Slopes, Victoria, and Sydney. Accommodation, food, and other services are sourced locally by visiting players. The carnival has been run on and off since the late 1980's but has been conducted as a fundraising event for the past 11 years.

Over the years more than \$100,000 has been raised, benefitting many local organisations and individuals. Last year over \$14,000 was raised and donated to the family of Narrandera local Sammy Williams, a much-loved community member who fought a brave battle with cancer.

Through NSW Police Legacy, funds raised this year will be donated to the family of Sgt Kerry Bartlett, a long-standing member of the policing community in the Riverina. Earlier this year Kerry's son sustained a horrific injury during a rugby league match. As a result, Kerry has temporarily relocated to Sydney with her son to undergo surgery, skin grafts and attend various specialist appointments. The Bartlett family will have a very long road ahead in terms of rehabilitation and resuming a sense of normality in their lives.

Council has previously supported this event financially:

- 2023 - \$1000 (CR23/143)
- 2022 - \$491 (CR22/148)
- 2021 - \$491 (CR 21/158)
- 2020 – Not Held
- 2019 - \$461 (CR 19/109)
- 2018 - \$461 (CR 18/167)
- 2017 - \$450 (CR 17/274)
- 2016 - \$500 (CR 16/138)
- 2015 - \$489.70 (CR 15/228)

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

Theme

Our Community

Strategy

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

Action

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

ISSUES AND IMPLICATIONS

Policy

- POL008 Financial Assistance Policy.

Financial

- Ground fees for the event would be \$1,200.00.
- Following this donation, the General Manager and Mayor Donations fund would have a balance of \$14,716.00.

Legal / Statutory

- Section 356 of the Local Government Act, 1993

Community Engagement / Communication

- By discussing this matter in an open forum of Council.

RISKS

An event risk assessment will be submitted by the NSW Police Force for the 2024 Carnival.

OPTIONS

The options available to Council are:

1. Approve the funding request.
2. Amend the value for the funding request.
3. Decline the funding request.

CONCLUSION

The Police Charity Golden Boot Touch Football competition is an annual event held at Narrandera, with the event attracting participants from across NSW and Victoria. NSW Police Force has identified costs which require support from Council to ensure the event remains viable.

RECOMMENDATION

That Council:

1. Approves the request from the NSW Police Force to waive the Narrandera Sportsground hire charge of \$1,200 for the 2024 Police Charity Golden Boot Touch Football Carnival to be funded from the Mayor and General Manager donations funds.



The General Manager

Narrandera Shire Council

141 East St, Narrandera

RE: Assistance to waive ground hire fees for the 2024 Golden Boot Touch Football Carnival

The Golden Boot Touch Football Carnival will once again be held in Narrandera, this year, on Wednesday 13 November, 2024. The event has been run on and off since the late 1980's but in recent times, has been conducted as a fundraising event for the previous eleven years.

The carnival is run by local Police officers for emergency service workers not only in the region, but from the Central West Slopes, Victoria and Sydney.

Over the years, in excess of \$100,000 has been raised with many local organisations and individuals benefitting. Last year over \$14,000 was raised and donated to the family of of Narrandera local Sammy Williams. As you would no doubt be aware, Samantha was a much loved community member from a loving family who fought a brave battle with cancer.

This year the funds raised will be donated to family Sgt Kerry Bartlett, a long standing member of the policing community in the Riverina. Earlier this year Kerry's son sustained a horrific injury during a rugby league match. As a result, Kerry has temporarily relocated to Sydney with her son to undergo surgery, skin grafts and attend various specialist appointments. The Bartlett family will have a very long road ahead in terms of rehabilitation and resuming a sense of normality in their lives.

The day grows bigger each year with close to 350 participants attending last year providing a great economic boost to the town. The day also gives our city colleagues the chance to enjoy a bit of time in regional NSW providing a small boost to the local economy.

I am seeking assistance from council to once again waive the ground hire fees for the Narrandera Sportsground to maximise the financial benefit we can provide to NSW Police Legacy.

Regards,

Marc LAWRENCE
Detective Senior Constable
Wagga Wagga Criminal Investigation
Ph: 02 6922 2587
Fax: 02 6922 2575
Email: lawr2mar@police.nsw.gov.au

Riverina Police District
Criminal Investigation

217 – 219 Tarcutta St, Wagga Wagga

T 02 6922 2599 F 02 6922 2511 W www.police.nsw.gov.au

TTY 02 9211 8776 for the hearing and speech impaired ABN 43 428 613 180

15 OUR ENVIRONMENT

Nil

16 OUR ECONOMY

Nil

17 OUR INFRASTRUCTURE

17.1 TRANSFER OF CROWN ROADS TO COUNCIL

Document ID: 757841

Author: Deputy General Manager Infrastructure

Authoriser: Deputy General Manager Infrastructure

Theme: Our Infrastructure

Attachments: 1. Crownland Road Closure Map

RECOMMENDATION

That Council:

1. Resolves to prepare an application to the NSW Department of Industry – Lands and Water requesting transfer of the Crown managed roadways to Council as shown on the attached map, including the following roadways:
 - a. Mundarra Road (southern end) and
 - b. Molly's Lagoon Road (south-western end)

PURPOSE

This report seeks a resolution from Council to accept control of Crown managed roadways as they are already actively maintained by Council.

SUMMARY

A review of the status of roads in the south-western part of the LGA has identified two roads currently actively maintained by Council that are under the management and control of the Crown. These roads need to be transferred to Council so that the maintenance can continue and activities along the roads can controlled by Council.

These roadways include Mundarra Road (southern end) and Molly's Lagoon Road (south-western end) as shown in yellow on the attached map.

BACKGROUND

The map attached identifies roadways that are currently under the control of the Crown and which need to be transferred to the management of Council. The transfer is due to the roads being used and currently maintained by Council. Additionally, the section of Mundarra Road is proposed to be used by a substantial energy project to be submitted in the near future.

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

Theme

4 - Our Infrastructure

Strategy

4.1 - To have an improved and appropriately maintained road network.

Action

4.1.2 - Plan and undertaken road maintenance and upgrades based on available funding.

ISSUES AND IMPLICATIONS**Policy**

- N/A

Financial

- There is ongoing maintenance of the new roadways, however this is already being undertaken by Council.
- These roads are already contained within Council's asset management system.

Legal / Statutory

- Crown Land Management Act 2016
- Local Government Act 1993
- Local Government (General) Regulation 2021
- Roads Act 1993

Community Engagement / Communication

- Presented within the ordinary business paper for discussion at the 15 October 2024 meeting of Council.
- Any consultation, if required, under the Roads Act will be undertaken during the application process with the Crown.

RISKS

There are no notable risks associated with this report, as these are roadways that have and will continue to be maintained by Council.

OPTIONS

1. Accept the management of the Crown roads as detailed within the recommendation.
2. Resolve to nominate a selected number of the roadways as identified for application and management.
3. Resolve to leave the roadways under the control of Crown lands.

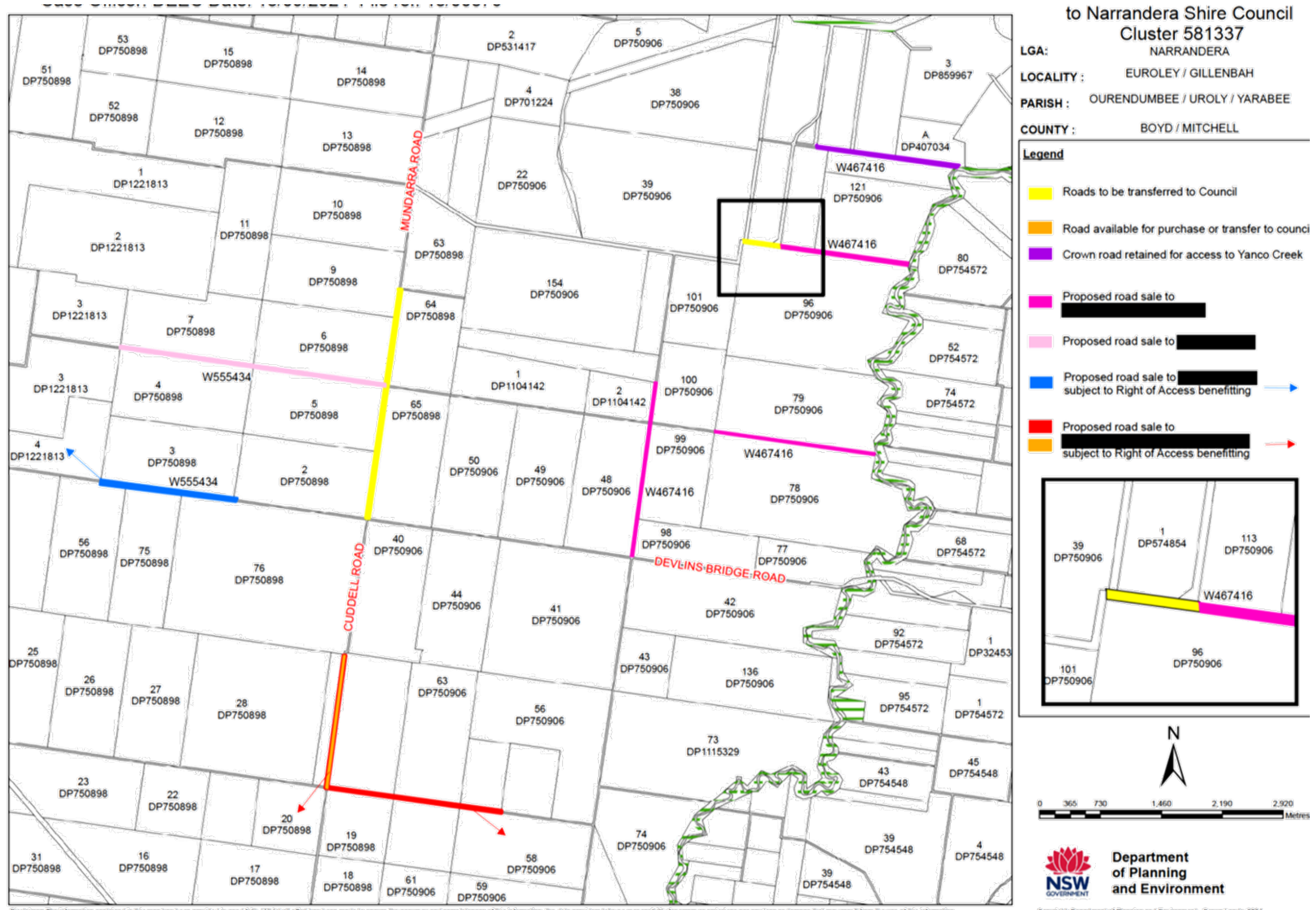
CONCLUSION

Council has been undertaking maintenance and repair of these roads for many years for the benefit of the communities that they serve, whilst not having control or ownership of these roads. This transfer will ensure that Council has ultimate control for the roads and any activity that occurs upon them.

RECOMMENDATION

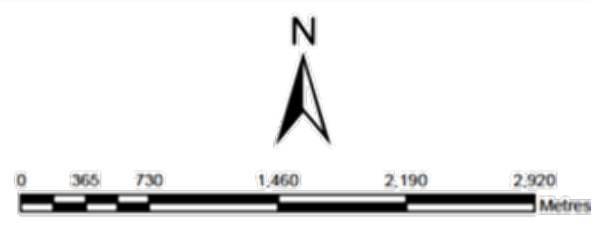
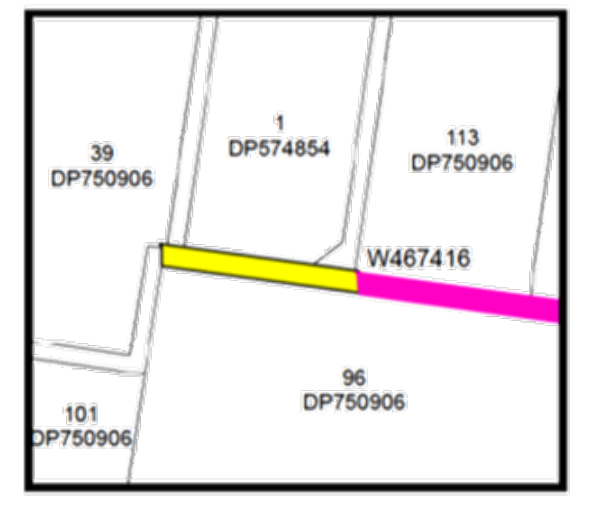
That Council:

1. Resolves to prepare an application to the NSW Department of Industry – Lands and Water requesting transfer of the Crown managed roadways to Council as shown on the attached map, including the following roadways:
 - a. Mundarra Road (southern end) and
 - b. Molly's Lagoon Road (south-western end)



to Narrandera Shire Council
 Cluster 581337
 LGA: NARRANDERA
 LOCALITY: EUROLEY / GILLENBAH
 PARISH: OURENDUMBEE / UROLY / YARABEE
 COUNTY: BOYD / MITCHELL

- Legend**
- Roads to be transferred to Council
 - Road available for purchase or transfer to council
 - Crown road retained for access to Yanco Creek
 - Proposed road sale to [REDACTED]
 - Proposed road sale to [REDACTED]
 - Proposed road sale to [REDACTED] subject to Right of Access benefiting →
 - Proposed road sale to [REDACTED] subject to Right of Access benefiting →



Department of Planning and Environment
 Copyright: Department of Planning and Environment - Crown Lands, 2024

Disclaimer: The information contained in this map has been provided in good faith. Whilst all effort has been made to ensure the accuracy and completeness of this information, the data providers take no responsibility for errors or omissions nor any loss or damage that may result from the use of this information.

