



# **BUSINESS PAPER**

**Ordinary Council Meeting**

**17 June 2025**

## ETHICAL DECISION MAKING & CONFLICT OF INTEREST

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

### ETHICAL DECISION MAKING

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

### CONFLICT OF INTEREST

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

### THE TEST FOR CONFLICT OF INTEREST

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

### IDENTIFYING PROBLEMS

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

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

### AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, officers and community committee members by various pieces of legislation, regulation and codes.

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

## COMMUNITY STRATEGIC PLAN THEMES

### Our Community

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

### Our Environment

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

### Our Economy

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

### Our Infrastructure

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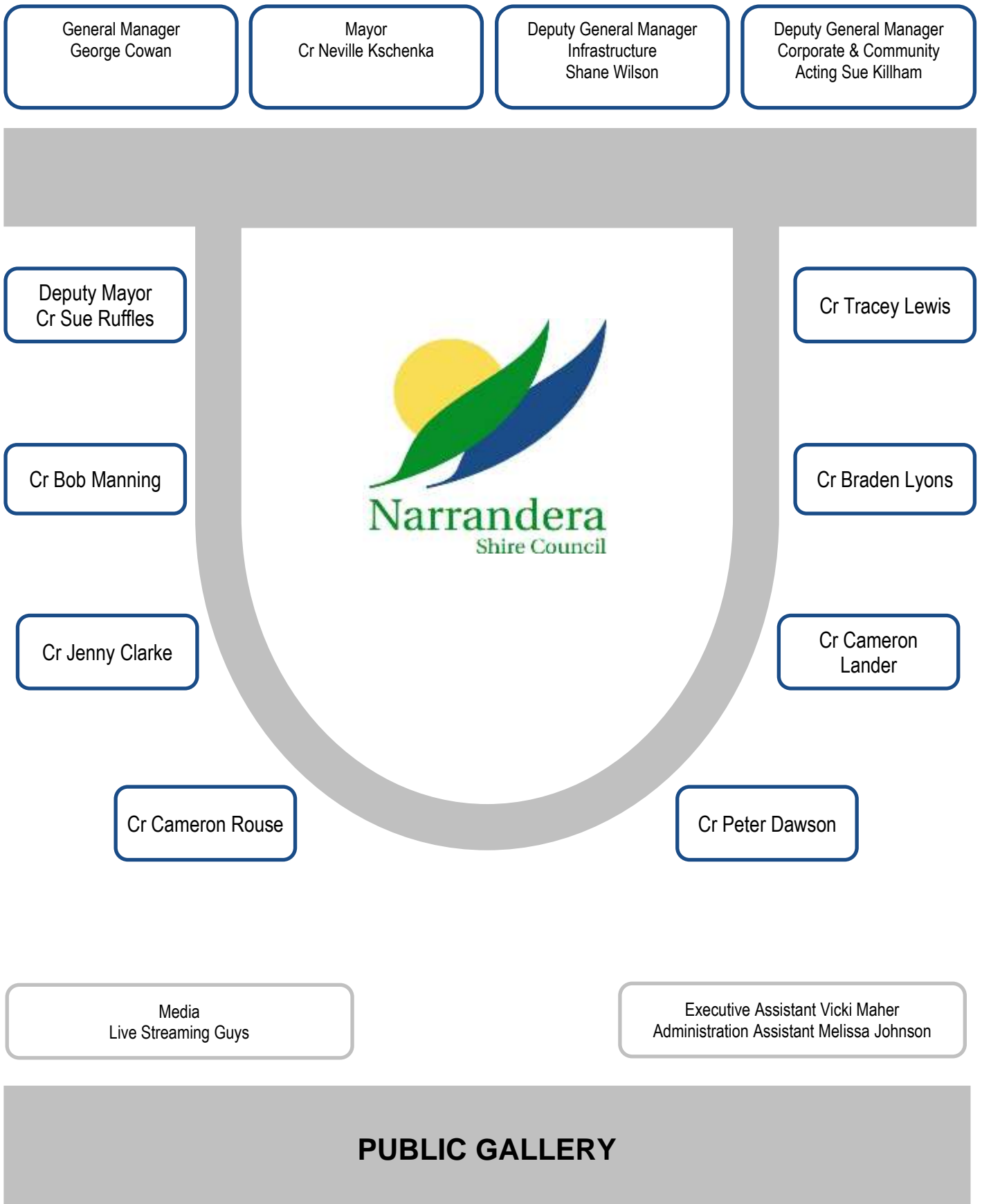
- 4.1 To have an improved and appropriately maintained road network.
- 4.2 Actively investigate opportunities to enhance our potable water quality.
- 4.3 To improve, maintain and value-add to our essential public and recreational infrastructure.

### Our Leadership

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

## Council Chambers Seating Plan



**Notice is hereby given that the Ordinary Meeting of the Narrandera  
Shire Council will be held in the Council Chambers on:  
Tuesday 17 June 2025 at 2pm**

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**1 OPENING OF MEETING**

**2 ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**RECOMMENDATION**

That leave of absence from Cr Braden Lyons be received and accepted.

**4 APPLICATIONS FOR ATTENDANCE BY AUDIO-VISUAL LINK**

**5 DISCLOSURES OF INTERESTS**

**6 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 20 May 2025

# **MINUTES**

## **Ordinary Council Meeting**

**20 May 2025**



**MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS  
ON TUESDAY, 20 MAY 2025 AT 2PM**

**1 OPENING OF MEETING**

The Mayor declared the meeting opened at **2pm** and welcomed Councillors, Council Officers, media, member of the gallery and those following via livestreaming. Advice was provided of Council's Work, Health and Safety (WHS) Evacuation Plan and locations of amenities.

**Present**

Mayor Cr Neville Kschenka OAM, Deputy Mayor 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

**2 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor read the following 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.*

**3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**4 APPLICATIONS FOR ATTENDANCE BY AUDIO-VISUAL LINK**

Nil

**5 DISCLOSURES OF INTEREST**

The Mayor reminded Councillors and Council Officers of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Councillors and Council Officers to disclose any such interests:

Cr Cameron Lander declared a Late Non Pecuniary Non Significant Interest in Item 13.3 under the Local Government Act as .....*approved DA listed in report is for primary place of residence* and remained in the meeting and took part in discussion.

**6 CONFIRMATION OF MINUTES**

**RESOLUTION 25/081**

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Cameron Lander

That the minutes of the Ordinary Council Meeting held on 15 April 2025 and the Extraordinary Council Meeting held on 6 May 2025 be confirmed.

**CARRIED**

**7 MAYORAL MINUTES**

**7.1 MAYOR REPORT - APRIL AND MAY 2025**

**RESOLUTION 25/082**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Mayor's Report for April and May 2025.

**CARRIED**

**8 NOTICES OF MOTION AND QUESTIONS WITH NOTICE**

Nil

**9 REPORTS OF COUNCILLORS**

Nil

**10 REPORTS OF COMMITTEES**

**10.1 KOALA REGENERATION ADVISORY COMMITTEE - MINUTES - 8 APRIL 2025**

**RESOLUTION 25/083**

Moved: Cr Cameron Lander

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the Minutes of the Koala Regeneration Advisory Committee held on Tuesday, 8 April 2025.

**CARRIED**

## **11 REPORTS OF THE GENERAL MANAGER**

### **11.1 WESTERN RIVERINA DROUGHT RESILIENCE PROJECT IMPLEMENTATION**

#### **RESOLUTION 25/084**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Endorses Action 1.4 from the adopted Western Riverina Drought Resilience Plan: *"Council to review stormwater management and town sewerage discharge strategies and approaches to maximise opportunities for reuse of water resources from the Western Riverina Drought Resilience Plan as part of the implementation phase."*

**CARRIED**

### **11.2 TOWN AND VILLAGE ENTRY SIGNS**

#### **RESOLUTION 25/085**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Considers the design suite of portrait and landscape town and village entry signs.
2. Places the suite of designs on 28-days public exhibition for community consultation.

**CARRIED**

### **11.3 POLICY REVIEW - POL039 CIVIC RECEPTION**

#### **RESOLUTION 25/086**

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Approves the revisions to POL039 Civic Reception Policy.
2. Approves the next review date for 1 July 2029.
3. Adopts the revised policy POL039 Civic Reception Policy.
4. Receptions costing \$10,000 and over will require a Council Resolution.

**CARRIED**

## **11.4 POLICY REVIEW - POL041 AUSTRALIAN CITIZENSHIP**

### **RESOLUTION 25/087**

Moved: Cr Cameron Lander

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Approves the revisions to POL041 Australian Citizenship Policy.
2. Approves the next review date for 1 July 2029.
3. Adopts the revised policy, POL041 Australian Citizenship Policy.
4. Approves adjusting the policy name to Australian Citizenship Ceremony Policy.

**CARRIED**

## **12 REPORTS OF THE DEPUTY GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES**

### **12.1 FINANCIAL ASSISTANCE PROGRAM 2025-26 FUNDING**

#### **RESOLUTION 25/088**

Moved: Cr Tracey Lewis

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Endorses the recommended distribution of 2025-26 Financial Assistance Program funding to the value of \$3,982.70 in accordance with policy POL008 as follows:

a. Murrumbidgee Mavericks Basketball Association	\$ 320.00
b. Narrandera Tennis Club	\$ 2,000.00
c. Narrandera Little Athletics	<u>\$ 1,662.70</u>
	\$ 3,982.70
2. Endorses the proposed distribution of 2025-26 financial assistance to the value of \$1,100 for academic awards for schools and NSW TAFE in accordance with the policy.

**CARRIED**

## **12.2 ADMINISTRATION OF COMMUNITY TRANSPORT UNDER COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP)**

### **RESOLUTION 25/089**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Receives the correspondence from Transport for NSW advising of changes to the administration of Community Transport under the Commonwealth Home Support Programme.
2. Notes the administrative change is not expected to materially impact the delivery of Community Transport services by Narrandera Shire Council.

**CARRIED**

## **12.3 APPOINTMENT OF COMMUNITY MEMBERS - ARTS & CULTURAL AND BETTERING BARELLAN ADVISORY COMMITTEES**

### **RESOLUTION 25/090**

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Peter Dawson

That Council:

1. Endorses the appointment of additional community members to the Arts and Cultural Advisory Committee as detailed in this report.
2. Endorses the appointment of additional community members to the Bettering Barellan Advisory Committee as detailed in this report.

**CARRIED**

## **12.4 DISSOLUTION OF DOMESTIC VIOLENCE ADVISORY COMMITTEE**

### **RESOLUTION 25/091**

Moved: Cr Tracey Lewis

Seconded: Cr Braden Lyons

That Council:

1. Notes insufficient nominations were received for the Domestic Violence Advisory Committee via the recent public committee member expression of interest process.
2. Dissolves the Domestic Violence Awareness Committee and repeals the Terms of Reference adopted 10 December 2024.
3. Readvertise for committee members mid Council term, if community interest is demonstrated.
4. In the interim, Council to put a structure in place to assist services involved with domestic violence.

**CARRIED**

## **12.5 POLICY DRAFT - POL173 HIRE OF COMMUNITY VENUES AND FACILITIES POLICY**

### **RESOLUTION 25/092**

Moved: Cr Jenny Clarke OAM

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Endorses the draft POL173 Hire of Community Venues and Facilities Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL173 Hire of Community Venues and Facilities Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**CARRIED**

## **12.6 MONTHLY FINANCIAL PERFORMANCE REPORT - APRIL 2025**

### **RESOLUTION 25/093**

Moved: Cr Cameron Lander

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the Monthly Financial Performance Report for the month of April 2025, as detailed in this report.

**CARRIED**

## **12.7 MONTHLY STATEMENT OF INVESTMENTS - APRIL 2025**

### **RESOLUTION 25/094**

Moved: Cr Cameron Lander

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Receives and notes the Statement of Investments as at 30 April 2025.

**CARRIED**

## **12.8 QUARTERLY BUDGET REVIEW STATEMENT (QBRs) - MARCH 2025 (QUARTER 3)**

### **RESOLUTION 25/095**

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Receives and notes the March 2025 Quarterly Budget Review Statement, appended at *Attachment 1*, and endorses the variations contained therein.

**CARRIED**

## **13 REPORTS OF THE DEPUTY GENERAL MANAGER INFRASTRUCTURE SERVICES**

### **13.1 FUTURE USE OF LAND - CORNER OF LARMER AND CADELL STREETS, NARRANDERA AND ENTRANCE STATEMENT**

#### **RECOMMENDATION**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Cameron Rouse

That Council:

1. Acknowledges and thanks the community for the interest shown in this matter.
2. Considers the future usage of the vacant block on the corner of Larmer and Cadell Streets, Narrandera.

#### **AMENDMENT**

Moved: Cr Jenny Clarke OAM

Seconded: Cr Bob Manning

That Council:

1. Undertake improvements on the site, including the selection of the preferred entrance statement design, and allocation of funds in a future budget.

**LOST**

#### **FORESHADOW MOTION**

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Jenny Clarke OAM

That Council:

1. Leave the land and future improvements for consideration in the future.

**LOST**

#### **RESOLUTION 25/096**

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Discontinue any potential improvements on the land at this time.
2. Sell the land at a reserve price to be determined following the adoption of the Sale and Acquisition and Disposal of Council Owned Land policy.
3. Revisit options for the land, as part of a mid-term review, if not sold.

**CARRIED**

The Amendment then became the Motion, and when **Put** was **Carried**.  
Cr Clarke requested her vote be recorded as Against the motion.