18 OUR LEADERSHIP**18.1 CHANGE OF MEETING DATES - NOVEMBER AND DECEMBER 2024****Document ID: 755298****Author: Executive Assistant****Authoriser: General Manager****Theme: Our Leadership****Attachments: Nil****RECOMMENDATION**

That Council endorses:

1. The change of date for the November 2024 Ordinary Council meeting to Tuesday 12 November 2024.
2. The change of date for the December 2024 Ordinary Council meeting to Tuesday 10 December 2024.
3. Advertising the change of meeting dates to the public through the local media outlets and Council's media sites.

PURPOSE

The purpose of this report is to seek Council's endorsement to change the dates of the November and December 2024 Ordinary Council meetings. It further seeks Council's consideration, and subsequent endorsement, to change the associated times of the public forum, Council meeting and Councillors workshop.

BACKGROUND**November 2024 Council meeting to Tuesday 12 November**

Tuesday 19 November 2024 is the Ordinary Council meeting date. The Local Government NSW Annual Conference is set to be held from Sunday 17 to Tuesday 19 November 2024 in Tamworth.

Historically, when the Annual Conference and Council meeting dates clash, a change of date is endorsed to provide the opportunity for the Mayor, Deputy Mayor, one Councillor and the General Manager to attend the conference and also enable the Council meeting to be held with a full quorum.

Endorsement will change the date of the November Ordinary Council meeting to Tuesday 12 November 2024.

December 2024 Council meeting to Tuesday 10 December

Changing the date of the December Ordinary meeting to the Wednesday in the week prior to the standard date has been previously endorsed in Section 3 of the Code of Meeting Practice.

At that time, bringing the meeting forward and to the Wednesday provided an opportunity for Council to be represented at local school awards events when held on days around the

Council meeting. That long standing reason for holding the meeting on a Wednesday no longer applies.

Although moving the meeting to the week prior is already endorsed, Council's endorsement is now sought to hold the meeting on the usual meeting day of Tuesday.

Holding the monthly meeting a week earlier than the standard date also provides a more suitable timeframe for staff to wind up matters before Council's closure for the annual Christmas/New Year break.

Endorsement will change the date of the December Ordinary Council meeting to Tuesday 10 December 2024.

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.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- POL015 Councillors Expenses and Facilities

Financial

- Conference costs endorsed within the annual budget

Legal / Statutory

- Code of Meeting Practice

Community Engagement / Communication

- Public notices of Council's November and December Ordinary meeting dates will be placed in local media outlets and on Council's media sites

Human Resources / Industrial Relations

- Executive Assistant to finalise all arrangements for delegates to attend the conference

RISKS

No Council representation at the annual conference will potentially miss discussion on important motions relating to our Shire.

OPTIONS

1. Endorse the change of dates for the November and December 2024 Council meetings to Tuesday 12 November and Tuesday 10 December 2024.
2. Decline changing the dates and hold the November and December 2024 Ordinary Council meetings on the third Tuesday of the month being Tuesday 19 November and Tuesday 17 December 2024.

CONCLUSION

That Council endorses changing dates for the November and December 2024 Ordinary Council meetings to Tuesday 12 November and Tuesday 10 December 2024 to provide the opportunity for Council delegates to attend the Local Government NSW Annual Conference in November, and suitable time for staff to wind up tasks before Council closes for the annual Christmas New Year break in December.

RECOMMENDATION

That Council endorses:

1. The change of date for the November 2024 Ordinary Council meeting to Tuesday 12 November 2024.
2. The change of date for the December 2024 Ordinary Council meeting to Tuesday 10 December 2024.
3. Advertising the change of meeting dates to the public through the local media outlets and Council's media sites.

18.2 COUNCILLOR DELEGATES TO SECTION 355, ADVISORY AND MANAGEMENT COMMITTEES**Document ID: 757368****Author: Community Development Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Statutory and Compulsory Reporting – Other****Attachments: Nil****RECOMMENDATION**

That Council:

1. Elects Councillor delegates through the nomination process, and if more nominations are received than available for each delegate position then election is by show of hands:
 - a. One Councillor delegate to the Australia Day Committee.
 - b. One Councillor delegate to the Bettering Barellan Advisory Committee.
 - c. Two Councillor delegates to the Economic Taskforce Committee.
 - d. One Councillor delegate to the Grong Grong Community Advisory Committee.
 - e. One Councillor delegate to the Koala Regeneration Committee.
 - f. One Councillor delegate to the Parkside Museum S355 Committee.
 - g. One Councillor delegate to the Railway Station Facility Advisory Committee.
 - h. One Councillor delegate to the Aboriginal Elders Liaison Group.
 - i. One Councillor delegate to the Arts & Culture Advisory Committee.
 - j. One Councillor delegate to the Domestic Violence Awareness Committee.
 - k. Two Councillor delegates to the General Manager Performance Review Committee.
 - l. One Councillor delegate to the Lake Talbot Environs Committee.
 - m. One Councillor delegate to the Stadium Committee.
 - n. Two Councillor delegates to the Narrandera Shire Floodplain Risk Management Committee.
 - o. One Councillor delegate to the Narrandera-Leeton Joint Airport Management Committee.

PURPOSE

The purpose of this report is to elect Councillors as delegates to Section 355, Advisory and selected internal Management Committees of Council.

SUMMARY

This report seeks the nomination and election of delegates to both S355 and Advisory Committees, in addition to several internal Management Committees. Narrandera Shire Council has several proactive community committees that assist with management and provide advice on Council facilities, events and operational matters.

- Section 355 of the *Local Government Act* 1993 provides for a Council to delegate some of its functions. One way is to provide delegation to a committee, referred to as a Section 355 Committee.
- Advisory committees, as the name suggests, are consultative groups that provide feedback on the operation of a facility or conduct of an event.
- Management committees provide comment and feedback to Council on several important matters.

BACKGROUND

Section 355 and Advisory Committees are initiated by Council through the adoption of a Terms of Reference (TOR) document. The TOR explains the purpose of the committee and directs how it will function. Previously, a review of the structure of Council committees was recommended in advice from the Office of Local Government as Section 355 committees across the State had been acting outside the delegation from councils and failing to meet basic governance and accounting standards. Council consulted with the community as part of a review of the committee structure and a revised structure was adopted.

Several amendments have been made since implementation of the revised structure as the structure matured. An example is the Arts and Culture Committee, where the initial TOR provided delegation to manage both the Arts and Community Centre and Parkside Cottage Museum. The Committee later requested separate committees for each facility. Council then adopted a Section 355 structure to manage the Parkside Cottage Museum and an Advisory Committee for the Arts and Community Centre. Council also implemented a new advisory committee with the purpose of raising awareness of domestic and family violence. Several of the committees have provided feedback for the revision of TOR's to be considered by this Council.

The TORs provide for the committees to operate for the current term of the Council plus three months. The three months allows the incoming Council an opportunity to consider the committees it requires and delegations to those committees. In the coming months, staff will provide reports with an overview of the operations of committees and recommendations for amendments to TORs where required. After TORs have been adopted, Council will call for nominations from the community to fill the community representative positions for the term of this Council.

Councillors will be elected as Council's delegates to each of the committees. The election of delegates allows the committees to function under the current TORs until the review of committees is complete. Council delegates remain in place for the term of the Council unless a committee TOR review requires a restructure of committees and realignment of delegates.

The table below sets out the number of and Councillor delegates to each committee.

Committee	Mayor	2021-24 Delegate/s
a. One Councillor delegate to the Australia Day Committee.	Mayor plus	Cr Payne, Cr Lyons
b. One Councillor delegate to the Bettering Barellan Advisory Committee.		Cr Morris
c. Two Councillor delegates to the Economic Taskforce Committee.	Mayor plus	Cr Clarke, Cr Ruffles, Cr Morris
d. One Councillor delegate to the Grong Grong Community Advisory Committee.		Cr Dawson
e. One Councillor delegate to the Koala Regeneration Committee.		Cr Lyons, Cr Lewis
f. One Councillor delegate to the Parkside Museum S355 Committee.		Cr Lewis, Cr Dawson
g. One Councillor delegate to the Railway Station Facility Advisory Committee.		Cr Ruffles
h. One Councillor delegate to the Aboriginal Elders Liaison Group.	Mayor, plus	Cr Lewis, Cr Lyons
i. One Councillor delegate to the Arts & Culture Advisory Committee.		Cr Lewis, Cr Ruffles
j. One Councillor delegate to the Domestic Violence Awareness Committee.		Cr Lewis, Cr Lyons
k. Two Councillor delegates to the General Manager Performance Review Committee.	Mayor, Deputy Mayor, plus	Cr Lewis, Cr Morris
l. One Councillor delegate to the Lake Talbot Environs Committee.	Mayor plus	Cr Lander
m. One Councillor delegate to the Stadium Committee.		Cr Lyons, Cr Payne
n. Two Councillor delegates to the Narrandera Shire Floodplain Risk Management Committee.	Mayor plus	Cr Dawson, Cr Lander
o. One Councillor delegate to the Narrandera-Leeton Joint Airport Management Committee.	Mayor plus	Cr Clarke, Cr Lander

Council will elect Councillor delegates through nomination. If more nominations are received than required for each position, then election is by show of hands.

It is Council’s practice to also elect an alternate Councillor delegate to represent Council should the delegated Councillor be unable to attend a committee meeting. Alternate delegates may attend meetings in the capacity of an observer on other occasions but do not make up part of the quorum nor have voting status.

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

Theme

5 - Our Leadership

Strategy

5.2 - Promote a community spirit that encourages volunteerism and values effective partnerships.

Action

5.2.1 - Through energised Advisory Committees seek input for the improvement of facilities and services under their management.

ISSUES AND IMPLICATIONS**Policy**

- Committees are required to operate in accordance with Council's Section 355 Committee Management Guidelines and committee TORs.

Financial

- Some 355 committees will have financial delegations.
- There is a financial overhead for staff to provide technical, governance and secretarial support to committees.

Legal / Statutory

- Committee establishment is undertaken in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

Community Engagement / Communication

- Community engagement is achieved through operation of these community committees.

Human Resources / Industrial Relations

- Where appropriate, Council staff are allocated to committees to provide technical, governance and secretarial support.

RISKS

Council is to ensure that committees operate within the delegations issued by Council and conform to Council's Code of Conduct and Code of Meeting Practice.

OPTIONS

1. Resolve to elect delegates in accordance with the Terms of Reference for its Section 355 Committees and Advisory committees, or
2. Review the Terms of Reference for one or more committees prior to electing delegates.

CONCLUSION

Council resolves to elect delegates in accordance with the Terms of Reference for its 355 Committees and Advisory Committees

RECOMMENDATION

That Council:

1. Elects Councillor delegates through the nomination process, and if more nominations are received than available for each delegate position then election is by show of hands:
 - a. One Councillor delegate to the Australia Day Committee.
 - b. One Councillor delegate to the Bettering Barellan Advisory Committee.
 - c. Two Councillor delegates to the Economic Taskforce Committee.
 - d. One Councillor delegate to the Grong Grong Community Advisory Committee.
 - e. One Councillor delegate to the Koala Regeneration Committee.
 - f. One Councillor delegate to the Parkside Museum S355 Committee.
 - g. One Councillor delegate to the Railway Station Facility Advisory Committee.
 - h. One Councillor delegate to the Aboriginal Elders Liaison Group.
 - i. One Councillor delegate to the Arts & Culture Advisory Committee.
 - j. One Councillor delegate to the Domestic Violence Awareness Committee.
 - k. Two Councillor delegates to the General Manager Performance Review Committee.
 - l. One Councillor delegate to the Lake Talbot Environs Committee.
 - m. One Councillor delegate to the Stadium Committee.
 - n. Two Councillor delegates to the Narrandera Shire Floodplain Risk Management Committee.
 - o. One Councillor delegate to the Narrandera-Leeton Joint Airport Management Committee.

18.3 COUNCILLOR DELEGATES TO EXTERNAL ORGANISATIONS

Document ID: 759149
Author: Executive Assistant
Authoriser: General Manager
Theme: Our Leadership
Attachments: Nil

RECOMMENDATION

That Council:

1. Appoints a delegate to the Newell Highway Task Force.
2. Appoints a delegate to the Sturt Highway Task Force.
3. Appoints a delegate to the Western Riverina Community Library Committee.
4. Appoints a delegate, and alternate delegate, to the Murray Darling Association Region 9.
5. Appoints a delegate to the Western Regional Planning Committee.
6. Elects a delegate to Goldenfields Water County Council.
7. Endorses amendments to those committees Terms of References (TOR) to include additional or alternate delegates where more nominations were received than available for each delegate position.

PURPOSE

The purpose of this report is to allow Council to appoint delegates to external organisations.

SUMMARY

Narrandera Shire Council is a member of a number of external organisations, and at the commencement of this new term of office, it is necessary to appoint delegates for the term of the Council.

BACKGROUND

The organisations that require delegates are as follows:

Organisation	Details	Delegates	Meeting Frequency
Newell Highway Task Force <i>Current member Cr Dawson.</i>	Committee established to promote and lobby for improvements to the highway	One	Quarterly, via virtual link and/or in person in locations along the highway
Sturt Highway Task Force <i>New task force in 2024, attendance by Cr Dawson</i>	Committee established to promote and lobby for improvements to the highway	One	Quarterly, via virtual link and/or in person in locations along the highway

Western Riverina Community Libraries and NSWPLA <i>Current member Cr Lewis</i>	Management of the Western Riverina Cooperative Committee	One	6 monthly, usually in Griffith
Murray Darling Association Region 9 <i>Current member Cr Clarke and (alternate) Cr Lander</i>	One of a number of regional committees that comprise the Murray Darling Association	Two (one plus alternate)	Quarterly, via virtual link and/or in person at Griffith
Western Regional Planning Committee <i>Current member Cr Clarke</i>	One of the NSW planning committees established to consider applications that meet the regional development threshold.	One (subject to approval by Minister)	As required
Goldenfields Water County Council <i>Retired Cr Morris</i>	Water Supply Authority	One	Every second month in Temora

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.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- Strong regional representation is an objective embedded in the Community Strategic Plan and the Delivery Program.

Financial

- Council has budgeted to cover the cost of delegates’ attendance at regional meetings in accordance with the relevant policies.

Legal / Statutory

- N/A

Community Engagement / Communication

- In accordance with the consultation associated with the development of Council’s planning documents.

RISKS

- The main risk to Council and this community is via ineffective representation.

OPTIONS

1. To adopt the recommendation.
2. To not elect delegates to one or more of the organisations listed and re-consider membership of those organisations.

CONCLUSION

Council should maintain effective representation and involvement at a regional level by maintaining membership of these organisations and appointing delegates as recommended.

RECOMMENDATION

That Council:

1. Appoints a delegate to the Newell Highway Task Force.
2. Appoints a delegate to the Sturt Highway Task Force.
3. Appoints a delegate to the Western Riverina Community Library Committee.
4. Appoints a delegate, and alternate delegate, to the Murray Darling Association Region 9.
5. Appoints a delegate to the Western Regional Planning Committee.
6. Elects a delegate to Goldenfields Water County Council.
7. Endorses amendments to those committees Terms of References (TOR) to include additional or alternate delegates where more nominations were received than available for each delegate position.

18.4 AUDIT, RISK AND IMPROVEMENT COMMITTEE CHAIRPERSON'S 2023-24 ANNUAL REPORT**Document ID: 757223****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Leadership****Attachments: 1. 2023-24 ARIC Chairperson's Annual Report****RECOMMENDATION**

That Council:

1. Acknowledges the Audit, Risk and Improvement Committee Chairperson's 2023-24 Annual Report.

PURPOSE

The purpose of this report is to provide Councillors with a copy of the Audit, Risk and Improvement Committee Chairperson's annual report for the 2023-24 financial year.

At the date of finalising this report the Chairperson, John Batchelor, is hopeful of presenting it to Council in person or remotely via an online platform.

SUMMARY

Council's Audit, Risk and Improvement Committee (ARIC) has been transitioning itself over the past two years to comply with the Guidelines for Risk Management and Internal Audit for Local Government in NSW. The guidelines were released in December 2022 with compliance to be achieved by 1 July 2024.

Attached to this report is the Chairperson's annual report for the 2023-24 financial year.

BACKGROUND

ARIC was initially formed in 2014 as part of Council's governance structure following the issue of guidelines by the Office Local Government in 2010.

In response to the more recent guidelines, the ARIC has been transitioning its structure and purpose. The revised Terms of Reference were adopted by Council on 13 December 2023 and the Charter adopted by Council on 21 February 2023, therefore aligning the Committee with Section 428A of the Local Government Act, 1993 for keeping under review the following aspects of Council's operations:

- Compliance
- Risk management
- Fraud control
- Financial management
- Governance
- Implementation of the strategic plan, delivery program and strategies
- Service reviews
- Collection of performance measurement data by the Council, and
- Any other matters prescribed by the regulations.

The Chairperson, John Batchelor, has provided an overview of the Committee's activities for the 2023-24 financial year. From this point forward the new guidelines require the Committee to provide an annual assessment to Council and the General Manager on the Committee's work and its opinion on how the Council is performing.

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.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- Nil

Financial

- Nil

Legal / Statutory

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Risk Management and Internal Audit for Local Government in NSW published by the Office of Local Government in November 2023

Community Engagement / Communication

- Achieved by presenting the Chairperson's report in the ordinary section of the 15 October 2024 business paper.

RISKS

There are no perceived risks.

OPTIONS

The available option is for Council to acknowledge the Audit, Risk and Improvement Committee Chairperson's 2023-24 annual report.

CONCLUSION

It will be recommended that Council acknowledges the Audit, Risk and Improvement Committee Chairperson's 2023-24 annual report.

RECOMMENDATION

That Council:

1. Acknowledges the Audit, Risk and Improvement Committee Chairperson's 2023-24 Annual Report.

AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT – YEAR ENDING 30 JUNE 2024

Report prepared by John Batchelor – Chairperson, Narrandera Shire Council Audit, Risk & Improvement Committee.

Introduction

This report is made in accordance with clause 8.4 of the Audit, Risk and Improvement Committee's (the Committee) Internal Audit Charter and covers the financial year ending 30th June 2024.

The Committee has a key role in the governance framework of Council by providing Council with independent oversight, objective assurance and monitoring of Council's audit processes, internal controls, external reporting, risk management activities, compliance with Council's policies and procedures, and performance improvement activities.

Background

The Committee was formed in 2014 as part of Council's governance structure following the issue of guidelines by the Office Local Government in 2010. For the reporting year the Committee operates under a revised Charter adopted by Council on 21 February 2023 with the objectives of the Committee supported by obligations under Section 428A of the Local Government Act, 1993 for keeping under review the following aspects of Council's operations –

- *Compliance,*
- *Risk management,*
- *Fraud control,*
- *Financial management,*
- *Governance,*
- *Implementation of the strategic plan, delivery program and strategies,*
- *Service reviews,*
- *Collection of performance measurement data by the Council, and*
- *Any other matters prescribed by the regulations.*

Also under this Section, the Committee is also to provide information to Council for the purpose of improving the Council's performance of its functions.

In December 2022, the NSW Office of Local Government issued new guidelines for the Committee which are scheduled to be implemented from 1 July 2024. The Committee has made significant progress to moving to the new guidelines.

Committee Meetings Held During the Period

The Committee met on the following dates –

- *6th July 2023*
- *9th August 2023 (extraordinary meeting to consider the draft financial statements for 2022-2023)*
- *4th October 2023*
- *29th November 2023*
- *6th March 2024*

- 5th June 2024.

Attendances at meetings includes remote attendance using Zoom or Teams.

Membership

The Committee comprised the following membership during the reporting period –

<u>Voting Independent External Members</u>	<u>Meetings Attended</u>
John Batchelor (Chairperson)	6
Gayle Murphy	6
Stewart Todd (appointed November 2023)	4
<u>Non-Voting Council Representatives</u>	<u>Meetings Attended</u>
Cr Cameron Lander	2
Cr Narelle Payne	2
<u>Non-Voting Attendees</u>	
George Cowan - General Manager	5
Martin Hiscox - Deputy GM Corporate & Community	5
Craig Taylor - Governance and Engagement Manager	5
Bec Best – Finance Manager	1
Secretariat Support	6

Representatives from the NSW Audit Office and Council’s external auditors are invited to the ordinary meetings and attended using digital technology.

Mr Phil Swaffield from the National Audits Group is also invited to the ordinary meetings and attends in person where possible, otherwise attendance is by using digital technology.

Internal Audit Program

The National Audits Group continues to provide Internal Audit services and will continue in this role until 30 September 2026.

During 2023-2024 the Committee identified the following areas for Internal Audit reports:

- Personnel Succession Planning/Attraction
- Corporate Governance Framework
- Treasury Functions - Investments
- Community Transport

The Committee acknowledges that the implementation of recommendations requires the commitment of significant resources, particularly at senior officer level. The Committee will continue to take an active role in the scoping of internal audit assignments with a view to more precise targeting of assignments to specific areas of risk. It is anticipated that this will reduce the range and number of recommendations that require the attention of senior staff.

The Committee has continued to monitor management actions in relation to issues raised in previous Internal Audit Reports.

In addition to the above it is also recognised by the Committee that management -

- Issues reminders to key staff in relation to the importance of identifying risks and then recording options to deal with these risks to ensure that they are within acceptable risk parameters,*
- Monitors identified risks and reports any significant incidents or near misses to the Committee,*
- Develops and reviews key strategic documents such as the Strategic Internal Audit Plan in consultation with the Committee and the internal auditor. This annual review allows the Committee or internal auditor to identify emerging risks and the opportunity to assess current controls.*
- Makes presentations to the Committee on any key documents issued by external authorities such as the Audit Office NSW findings on procurement within local government identifying areas of concern and how Narrandera Shire Council adapted processes and/or procedures to reduce risks in these areas.*

Annual Financial Statements Year Ended 30 June 2023 and External Audit

At the meeting held 9 August 2023 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2023. Council's Finance team is congratulated on the timely completion of the Statements.

The Committee reported to Council that it knew of no matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act, 1993.

The Committee has also reviewed all correspondence from the external auditor in relation to the external audit. In reviewing the 2023 Financial Statements the Committee did however raise concerns in relation to the potential impact of continuing operating losses in Water Fund operations and drew this to the attention of Council.

Approach of the Committee

The Committee takes what may broadly be described as a 'risk management' approach which includes –

- Monitoring the risk exposure of Council,*
- Reviewing the level of resources allocated to internal audit and the scope of its authority,*
- Reviewing the scope of internal audit plans and the effectiveness of the function,*
- Reviewing reports of internal audit and the extent to which Council and Management react to matters raised by internal audit,*
- Facilitating liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs,*
- Critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised,*

- *Identifying and referring specific projects or investigations deemed necessary through the General Manager, Internal auditor, and the Council as appropriate,*
- *Addressing issues brought to the attention of the Committee that are within the parameters of its Charter,*
- *Considering and recommending any changes to the Committee's Charter and the Internal Audit Charter.*

Staff

The Committee wishes to formally record its appreciation for the assistance it has received from the General Manager, George Cowan, Deputy General Manager Corporate and Community, Martin Hiscox, Governance and Engagement Manager, Craig Taylor, Finance Manager, Bec Best and the secretarial support provided by Melissa Gilmour and Amanda Collins.