## **13.2 BEARDED DRAGON SCULPTURE**

### **RESOLUTION 25/097**

Moved: Cr Tracey Lewis

Seconded: Cr Cameron Lander

That Council:

1. Acknowledges and thanks the community for the interest shown in this matter.
2. Considers the future potential installation of a Bearded Dragon sculpture in front of the Destination & Discovery Hub, to be funded by grant funds when they become available.

**CARRIED**

Cr Lander declared an Interest in Item 13.3

## **13.3 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - APRIL 2025**

### **RESOLUTION 25/098**

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Development Services Activities Report for April 2025.

**CARRIED**

## **14 CONFIDENTIAL MATTERS**

Nil

## **15 REPORT OF CONFIDENTIAL RESOLUTIONS**

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

## **16 CONCLUSION OF MEETING**

The Meeting closed at 3.47pm.

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 June 2025.**

.....  
**GENERAL MANAGER**

.....  
**CHAIRPERSON**

Unconfirmed

## 7 MAYORAL MINUTES

### 7.1 MAYOR REPORT - MAY AND JUNE 2025

**Document ID:** 800397

**Author:** Mayor

**Theme:** 5 - Our Leadership

**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receives and note the Mayor Report for May and June 2025.

#### BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 20 May 2025, I attended the following on behalf of our Council:

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

**Annual Community Listening Posts (27, 28 & 29 May):** Together with fellow Councillors, GM and Senior Staff, I attended Council's Annual Budget Listening Posts held at Sandigo Hall, Grong Grong Hall, and Barellan & District War Memorial Club. I was an apology for the Narrandera Listening Posts and thank Deputy Mayor Cr Ruffles for acting on my behalf to welcome community members to those morning and evening sessions.

These community sessions provided opportunities to meet with residents, identify matters they wished to discuss, repair works and road maintenance that constituents wish to prioritise, and gain feedback on current projects. Council also provided updates on current and planned project works in each area of the Shire.

My thanks to those Councillors, staff and residents who were able to attend these very important community sessions.

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#### MAY 2025

**Wednesday 14:** Together with GM George Cowan, I attended the Quarterly Police/Council meeting.

**Thursday 15:** I travelled to Jerilderie to attend the RAMJO Water Sub-committee's May meeting, followed by the RAMJO Strategic Planning Workshop #2 and then the Board Members Dinner.

**Friday 16:** Together with GM George Cowan, I attended the quarterly RAMJO Mayor's and GM's Board meeting at Jerilderie Council Chambers.

**Tuesday 20:** I chaired the May Ordinary Council meeting, and the unconfirmed Minutes of that meeting are submitted for Council's endorsement.

**Monday 26:** I chaired the bi-monthly Aboriginal Elders Liaison Group meeting. Minutes of the meeting are further presented to Council.

**Tuesday 27:** I joined the filming crew during recording of the new digital content for The Hub Destination & Discovery Centre. The project highlights our town's stories, people, and places, in which I proudly represent Narrandera Shire in this exciting initiative.



*Mayor being interviewed by Micah Campbell from High School year 8 and Thea Brett Prior from St Joseph's School year 3.*

*A group of students auditioned, and the producers selected Micah and Thea for the roles.*

## JUNE 2025

**Tuesday 3:** Together with GM George Cowan, I joined our regular segment on the local Community Radio, 91.1 Spirit FM, where the GM and I advise listeners on outcomes of agenda items from the Council meeting, as well as providing updates on current projects.

**Thursday 5:** Together with GM George Cowan, Deputy General Manager Infrastructure Shane Wilson, and Community Liaison Officer Nyoka Prior, I attended the LGNSW Annual Excellence Awards Dinner and presentations at the Sofitel Star Event Centre in Sydney. Our Wiradjuri Honour Wall was nominated for an award and Narrandera Shire was a finalist in that category.

**Friday 6:** My wife Carmel and I accepted an invitation from Narrandera Lions Club to attend their 2025 changeover dinner at Halls Cuisine where a delicious meal was served. Lion Dean King was returned as President for the coming term. Representatives from Leeton Lions Club were also in attendance, as well as guest speaker Lion Debbie Butwell, 2nd Vice District Governor.

During the last year, the Club donated to many deserving causes including CanAssist, Spirit FM 91.1, Narrandera Hospital Auxiliary, Fusion, Ronald McDonald House and Bidgee Fitness Town2Beach Fun Run. My congratulations to Lions for the great they do for the community.

\*\*\*\*\*

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

\*\*\*\*\*

*Until next time, Mayor Kschenka*

**8       NOTICES OF MOTION AND QUESTIONS WITH NOTICE**

Nil

**9       REPORTS OF COUNCILLORS**

Nil

## **10 REPORTS OF COMMITTEES**

### **10.1 ABORIGINAL ELDERS LIAISON - MINUTES - 26 MAY 2025**

**Document ID:** 805974

**Author:** Council Administration Assistant

**Authoriser:** General Manager

**Attachments:** 1. Aboriginal Elders Liaison Minutes - 26 May 2025

#### **RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Aboriginal Elders Liaison held on Monday 26 May 2025.



# **MINUTES**

## **Aboriginal Elders Liaison Meeting**

**26 May 2025**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ABORIGINAL ELDERS LIAISON MEETING  
HELD AT THE GUNDYARRI - AUDLEY STREET  
ON MONDAY, 26 MAY 2025 AT 12PM FOR 12.30PM**

The meeting commenced at **12.39pm**

**WELCOME TO COUNTRY** by Elder Jennifer Johnson

**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 Jennifer Johnson led a Minute Silence in honour of community members who have passed since we last met.

**1 PRESENT**

Chair Mayor Cr Neville Kschenka, Cr Braden Lyons, Elder Lee Reavley, Elder Joy Ingram, Elder Cherry Johnson, Elder Jennifer Johnson, Observers Geoffrey Johnson, Guest Nioka Dupond, GM George Cowan, CLO Nyoka Prior, Minute Taker Melissa Johnson,

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Cr Braden Lyons

Seconded: Elder Cherry Johnson

That apologies from

Elder Nita Salafia, Elder Robert Carroll, Elder Paul Prior, Elder Natalie Bright, Elder Michael Lyons, Elder Ronny Williams, Elder Tracey Prior, Elder Tommy Lyons, Elder Bonita Byrne, Elder Brenda Poole, Elder Cindy Christian, Elder Brenda Prior, Elder Alice Christian, Elder Clem Christian, Elder Jean Galluzzo, Elder Hank Lyons, Elder Graham Byrne, Elder Colin Ingram, Elder Colleen Ingram, Elder Dexter Briggs, Elder David Ivanoff, Ms Vivian Christian, MLHD Leonie Flack, MLHD Shaun Lyons be received and accepted.

**CARRIED**

**3 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**



Moved: Cr Braden Lyons

Seconded: Elder Jennifer Johnson

That the minutes of the Aboriginal Elders Liaison Meeting held on 24 February 2025 be confirmed.

**.CARRIED**

## **5 REPORTS**

### **6.1 UPDATES ON PREVIOUS MATTERS**

#### **COMMITTEE RESOLUTION**

Moved: Elder Joy Ingram

Seconded: Elder Jennifer Johnson

That the AELG receive and discusses the Updates on Previous Matters listing.

**CARRIED**

#### **Wiradjuri Honour Wall in Marie Bashir Park**

- Five new nominations have been received to be placed on to the Wall.

#### **Aboriginal Artefacts**

- No update at the time of compiling this Agenda.

#### **NAIDOC Committee**

##### **Narrandera Shire Council's Role:**

- Host the NAIDOC Opening on Monday, including a small morning tea, flag-raising, smoking ceremony, and a dance group at the park.
- Organise ONLY THE CLOSING on Saturday, July 12, where Council will:
  - a. Endorse new nominations for the Recognition Wall.
  - b. Open the day with a half-mast flag-raising, opening remarks, and a smoking ceremony to close NAIDOC Week.
  - c. Invite new Recognition Wall recipients to place their names on the wall.
  - d. Provide the youth van to serve food (pending approval).

##### **Land Council's Role:**

Take the lead on activities throughout the week and host Community Day activities, including:

- A jumping castle, manned by the company hired to supply it.
- A weaving workshop (awaiting a quote).
- A dance workshop.
- Clapstick painting for men.
- Mini boomerang painting for kids.
- A round-robin of Indigenous games if we can locate the kit from Bermagui.
- Seek community donations of soups and other food, with an aim to Mooka cater (to be confirmed).

- There was some resistance to outsourcing tasks instead of doing everything in-house. This remains a challenge.
- The Land Council will apply for the grant, and Nioka will assist Paige Lyons with the application.
- Nioka to assist Paige with the event application and risk management.

## **6.2 12.40PM - GUESTS - POLICE ABORIGINAL LIAISON AND CORRECTIVE SERVICES OFFICERS**

### **NOTE**

Jenna Weymouth, Aboriginal Liaison Officer, and Darby Ingram were unexpectedly unable to attend.

This session has been rescheduled for 28 July 2025.

## **6.3 UPDATES – KOORI BEACH SIGNAGE**

### **COMMITTEE RESOLUTION**

Moved: Cr Braden Lyons

Seconded: Elder Lee Reavley

That the AELG receive and note the updates on signage at Koori Beach.

1. Council CLO coordinate a meeting between NLALC, Crown Lands and Council staff to determine appropriate signage for Koori Beach.
2. Report back to the AELG with recommendations.

**CARRIED**

## **6.4 WIRADJURI CULTURAL CONTENT - HUB FIT OUT**

### **COMMITTEE RESOLUTION**

Moved: Elder Cherry Johnson

Seconded: Elder Joy Ingram

That the Aboriginal Elders Liaison Group receive and note the finalised Wiradjuri Content for the Interpretive Panels in the Destination Discovery Hub Fit Out.

### **Possible changes to A Rich and Complex Culture:**

1. Paragraph 3: Change council to Elders/ Leaders.
2. Paragraph 4: Lived and Thrived on the lands around the Narrandera Township – Take out inhabited onwards.

The Wiradjuri beliefs were guided by Baiame, the creator. The Wiradjuri dreaming was balanced by good and bad spirits.

Wawi, the River Spirit, was also the powerful Rainbow Serpent. (CAPITAL LETTERS).

Many Spirits appeared in the form of trees, rocks, fire or water.

3. Paragraph 5: The Wiradjuri people worked cohesively with country to manage and maintain the environment through controlled burning, planting, harvesting, fishing and environment management.

**CARRIED**

## **6.5 WIRADJURI HONOUR WALL - NEW NOMINATIONS**

### **COMMITTEE RESOLUTION**

Moved: Elder Cherry Johnson

Seconded: Elder Joy Ingram

That the Aboriginal Elders Liaison Group:

1. Consider nominations for new names for inclusion on the Wiradjuri Honour Wall for:
  - a. Service to the Community.  
Shauntae Lyons  
Robert Carroll  
Jennifer Johnson  
Raylene Williams  
Bessie Briggs
  - b. Outstanding Sports Achievements.  
Danny Weldon  
Kye Longford
2. That the nominations for Robert Carroll, Jennifer Johnson, Bessie Briggs be approved
3. That more information be requested in relation to Shauntae Lyons, Raylene Williams and Danny Weldon
4. That the person who nominated Kye Longford be advised to consider nominating him again in the future when he has completed a longer period of service to the community.

**CARRIED**

## **6 GENERAL BUSINESS**

### **Cr Braden Lyons**

1. Thursday 29 May Narrandera High School will be hosting the Stars Foundation and all members of the community are invited to attend and meet the Stars Team.
2. Elder Joy Ingram, Elder Cherry Johnson and Cr Lyons are creating a Girls Positive Intervention Group, they have 2 dates so far and hope that this program will carry on for longer.

### **Observer Nioka Dupond**

1. Murrumbidgee Landcare are applying for a grant for the Indigenous Rangers Program Expansion Round 2.

2. Murrumbidgee Landcare are seeking Letters of Support from Council.
3. Nioka will provide more information on the program that Landcare are applying for a grant from.
4. Discussion on Aboriginal Cultural Heritage Advisory Committee.  
Geoffrey Johnson and Elder Lee Reavley were nominated to join the Aboriginal Cultural Heritage Advisory Committee, with a letter from the Lands Council to support Geoffery and a letter from the AELG to support Lee.

### **Elder Lee Reavley**

The Scar tree out at Gillenbah has now been protected.  
Waiting on quotes to have the tree removed, if need be.  
Lee to investigate and get back to AELG.

### **7 NEXT MEETING**

Monday 28 July 2025 - 12pm Light Lunch = 12.30pm Meeting - EOC

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

### **8 MEETING CLOSE**

**Meeting Closed at 2.50pm**

**The minutes of this meeting were approved by the Chairperson (MagiQ #805964...) and will be presented to the next meeting for confirmation.**

**10.2 ARTS AND CULTURE ADVISORY COMMITTEE - MINUTES - 29 MAY 2025****Document ID: 805507****Author: Community Development Manager****Authoriser: Acting Deputy General Manager Corporate & Community Services****Attachments: 1. Arts and Culture Advisory Committee Minutes - 29 May 2025****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Arts and Culture Advisory Committee held on Thursday 29 May 2025.



# **MINUTES**

**Arts and Culture Advisory Committee**

**29 May 2025**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
ARTS AND CULTURE ADVISORY COMMITTEE  
HELD AT THE LIBRARY YOUTH SPACE  
ON THURSDAY, 29 MAY 2025 AT 4:00 PM**

**1 PRESENT**

Chairperson Alicia Gleeson, Member Julie Briggs, Member Aanya Whitehead, Member Lindee Russell, Member Erin Golding, Cr Sue Ruffles, Observer CDM Sue Killham

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF PECUNIARY INTEREST**

NIL

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Member Julie Briggs

Seconded: Member Aanya Whitehead

That the minutes of the Arts and Culture Advisory Committee held on 7 November 2024 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**6 REPORTS**

**6.1 ELECTION OF CHAIRPERSON**

**COMMITTEE RESOLUTION**

Moved: Member Aanya Whitehead

Seconded: Member Lindee Russell

That the Committee:

1. Elect a chairperson from among the Community Representatives.
2. Ms Alicia Gleeson was nominated by Ms Aanya Whitehead. Nomination seconded by Ms Lindee Russell. Ms Gleeson accepted the nomination and was elected unanimously

**CARRIED**

Cr Sue Ruffles chaired the meeting for the election of Chair.