Conclusion

Council's Audit, Risk and Improvement Committee continues to operate effectively and will continue to monitor issues raised both in the External Audit Reports and the Internal Audit Reports and where necessary will highlight issues for the consideration of Council.

John Batchelor

Chairperson

Narrandera Shire Council Audit Risk and Improvement Committee

5th September 2024

18.5 CODE OF CONDUCT COMPLAINT STATISTICS: 1 SEPTEMBER 2023-31 AUGUST 2024**Document ID: 756424****Author: Governance and Engagement Manager****Authoriser: Deputy General Manager Corporate and Community****Theme: Our Leadership****Attachments: 1. Code of Conduct complaint statistics 1 September 2023-31 August 2024****RECOMMENDATION**

That Council:

1. Acknowledges the Code of Conduct complaint statistics for the reporting year 1 September 2023 to 31 August 2024; and
2. Submits the statistical return as presented to the Office of Local Government by 31 December 2024.

PURPOSE

The purpose of this report is to comply with Part 11 of the Procedures for the Administration of the Model Code of Conduct.

SUMMARY

The document titled Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW requires the reporting of code of conduct statistical information to both Council and the Office of Local Government on an annual basis.

The information to be submitted to the Office of Local Government by the end of December 2024 is for the reporting year 1 September 2023-31 August 2024.

BACKGROUND

Part 11 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW requires that a statistical return be submitted to both Council and the Office of the Local Government annually by 31 December on Code of Conduct complaints lodged against Councillors or the General Manager for the reporting period 1 September-31 August.

There were three Code of Conduct complaints made against Councillors or the General Manager during the reporting year 1 September 2023-31 August 2024. These are summarised in the following table:

Information required (1 September 2023-31 August 2024)	Statistical information or commentary
Total number of Code of Conduct complaints made about Councillors or the General manager	3 All 3 complaints finalised at the outset by alternate means by the General Manager
Number of Code of Conduct complaints referred to a conduct reviewer	0
Number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage and the outcome of those complaints	0
Number of Code of Conduct complaints investigated by a Code of Conduct reviewer and the outcomes of investigations completed	0
Number of matters reviewed by the Office and the outcome of the reviews	0
Total cost of dealing with Code of Conduct complaints made about Councillors and the General Manager inclusive of staff costs	\$1,000

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.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- Code of Conduct 2022

Financial

- Nil

Legal / Statutory

- *Local Government Act, 1993* - Model Code of Conduct for Local Councils in NSW
- Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

Community Engagement / Communication

- Code of Conduct complaint statistics presented to the October 2024 meeting of Council
- Information supplied to the Office of Local Government.

RISKS

There are no perceived risks.

OPTIONS

There are no options as Council must comply with reporting requirements:

1. Acknowledge the statistical report as presented.

CONCLUSION

The statistical report on the number of Code of Conduct complaints made about Councillors and the General Manager is a statutory requirement. The attached report is based on the number of complaints received, how the complaints were managed and the outcome of the preliminary assessment or investigation.

RECOMMENDATION

That Council:

1. Acknowledges the Code of Conduct complaint statistics for the reporting year 1 September 2023 to 31 August 2024; and
2. Submits the statistical return as presented to the Office of Local Government by 31 December 2024.

Model Code of Conduct Complaints Statistics 2023-24 Narrandera Shire Council		
Number of Complaints		
1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
i	Community	3
ii	Other Councillors	0
iii	General Manager	0
iv	Other Council Staff	0
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:	
i	3 Months	3
ii	6 Months	0
iii	9 Months	0
iv	12 Months	0
v	Over 12 months	0
Overview of Complaints and Cost		
3	a The number of complaints finalised at the outset by alternative means by the GM or Mayor	3
	b The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
	c The number of code of conduct complaints referred to a conduct reviewer	0
	d The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
	e The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
	f The number of finalised code of conduct complaints investigated by a conduct reviewer	0
	g Cost of dealing with code of conduct complaints via preliminary assesment	0
	h Progressed to full investigation by a conduct reviewer	0
	i The number of finalised complaints investigated where there was found to be no breach	0
	j The number of finalised complaints investigated where there was found to be a breach	3
	k The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
	i ICAC	0
	ii NSW Ombudsman	0
	iii OLG	0
	iv Police	0
	v Other Agency (please specify)	0
	<input type="text"/>	
	l The number of complaints being investigated that are not yet finalised	0
	m The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	1,000
Preliminary Assessment Statistics		
4	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	3

c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
f	Other action (please specify)	0
<input type="text"/>		
Investigation Statistics		
5	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:	
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	3
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	3
Categories of misconduct		
8	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a	General conduct (Part 3)	3
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
Outcome of determinations		
9	The number of investigated complaints resulting in a determination that there was a breach in which the council:	
a	Adopted the independent conduct reviewers recommendation	3
b	Failed to adopt the independent conduct reviewers recommendation	0
10	The number of investigated complaints resulting in a determination where:	
a	The external conduct reviewers decision was overturned by OLG	0
b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11	Date Code of Conduct data was presented to council	15-Oct-24

18.6 INTRODUCING PROJECTURA PTY LTD**Document ID:** 757304**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Our Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Notes the appointment of Projectura Pty Ltd to facilitate community engagement events and Council organisational events to assist in the development of a new Community Strategic Plan and the Disability Inclusion Action Plan.

PURPOSE

The purpose of this report is to introduce Projectura Pty Ltd who will be assisting Council to develop a new Community Strategic Plan (CSP) and Disability Inclusion Action Plan (DIAP), to be adopted by Council by 30 June 2025.

Projectura Pty Ltd will facilitate engagement opportunities for the community, key stakeholders, Councillors and staff to convey their aspirations and priorities for at least the next 10 years.

It is planned that Karina Dooley of Projectura Pty Ltd meets with Council after 4:00pm on the proposed Council meeting date of 12 November 2024. This is also the commencement date of the in-person engagement sessions.

SUMMARY

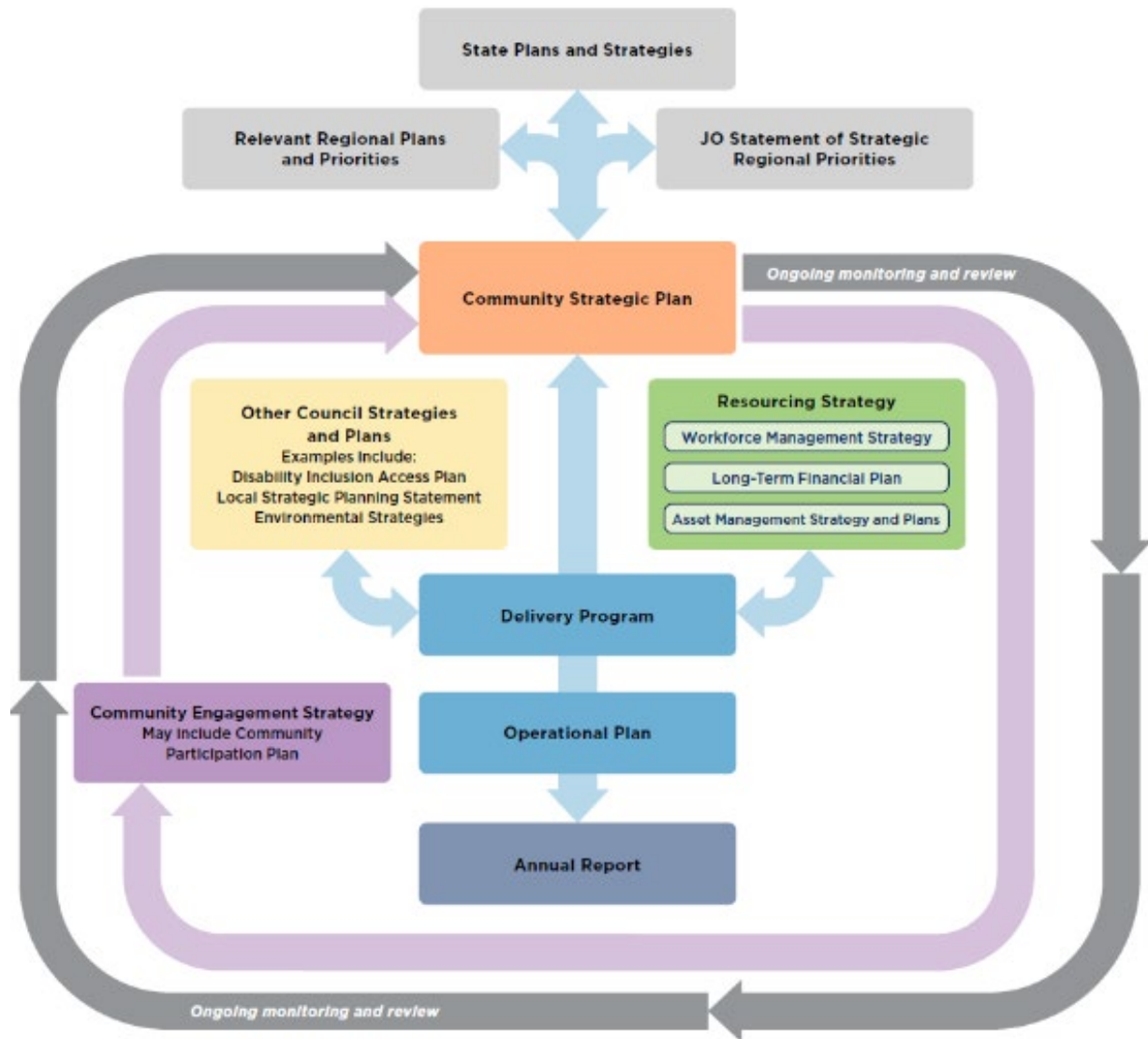
Section 402 of the *Local Government Act*, 1993 requires that each local government area (LGA) must have a CSP that has been developed and endorsed by the Council. The plan must identify the priorities and aspirations for the future of the LGA.

The Council must review the CSP before 30 June following an ordinary election of Councillors; that is by 30 June 2025.

BACKGROUND

The CSP is the highest-level plan that a Council will prepare. Its purpose is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. The CSP essentially guides all other strategies and plans and must be developed by councils with and on behalf of their communities.

The [Integrated Planning & Reporting handbook](#) issued by the Office of Local Government in September 2021 is available by selecting the hyperlink. The following IP&R model graphic highlights the prominence and importance of the CSP in the activities of Council.



The renewed CSP will be the fourth-generation version and must be adopted by Council by 30 June 2025. The first CSP engaged an external facilitator organised through the resources of the former RAMJO joint organisation of Councils; the second was facilitated using Council resources; the current and third generation version engaged an external facilitator. The next CSP will again engage an external facilitator to connect with the community and other stakeholders.

When developing the second generation CSP, members of the community expressed concerns about transparency and independence in developing the CSP as Council was organiser, facilitator, author, adopted the plan and then became the assessor of progress. By engaging an external facilitator, the views of the community, key stakeholders, Councillors and staff can be independently sorted into themes, aspirations, emerging issues and areas for improvement. An external facilitator essentially provides independence and removes perceived bias.

In preparation for the new CSP a Request for Quotation was issued in July 2024 to potential facilitators using VendorPanel with three responses received. Projectura Pty Ltd was the preferred service provider following an assessment based on price, engagement methodology and experience.

Projectura Pty Ltd is based in Corowa and has had extensive experience in assisting councils to develop strategic documents. Karina Dooley is the Director of Projectura Pty Ltd and has 20 years of public and private sector experience.

As part of the process Projectura Pty Ltd will assess the current CSP and make recommendations for improvements. The facilitator and their team will engage with the community, key stakeholders, Councillors and staff using a number of methods such as in-person, self-directed, online and by telephone. The information collected will then be analysed to identify new strategies, actions and measures for possible inclusion within the new suite of documents.

Entwined within the CSP consultation there will also be direct and indirect opportunities to review the DIAP to make this plan more contemporary for those living with a disability, as well as their families and carers.

Projectura Pty Ltd provided a draft project plan with most of the CSP in-person consultation scheduled for the week commencing 11 November 2024. Evening community sessions are planned for Narrandera, Barellan and Grong Grong with two pop-up sessions scheduled in Narrandera during business hours. There will be a further opportunity for the community to be involved in two business hours sessions proposed during the week commencing 25 November 2024.

Consultation for the DIAP will occur the week commencing 25 November 2024 through targeted individual meetings. Two dedicated workshops for individuals, families, carers and service providers will be held during business hours.

Promotion of the events will commence in the near future via Council's website, social media and other media outlets such as print and radio.

A brief update report will be prepared for the December 2024 meeting listing common themes or emerging issues, with more comprehensive reports prepared as Council moves forward, before placing the proposed CSP and DIAP on public exhibition prior to adoption by 30 June 2025.

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.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- Nil

Financial

- An amount of \$70,000 was allocated for Integrated Planning and Reporting expenses for the current financial year.

Legal / Statutory

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Integrated Planning & Reporting guidelines and handbook issued by the Office of Local Government in September 2021

Community Engagement / Communication

- The draft project plan contains details of comprehensive consultation sessions for the Shire community, key stakeholders, Councillors and staff. Events will be advertised once the project plan is finalised.

Human Resources / Industrial Relations

- There are no perceived issues.

RISKS

The risk is that some of the priorities and aspirations may not be achievable in the short term due to limited resources or other competing priorities.

OPTIONS

The available option is for Council to acknowledge that Projectura Pty Ltd will assist Council to develop a new CSP and DIAP for adoption by 30 June 2025.

CONCLUSION

It is recommended that Council notes the appointment of Projectura Pty Ltd to facilitate community engagement sessions to assist with development of a new Community Strategic Plan and Disability Inclusion Action Plan.

RECOMMENDATION

That Council:

Notes the appointment of Projectura Pty Ltd to facilitate community engagement events and Council organisational events to assist in the development of a new Community Strategic Plan and the Disability Inclusion Action Plan.

19 DEVELOPMENT APPLICATION

Nil

20 PROCUREMENT

Nil

21 POLICY

Nil

22 COMMITTEE REPORTS

22.1 ABORIGINAL ELDERS LIAISON - MINUTES - 23 SEPTEMBER 2024

Document ID: 757000

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Aboriginal Elders Liaison Minutes - 23 September 2024

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 23 September 2024.



MINUTES

Aboriginal Elders Liaison Meeting

23 September 2024

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL
ABORIGINAL ELDERS LIAISON MEETING
HELD AT THE EMERGENCY OPERATIONS CENTRE
ON MONDAY, 23 SEPTEMBER 2024 AT 12PM FOR 12.30PM**

The meeting commenced at **12.31pm**

WELCOME TO COUNTRY by Elder Mick Lyons

ACKNOWLEDGEMENT OF COUNTRY by Mayor Kschenka

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.

MINUTE SILENCE

Elder Joy Ingram led a Minute Silence in honour community members who have passed since we last met.

1 PRESENT

Chair Mayor Neville Kschenka, GM George Cowan, Elder Cherry Johnson, Elder Colleen Ingram, Elder Hank Lyons, Elder Jennifer Johnson, Elder Joy Ingram, Elder Lee Reavley, Elder Michael Lyons, Elder Natalie Bright, CSM Stacie Mohr

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Elder Cherry Johnson

Seconded: Elder Colleen Ingram

That apologies from Elder Alice Christian, Elder Brenda Poole, Elder Brenda Prior, Elder Bonita Byrne, Elder Cindy Christian, Elder Clem Christian, Elder Collin Ingram, Elder David Ivanoff, Elder Dexter Briggs, Elder Graham Byrne, Elder Jean Galluzzo, Elder John Bamblett, Elder Leo Williams, Elder Nita Salafia, Elder Owen Lyons, Elder Paul Prior, Elder Robert Carroll, Elder Ronny Williams, Elder Tommy Lyons, Elder Tracey Prior, MLHD Leonie Flack, MLHD Shaun Lyons and Observer Vivian Christian be received and accepted.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Elder Joy Ingram

Seconded: Elder Cherry Johnson

That the minutes of the Aboriginal Elders Liaison Meeting held on 24 June 2024 be confirmed.

CARRIED

5 REPORTS

6.1 12.30PM - INTRODUCTION - NYOKA PRIOR

INFORMATION

Council's Community Support Manager; Stacie Mohr, advised members that Nyoka Prior has commenced in the role of Community Liaison Officer and in that role, will be communicating with Elders regularly. Unfortunately Nyoka was unable to attend today's meeting.

6.2 12.40PM - GUEST - POLICE ABORIGINAL LIAISON OFFICER JENNA WEYMOUTH

COMMITTEE RESOLUTION

Moved: Elder Cherry Johnson

Seconded: Elder Colleen Ingram

That the Aboriginal Elders Liaison Group:

1. Welcomed Jenna Weymouth, Aboriginal Community Liaison Officer (ACLO), to the meeting.

CARRIED

Officer Weymouth gave an overview of her role as Police Aboriginal Liaison Officer and how, in that role, she can assist Aboriginal community members, both youth and adults.

Good discussion held with members on the ACLO's processes and level of support both during and after being incarcerated.

Officer Weymouth welcomes contact from community members from her area; Griffith, Leeton, Narrandera to West Wyalong, via her contact details below.



Jenna Weymouth

Aboriginal Liaison Officer

Crime Prevention Unit, Murrumbidgee PD

41-47 Railway Street, Griffith NSW 2680

E: weym1jen@police.nsw.gov.au P: 0269694299 M: 0476769460 E: 87336

6.3 1.00PM - GUEST - NAIDOC REPRESENTATIVE

COMMITTEE RESOLUTION

Moved: Elder Joy Ingram

Seconded: Elder Cherry Johnson

That the Aboriginal Elders Liaison Group:

1. Welcome a member of the NAIDOC Committee to the meeting.

CARRIED

Kira McDuff, NAIDOC Committee Treasurer, spoke with the group about NAIDOC Week and the success of the activities held at Sandhills Artifacts at the Hill.

The Totem Pole project is on track and when finished will be placed at the Hill, with a suitable location still to be determined.

Kira shared concerns of the NAIDOC Committee having low membership numbers at the moment with only four (4) board members and four (4) active committee members, and on their efforts to increase members to help share the workload.

On behalf of the NAIDOC Committee, Kira extended an invitation to all Elders to attend NAIDOC meetings.

Brief discussion on a new project of a Memorial Plaque to be placed at the Hill in a suitable location and listing all the original families who lived in the Hill area (West Narrandera). Elder Lee Reavley offered to enquire with Transport for NSW if there is a funding stream available that could assist in funding a project like a "Hill Families Memorial Plaque".

6.4 ADVICE OF NATIVE TITLE DETERMINATION APPLICATION

COMMITTEE RESOLUTION

Moved: Elder Hank Lyons

Seconded: Elder Michael Lyons

The Aboriginal Elders Liaison Group:

1. Note the advice from the National Native Title Tribunal that the Grong Grong Sports Club Limited has made a 'non-claimant application' to the NSW Attorney-General relating to Lot 178 DP 750821.

CARRIED

6.5 UPDATES ON PREVIOUS MATTERS

COMMITTEE RESOLUTION

Moved: Elder Joy Ingram

Seconded: Elder Cherry Johnson

That the Aboriginal Elders Liaison Group:

1. Receive and discuss the Updates on Previous Matters listing

CARRIED

Wiradjuri Honour Wall in Marie Bashir Park

Official Opening set for 11am Saturday 19 October 2024

- CLO Nyoka Prior is arranging both local dancers and band.
- Previous Minister for Indigenous Australia, the Hon. Linda Burney MP, is unavailable to attend and has kindly declined our invitation.
- Invitation extended to the new Minister for Indigenous Australia the Hon. Malarndirri McCarthy, with an RSVP yet to be received.
- Invitations also extended to Local Members the Hon. Sussan Ley MP; Member for Farrer, Deputy Leader of the Opposition and Steph Cooke MP Member for Cootamundra.
- Elder Hank Lyons's son, Jason Lyons, is to be invited as a special guest.
- Any ideas from Elders on the Official Opening, contact CSM Stacie Mohr or CLO Nyoka Prior.

6.6 WIRADJURI HONOUR WALL - NEW NAMES - NOMINATION FORMS

COMMITTEE RESOLUTION

Moved: Elder Hank Lyons

Seconded: Elder Colleen Ingram

That the Aboriginal Elders Liaison Group:

1. Continue to identify members of Narrandera Shire who meet the criteria for name inclusion on the Wiradjuri Honour Wall.

CARRIED

Note - There were no new names lodged at the meeting today.

6 GENERAL BUSINESS

Elder Joy Ingram

Sought an update on the Bamblett Street Park project.

Elder Lee Reavley

Enquired about the Aboriginal Traineeship at Destination Discovery Hub (DDH)

7 NEXT MEETING

Monday 25 November 2024 - 12pm Light Lunch = 12.30pm Meeting - EOC

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

8 MEETING CLOSE

Meeting Closed at 1.35pm

The minutes of this meeting were approved by the Chairperson (magiQ # 757044) and will be presented to the next meeting for confirmation.

Unconfirmed

NARRANDERA SHIRE COUNCIL – Wiradjuri Honour Wall – Nomination form

Chambers: 141 East Street Narrandera NSW 2700
Email: council@narrandera.nsw.gov.au
MagiQ Folder # 92785

Phone: 02 6959 5510
Fax: 02 6959 1884



Wiradjuri Honour Wall – Nomination Form

Service to the Community Sports Achievements Sandhills Families

(Please circle one)

Nominated by: _____

Full Name of person being nominated: _____

Address: _____

Email: _____

Phone and signature of nominee: _____

(Submission cannot be endorsed without phone number or signature)

1. Criteria for Service to the Community

Did they live and work in Narrandera? _____

Did they lead others? _____

Length of service? _____

What were their personal achievements? _____

NARRANDERA SHIRE COUNCIL – Wiradjuri Honour Wall – Nomination form

Chambers: 141 East Street Narrandera NSW 2700
Email: council@narrandera.nsw.gov.au
Mailing Folder # 92785

Phone: 02 8959 5510
Fax: 02 8959 1884



2. Criteria for Outstanding Sports Achievements:

Did they live and work in Narrandera? _____

Did they coach and lead others in their sport? _____

Are they retired? _____
What level did they achieve in sport? _____

3. Sandhills Family Names

Where did this family reside? Weir Park Hill 60 (Please select one)

Do they identify as Aboriginal? _____

Please list two referees (non-relative)

Name:	Name:
Signature:	Signature:
Phone:	Phone:

OFFICE USE ONLY:

Nomination endorsed at the AELG meeting on: _____ 2024

22.2 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 29 AUGUST 2024

Document ID: 758851

Author: Events & Visitor Services Team Leader

Authoriser: General Manager

Attachments: 1. Australia Day Planning Advisory Committee Minutes - 29 August 2024

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 29 August 2024.



MINUTES

Australia Day Planning Committee

29 August 2024

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUSTRALIA DAY PLANNING COMMITTEE
HELD AT THE NARRANDERA DESTINATION AND DISCOVERY HUB
ON THURSDAY, 29 AUGUST 2024 AT 8.30AM**

1 PRESENT

Chair Beryl Brain, Mayor Cr Neville Kschenka, Cr Narelle Payne, Mrs Helen McDermott, Mr Glenn Bartley, Minute Taker Brenda Hartmire.

2 APOLOGIES

Nil

3 BUSINESS ARISING FROM PREVIOUS MINUTES

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Cr Narelle Payne

Seconded: Mr Glenn Bartley

That the minutes of the Australia Day Planning Committee held on 25 July 2024 be confirmed.

CARRIED

BUSINESS FROM PREVIOUS MINUTES

Steph Cooke MP, Susan Ley MP and Governor have been invited to Narrandera Shire for the Australia Day events.

Location: After due consideration and discussion Lake Talbot Water Park will be the venue for Australia Day.

5 REPORTS

6.1 PROGRESS OF, AND IDEAS TO ENCOURAGE AUSTRALIA DAY NOMINATIONS

COMMITTEE RESOLUTION

Moved: Mrs Helen McDermott

Seconded: Cr Narelle Payne

That the Committee:

Discuss and formulate a plan to encourage Australia Day nominations.

CARRIED

PLAN TO ENCOURAGE AUSTRALIA DAY NOMINATIONS

The Committee suggests

- Presentation at the High School and Barellan
- Sporting groups be approached to put nominations forward
- Youth Council to be invited to next meeting to discuss encouraging nominations
- All community organisations to be emailed by NDDH Team Leader
- Surrounding high schools to be contacted to put forward nominations
- All church groups to be invited to encouraging nominations
- Advertising to go to Spirit FM, Argus and Facebook
- Spirit FM and ABC Radio interviews requests
- Posters and few flyer for businesses

6 GENERAL BUSINESS**7 NEXT MEETING**

Thursday September 26 at 8.30am at Narrandera Destination and Discovery Hub

8 MEETING CLOSE

Meeting Closed at 9.30am

The minutes of this meeting were approved by the Chairperson (magiQ # 752543) and will be presented to the next meeting for confirmation.