## **6.2 MODEL CODE OF CONDUCT**

### **COMMITTEE RESOLUTION**

Moved: Member Lindee Russell

Seconded: Member Aanya Whitehead

The Committee:

1. Receives and notes the NSC Model Code of Conduct.

**CARRIED**

## **6.3 PROJECTS AND ASSETS MANAGER REPORT**

### **COMMITTEE RESOLUTION**

Moved: Member Erin Golding

Seconded: Member Aanya Whitehead

That Committee:

1. Receive and note building maintenance and improvement works programmed by the Projects and Assets Manager.

**CARRIED**

## **6.4 REVENUE AND EXPENDITURE BUDGET 2024-25**

### **COMMITTEE RESOLUTION**

Moved: Member Aanya Whitehead

Seconded: Member Alicia Gleeson

The Committee:

1. Acknowledges the 2024-25 Budget Report as of May 2025

**CARRIED**



## 6.5 SETTING FUTURE MEETING DATES

### COMMITTEE RESOLUTION

Moved: Member Lindee Russell

Seconded: Member Aanya Whitehead

1. That the Committee discuss and set suitable dates for future meetings
2. Future date are as follows :
  - Thursday 28 August 2025 at 4pm
  - Thursday 30 October 2025 at 4pm

**CARRIED**

## 6.6 VOLUNTEER LIST AND ONLINE TRAINING

### COMMITTEE RESOLUTION

Moved: Member Lindee Russell

Seconded: Member Aanya Whitehead

That the Committee:

1. Acknowledge the requirement for volunteers to be included on Councils volunteer register and undertake the compulsory online volunteer training.

**CARRIED**

## 7 GENERAL BUSINESS

- Discussion on ways to activate and promote the Arts Centre
- Plans for marketing to be tabled at future meetings
- Spring Fair

## 8 NEXT MEETING

Thursday 28 August 2025 at 4pm, Youth Space, Library





## 9 MEETING CLOSE

**Meeting Closed at 5:45pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #805494...) and will be presented to the next meeting for confirmation.**

**10.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES - 4 JUNE 2025****Document ID:** 804295**Author:** Customer Service Coordinator**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Attachments:**

1. **AMENDED - Audit, Risk and Improvement Committee Charter (under separate cover)**  
2. **AMENDED - Audit, Risk and Improvement Committee Terms of Reference (under separate cover)** 
3. **2024-25 Financial Year Attestation Statement (under separate cover)** 

**RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 4 June 2025
2. Adopts the amended Charter endorsed by the Committee
3. Adopts the amended Terms of Reference endorsed by the Committee
4. Adopts the 2024-25 Financial Year Attestation Statement and authorises the General Manager to sign the statement for inclusion within the 2024-25 Annual Report.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD AT THE COUNCIL CHAMBERS  
ON WEDNESDAY, 4 JUNE 2025 AT 9:00 AM**

**1 PRESENT**

Chair John Batchelor, Mr Stewart Todd (T), Mrs Gayle Murphy, Observers General Manager - George Cowan, Governance and Engagement Manager - Craig Taylor, Acting Deputy General Manager Corporate & Community - Sue Killham, Internal Auditor - Phil Swaffield from the National Audits Group

(T) = attendance using TEAMS

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That apologies from Cr Cameron Lander be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

NIL

**4 BUSINESS ARISING FROM PREVIOUS MINUTES**

NIL

**5 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the minutes of the Audit, Risk and Improvement Committee held on 4 March 2025 be confirmed.

**CARRIED**

## **6 REPORTS**

### **6.1 INTERNAL AUDIT REPORTS**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Place a pause on new internal audits from 4 June 2025 to 31 December 2025 (however the current Fraud and Corruption Control audit will continue)
2. Request that the Executive Leadership Team (ELT) monitor the Actions List on a monthly basis during the pause period to confirm progress in reducing the number of outstanding actions
3. Proceed with 1 internal audit and 1 service review from 1 July 2025 to 30 June 2026
4. Commence annually with 2 internal audits and 1 service review from 1 July 2026
5. Committee members to provide guidance on potential internal audits to develop a revised internal audit schedule for the next 4 years.

**CARRIED**

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

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Review and support the comments against each line item in the attached Audit Recommendations and Actions document; and
2. Where the line item has been completed or no further action is required that the line item be removed from viewing within the document but retained within the document dataset for future reference.

**CARRIED**

### **6.3 GENERAL MANAGER'S REPORT**

#### **COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Receive and note the report by the General Manager (with the following notations);
  - i. The Committee was provided with information in relation to the implementation of the Enterprise Management System (EMS) and issues being experienced and addressed. These issues included both the impact on operations also the impact on staff
  - ii. There was also discussion on issues surrounding the contract for the completion of the Barellan Sewer Scheme and possible risk exposures to Council. The Committee resolved that a report be presented to the next meeting on the Barellan Sewer Scheme.
2. Receive a report on the Barellan Sewer Scheme at the next ARIC meeting scheduled for 23 July 2025.

**CARRIED**

### **6.4 PROJECT BRIEFING - ENTERPRISE RISK REGISTER**

#### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Receives and notes the project briefing on the Council's improved Enterprise Risk Management module using PULSE Software.
2. Receive a presentation at the 23 July 2025 meeting from the Risk Safety Coordinator, Amanda Collins, on the types of reports available from the Enterprise Risk Management system in line with the ARIC Charter.

**CARRIED**

## **6.5 PROJECT BRIEFING - INTEGRATED PLANNING & REPORTING**

### **COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Receives and notes the project briefing on Council's Integrated Planning and Reporting (IP&R) suite of documents currently on exhibition seeking community comment.

**CARRIED**

## **6.6 PROJECT BRIEFING - REVIEWED CYBER INCIDENT PLAN AND CYBER INCIDENT PLAYBOOKS**

### **COMMITTEE RESOLUTION**

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit, Risk and Improvement Committee:

1. Receives and notes the project briefing on Council's Cyber Incident Plan and Playbooks.
2. Receive a report at the 23 July 2025 meeting on details regarding security around MAGIQ and Cloud software.
3. Request that the Information Technology Manager, Nick Price, provide a presentation to the Committee on penetration testing results previously, current and scheduled.

**CARRIED**

## **6.7 ARIC MEMBERS - DESIGNATED PERSON FOR CODE OF CONDUCT PURPOSES**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

The Audit, Risk and Improvement Committee:

1. Note that members are now regarded as a 'Designated Person' and should now complete the approved disclosure document.

**CARRIED**

## **6.8 ANNUAL REVIEW - INTERNAL AUDIT CHARTER AND TERMS OF REFERENCE**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Endorse the attached draft Internal Audit Charter and the draft Terms of Reference for the ensuing 12-month period with the next review being June 2026 – noting the following title change that Internal Audit Officer become the Internal Audit Coordinator.

**CARRIED**

## **6.9 2024-25 FINANCIAL YEAR ATTESTATION STATEMENT**

### **COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Endorse the attached 2024-25 Attestation Statement with a recommendation that Council adopt the document and authorise the General Manager to sign the statement for inclusion within Council's 2024-25 Annual Report.

**CARRIED**

## **7 GENERAL BUSINESS**

NIL

## **8 NEXT MEETING**

Wednesday 23 July 2025 commencing at 9am which will allow Gayle Murphy to attend remotely using Teams.

Meetings from 23 July 2025 forward will commence at 9.30am

## **9 MEETING CLOSE**

**Meeting Closed at 11:07am**

**The minutes of this meeting were approved by the Chairperson (MAGIQ Doc ID - 805903) and will be presented to the next meeting for confirmation.**

**10.4 BETTERING BARELLAN ADVISORY COMMITTEE - MINUTES - 28 MAY 2025****Document ID: 805298****Author: Community Development Manager****Authoriser: Acting Deputy General Manager Corporate & Community Services****Attachments: 1. Bettering Barellan Advisory Committee Minutes - 28 May 2025****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Bettering Barellan Advisory Committee held on Wednesday 28 May 2025.





# **MINUTES**

## **Bettering Barellan Committee Meeting**

**28 May 2025**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
BETTERING BARELLAN COMMITTEE MEETING  
HELD AT THE BARELLAN  
ON WEDNESDAY, 28 MAY 2025 AT 4:00 PM**

**1 PRESENT**

Mrs Nola Trembath, Ms Donna Robertson, Ms Fiona Kibble, Ms Jane Snaith, Observer  
CDM Sue Killham,

**2 APOLOGIES**

**COMMITTEE RECOMMENDATION**

Moved: Ms Fiona Kibble

Seconded: Mrs Nola Trembath

That apologies from Cr Cameron Rouse and Ms Jane Colwill be received and accepted.

**3 DECLARATIONS OF PECUNIARY INTEREST**

NIL

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RECOMMENDATION**

Moved: Ms Donna Robertson

Seconded: Ms Fiona Kibble

That the minutes of the Bettering Barellan Committee Meeting held on 27 November 2024 be confirmed.

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

## **6 REPORTS**

### **6.1 ELECTION OF CHAIRPERSON**

#### **COMMITTEE RECOMMENDATION**

Moved: Mrs Nola Trembath

Seconded: Ms Donna Robertson

That the Committee:

1. Elect a chairperson from among the Community Representatives.
2. Ms Fiona Kibble was nominated by Mrs Nola Trembath, Seconded by Mrs Donna Robertson. Ms Kibble accepted the nomination and was elected unanimously as Chairperson.

CDM Chaired the meeting for the purpose of the election of chairperson

### **6.2 MODEL CODE OF CONDUCT**

#### **COMMITTEE RECOMMENDATION**

Moved: Ms Jane Snaith

Seconded: Ms Donna Robertson

The Committee:

1. Receives and notes the NSC Model Code of Conduct.

### **6.3 VOLUNTEER LIST AND ONLINE TRAINING**

#### **COMMITTEE RESOLUTION**

Moved: Ms Donna Robertson

Seconded: Mrs Nola Trembath

That the Committee:

1. Acknowledge the requirement for volunteers to be included on Council's Volunteer Register and undertake the compulsory online volunteer training .

**CARRIED**

## **6.4 KEY REGISTER**

### **COMMITTEE RESOLUTION**

Moved: Ms Donna Robertson

Seconded: Ms Jane Snaith

That Committee:

1. Review and update the Key Register

**CARRIED**

## **6.5 SETTING FUTURE MEETING DATES**

### **COMMITTEE RECOMMENDATION**

Moved: Mrs Nola Trembath

Seconded: Ms Donna Robertson

That the Committee

1. discuss and set suitable dates for future meetings
2. Meeting dates for 2025 were set as follows:
  - 4.00pm Thursday July 23 2025
  - 4.00pm Thursday October 29 2025

## **6.6 PROJECT AND ASSETS MANAGER REPORT**

### **COMMITTEE RESOLUTION**

Moved: Mrs Nola Trembath

Seconded: Ms Donna Robertson

That Committee:

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

**CARRIED**

**6.7 REVENUE AND EXPENDITURE BUDGET 2024-25****COMMITTEE RESOLUTION**

Moved: Ms Jane Snaith

Seconded: Mrs Nola Trembath

The Committee:

1. Acknowledges the 2024-25 Budget Report as of May 2025

**CARRIED**

**4 GENERAL BUSINESS**

- Progress of signage for the Big Big Tennis Racquet discussed
- The Committee wished to express their thanks to Council for all of the improvements at the Sportsground

**5 NEXT MEETING**

Thursday 23 July 2025, 4pm, location TBA

**6 MEETING CLOSE**

**Meeting Closed at 5:10pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #.805501..) and will be presented to the next meeting for confirmation.**

**10.5 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 26 MAY 2025****Document ID: 805290****Author: Community Development Manager****Authoriser: Acting Deputy General Manager Corporate & Community Services****Attachments: 1. Parkside Cottage Museum S355 Committee Minutes - 26 May 2025****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 26 May 2025.



# **MINUTES**

## **Parkside Cottage Museum Committee**

**26 May 2025**

**MINUTES OF NARRANDERA SHIRE COUNCIL  
PARKSIDE COTTAGE MUSEUM COMMITTEE  
HELD AT THE PARKSIDE COTTAGE MUSEUM  
ON MONDAY, 26 MAY 2025 AT 12:30 PM**

**1 PRESENT**

Chair Steve Wicker, Member Nerelle Daly, Member Barbara Bryon, Member Brigitte Stanton, Member Josie Middleton, Member Kaye Hall, Cr Peter Dawson, Observer CDM Sue Killham

**2 APOLOGIES**

**COMMITTEE RESOLUTION**

Moved: Member Barbara Bryon

Seconded: Member Brigitte Stanton

That apologies from Mrs Lesley Bailey be received and accepted.

**CARRIED**

**3 DECLARATIONS OF PECUNIARY INTEREST**

NIL

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEE RESOLUTION**

Moved: Member Brigitte Stanton

Seconded: Member Barbara Bryon

That the minutes of the Parkside Cottage Museum Committee held on 8 November 2024 be confirmed.

**CARRIED**

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil



## **4        REPORTS**

### **6.1       ELECTION OF CHAIRPERSON**

#### **COMMITTEE RESOLUTION**

Cr Peter Dawson Chaired the meeting for the purpose of election of Chairperson.