22.3 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 26 SEPTEMBER 2024

Document ID: 758852

Author: Events & Visitor Services Team Leader

Authoriser: General Manager

Attachments: 1. Australia Day Planning Advisory Committee Minutes - 26 September 2024

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 26 September 2024.



MINUTES

Australia Day Planning Committee

26 September 2024

Unconfirmed

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUSTRALIA DAY PLANNING COMMITTEE
HELD AT THE NDDH
ON THURSDAY, 26 SEPTEMBER 2024 AT 8.30AM**

1 PRESENT

Chair Beryl Brain, Acting Mayor Neville Kschenka, Mrs Helen McDermott, Mr Graeme Davies, Observer Narelle Payne, Minute Taker Brenda Hartmire

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mrs Helen McDermott
Seconded: Mr Graeme Davies

1. That apologies from Mr Glenn Bartley be received and accepted.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mrs Helen McDermott
Seconded: Mr Graeme Davies

1. That the minutes of the Australia Day Planning Committee held on 29 August 2024 be confirmed.

CARRIED

5 REPORTS

6.1 AUSTRALIA DAY NOMINATION PROGRESS

RECOMMENDATION

That the Committee:

1. Receives an update on the progress of the Australia Day Nominations.

REPORTS FROM COMMITTEE MEMBERS

Helen McDermott – promotion within the Sportsperson Awards community

Narelle Payne – promoting to Narrandera High School

Graeme Davies – promote to Barellan

Beryl Brain – promote to Grong Grong

Mayor Kschenka – will promote to community groups

Events Team – will email schools October 16, community groups have been emailed, social media promotion has commenced, radio to be followed up.

6.2 AUSTRALIA DAY COUNCIL GRANT PROPOSED ACTIVITIES**COMMITTEE RESOLUTION**

Moved: Mr Graeme Davies

Seconded: Mrs Helen McDermott

That the Committee:

Discuss the suggested activities to host on Australia Day 2025 if Australia Day Council Grant is successful.

CARRIED

DISCUSSED

- Discussion of possible local ambassador candidates.
- Ambassador Welcome Dinner – request a quote from Bidgee Hotel.
- Welcome to Country & dancers if available
- Musician for Ceremony
- Survival Day March
- Suggestions for Indigenous Art & Cooking workshop
- Kayak on Lake Talbot
- Australia Day Concert – get quotes from River Country – Tin Shed Rattlers
- Free Taxi service to Lake Talbot Water Park by Narrandera Flag for less mobile community members

6 GENERAL BUSINESS

Nil

7 NEXT MEETING

Next meeting Thursday October 31 at 8.30am venue NDDH unless advised otherwise.

8 MEETING CLOSE

Meeting Closed at 9.30am.

The minutes of this meeting were approved by the Chairperson (magiQ # 757385) and will be presented to the next meeting for confirmation.

23 STATUTORY AND COMPULSORY REPORTING – DEVELOPMENT SERVICES REPORTS

23.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - AUGUST & SEPTEMBER 2024

Document ID: 757389

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 August and September 2024.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during August and September 2024.

BACKGROUND

Development & Complying Development Applications

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

Stage Reached	August	September
Lodged	5	6
Stop-the-Clock / Under Referral / Awaiting Information	0	0
Determined	5	5

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

Development Type	2024-2025					
	AUGUST		SEPTEMBER		Year to Date	
	Number	Value \$	Number	Value \$	Number	Value \$
Residential	5	\$ 732,400	3	\$ 1,945,797	10	\$ 2,853,537
Industrial	0	\$ -	0	\$ -	0	\$ -
Commercial	0	\$ -	1	\$ 11,000	4	\$ 2,197,809
Rural Residential	0	\$ -	0	\$ -	1	\$ 120,000
Subdivisions	0	\$ -	1	\$ -	1	\$ -
Other	0	\$ -	0	\$ -	0	\$ -
TOTAL	5	\$ 732,400	5	\$ 1,956,797	16	\$ 5,171,346

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.

August & September 2024

No	Type	Address	Development Type	Determination	STC / RFI Days	ACTIVE Business Days
003-24-25	L	35 Hankinson Street NARRANDERA	Shed (Residential)	Conditionally Approved	10	12
005-24-25	L	25 Elwin Street NARRANDERA	Dwelling Extensions	Conditionally Approved	-	9
007-24-25	L	5 Hillview Close NARRANDERA	Shed (Residential)	Conditionally Approved	-	10
018-23-24	L	2627 Buckingbong Road SANDIGO	Dwelling	Conditionally Approved	287	16
008-24-25	L / I TfNSW	112 Yapunyah Street BARELLAN	Change of Use	Conditionally Approved	-	20
009-24-25	L	9732 Sturt Highway GILLENBAH	Shed (Residential)	Conditionally Approved	-	10
010-24-25	L	38 Old School Road NARRANDERA	Shed (Residential)	Conditionally Approved	-	10
011-24-25	L	866 Ryans Road BARELLAN	Transportable Dwelling	Conditionally Approved	-	2
MOD 1 019-23-24	L / M	51-53 Wilga Street BARELLAN	2 Into 2 Subdivision	Conditionally Approved	-	4
MOD 1 057-23-24	L / M	1802 Newell Highway GRONG GRONG	Grain storage expansion	Conditionally Approved	-	1

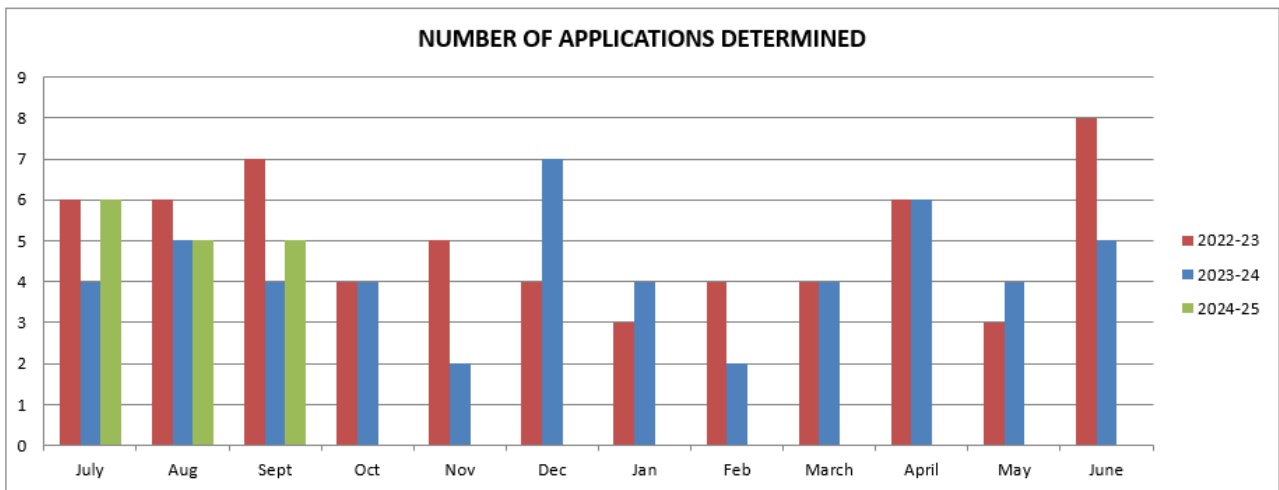
Type explanation

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. Development value figures not included in table below.
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.

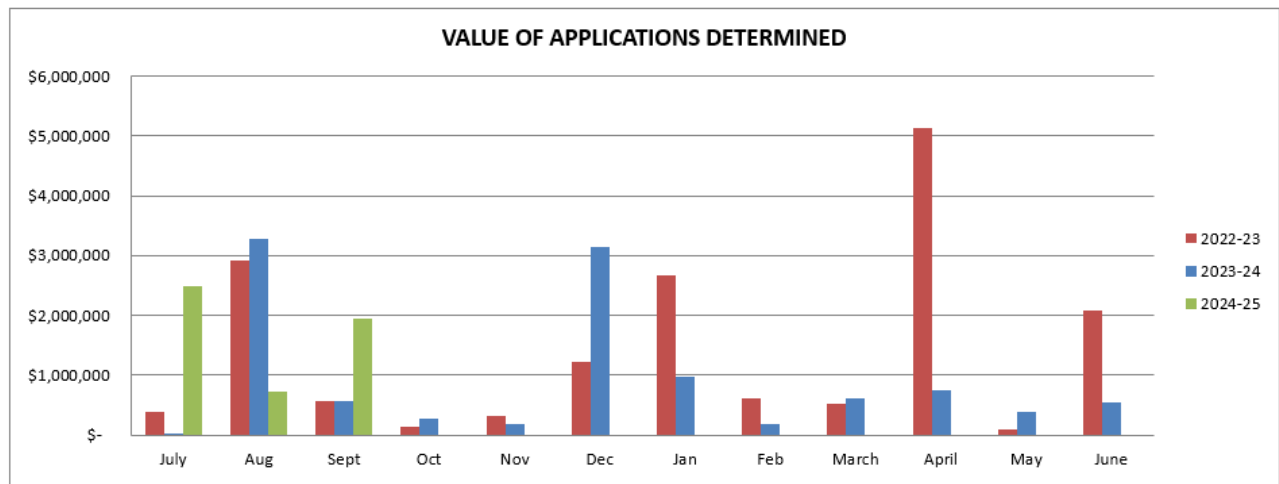
Comparison determination times

2020-21	Narrandera Shire Council average	30 days
2021-22	Narrandera Shire Council average	25 days
2022-23	Narrandera Shire Council average	18.6 days
2023-24	Narrandera Shire Council average YTD	12.2 days

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



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



*2022-23 June figures exclude \$14,200,758 for industrial workshop

Certificates Issued

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

Certificate Type	August	September
Construction Certificates	3	2
Building Certificates	1	1
Subdivision Certificates	1	-
Occupation Certificates	3	2
Section 10.7 (previously 149) Certificates	25	18
Swimming Pool Compliance Certificates	2	-
S68 Approvals	-	-

Construction Activities

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

Building Surveyor Inspections	August	September
Critical Stage Inspections	13	8

Compliance Activities

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

Companion Animal Activity – Dogs	August	September
Impounded	13	8
Returned	3	1
Rehomed	8	7

Companion Animal Activity – Cats	August	September
Impounded	7	10
Returned	-	-
Rehomed	7	7

Compliance Activity	August	September
Call outs	15	9
Infringement warnings/fines issued	3	3
Menacing/Dangerous dog incidents	-	-

RECOMMENDATION

That Council:

Receives and notes the Development Services Activities Report for August and September 2024.

24 STATUTORY AND COMPULSORY REPORTING – FINANCIAL / AUDIT REPORTS

24.1 AUDIT REPORT 2023-24 GENERAL PURPOSE FINANCIAL STATEMENTS

Document ID: 757815

Author: Finance Manager

Authoriser: Deputy General Manager Corporate and Community

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: 1. Annual Financial Statements 2023-24 (under separate cover)

RECOMMENDATION

That Council:

1. Adopts the 2023-24 Financial Statement and Auditors Report as presented and notes the advertisement advising the public that the reports are available for viewing and comment.

PURPOSE

The purpose of this report is to inform Council and the community that Council's Annual Financial Reports for the year ending 30 June 2024 have been completed and audited. The financial reports and auditor reports can now be presented to the public and adopted by Council.

SUMMARY

Financial reports and auditor reports can be adopted by Council and made available for public viewing and submissions.

BACKGROUND

Council's General Purpose Financial Statements for 2023-24 have been audited by the NSW Auditor General.

As the NSW Audit Office does not have the capacity to undertake audits of all councils across the State, it has contracted accounting firms to perform much of the audit. For Narrandera Shire Council, RSD Audit were contracted to undertake the audit. This is the first audit where Council and RSD Audit were partnered.

The 2023-24 audit has been completed with the NSW Audit Office submitting its statutory reports, being the Audit Opinion and Report on the Conduct of the Audit. The Auditor General's reports accompanies the General Purpose Financial Reports, which are available to Councillors and the public.