Moved:     Member Barbara Bryon

Seconded:     Member Nerelle Daly

That the Committee:

1. Elect a chairperson from among the Community Representatives.
2. Mr Steve Wicker was nominated by Ms Barbara Bryon for the position of Chairperson. The nomination was seconded by Mrs Nerelle Daley. Mr Wicker accepted the nomination and was elected unanimously as Chairperson.

**CARRIED**

### **6.2       CODE OF MEETING PRACTICE**

#### **COMMITTEE RESOLUTION**

Moved:     Member Brigitte Stanton

Seconded:     Member Barbara Bryon

That the Committee:

1. Receive and acknowledge the Code of Meeting Practice to be implemented during all committee meetings.

**CARRIED**

### **6.3       VOLUNTEER LIST AND ONLINE TRAINING**

#### **COMMITTEE RESOLUTION**

Moved:     Member Kaye Hall

Seconded:     Member Josie Middleton

That the Committee:

1. Acknowledge the requirement for volunteers to be included on Council's Volunteer Register and undertake the compulsory online volunteer training.

**CARRIED**

#### **6.4 SETTING FUTURE MEETING DATES**

##### **COMMITTEE RESOLUTION**

Moved: Member Nerelle Daly

Seconded: Member Kaye Hall

1. That the Committee discuss and set suitable dates for future meetings
2. Next meeting date is set for Monday 4 August 2025 at 12:30pm.

**CARRIED**

#### **6.5 KEY REGISTER**

##### **COMMITTEE RESOLUTION**

Moved: Member Barbara Bryon

Seconded: Member Brigitte Stanton

That Committee:

1. Review and update the Key Register

**CARRIED**

#### **6.6 MANAGER OF PROJECTS AND ASSETS**

##### **COMMITTEE RESOLUTION**

Moved: Member Kaye Hall

Seconded: Member Josie Middleton

That Committee:

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

**CARRIED**

#### **6.7 REVENUE AND EXPENDITURE BUDGET 2024-25**

##### **COMMITTEE RESOLUTION**

Moved: Member Brigitte Stanton

Seconded: Member Nerelle Daly

The Committee:

1. Acknowledges the 2024-25 Budget Report as of May 2025

**CARRIED**

**7 NEXT MEETING**

Monday 4 August 2025, 12:30pm

**8 MEETING CLOSE**

**Meeting Closed at 1:30pm**

**The minutes of this meeting were approved by the Chairperson (magiQ #.805036..) and will be presented to the next meeting for confirmation.**

**10.6 MINUTES OF THE NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE - 21 MAY 2025****Document ID: 805268****Author: Manager Projects and Assets****Authoriser: Deputy General Manager Infrastructure****Theme: Our Environment**

**Attachments:**

- 1. Minutes - 21 May 2025 - Narrandera Shire Floodplain Risk Management Committee.** [!\[\]\(ec9132f1d27c8919987d92907322654d\_img.jpg\)](#) 
- 2. Cumulus Engineering - Feasibility Study Presentation (under separate cover)** 

**RECOMMENDATION**

That Council:

1. Receives and notes the minutes of the Narrandera Floodplain Risk Management Committee meeting held on 21 May 2025.
2. Receives and notes the contents of the Nallabooma and Airport Preferred Levee Feasibility Study presentation.

**MINUTES OF NARRANDERA SHIRE COUNCIL  
NARRANDERA FLOODPLAIN RISK MANAGEMENT COMMITTEE  
HELD AT THE COUNCIL CHAMBERS  
ON WEDNESDAY, 21 MAY 2025 AT 10:00 AM**

**1 PRESENT**

Cr Cameron Lander, Chair Mr Shane Wilson, Mr Brendon Johnson, Mr Steve Manwaring, Mr Fred Spain, Mr Emil White, Mr Andrew Holmes, Mr Julian Skipworth, Mr Alastair Xeros, Via Teams Ms Sarah Hollis and Mr Andrew Pearson

**2 APOLOGIES**

Mr Shane Clancy, Cr Cameron Rouse, Ms Debbie Hobbs

**3 DECLARATIONS OF PECUNIARY INTEREST**

Nil

**4 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**RECOMMENDATION**

That the minutes of the Narrandera Floodplain Risk Management Committee held on 22 August 2023 be confirmed.

Moved: Mr Fred Hammer

Seconded: Mr Fred Spain

**5 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**6 GENERAL BUSINESS**

6.1 Narrandera Airport and Nallabooma Estate Levee – Feasibility Study – Consultant Inception Presentation.

Mr Hammer introduced Mr Julian Skipworth from Cumulus Engineering and Mr Alastair Xeros from Xeros Piccolo, who provided the committee with an presentation on the scope and methodology that will be undertaken to deliver the Narrandera Airport Levee and Nallabooma Estate Feasibility Study. Refer to attachment – Cumulus Engineering Feasibility Study Presentation

Mr Spain asked that Borrow Pit locations also be considered as part of the concept design costing phase.

Mr Manwaring indicated that the damages assessment needs to also consider costing for the replacement of the airport runway to current design standards

Mr Wilson highlighted that the damages assessment should to also provide narrative around the social impacts that would occur with the closure of operations at the airport and access issues along Irrigation Way.

### 6.2 Narrandera Urban Stormwater Scheme - Update

Mr Wilson provided the committee members with a detailed update on the Narrandera Urban Stormwater Scheme completed design scope, construction challenges and grant funding application outcomes.

### 6.3 Narrandera Voluntary House Purchase Grant Submission - Update

Mr Hammer advised the committee that an application has been submitted under the NSW Floodplain Management Program for funding on a 6:1 ratio to participate in the Voluntary House Purchase Grant Scheme.

### 6.3 General Business

Mr Manwaring informed the committee that the DCCEE Water Department are proposing to undertake a Mirrool Creek Floodplain Management Plan Study pending funding. He also advised the members that under the new flood risk manual governance framework, Council can develop plans to apply for funding to conduct feasibility studies for townships in the LGA that are affected by overland flooding.

Mr White inquired about the outcome of the completed Barellan preferred levee detailed design. Mr Wilson responded that the project is still on Council's list of priorities pending future funding opportunities. It was also highlighted that since the introduction of the township sewer scheme, the need to evacuate the township residents due to the health risks of the previous flooded septic systems has been eliminated.

Mr Wilson provided the committee with further updates on Council activities that included the following items:

- Funding has been allocated to commence a LEP and DCP review.
- Design and planning activities are continuing for be developed to relocate the Water Filtration Plant out of the floodplain to behind Council Works Depot along Barellan Road.
- Council is also looking at conducting works to undertake flood protection activities to protect existing water bores.
- A development application has been lodged for a new service station at Gillenbah located on the intersection of the Sturt and Newell HWY's
- Draft Murrumbidgee Valley Floodplain Management Plan. Council would withdraw its support of the plan if betterment activities to mitigate the impacts of environmental flows are not funded.

## 7 NEXT MEETING

TBC – Placeholder 29 October 2025

## 8 MEETING CLOSE

**Meeting Closed at 11:47am**

**The minutes of this meeting were approved by the Chairperson and will be presented to the next meeting for confirmation.**

## 11 REPORTS OF THE GENERAL MANAGER

### 11.1 LISTENING POSTS OUTCOMES

**Document ID:** 803679

**Author:** Executive Assistant

**Authoriser:** General Manager

**Theme:** Our Leadership

**Attachments:** 1. Listening Post 2025 - Issues Raised [↓](#) 

#### RECOMMENDATION

That Council

1. Notes the record of issues raised and thanks the community for their participation.

#### LISTENING POSTS REPORTS

Attached to this report are the tables outlining discussions at the listening posts. Most issues raised were discussed and responses provided at the meetings. Other issues have been noted for follow up and a response will be provided at next year's listening posts. No amendments to the documents on display are warranted.

#### Session Attendances

Date	Venue	Community	Councillors	Staff
27 May	Sandigo	6	4	5
27 May	Grong Grong	14	5	4
28 May	Barellan	17	4	4
29 May	Narrandera (am)	9	3	6
29 May	Narrandera (pm)	3	3	5

**Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025**

**SANDIGO Tuesday 27 May 2025 – 10am**

Community members attended **6**, Councillors **4**, Staff **5**

#	Requester	Issue	Responsible Officer	Feedback/Outcome
1.	John Williams	Patching work on Settlers Road has not been done.	DGMI	Staff requested to assess the road.
		Green Lane has also not been patched.	DGMI	Green Lane is in our 3-year works program.
		The gravel on the roads have been washed away creating mud.	DGMI	Access will be provided to affected areas.
		Where will the gravel come from for the re sealing?	DGMI	We have sourced new quarries with higher grade gravels.
		Entrance signs, although this is grant funded it becomes a Council cost for maintenance. Don't waste the rate payer's money, Council needs to be conscience of the ongoing costs to projects after completion.	DGMI	Ratepayers concern is noted
		How often do the toilets at Marie Bashir Park get cleaned? These are very dirty on weekdays. Maybe these need to be cleaned twice a day.	DGMI	The amenities are cleaned every morning. Staff will monitor to determine if that needs to be increased.
		Narrandera Shire has an abandoned car problem. What responsibilities does Council have in regard to this and how long does it take for the burnt-out cars to be removed?	DGMI	Abandoned vehicles are covered by specific legislation and Council has to follow that process. Two weeks after the vehicle has been abandoned, compliance officer needs to find the VIN and find the owner and inform police, they then must go through insurance companies to have the car brought home or written off.
		There is still a problem with straying stock in the area (roads and on neighbouring properties). Is this a LLS issue? What can be done?	DGMI	DGMI to try and get in contact with the LLS Vet.
		Well done to Council for resolving to sell the block of land at the Newell Highway corner coming into Narrandera.	GM	Ratepayers thoughts are noted



### Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025

2.	Laure Quilter	The gravel on the lanes and roads is too thick. Ute tires now have holes in them as a result of the sharp rocks. Is Council going to reimburse us for this damage?	DGMI	Have sourced better gravel, that compacts better, with smaller gravel and next to no dust.
		There is also a lot of dust from the roads. The house is covered in dust, and you can't see anything when a truck goes down the lanes.	DGMI	Have sourced better gravel, that compacts better, with smaller gravel and next to no dust.
		When will the roads be re-sealed?	DGMI	Council has a three-year program and that is available on the website
3.	Geoffrey McLean	Boree Creek Road project has been completed. Thank you	DGMI	Noted
		Strontian Road works have now been completed. I want to say a Thank You to Council, Councillors and all engineers involved who have helped me get this point across, which has resulted in a great result.	DGMI	Noted
4.	Dave Anderson	What are Council's plans for the grandstand's upgrades, as detailed in the SRV project plans?	DGMI	Pigeon proofing and seating upgrades.
5.	Cr Manning	Having fox problem on his property.	DGMI	Noted
		Council needs to raise the Newell Highway coming in Gillenbah. Encourages residents to keep pushing this issue with Transport for NSW	DGMI	Council has made several submissions in relation to the flooding at Gillenbah.
6.	Cr Ruffles	The block of land on the corner of the Newell Highway coming into Narrandera is a great opportunity for investors.	DGMI	Noted
		In regard to the town entrance signs, Council needs to prioritise local buying, quality, durability and low maintenance.	DGMI	Noted

### Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025

#### GRONG GRONG Tuesday 27 May 2025 – 7pm

Community members attended **14** Councillors **5**, Staff **4**

#	Requester	Issue	Responsible Officer	Feedback/Outcome
1.	Reiner Meier	Questioned works on Pamandi Road	DGMI	Noted
2.		With the recent SV increase, the 3% per year equates to a 50% increase in 10 years' time.	GM	Noted
3.		Questioned Land Value and Rates issued from the Valuer General Office. Can Council help to balance the values, so property rates don't increase so much?	GM	Council set rates amounts in line with the amounts brought down by Valuer Generals Office. Individuals can approach VG for a review, or they can "challenge" the VG findings.
4.		Corner of Pamandi Road and Canola Way, the pine trees need trimming back to improve a safe line-of-sight.	DGMI	Noted
5.	John Foley	Questioned works on Landervale Road.	DGMI	Noted – Landervale Road is included in the works program
6.	Rod Walsh	Complements to Council on the refurbishment of the floors in the Hall.	DGMI	Thank you.
7.		Grong Grong Recreational Ground Facility. What is happening with it in the future? When visitors come to Grong Grong, could they park their Caravans there near the amenities/store building? Can the facility be used as a Free Van Parking area like Brewery Flats?	DGMI	The Grong Grong Committee oversee operations and upkeep of the Hall and Recreation Grounds. Council is working with the Grong Grong Rodeo group to take over future management of the sports ground.
8.		Behind the Cemetery on Windermere Road, there has been an old kitchen dumped.	DGMI	Noted
9.	Adam Ferguson	Enquiry on Newlands Road grading maintenance schedule.	DGMI	Noted for inclusion in the maintenance program
10.	Lucinda Brown	Rubbish skip bin concerns from last year were not addressed.	DGMI	When the skip bin is full, Council empties it. The free bin opportunity is being abused by the some members of the public filling it with household and building waste. Looking at a different location or putting an array of green bins instead of the skip bin. There was some industrial waste disposed of incorrectly and that matter has been addressed.

Listening Post Issues Raised

BCS - F- 130508/ **Shared File F- 129312/ Doc 802678**

**Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025**

<b>11.</b>	Cr Manning	Can Council extend an invitation to VG representative to speak at a Council meeting on how the rate figures are determined?	GM	Council can extend an invitation to consultants to attend at the time of the next valuation is due.
<b>12.</b>		Grant funding to assist Grong Grong area.	DGMI	The recent grant application to footpath from the Motel to Hotel was unsuccessful. Grant ready projects are held and are reviewed when Grants are released.

**Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025**

**BARELLAN Wednesday 28 May 2025 – 7pm**

Community members attended **17**, Councillors **4**, Staff **4**

#	Requester	Issue	Responsible Officer	Feedback/Outcome
1.	John Wright	Questioned works on Bendee Street, expected completion time.	DGMI	Noted
2.		Sewerage Scheme rates increase. Didn't receive a letter on the upgrade and advising rates increases so didn't know about the increase until received rates notice. Can there be letters sent out.	DGMI	There were letters sent to residents and property owners at the start and during the process.
3.		Grass Table drains in town need maintenance so water can drain away.	DGMI	In the works. Discussion being held on design.
4.		Drainage at lower end of town needs maintenance.	DGMI	Noted for consideration
5.		Lighting in Barellan. What about solar lighting.	DGMI	Noted for consideration
6.	Christie Smith	Questioned works on Brobenah Hall Road. Are there any works set for that road?	DGMI	Yes works are included in the program
7.	Tony Kitching	Footpaths and guttering in Barellan need work.	DGMI	Group advised that anyone, at any time, can submit a request for works.
8.		Rates Notice, there was an error on the notice and was advised there was a fee to fix it. Why should community pay for Council's mistake?	GM	Advised Tony to make appointment for meeting if these things occur.
9.	Leanne Hawker	Toddler pool surface is too rough on skin and has cut children feet. Children are swimming in special swimming shoes. Needs resurfacing with smoother surface.	DGMI	Toddler pool tiles are standard tiles and whilst there was a problem in the early parts of the season those problems have abated.
10.	Bernadette Bandy	Table and chairs and lighting at the Clydesdale Horse area needs replacing.	DGMI	Noted for consideration
11.		Why are farmers charged SV rates when have no services (sewerage, waste collection)	GM	Rates are levied on land values and whilst the rate in the dollar charged by Council is the lowest the resultant rates are significant when the high land values are used.

Listening Post Issues Raised

BCS - F- 130508/ **Shared File F- 129312/ Doc 802678**

**Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025**

12.		Kamarah road needs to be widened. All past maintenance works have been destroyed by bad weather.	DGMI	Noted for assessment by staff
13.		From Billingham's Road turning on Burley Griffin Road, Coolamon Shire and NSC grade it, trees need pruning.	DGMI	Noted - for assessment (Council no longer does maintenance on Burley Griffin Way)
14.	Graham Davies	Peppercorn Trees need removing from the Clydesdale Horse and CWA areas.	DGMI	Noted for assessment by staff – tree removal is based on condition.
15.	DGMCC Sue Killham	Concerns from the Bettering Barellan Committee - Pidgeon relocation from main street buildings is needed.	DGMI	Noted
16.	Graham Pellegrino	New Town Entry Signs. Are they in the plans to be renewed?	GM	Showed Slides in presentation and advised detail of plan.
17.	Judy Findlay	Signage needs to be brighter and not the surrounding landscape colours, perhaps yellow shades. The need to stand out more. On the Barellan sign, the Horse needs to be a Clydesdale.	GM	Noted – the signs on exhibition are concepts only
18.	Tony Flagg	Signage for Barellan. Need more coming from Ardlethan and Yenda. Towards Wagga, need signage when turning onto Newell Highway and again turning off highway on Coolamon Road.	DGMI	Noted for assessment – Council no longer maintains Burley Griffin Way.
19.	Leanne Hawker	Positive feedback on cemetery and hall upgrades, in particularly on Peter Neville's work in the community.	GM / DGMI	Noted – Great to have the efforts of the staff recognised.

### Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025

**NARRANDERA Thursday 29 May 2025 – 10am**

Community members attended 9, Councillors 3, Staff 6

#	Requester	Issue	Responsible Officer	Feedback/Outcome
1.	Iris Schofield	Asked what the tonnage limit was for residential streets in Narrandera.	DGMI	On Dalgetty Street there are no limits, however no B-doubles. Need to have permits for other streets/ roads in town.
2.		Main street seriously needs an upgrade.	DGMI	Council acknowledges this and have begun upgrades with the blisters at East/ Bolton Street. If the community are happy with this modernised look, Council will continue these works along East Street.
3.		Fusion furniture out the front looks tacky and messy.	GM	Noted – discussions have been held with Fusion to have the furniture stored elsewhere.
4.		Footpaths need upgrading/ is a trip hazard.	DGMI	Noted – residents advised to report any hazards they become aware of.
5.		Hotel on corner needs painting, looks tacky.	DGMI	The hotel is private property
6.	Cr Manning	No seats at MBP infant's playground.	DGMI	Seats are outside the fence not inside. Council will take this under advisement with upcoming upgrades.
7.		A few Whiteway lights missing in the main street.	DGMI	Budget includes funds for an upgrade of the white way lighting.
8.		Shouldn't West Narrandera sewerage be priority over the Industrial areas.	DGMI	The proposed rising main will service industrial area and West Narrandera. Have to look to Economic Schemes for funding due to lack of grants available.
9.		Shop owners want street parking to enforce 1–2-hour parking.	DGMI	Noted
10.		Cross-hatching on both central East Street blocks, to enforce a 40km/hr speed limit.	DGMI	Funding these projects is an issue, however as funding becomes available Council will take this under advisement for future projects/ budgeting.
11.		In 10-15 years, heavy vehicle by-pass. Council needs to keep this in mind.	DGMI	Noted
12.	Jan McGilvray	Neighbour has a magnetic water filter which works really well. Why don't Council provide these instead of the current filter.	GM / DGMI	Residents can put any kind of filter on they choose.
13.		Are Quick Homes coming to Red Hill Estate?	GM	Yes a company called High Tech Homes has purchased land in the industrial estate.

**Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025**

14.		Are the new trees on the blisters on East Street going to be tall? Tall trees (current trees) cause shadows and pedestrians cannot be seen at night by vehicles.	DGMI	The trees will be suitable for the main street with two species being used.
15.	Martin Hiscox	Thank you to Council for bringing future cost of the WTP to residents at an early stage so that residents can see how they will be affected. Does Council have a Plan B if funding is not found for the water treatment plant project?	DGMI	Council is pursuing all avenues for government funding. The treatment plant cannot be built without grant support.
16.		Will the funding for the WTP come from Council's general fund?	GM	No. It will be funded by a mix of grants and loans within the water fund.
17.	Narelle Daly	How much does Council have to contribute to the WTP on top of the grant funding if successful?	GM	Hoping for 25/75. For the study Council will have to contribute 50/50.
18.		The pavers are dangerous on the footpaths. Have seen multiple people fall over. People step straight onto the road into traffic. Vehicles go too fast, and it is a danger to pedestrians. Maybe Council needs to have a flashing light coming up to the pedestrian crossing to alert vehicles.	DGMI	Council acknowledges this and have begun upgrades with the blisters at East/ Bolton Street. If the community are happy with this modernised look, Council will continue these works along East Street.
19.		Vehicle drivers need to know that mobility scooters are classed as pedestrians on the road/ at crossings.		Have looked into raising the pedestrian crossing to slow vehicles down.
20.	Chris Dahlitz	Narrandera water is very corrosive. Solar hot water system was serviced after 3 years the sacrificial anode had to be replaced. (brought in example).	Deputy Mayor Cr Ruffles / DGMI	Noted, highly recommend people have patience and check household pipes. Package this up and send to Minister.
21.	Warwick Heckendorf	At Barellan Road, why can't Council buy this land?	GM	There is an Aboriginal Lands claim on this land which has to be determined before any land transactions can occur.
22.		What are Council going to do with building blocks/ residential zoning with all the industrial zoning taking place?	GM	Council has assessed this, and it is estimated that there is sufficient residential zoning areas in Narrandera. Enough to last over 20 years.

Listening Post Issues Raised

BCS - F- 130508/ **Shared File F- 129312/ Doc 802678**

### Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025

**NARRANDERA Thursday 29 May 2025 – 7pm**

Community members attended **3** Councillors **3**, Staff **5**

#	Requester	Issue	Responsible Officer	Feedback/Outcome
1.	Pam Campbell	What is the Whiteway lighting.	DGMI	GM explained it's the lighting under the main street awnings to light the street through the night, also used as an important security measure. They assist in reducing crime in the main street. It is a unique addition to Narrandera, not seen very much in other towns. Will be upgraded to more efficient lighting.
2.		Slope of footpath outside Coles Supermarket is steep and makes pushing shopping around the corner. Is there something Council can do about that?	DGMI	Consideration on design ideas for future maintenance
3.		Senior pedestrians find it difficult and dangerous crossing the pedestrian crossings.	DGMI	Discussion on concerns, however there are no funds at this stage. Disable parking is a higher priority.
4.		Brewery Flats area. Last year emptied water from above their home, came across road and flooded at the corner. Could council direct water so it goes away. Council had cut a large ditch, stopping access for cars and people had to drive around the road to get into the pumphouse. Can the ditch be rectified so that the water still disperses and there is no large ditch. The mound has been cut away	DGMI	As DGMI is now aware of the concern, the area will be inspected. If it happens again, please contact Council so the area will be investigated at the time.
5.		Brewery Flat Road / corner Oakbank Road. Dangerous drivers, being used like a racetrack. Is there anything Council can do to stop this?	DGMI	It is really a police matter. Recently the speed limit on Oakbank Street was reduced.
6.		Campers at Brewery Flat. Never any issues from them. When speaking with visitors to Narrandera, they always pass on how good the town is.	GM	Great to receive positive feedback.



**Council's Annual Budget Listening Posts - Feedback on Issues -from 27 to 29 May 2025**

7.		Pipeline on road between oval and road brought up the clay then a hard surface was put on top and now water can't drain away.	DGMI	Noted for assessment by staff
8.		Rubbish bins are full too often and would help keep the area clean if they were collected more regularly.	DGMI	Plans being considered to build a bank of bins that will be emptied on a more regular basis. The bins will be secured to stop possibility of theft.
9.		There seems to be more abandoned vehicles on edge of highway to Wagga. Can Council remove them or TfNSW?	DGMI	Police matter
10.	Kathy Ryan	Is there plans to install footpaths from the new Crescent Street housing development to the main shopping centre?	DGMI	Footpaths are in the plans.
11.		Sought update on Stormwater run-off.	DGMI	Provided an update on the Stormwater program.
12.		EV Charging stations, bad lighting.	DGMI	Lighting is in the project plans to efficiently light up the area, also enhancing safety.
13.		At the edge of the pedestrian crossing near the chemist, there is a weird structure; what is it?	Comms	A Digital Notice Board is being installed at that location. Scheduled to arrive and be installed in coming weeks.
14.	Cr Manning	Safety in East Street. Some residents have difficulty getting across pedestrian crossings. Could Council reduce speed limit to 40kph to slow vehicles down in pedestrian area?	DGMI	Shared spaces have been considered in the past but found not suitable. Rippled pavers were suggested in the past, but community did not favour that concept, and the plans were put on hold. All options will be reviewed for future development.
15.	Cr Ruffles	From High School corner / Old Wagga Road - being used as a racetrack. Is there something we can do to stop speeding.	DGMI	Noted – speeding traffic is a police issue

## 11.2 BARELLAN & DISTRICT WAR MEMORIAL CLUB LTD - GIFTING OF THE BARELLAN TENNIS COURTS AND CLUBHOUSE TO COUNCIL

**Document ID:** 805372

**Author:** Governance and Engagement Manager

**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Theme:** Our Leadership

**Attachments:** Nil

### RECOMMENDATION

That Council:

1. Provides guidance on the request from the Barellan & District War Memorial Club Ltd to transfer the assets of the Barellan tennis courts and clubhouse to the management of Council:
  - a. Should Council **agree to the proposal**, then Council progresses a Memorandum of Understanding between both parties; or
  - b. Should Council **not agree to the proposal**, then Council thanks the Barellan & District War Memorial Club Ltd for their offer and respectfully declines the offer.

### PURPOSE

The purpose of this report is for Council to consider the second proposal from the Barellan & District War Memorial Club Ltd (the Club) to 'gift' the Barellan tennis courts and the clubhouse to Council to manage as a community asset.

### SUMMARY

The Executive Leadership Team received an initial report about the proposal to transfer the Barellan tennis courts and clubhouse to Council at its 28 June 2022 meeting. Following that initial proposal, a community meeting was held at the Barellan tennis clubhouse and there appeared to be confusion about whether the Club's proposal had been adequately discussed by members. The original proposal was then placed on hold.

A second request to Council has now been received. A copy of the most recent proposal dated 24 March 2025 is included in this report (**Image 1**).

At the time of the community meeting, it provided an opportunity to gauge the condition of the clubhouse and the surrounds.

- The clubhouse and courts have been refurbished with grant funding in recent years
- The adjoining basketball court is somewhat neglected
- Overall, the tennis complex is in a fair condition.

Also located on the site near the clubhouse is Evonne's Wall, a brick wall where the legendary Evonne Goolagong-Cawley practiced hitting a tennis ball in her junior years (**Image 2**).

Image 1 - Correspondence received 24 March 2025



Barellan & District War Memorial Club Ltd

ABN: **61 001 058 671**

Po Box 127 Barellan NSW 2665

Phone: 02 6963 9301

Email: [barellanclub@bigpond.com](mailto:barellanclub@bigpond.com)

**Club President:** Graham Pellegrino  
PH 0428 505 547

## To the Narrandera Councillors and Staff,

We are writing to you regarding the Barellan Tennis Courts.