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

Theme

Statutory and Compulsory Reporting – Financial / Audit

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS**Policy**

- Nil

Financial

- Council has been assessed favourably against industry financial benchmarks.

Legal / Statutory

- Compliance with Sections 418(2), 418(3) and 420 of the Local Government Act, 1993.

Community Engagement / Communication

- Council will call for community submissions on the Financial Statements and Audit Reports.
- Submissions received will be considered by Council.

Human Resources / Industrial Relations

- The NSW Audit Office pushes towards early close off to enhance the preparation and audit of financial statements. However early close off coincides with the completion of the Council budget for exhibition. In this circumstance, the finance team is not sufficiently resourced to run the tasks concurrently.

RISKS

N/A

OPTIONS

In accordance with Section 418(2) of the Local Government Act, 1993 Council is required to present its audited reports no later than five weeks after the Auditor's reports are provided to the Council. This means the reports must be presented at the October meeting. RSD Audit and the NSW Audit Office will attend the Council meeting using an online platform to formally present the audit report and to respond to any questions.

Council has placed an advertisement notifying the public of the presentation of Financial Statements and Auditors Reports at this meeting as required. Members of the public may make a submission in writing to Council with respect to the Audited Financial Statements or the Auditors Report. Submissions close on 22 October 2024 with any submissions received to be considered at the November 2024 meeting of Council.

CONCLUSION

That Council adopts the 2023-24 Financial Statement and Auditors Report as presented and notes the advertisement advising the public that the reports are available for viewing and comment.

RECOMMENDATION

That Council:

1. Adopts the 2023-24 Financial Statement and Auditors Report as presented and notes the advertisement advising the public that the reports are available for viewing and comment.

24.2 STATEMENT OF BANK BALANCES - AUGUST 2024

Document ID: 758802

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 31 August 2024.

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	\$369,189.97
Plus Receipt	\$6,730,250.27
Less Payments	\$6,135,133.52
Current Cashbook Balance	\$964,306.72
Statement Summary	
Opening Statement Balance	\$270,652.23
Plus Receipts	\$6,204,575.39
Less Payments	\$6,137,046.64
Current Statement Balance	\$338,180.98
Plus Unpresented Receipts	\$626,820.43
Less Unpresented Payments	\$694.69
Reconciliation Balance	\$964,306.72
GL BALANCE	\$964,306.72
Unpaid Creditors	\$694.69
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 31 August 2024.

24.3 STATEMENT OF RATES AND RECEIPTS - AUGUST 2024

Document ID: 758803
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 5 September 2024.

PURPOSE

The purpose of this report is to present to Council the Statement of Rates and Receipts as at 5 September 2024.

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 01.07.2024	835,380.60
24/25 Rate levies & supplementary levies (excl. postponed amounts)	<u>10,626,182.45</u>
	11,461,563.05
Less Pensioner rebates	<u>205,009.77</u>
NET BALANCE	11,256,553.28
Less receipts to 05.09.2024	<u>3,668,958.94</u>
	<u><u>7,587,594.34</u></u>

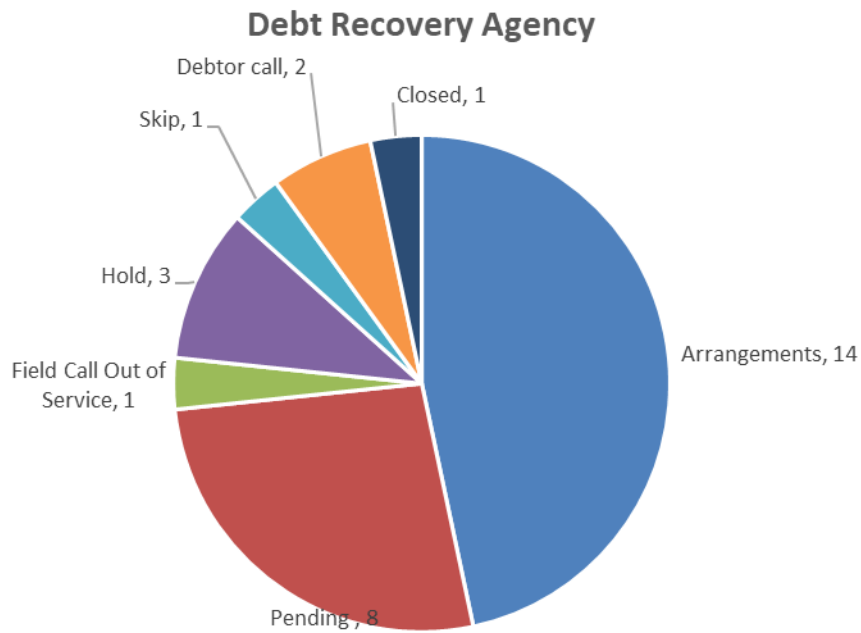
Actual % Rate Collection to Net Balance as at 05.09.2024	= <u>32.59%</u>
Comparative % Collection to Net Balance as at 31.08.2023	= <u>32.35%</u>
Anticipated % Collection Rate as at 30.06.2025	= <u>94.00%</u>

Water Consumption/Sewer Usage Charges

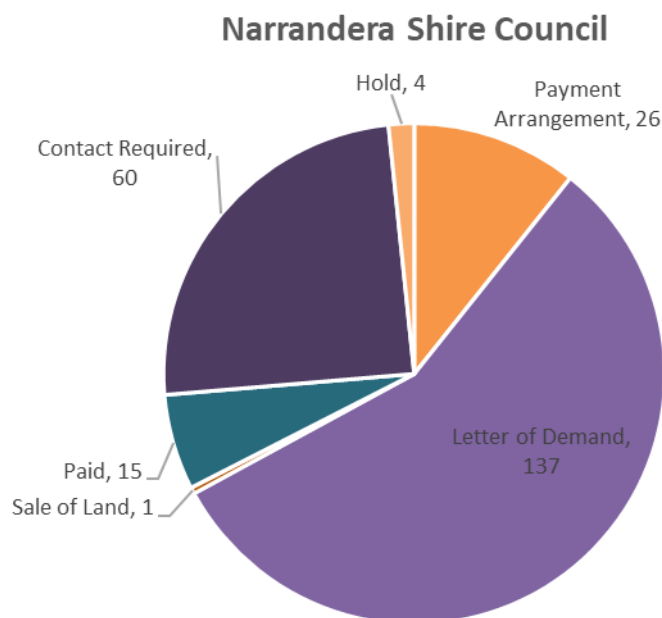
Arrears as at 01.07.2024	251,837.21
24/25 Water / Sewer usage charges, supplementary levies & interest	<u>1,049.69</u>
NET BALANCE	252,886.90
Less receipts to 05.09.2024	<u>55,247.33</u>
	<u><u>197,639.57</u></u>

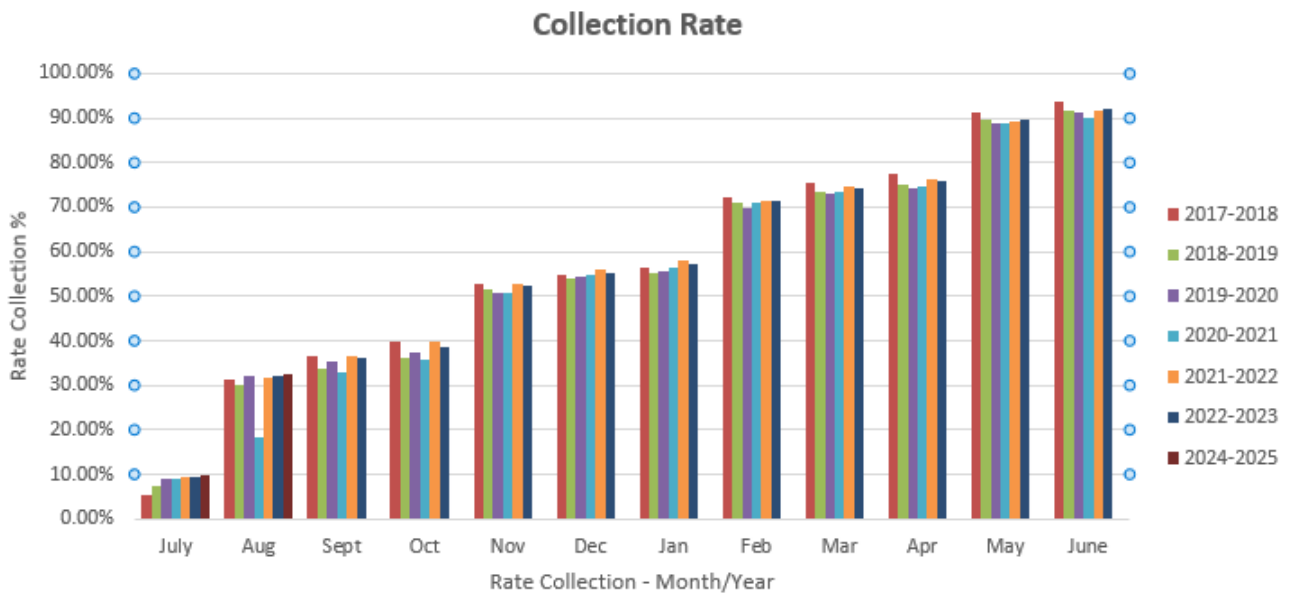
OVERDUE RATES AND CHARGES

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



The graph 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 5 September 2024.

24.4 STATEMENT OF INVESTMENTS - AUGUST 2024

Document ID: 753745

Author: Finance Manager

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 31 August 2024.

PURPOSE

The purpose of this report is to present to Council the investments held as of 31 August 2024.

SUMMARY

<u>Fund Balance (GL)</u>	
General	25,770,155.89
Water	6,441,769.14
Sewerage	3,542,285.55
Trust	58,402.84
	35,812,613.42

BACKGROUND

The actual interest income to 31 August 2024 is \$252,509 which compares favourably with the budget of \$176,667.

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)	2,519,211.51	7.05%	1.15%	A-1+	31 Aug 2024
National Australia Bank	1,000,000.00	2.80%	5.25%	A-1+	25 Sep 2024
National Australia Bank	1,000,000.00	2.80%	5.25%	A-1+	4 Oct 2024
National Australia Bank	1,000,000.00	2.80%	5.40%	A-1+	30 Oct 2024
National Australia Bank	1,000,000.00	2.80%	5.15%	A-1+	11 Nov 2024
National Australia Bank	1,000,000.00	2.80%	5.35%	A-1+	26 Nov 2024
National Australia Bank	1,000,000.00	2.80%	5.25%	A-1+	4 Dec 2024
National Australia Bank	1,000,000.00	2.80%	5.10%	A-1+	24 Dec 2024
National Australia Bank	200,000.00	0.56%	5.45%	A-1+	1 Jul 2025
National Australia Bank	1,000,000.00	2.80%	5.35%	A-1+	11 Jul 2025
Commonwealth Bank	1,000,000.00	2.80%	5.02%	A-1+	20 Jan 2025
Commonwealth Bank	1,000,000.00	2.80%	4.85%	A-1+	3 Feb 2025
Commonwealth Bank	1,000,000.00	2.80%	4.95%	A-1+	11 Mar 2025
Commonwealth Bank	1,000,000.00	2.80%	4.90%	A-1+	10 Apr 2025
Commonwealth Bank	1,000,000.00	2.80%	5.07%	A-1+	14 Apr 2025
Commonwealth Bank	1,000,000.00	2.80%	4.94%	A-1+	19 May 2025
Commonwealth Bank	1,000,000.00	2.80%	4.94%	A-1+	5 Jun 2025
Suncorp	1,000,000.00	2.80%	5.42%	A-1	2 Dec 2024
Suncorp	1,000,000.00	2.80%	5.23%	A-1	21 Jan 2025
Suncorp	1,000,000.00	2.80%	5.07%	A-1	28 Jan 2025
Suncorp	1,000,000.00	2.80%	5.04%	A-1	25 Mar 2025
Suncorp	1,000,000.00	2.80%	5.25%	A-1	30 Apr 2025
Bendigo Bank	1,000,000.00	2.80%	5.18%	A-2	14 May 2025
Bendigo Bank	1,000,000.00	2.80%	5.13%	A-2	26 Jun 2025
IMB	1,000,000.00	2.80%	5.05%	A-2	10 Feb 2025
Westpac Bank	1,000,000.00	2.80%	5.07%	A-1+	2 Sep 2024
Westpac Bank	1,000,000.00	2.80%	5.25%	A-1+	23 Oct 2024
Westpac Bank	1,000,000.00	2.80%	4.98%	A-1+	19 Nov 2024
Westpac Bank	1,000,000.00	2.80%	5.10%	A-1+	23 Dec 2024
Westpac Bank	1,000,000.00	2.80%	5.15%	A-1+	9 Jan 2025
Westpac bank	1,000,000.00	2.80%	5.16%	A-1+	28 Feb 2025
Westpac Bank	1,034,999.09	2.89%	5.13%	A-1+	3 Mar 2025
Westpac Bank	1,000,000.00	2.80%	5.29%	A-1+	30 May 2025
Westpac Bank	1,000,000.00	2.80%	5.31%	A-1+	12 Jun 2025
Westpac Bank	1,000,000.00	2.80%	4.83%	A-1+	28 Aug 2025
Total Council Funds	35,754,210.60	100%			
Trust Term Deposits					
Borrower	Value	%	Yield	Rating	Maturity
National Australia Bank (Art)	58,402.84	100.00%	5.20%	A-1+	1 Aug 2025
Total Trust Funds	58,402.84	100%			

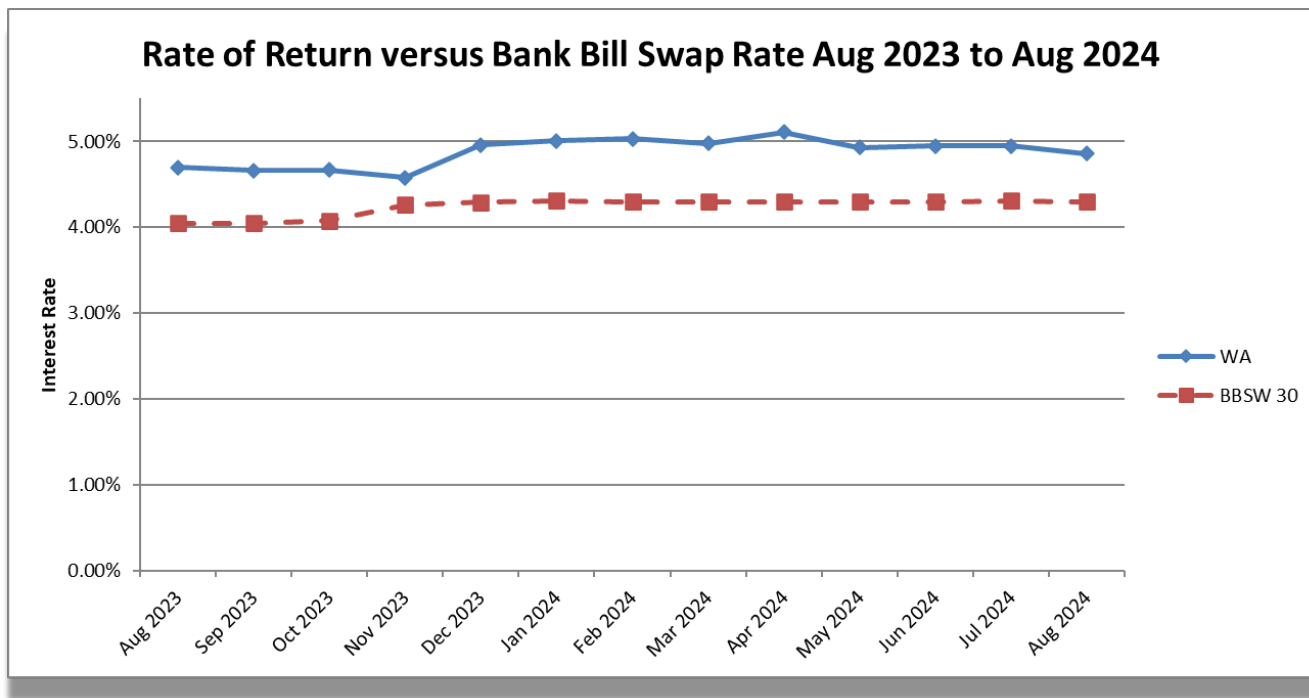
Individual Limits					
Institution	Rating		Value	Council %	
Bendigo Bank	BBB+	A2	\$ 2,000,000.00	5.6%	Max 10%
Elders Rural Bank	BBB+	A2	\$ -	0.0%	Max 10%
IMB	BBB	A3	\$ 1,000,000.00	2.8%	Max 10%
NAB	AA-	A1+	\$ 10,777,614.35	30.1%	Max 35%
Suncorp	A+	A1	\$ 5,000,000.00	14.0%	Max 25%
StGeorge	AA	A1+	\$ -	0.0%	Max 35%
Macquarie Bank	A+	A1	\$ -	0.0%	Max 25%
Commonwealth Bank	AA-	A1+	\$ 7,000,000.00	19.6%	Max 35%
Westpac	AA-	A1+	\$ 10,034,999.09	28.0%	Max 35%

b. Application of Investment Funds

Application of Restricted Funds		
Allocation	Description	\$'000
External Restrictions	Water Supply	\$ 6,442
	Sewer Supply	\$ 3,542
	Developer Contributions	\$ 559
	Waste Management	\$ 1,647
	Unexpended Grants	\$ 7,739
	Stormwater	\$ 41
	Crown Lands	\$ 423
Internally Restricted	Discretion of Council	\$ 15,239
Unrestricted	Allocated to current budget	\$ 181
Total		\$ 35,813

c. Investment Portfolio Performance

Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
Aug 2023	32,919,121.13	4.70%	4.05%	0.65%
Sep 2023	31,320,457.99	4.66%	4.05%	0.61%
Oct 2023	31,771,481.68	4.67%	4.08%	0.59%
Nov 2023	34,022,087.16	4.58%	4.26%	0.32%
Dec 2023	34,023,576.24	4.96%	4.29%	0.67%
Jan 2024	33,075,007.62	5.01%	4.31%	0.70%
Feb 2024	33,075,903.95	5.03%	4.30%	0.73%
Mar 2024	31,611,721.32	4.98%	4.30%	0.68%
Apr 2024	27,812,376.68	5.11%	4.30%	0.81%
May 2024	28,462,881.68	4.93%	4.30%	0.63%
Jun 2024	31,204,406.83	4.95%	4.30%	0.65%
Jul 2024	36,208,784.99	4.95%	4.31%	0.64%
Aug 2024	35,812,613.44	4.86%	4.30%	0.56%



d. Investment Commentary

The investment portfolio increased by \$396,171 during August, with the next investment reaching maturity on 2 September 2024. Term deposit interest rates reduced slightly in August but remain favourable.

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 15 March 2024.

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 31 August 2024.

25 STATUTORY AND COMPULSORY REPORTING – OTHER REPORTS**25.1 PRESENTATION OF THE DECEMBER 2021 TO SEPTEMBER 2024 STATE OF OUR SHIRE REPORT****Document ID:** 757387**Author:** Governance and Engagement Manager**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Other**Attachments:** 1. State of Our Shire Report (under separate cover)**RECOMMENDATION**

That Council:

1. Adopts the statutory State of our Shire Report as presented for the term of the immediate past Council being from December 2021 to September 2024; and
2. Publishes the adopted State of our Shire Report on Council's website.

PURPOSE

The purpose of this report is for Council to adopt the statutory State of our Shire Report as presented for the term of the immediate past Council being from December 2021 to September 2024.

SUMMARY

The attached statutory State of our Shire Report is a requirement of the Integrated Planning and Reporting (IP&R) Guidelines issued by the NSW Office of Local Government in September 2021. The report should be presented to the second meeting of the newly elected Council for adoption.

BACKGROUND

IP&R guidelines require a report to be prepared covering the term of the immediate past Council to track the progress of that Council against the adopted Community Strategic Plan (CSP). The report not only serves as a reminder to the community of the actions achieved but is also intended to provide guidance to the new Council when undertaking the next review of the CSP.

The attached report includes the following elements:

- An explanation of what the 'State of our Shire Report' is about
- Inclusion of the Integrated Planning and Reporting model
- A message from the Mayor
- Images of the immediate past Council
- Demographics of our Shire community based on the 2021 Census information as well as a Shire community profile from the Murrumbidgee Primary Health Network
- The report identifies the five themes of the current CSP, then moves to the strategies and actions in place to work toward achieving or progressing toward the priorities and aspirations of the community

- Each theme has a column of some of the more interesting highlights from the reporting period, however it is very difficult to include every achievement so at the end of the document the Delivery Program annual reports have been included
- For more in-depth narratives or statistical data on particular actions, the Delivery Program annual reports have been included for the reporting years 2021-22, 2022-23 and 2023-24.

Council is currently migrating to a new enterprise management system which should allow for improved performance reporting that will be included in the next State of our Shire Report to be presented in October 2028.

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.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

ISSUES AND IMPLICATIONS

Policy

- Nil

Financial

- Nil

Legal / Statutory

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Integrated Planning and Reporting Guidelines published September 2021

Community Engagement / Communication

- Publication of the statutory State of our Shire Report on Council's website reminds the community of the achievements made by the immediate past Council and can be used as a guide by the new Council in the development of the new Community Strategic Plan

RISKS

There are no perceived risks associated with the adoption and publication the State of Our Shire Report for the Council term of December 2021 to September 2024.

OPTIONS

The options available are for Council to:

1. Adopt the State of Our Shire Report as presented for the Council term of December 2021 to September 2024; or
2. Require identified amendments to be made to the State of Our Shire Report for the Council term of December 2021 to September 2024.

CONCLUSION

The attached statutory State of Our Shire Report as presented is a summary of achievements from the immediate past Council through the delivery of the priorities and aspirations contained within the adopted CSP. It will be recommended that Council adopts the State of Our Shire report as presented then publishes the document to the community via Council's website.

RECOMMENDATION

That Council:

1. Adopts the statutory State of our Shire Report as presented for the term of the immediate past Council being from December 2021 to September 2024; and
2. Publishes the adopted State of our Shire Report on Council's website.

25.2 ANNUAL DISCLOSURE OF PECUNIARY INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED PERSONS 2023-24 REPORTING YEAR**Document ID:** 753253**Author:** Senior Customer Service Administration Officer**Authoriser:** Deputy General Manager Corporate and Community**Theme:** Statutory and Compulsory Reporting – Other**Attachments:** 1. 2023-24 Disclosures by Councillors and Designated Persons Return - Redacted (under separate cover)**RECOMMENDATION**

That Council:

1. Acknowledges the attached annual Disclosure of Pecuniary Interest returns lodged by both Councillors and designated persons within Narrandera Shire Council for the reporting period 1 July 2023 to 30 June 2024; and
2. Publishes the documents to the community via Council's website.

PURPOSE

The purpose of this report is to table the annual Disclosure of Pecuniary Interest returns lodged by Councillors and designated persons for the financial year ending 30 June 2024.

SUMMARY

Council's Code of Conduct adopted 15 September 2020 requires that each Councillor and designated person makes and lodges with the General Manager a return disclosing the Councillors' or designated persons' interests within three months of 30 June each year.

BACKGROUND

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

The returns for the reporting period 1 July 2023 to 30 June 2024 are now attached for information and will also be made publicly available via Council's website.

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

Statutory and Compulsory Reporting – Other

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS

Policy

- Council's Model Code of Conduct adopted 15 September 2020

Financial

- There are no perceived financial implications

Legal / Statutory

- *Local Government Act, 1993*
- *Local Government (General) Regulation 2021*
- Code of Conduct adopted 15 September 2022

Community Engagement / Communication

- By presenting this report in the Ordinary section of the business paper and publishing the declarations to the community via Council's website

RISKS

Non-compliance would breach Council's Model Code of Conduct adopted 15 September 2020.

OPTIONS

As civic leaders, Councillors and designated persons must comply with the current Model Code of Conduct.

CONCLUSION

The recommendation is for Council to acknowledge the annual Disclosure of Pecuniary Interest Returns lodged by individual Councillors and designated persons for the 2023-24 financial year and publish the documents to the community using Council's website.

RECOMMENDATION

That Council:

1. Acknowledges the attached annual Disclosure of Pecuniary Interest returns lodged by both Councillors and designated persons within Narrandera Shire Council for the reporting period 1 July 2023 to 30 June 2024; and
2. Publishes the documents to the community via Council's website.

26 CONFIDENTIAL BUSINESS PAPER REPORTS

Nil