The Barellan and District War Memorial Club wishes to gift the Crown land lease for the tennis courts to the council and sell the small parcel of land, which was formerly the basketball court, so that these facilities can be managed as public assets.

The Club believes that we are currently maintaining a public facility that should be the responsibility of the council. As a volunteer-based organization, our board is constantly looking for ways to reduce costs and workload. We feel that the management and upkeep of the tennis courts should be overseen by the council in collaboration with the Tennis Court Committee, rather than remaining the club's responsibility.

We understand that there has been some public concern about transferring the courts to council management. However, this matter has been openly discussed at the last three AGMs and at a publicly advertised meeting in June 2024. Additionally, I have had ongoing discussions with George and Nevil over time, as well as more recent discussions with the Tennis Court Committee. The committee has agreed to manage the courts in conjunction with the council.

Given that the club operates with minimal staff and relies heavily on volunteer work, we believe it is in the best interest of the Barellan community for the council to take over the courts, ensuring that this valuable asset is retained for the town.

We propose that the handover take effect on **July 1, 2025**, as this would align with the transition between sporting seasons and financial years. Additionally, we suggest a nominal charge of **\$15,000** for the block of land (DP212984).

Thank you for your time and consideration. We look forward to your response.

Sincerely,  
Graham Pellegrino  
**Club President**  
Barellan and District War Memorial Club  
Ph: 0428 505 547  
24/03/2025

*Image 2 - Evonne's Wall**Image 3 - Locality map of the Barellan Tennis Club*

## BACKGROUND

The Barellan tennis courts and clubhouse are located on Lots 9 and 10 Section 8 DP 758052 and Lot 12 DP 212984, 61 Mulga Street, Barellan (**Image 3**).

Lots 9 and 10 are Crown land leases for the purpose of Recreation (Tennis Courts and Clubhouse), Lot 12 is freehold land.

The Club has indicated that it would sell Lot 12 to Council for an amount of \$15,000.

Strategically positioned, Lot 12 DP 212984 shares a common boundary with the Barellan Swimming Pool complex. There is the potential to use Lot 12 as an extension to the swimming complex, another recreational activity, or relocate existing swimming pool infrastructure to a less visible part of the swimming complex.

### Expenditure

Should Council agree to accept the Barellan tennis court complex to control and manage, it would be accepting both operational and recurrent expenditure that would impact Council's Long Term Financial Plan, with the following estimated costs:

<b>One-off costs</b>		
<b>Expenditure</b>	<b>Estimated Cost</b>	<b>Comment / Issue</b>
Connection to Goldenfields Water County Council reticulated potable water supply	\$2,200	Water supply to the tennis complex is currently supplied by a private line from the Club located north across the laneway.
Connection to Goldenfields Water County Council reticulated non-potable water supply	\$2,200	Water supply to the tennis complex is currently supplied by a private line from the Club located north across the laneway.
Back-flow prevention device x 2 services	\$2,374	Installation by Goldenfields Water County Council.
Transfer of Crown land holdings to Council x 2	\$1,000	It is understood that NSW Crown lands will initiate the transfer at minimal cost.
Purchase of Lot 12 DP 212984	\$15,000	Council will recommend to the Club that this be inclusive of all legal costs to transfer the 3 allotments to the control and management of Council. The Unimproved Capital Valuation provided by the Office of the Valuer-General is intended to be used for the determination of the square metre purchase price.
Crown Land Plans of Management for Lots 9 & 10 Section 8 DP 758052	\$10,000	The Plan of Management will be more complex given that 2 of the 3 allotments are Crown lands and 1 allotment is freehold land. Additional narrative will be required to differentiate between the land holding types, however it may be possible to include Lot 12 DP 212984 into the proposed Jonsen Park Plan of Management.
Contingency	\$2,500	Additional funds to support the transfer and purchase.

<b>Recurrent annual costs</b>		
<b>Expenditure</b>	<b>Estimated Cost</b>	<b>Comment / Issue</b>
Annual water access charge 20mm	\$432	Potable supply.



Annual water access charge 20mm	\$432	Non-potable supply.
Annual water consumption charge	\$2.50 per kilolitre - allow \$1,000 annually	Potable supply and non-potable supply.
Annual testing of back-flow prevention device x 2 services	\$160	Testing by Goldenfields Water County Council.
Sewer usage	\$1.63 per kilolitre - minimum of \$868.40 annually	Levied by Narrandera Shire Council.
Rates and charges	\$400	Levied by Narrandera Shire Council as a non-rateable property.
Annual rental to Crown Lands	\$1,000	This is the estimated cost for the 2 Crown land holdings.
Maintenance of facility including staff on-costs	\$12,500	Includes maintenance of grounds, decommissioning of the septic tank, and other matters which will arise.
Plant items	\$1,000	Use of small plant items such as a mower, whipper snipper.
Insurance costs	\$2,000	Dependant on the valuation of buildings and contents

Future capital costs		
Expenditure	Estimated Cost	Comment/Issue
Changeover of existing lighting from manual control to remote timed usage	Yet to be determined	This will need to be incorporated into the Long Term Financial Plan at a future date.
Remediation of basketball court surface or re-purposing of the area for another recreational activity	Yet to be determined	This will need to be incorporated into the Long Term Financial Plan at a future date.
Remediation of tennis court surfaces and surrounding fences	Yet to be determined	This will need to be incorporated into the Long Term Financial Plan at a future date.
Upgrading of clubrooms	Yet to be determined	This will need to be incorporated into the Long Term Financial Plan at a future date.

## Revenue

At the present time, revenue is received by the Barellan War Memorial Club and an actual amount for hire fees is not known. Based on conversations at the community meeting in 2022, it is estimated that \$1,000 annually could be received from hire fees or other events.

## Management

At the time of the community meeting, members of the Barellan tennis club appeared to be interested in forming a committee. This could potentially become either an Advisory

Committee, a Section 355 Committee or perhaps be encompassed by the Bettering Barellan Committee.

**Progressing this matter**

The Club recently forwarded Council a copy of the Annual General Meeting agenda where the minutes support the transfer of the lands to Council.

It will be recommended that, should Council agree to the request, a Memorandum of Understanding (MoU) be prepared to set out the details of what each party must undertake to progress the transfer. Enquiries have been made with Farrell Goode Solicitors that they are able to act for both parties and assist in the development of the MoU. Farrell Goode Solicitors has advised that their Narrandera and Leeton offices can provide the independence for both parties.

**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**

- N/A

**Financial**

- It is estimated that following the transfer of assets to Council, the initial financial year would see expenditure of about \$35,000 for one-off costs in addition to \$20,000 in recurrent costs. In future years there will need to be funding within the Long Term Financial Plan to manage and maintain the facility in accordance with its purpose.
- For the 2025-26 financial year \$25,000 has been included for the Barellan tennis complex maintenance and other approved costs with an additional \$5,000 allocated for the payment of rates and charges. All other costs incurred will have to be managed through the quarterly budget review process.

**Legal / Statutory**

- *Crown Land Management Act 2016*
- *Local Government Act 1993*
- *Real Property Act 1900*

**Community Engagement / Communication**

- The acceptance or non-acceptance of this proposal for Council to manage and maintain the Barellan tennis courts and clubhouse will be discussed through this and future ordinary business papers of Council.
- The outcomes of the decision-making process will be promoted by Council through the usual communication channels.

**RISKS**

The risks for Council to consider include:

1. If Council accepts an additional community asset to manage within an already constrained budget, there is likely to be a community expectation that the facility be maintained at its current standard or at a higher standard.
2. Should Council not accept the management and control of the facility, it is possible that the Club could decide to no longer manage the facility with the facility eventually no longer available for community use and may fall into a state of disrepair.
3. If the facility is left to deteriorate, current infrastructure such as the playing surface of the tennis courts could become infested with weeds and become unusable and costly to repair or replace.

**OPTIONS**

The options include:

1. Council accepts the management and control of the Barellan tennis courts and clubhouse therefore ensuring that a community asset remains available for the community to use and enjoy. Strategically, 12 DP 212984 could be viewed as a potential extension to the adjoining Barellan Swimming Pool or perhaps using the additional 1,012 square metres of land for another recreational activity. This option would also see 'Evonne's Wall' remain available to the community.
2. Council could decide to not accept the proposal and consider an annual financial contribution to the Club to assist in the management of the tennis complex.
3. Council may prefer to decline the proposal and thank the Club for their offer.

**CONCLUSION**

Council sincerely extends its thanks the Barellan War Memorial Club and its members, volunteers and users of the facility who have managed and maintained the facility over many decades.

It will be recommended that Council provides guidance on the request to transfer the assets of the Barellan tennis courts and clubhouse to the management of Council.



**11.3 POLICY DRAFT - POL160 DIGITAL COMMUNITY NOTICEBOARDS POLICY****Document ID:** 803350**Author:** Communications Officer**Authoriser:** General Manager**Theme:** Policy**Attachments:** 1. DRAFT POL160 Digital Community Noticeboards Policy [↓](#) **RECOMMENDATION**

That Council:

1. Endorses the draft Digital Community Noticeboards Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems the draft Digital Community Noticeboards Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

**PURPOSE**

The purpose of this report is to seek Council's endorsement for the public exhibition of the draft Digital Community Noticeboards Policy, appended at *Attachment 1*, for a period of 28 days and its subsequent adoption, subject to no submissions being received. Should submissions be received, the matter will be brought back to Council for consideration and determination.

**SUMMARY**

The draft Community Noticeboards Policy provides a framework for Council to support improved communication and community engagement within the Narrandera Shire. This will be achieved through the installation and use of digital noticeboards to share emergency information, local events, and public announcements, in alignment with the relevant provisions of the Local Government Act 1993.

**BACKGROUND**

In response to community feedback and the need for more effective public communication, Council identified the opportunity to install Digital Community Noticeboards at key locations across the shire. The noticeboards are intended to enhance access to timely and relevant information, including emergency updates, local events, and community announcements.

Although digital signage is not a legislated requirement under the Local Government Act 1993, it supports broader community engagement and resilience. The draft policy has been developed to provide a framework for the ongoing use and management of the noticeboards in line with Council's communication objectives.

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

Policy

**Strategy**

N/A

**Action**

N/A

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

- POL160 is a newly drafted policy that provides for the use of Digital Community Noticeboards within Narrandera Shire.

**Financial**

- N/A

**Legal/ Statutory**

- N/A

**Community Engagement / Communication**

- The draft policy will be publicly exhibited from 18 June 2025 (upon Council resolution) to Wednesday 16 July 2025. During the public exhibition period, members of the community will be invited to view and provide comment. Any submissions will be provided to Council for review.

**RISKS**

Digital community noticeboards are a new initiative for Narrandera Shire, and Council currently does not have an established policy to guide their use and management. Without a clear framework, there is a risk of uncertainty around content control, maintenance responsibilities, and appropriate usage.

Adoption of the draft policy will provide structure and consistency from the outset, helping to mitigate potential operational and reputational risks as the initiative is implemented.

**CONCLUSION**

The draft Policy has been developed to provide a framework for the use and management of the Digital Community Noticeboards within the Narrandera Shire. It is recommended that the draft Policy be endorsed for public exhibition and adopted, subject to no submissions being received. If submissions are received, the matter will be brought back to Council for consideration and determination.



# Digital Community Noticeboards 2025

## POL160



**NARRANDERA SHIRE COUNCIL**

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

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



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**Policy No:** XXX000  
**Policy Title:** Digital Community Noticeboards  
**Section Responsible:** Executive Services  
**Minute No/Ref:** XXXXXXXX  
**Doc ID:** 621706

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## 1. INTENT

This policy outlines the protocols for using the digital community noticeboards to promote Council business and provides guidelines for the public and community groups usage.

## 2. SCOPE

This policy applies to all Councillors, Council employees, agents and contractors, administrators appointed under Section 256 of the Local Government Act 1993 (NSW), members of council committees, delegates of Council, and any person or community group wishing to share information via the digital community noticeboards.

## 3. OBJECTIVE

The purpose of this document is to ensure signage and displays in all Council locations are of a consistent quality, tone, and professional standard.

The electronic community noticeboards are for display of Council information and promotion of community events/functions only and are not to be used for commercial purposes or advertising for products and services.

## 4. POLICY STATEMENT

The Community Digital Noticeboards are a place for residents and visitors to find the latest news from Council, and the community about what is happening across Narrandera Shire Council.

It is free to list for not-for-profit organisations, sporting clubs and community groups to advertise local events, projects and programs that may be of interest to the public.

Users are responsible for creating their notices and submitting them in the correct format to Council for review.

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## 5. PROVISIONS

### 5.1 LOCATION

The Community Digital Noticeboards are wall mounted and stand alone and located at various locations within the Local Government Area.

### 5.2 ELIGIBILITY OF USE

It is free to list on the noticeboard when the following eligibility criteria is met. Narrandera Shire Council will accept notices for public display from:

- Not-for-profit organisations
- Sporting clubs
- Community groups
- Service clubs

Information of commercial products, services or businesses will not be displayed.

Notices must promote events, programs or information in the following areas of community interest:

- Community led or focused events or programs.
- Sporting events or club open days.
- Tourism information.
- Community work and welfare.
- Skill development and learning.
- Health promotion.
- Council information / services.

Provided that the events, programs or information to be displayed will:

- Be accessible and inclusive.
- Be open to the general public (not member's only events/programs).
- Be located in Narrandera Shire Council area or surrounding towns or villages.

The Narrandera Shire Council will accept notices for public display promoting events and information in the following areas of community interest relating to the council area:

- Inclusive community events held within the Council area.
- Tourist Information.
- Education and cultural information.
- Arts, crafts and entertainment information.
- Council information / services.

Provided that the events/functions to be displayed will:

- Be open to the general public (not members only events/functions).
- Be of a reasonable size eg: reasonable likelihood of 100 or more attendees.

Emergency notices will take precedence for screening time.

## 6. DEFINITIONS

- **Digital Community Noticeboard** – A digital television displaying pictures or videos with words, graphics and or people.

## 7. ROLES AND RESPONSIBILITIES

### 7.1 STAFF

- Customer Service staff:
  - Receive all submissions via the website and enter the request into MagiQ folder 129639 with an action to the Communications Officer.
- Communications Officer:
  - review any public submissions and either approve or decline the request. If approved place the notice onto the noticeboard platform for the required timeframe. Advise the requestor of the outcome.
  - Place any Council notices or information on the noticeboard platform.
  - Monitor and remove any notices once they are redundant.

## 8. RELATED LEGISLATION

- Copyright Act 1879
- Defamations Act, 2005
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Act, 1988

## 9. RELATED POLICIES AND DOCUMENTS

- Code of Conduct
- ES310 Community Engagement Policy
- POL018 Websites Policy
- POL056 Social Media Policy
- Digital Community Noticeboards Procedure
- Transport Corridor Outdoor Advertising and Signage Guidelines

## 10. VARIATION

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

EXTERNAL (to Council)

POLICY HISTORY

Responsible Officer	Communications Officer		
Approved by	General Manager		
Approval Date	DD April 2025		
GM Signature (Authorised staff to insert signature)			
Next Review	DD April 2026		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
2 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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

## Digital Community Noticeboard Submission Guidelines

Narrandera Shire Council welcomes submissions for display on the digital community noticeboards. These noticeboards provide timely, relevant, and community-driven information to residents and visitors, promoting events, programs, and services that enrich our region.

Please review the following guidelines and style requirements to ensure your notice is eligible and appropriately presented.

### Eligibility Criteria

Submissions are free but must meet the following eligibility conditions.

Eligible Submitters:

- Not-for-profit organisations
- Sporting clubs
- Community groups
- Service clubs

Not Accepted:

- Content promoting commercial products, services, or businesses
- Private or member-only events

### What Can Be Promoted?

We welcome content related to:

- Community-led events and programs
- Local sporting events or open days
- Health and wellbeing promotions
- Skill development or educational opportunities
- Arts, crafts, and cultural initiatives
- Council services and updates
- Tourism and visitor information
- Community support and welfare initiatives
- Inclusive and accessible activities

### Important Considerations

- Event or services **must be open to the general public.**
- Content must be based **within the Narrandera Shire or nearby towns/villages.**
- Submissions must align with **Council values and community standards.**
- Council reserves the right to edit or declines submissions that do not comply.

### Artwork Specifications

Please supply artwork in both sizes listed below.



**Narrandera Destination and Discovery Hub**

Width: 1057mm

Height: 1453mm

**East Street Narrandera and Yapunyah Street Barellan**

Width: 684mm

Height: 1215mm

All artworks should be:

- Clear, legible, and high-resolution.
- Optimised for digital screen display.
- Free of excessive text or small fonts.

**Submission Process****Complete the Webform**

Visit the Narrandera Shire Council website and navigate to the Digital Noticeboards page. Use the online submissions form to enter your details, including:

- Your name
- Organisation (if applicable)
- Contact email
- Notice content and display dates

**Await Council Review**

A staff member will respond to your enquiry with an outcome. If approved, you'll receive further instructions for submitting the final artwork.

**Artwork Upload**

Once approved, follow the provided instructions to upload your artwork in the correct sizes.

**Display Period**

You may nominate start and end dates. However, display periods may be adjusted based on content volume and Council discretion.

**Review and Approval**

- All submissions are reviewed by the Communications Officer.
- Notices are evaluated for compliance with content and eligibility guidelines.
- Emergency notices will take priority over scheduled content.

## Style Guide for Submissions

To ensure consistency and readability, please follow these guidelines when preparing your notice.

### Tone and Language

- Clear, concise, and community orientated.
- Avoid jargon or overly technical language.
- Use positive, inclusive language.

### Design

- Use high-contrast colours for readability.
- Keep text to a minimum – focus on key information (event name, date, location).
- Avoid clutter; leave adequate spacing between elements.

### Typography

- Sans-serif fonts preferred (eg. Arial, Helvetica).
- Minimum font size of 24pt recommended.
- Limit to 2 font styles per design.

### Images

- Use high-quality, relevant imagery.
- Avoid blurry or pixelated graphics.
- Ensure any photographs are copyright-cleared.

## Contact and Support

For general enquiries or assistance with your submissions:

### Website Submission Enquiries

Please use the webform on the Narrandera Shire Council website. A staff member will be in touch with the outcome and next steps.

### General Contact

Email: [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)

Phone: (02) 6959 5510

## 12 REPORTS OF THE DEPUTY GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES

### 12.1 ADOPTION OF DELIVERY PROGRAM 2025-29 (POST-EXHIBITION)

**Document ID:** 794613

**Author:** Governance and Engagement Manager

**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Theme:** Our Leadership

**Attachments:** 1. Final - Delivery Program 2025-29 (under separate cover) 

#### RECOMMENDATION

That Council:

1. Adopts the post-exhibition Delivery Program 2025-29, appended at *Attachment 1*.

#### PURPOSE

The purpose of this report is to ensure Council formally adopts the draft Delivery Program 2025-29 (“the draft Delivery Program”), appended at *Attachment 1*, following conclusion of the statutory public exhibition period.

#### SUMMARY

The draft Delivery Program appended at *Attachment 1* has been prepared in accordance with the relevant provisions of the *Local Government Act 1993* (“the Act”) as well as the *Integrated Planning and Reporting Guidelines* (“the IP&R Guidelines”) prescribed by the Office of Local Government (“the OLG”).

Consistent with the requirements of the IP&R Guidelines, the draft Delivery Program aligns with the strategic objectives set out in the Community Strategic Plan 2040 (“the CSP”).

#### BACKGROUND

Under the IP&R provisions of the Act, local councils are required to develop and adopt an interrelated suite of strategic plans to guide their decision-making and service delivery arrangements. Specifically, section 404 of the Act requires councils to prepare a four-year Delivery Program by 30 June in the year following a local government ordinary election.

The Delivery Program must demonstrate the council’s commitment to the community to perform all its functions (including implementing the strategies set out in the Community Strategic Plan) by outlining the activities for which it is responsible over the term of the council, including how those activities will be prioritised, and how the council will measure and evaluate their implementation.

The attached Delivery Program directly addresses the objectives and strategies contained within the Community Strategic Plan, as well as focussing on ongoing improvements to the efficiency, productivity, financial management and governance of the Council.

This document was placed on exhibition seeking community comment from 7 May 2025 to 6 June 2025 inclusive. **No submissions were received.**

**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**

- There are no policy implications for Council associated with this report.

**Financial**

- The post-exhibition Delivery Program includes financial estimates for Council's budget position for the four-year period from 2025-26 to 2028-29 inclusive, as required under clause 4.8 of the IP&R Guidelines.

**Legal / Statutory**

- As noted above, section 404 of the Act provides that Council must develop and adopt a Delivery Program after each local government election, covering the principal activities of the council for the four-year period commencing on 1 July following the election (being 1 July 2025), detailing the activities to be engaged in during the financial year.

**Community Engagement / Communication**

- The draft Delivery Program was placed on public exhibition from 7 May 2025 (upon Council resolution) to Friday 6 June 2025, which is slightly longer than the minimum prescribed period of 28 days. During the public exhibition period, members of the community will be invited to view and provide comment on the draft documents. Consistent with statutory requirements, any submissions received on the draft documents must be considered by Council prior to adopting the document.

**RISKS**

Public exhibition of the draft Delivery Program and its supporting documents prior to adoption ensures Council complies with its statutory requirements and allows members of the community to review and provide feedback on the document prior to adoption.

**CONCLUSION**

Consistent with Council's resolution at its Extraordinary Meeting held 6 May 2025, the draft Delivery Program was placed on public exhibition with no submissions received during the exhibition period. It is now recommended that Council formally resolves to adopt the draft Delivery Program.

## 12.2 ADOPTION OF OPERATIONAL PLAN & REVENUE POLICY (POST-EXHIBITION)

**Document ID:** 781601

**Author:** Chief Financial Officer (Responsible Accounting Officer)

**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Theme:** Our Leadership

**Attachments:**

1. Operational Plan 2025-26 including Revenue Policy (under separate cover) 
2. Fees and Charges 2025-26 (under separate cover) 

### RECOMMENDATION

That Council:

1. Notes no submissions were received on the draft 2025-26 Operational Plan & Revenue Policy.
2. Pursuant to section 405 of the *Local Government Act 1993*, adopts the draft 2025-26 Operational Plan & Revenue Policy, appended at *Attachment 1*.
3. Makes the 2024-25 Schedule of Fees and Charges as presented, appended at *Attachment 2*.
4. Pursuant to clause 211(2) of the *Local Government (General) Regulation 2021*, approve expenditure and vote funds as detailed in the 2025-2035 Long-term Financial Plan and 2025-26 Operational Plan & Revenue Policy.

### PURPOSE

The purpose of this report is to seek adoption of the draft Operational Plan & Revenue Policy for the 2025-26 year, following completion of the public exhibition period which commenced 6 May 2025 and concluded 6 June 2025, and approve expenditure and vote funds as detailed therein.

### SUMMARY

At its Extraordinary Meeting held 6 May 2025, Council endorsed the draft Operational Plan & Revenue Policy for public exhibition **[res. 25/075]**. The public exhibition period commenced upon Council resolution and concluded Friday, 6 June 2025.

### BACKGROUND

Under the IP&R provisions of the Act, local councils are required to develop and adopt an interrelated suite of strategic plans to guide their decision-making and service delivery arrangements. Specifically, section 405 of the Act requires councils to prepare an annual Operational Plan covering each financial year.

### 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**

- There are no policy implications for Council associated with this report.

**Financial**

- The draft 2025-35 Long-term Financial Plan, 2025-26 Operational Plan including Council's Statement of Revenue Policy and Schedule of Fees & Charges for the 2025-26 year.

**Legal / Statutory**

- As noted above, section 405 of the Act provides that Council must develop and adopt an Operational Plan prior to the beginning of each financial year, detailing the activities to be engaged in during the financial year. The Operational Plan must directly address the activities outlined in the Delivery Program and identify projects, programs and actions that Council will undertake within the financial year addressing these.
- The IP&R Guidelines provide that the Operational Plan must include Council's detailed Budget for the financial year (clause 4.19) and accompanying Statement of Revenue Policy (clause 4.20).

**Community Engagement / Communication**

- The documents were made available for public viewing and comment over a 28-day period, providing the community with an opportunity to submit feedback. This process ensures that the Council can consider the views and concerns of the community when making an informed decision.

**RISKS**

Council may be unable to meet community expectations due to a combination of factors, including limited financial resources, competing priorities, and the need to balance various community interests. While Council strives to address as many community needs as possible, there are instances where certain expectations may not be fully met. In such cases, it remains committed to transparent communication and ongoing engagement with the community to explain the reasons behind these decisions and to explore alternative solutions where feasible.

**CONCLUSION**

Following extensive community consultation across several platforms, the community has been provided with information on how Council intends to manage its strategic and operational functions. No submissions were received by the community during the exhibition period.

**12.3 MAKING OF RATES AND FIXING OF CHARGES 2025-26****Document ID:** 781591**Author:** Chief Financial Officer (Responsible Accounting Officer)**Authoriser:** Acting Deputy General Manager Corporate & Community Services**Theme:** Our Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. In accordance with Chapter 15, Parts 4 and 5 of the *Local Government Act 1993*, makes and levies the following rates and annual charges for the 2025-26 year:
  - a. In relation to Ordinary Rates, applies the increase of 18.0% per cent, inclusive of the rate peg and permanent Special Variation, as determined by the Independent Pricing and Regulatory Tribunal.
  - b. In relation to Ordinary Rates and pursuant to section 494 of the *Local Government Act 1993*, makes and levies the following Ordinary Rates for the year 01 July 2025 to 30 June 2026:

Rate Category	Minimum/Base Amount	Ad Valorem (Cents in the \$)
Residential Ordinary	\$755.00	\$0.011200
Residential Narrandera	\$466.45	\$0.010870
Business Ordinary	\$755.00	\$0.017400
Business Narrandera	\$844.00	\$0.026000
Farmland Ordinary	\$755.00	\$0.002670

- c. In relation to waste management charges and pursuant to sections 496 and 501 of the *Local Government Act 1993*, makes and levies the charges set out in the revenue policy on all consumers accessing the Narrandera Shire waste management services for the year 01 July 2025 to 30 June 2026:
  - d. In relation to stormwater management charges and pursuant to sections 496a and 501 of the *Local Government Act 1993*, makes and levies the charges set out in the revenue policy on all consumers where the service is available for the year 01 July 2025 to 30 June 2026:
  - e. In relation to water supply service charges and pursuant to sections 501, 502 and 552 of the *Local Government Act 1993*, makes and levies the charges set out in the revenue policy on all consumers connected to, or capable of being connected to, the Narrandera Shire water supply systems and water supply for the year 01 July 2025 to 30 June 2026:
  - f. In relation to sewerage service charges and pursuant to sections 501, 502 and 552 of the *Local Government Act 1993*, makes and levies the charges set out in

the revenue policy on all consumers connected to, or capable of being connected to, the Narrandera Shire sewer systems and sewer charges for the year 01 July 2025 to 30 June 2026:

- g. Pursuant to section 566(3) of the *Local Government Act 1993*, adopts the overdue rates and charges maximum interest rate of 10.5 per cent for the period 01 July 2025 to 30 June 2026 (inclusive) in accordance with the determination made by the Minister for Local Government as published in the *NSW Government Gazette*.

## PURPOSE

The purpose of this report is to formally make the rates and fix the annual charges for 2025-26, consistent with section 535 of the *Local Government Act 1993* ("the Act").

## SUMMARY

The Operational Plan & Budget 2025-26 includes Council's Statement of Revenue Policy for the 2025-26 year. The Statement of Revenue Policy is adopted on an annual basis and details how Council will levy ordinary rates, charges and fees, as well as the anticipated revenue that will be derived from each rate, charge and fee.

Council must formally resolve to make the rates and charges for the 2025-26 year, as well as the interest rate payable on overdue rates and charges. On 10 April 2025, the Office of Local Government published *Circular 25-06 Rating Information 2025-2026* ("Circular 25-06"), confirming the maximum interest rate and the methodology used.

## BACKGROUND

Rates, charges and fees are the primary source of revenue for Council. Such revenue is critical for funding operational expenditure used for service delivery to the Narrandera Shire community, in addition to the funding of maintenance and renewal of Council's extensive infrastructure assets.

Section 535 of the Act provides that, in order to levy rates and charges for the 2025-26 year, Council must first resolve the making of all rates and fixing of annual charges. Under section 532 of the Act, this resolution cannot be made until the draft Operational Plan has been publicly exhibited and Council has considered any submissions received.

Additionally, Council is required to resolve the interest rate payable on overdue rates and charges for the 2025-26 year. Section 566(3) of the Act provides that the interest rate set by Council cannot exceed the rate specified by the Minister for Local Government.

## 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**

- There are no policy implications for Council associated with this report.

**Financial**

- Anticipated revenue from rates, fees and charges to be levied by Council in the 2025-26 is projected to total \$8,197,785. Further information is detailed in the Statement of Revenue Policy, which is contained within the 2025-26 Operational Plan & Budget.

**Legal / Statutory**

- Chapter 15, Parts 4 and 5 of the Act concern the making and levying of rates and charges. As noted above, Council must formally resolve the making of all rates and fixing of annual charges before those rates and charges can be levied.

**Community Engagement / Communication**

- The draft Operational Plan & Budget, incorporating the Statement of Revenue Policy, was placed on public exhibition from 6 May to 6 June 2025.

**RISKS**

As detailed above, the making of the rates and fixing of charges is a statutory requirement under the Act and Regulations. Resolution of the Officer's Recommendation is required to enable Council to collect revenue from rates and annual charges.

**CONCLUSION**

Consistent with Council's legislative obligations under the Act and Regulation, it is recommended that Council formally resolve to make and levy the rates and annual charges for the 2025-26 year, as detailed in the Operational Plan & Budget. In doing so, it is recommended that Council adopt the maximum rate for the 2025-26 year as determined by the Minister for Local Government and published in the *NSW Government Gazette*.

## 12.4 ADOPTION OF RESOURCING STRATEGY (POST-EXHIBITION)

**Document ID:** 794609

**Author:** Governance and Engagement Manager

**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Theme:** Our Leadership

**Attachments:**

1. Strategic Asset Management Plan (under separate cover) 
2. Strategic Workforce Management Plan (under separate cover) 
3. 10-year Long-term Financial Plan 2025-35 (under separate cover) 

### RECOMMENDATION

That Council:

1. Adopts the draft Resourcing Strategy, comprising the:
  - a. Draft Strategic Asset Management Plan, appended at *Attachment 1*.
  - b. Draft Long-Term Financial Plan, appended at *Attachment 2*.
  - c. Draft Strategic Workforce Management Plan, appended at *Attachment 3*.

### PURPOSE

The purpose of this report is to ensure Council formally adopts its four-year Resourcing Strategy, comprising the draft Strategic Asset Management Plan, draft Long-Term Financial Plan (LTFP) and draft Strategic Workforce Management Plan, appended at *Attachment 1*, *Attachment 2* and *Attachment 3*, respectively.

### SUMMARY

#### STRATEGIC ASSET MANAGEMENT PLAN

This document is appended as *Attachment 1*, being a comprehensive plan outlining how Council will manage its assets over a 10-year timeframe. The plan includes strategies for maintaining, renewing, and upgrading assets such as infrastructure, buildings, and equipment to ensure that they meet community and organisational needs and expectations.

Key components of this plan include the development of a policy, practices, levels of service, demand, risk management, projections for expenditure and an improvement plan.

This document was placed on exhibition seeking community comment from 6 May 2025 to 6 June 2025 inclusive. **No submissions were received.**

#### LONG-TERM FINANCIAL PLAN

The draft LTFP appended at *Attachment 2* has been prepared in accordance with the relevant provisions of the *Local Government Act 1993* (“the Act”) as well as the *Integrated Planning and Reporting Guidelines* (“the IP&R Guidelines”) prescribed by the Office of Local Government (“the OLG”).

Consistent with the IP&R Guidelines, the draft LTFP includes:

- Council's proposed 2025-26 Budget (as reflected in the draft 2025-26 Operational Plan & Revenue Policy)
- Projected income and expenditure, balance sheet and cash flow statement
- Planning assumptions and operating factors that are most likely to impact the LTFP
- Financial modelling for different scenarios
- Indices to monitor financial performance, and
- Major capital and operational expenditure implications.

As required under the IP&R Guidelines, the draft LTFP models three (3) scenarios. Commentary on the three scenarios is detailed below.

### **Scenario One – Planned Scenario (Base case)**

This is the business-as-usual scenario and has been used to inform the development of Council's draft 2025-29 Delivery Program and draft 2025-26 Operational Plan. The scenario assumes a rate peg of 4.0 per cent and full implementation of the IPART-approved Special Variation ("SV") along with a conservative 2.0% Financial Assistance Grant increase. Water access and user charges propose a 4.0% increase in 2025-26 and thereafter 5.0% to support the construction of the Water Treatment Plant (WTP). This project will be funded by grant (50%), loan and a \$1 million allocation from the general fund infrastructure renewal and replacement reserve. Following significant upgrades to the Barellan sewer scheme, the sewer fund is expected to maintain its current operational status with access and user charges proposed to increase by 4% in the first year, 3.5% in the second year, and 2.5% annually from the third year onward.

### **Scenario Two – Optimistic Scenario**

The second scenario uses the same rate assumptions of the Base Case, including the assumed rate peg and full implementation of the IPART-approved SV. However, this scenario projects a 3.5% increase for the Financial Assistance Grant and assumes a greater return on investment than what is modelled in the Base Case (Scenario One). The Water Fund includes the proposed \$32 million Water Treatment Plant (WTP), funded through a combination of a 75% grant and a 25% loan. The Sewer Fund provides for an increase in annual charges of 4.0% in the first year and thereafter 5.0%. Over the long-term, this scenario is financially sustainable, but is not necessarily the most realistic, and is therefore considered the "Best Case" scenario.

### **Scenario Three – Conservative Scenario**

The third scenario uses the same assumed rate peg as used in the Planned and Optimistic scenarios but does not include full implementation of the IPART-approved SV. Instead, this scenario assumes only the first stage of the SV (being 25.5 per cent in 2024-25) is levied, with the second stage (18.0 per cent in 2025-26) not levied. The Water Fund anticipates a construction cost of \$37 million for the Water Treatment Plant (WTP), with funding sourced equally from grants and loans. Access and user charges are projected to increase by 4% in the first year, tapering to 2.5% from the third year onward. The Sewer models the position of the fund should an additional \$100,000 in operating expenses occur due to increased costs associated with the Barellan sewer system. Over the long-term, this scenario is not financially sustainable and is therefore considered the "Worst Case" scenario.

The LTFP was placed on exhibition seeking community comment from 6 May 2025 to 6 June 2025 inclusive. **No submissions were received.**

## **STRATEGIC WORKFORCE MANAGEMENT PLAN**

This plan is appended as *Attachment 3*, encompassing a framework to ensure that Council has the right people, with the right skills, in the right place and time and at the right cost to meet the strategic outcomes of the organisation. This plan will assist the organisation to proactively manage changes that may impact their workforce, reduce risks and embrace opportunities.

Workforce planning has its challenges such as an ageing workforce, attracting and retaining younger people, attracting and retaining employees with the essential skillset, and meeting diverse community expectations with limited resources. The document details how recruitment and selection, professional development, reward and recognition, workplace relations, leadership and culture are so important, as well as a workplace that recognises the importance of workplace health, safety and overall wellbeing.

This document was placed on exhibition seeking community comment from 6 May 2025 to 6 June 2025 inclusive. **No submissions were received.**

## BACKGROUND

Under the IP&R provisions of the Act, local councils are required to develop and adopt an interrelated suite of strategic plans to guide their decision-making and service delivery arrangements. Specifically, section 403 of the Act requires councils to prepare a Resourcing Strategy incorporating three components:

- Asset Management Plan
- LTFP, and
- Workforce Management Plan.

The LTFP must be for a minimum period of 10 years and make clear the financial direction of Council, as well as the impact of that direction on achieving community priorities.

The main purpose of the LTFP is to guide and inform decision-making in respect to Council's financial sustainability and to ensure that Council has sufficient financial resources to fund asset maintenance and renewal and provide services to the standard that the community expects. The LTFP establishes the framework for sound financial decision-making and provides an insight as to the financial sustainability of Council over the 10-year planning period.

The key objectives in developing the LTFP are to:

- achieve balanced budgets and income statement results that provide sufficient capacity to respond to budget 'shocks' as they arise
- maintain into the future a level of service that the community has come to expect
- ensure that assets provided by Council are designed and funded to meet a defined level of demand and/or need of the community
- achieve continuous financial improvement
- continue Council's informed debt management approach
- maintain Council's historically strong liquidity position and retain historic cash reserves, and
- achieve/maintain financial sustainability benchmarks (ie: indicators prescribed by the OLG).

The LTFP is the only component of the Resourcing Strategy that must be placed on public exhibition prior to adoption. The other two components, namely the Asset Management Plan and Workforce Management Plan, are not required to be publicly exhibited before being adopted by Council.

**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**

- There are no policy implications for Council associated with this report.

**Financial**

- The draft LTFP is based on Council's draft Operational Plan & Budget for the 2025-26 financial year that was resolved to be publicly exhibited at the 6 May 2025 Extraordinary Meeting [**res. 25/075**]. The draft 2025-26 Budget forms year one of 10 of the forecast period of the draft LTFP.
- The 2024-25 Budget as at the 31 December 2024 Quarterly Budget Review is also disclosed as a reference point in the year before the 10-year forecast period commences.
- The actual audited Financial Statement results for the year ended 30 June 2024 are disclosed within the Income Statement, Balance Sheet and Cash Flow Statement results.

**Legal / Statutory**

- As noted above, section 403 of the Act provides that Council must develop and adopt a Resourcing Strategy. The Resourcing Strategy must include an Asset Management Plan, Long-Term Financial Plan, and Workforce Management Plan.
- Clause 3.10 of the IP&R Guidelines provides that the LTFP must be publicly exhibited for at least 28 days and submissions received by Council in that period must be accepted and considered before the final LTFP is adopted.

**Community Engagement / Communication**

- The draft LTFP was publicly exhibited from 6 May to 6 June 2025, which is slightly longer the minimum 28-day prescribed period.

**RISKS**

As noted above, Council is required to develop and adopt a Resourcing Strategy as part of the organisation's IP&R framework. The Resourcing Strategy must comprise an Asset Management Plan, Long-Term Financial Plan and Workforce Management Plan. Adoption of the draft Resourcing Strategy, as recommended, ensures Council maintains compliance with its statutory obligations under the Act.

**CONCLUSION**

Consistent with Council's obligations under the Act, the draft Resourcing Strategy has been developed as part of the organisation's IP&R framework. As required under the IP&R Guidelines, the draft Resourcing Strategy comprises three individual strategic plans, being the Strategic Asset Management Plan, Long-Term Financial Plan and the Strategic Workforce Management Plan. It is recommended that Council formally resolves to adopt the three documents.

**12.5 ADOPTION OF DISABILITY INCLUSION ACTION PLAN 2025-29 (POST-EXHIBITION)****Document ID: 781492****Author: Community Development Manager****Authoriser: Acting Deputy General Manager Corporate & Community Services****Theme: Our Leadership****Attachments: 1. Final - Disability Inclusion Action Plan 2025-29 (under separate cover) ****RECOMMENDATION**

That Council:

1. Adopts the post-exhibition draft Disability Inclusion Action Plan 2025-29, appended at *Attachment 1*, pursuant to section 12 of the *Disability Inclusion Act 2014*.

**PURPOSE**

The purpose of this report is to seek adoption of the draft Disability Inclusion Action Plan 2025-29 (“the draft DIAP”), appended at *Attachment 1* following conclusion of the public exhibition period which commenced 7 May 2025 and concluded on 6 June 2025.

**SUMMARY**

At its Ordinary Meeting held 6 May 2025, Council endorsed the draft DIAP for public exhibition [**res. 25/076**]. The public exhibition period commenced upon Council resolution and concluded Friday 6 June 2025.

**BACKGROUND**

Section 12 of the Disability Inclusion Act requires local councils to prepare and adopt a DIAP setting out the measures it intends to put in place so that people with disability can access general supports and services available in the community and can participate fully in community life.

This document was placed on exhibition seeking community comment from 7 May 2025 to 6 June 2025 inclusive. One submission was received from the Narrandera Probus Club. The following issues were raised;

1	We would like to see all business premises in Narrandera who have a step have a handrail put in place to assist disabled and elderly to visit such businesses;	Noted and will be referred to the DA&I committee when established
2	We would like more education on safety and use regarding mobility scooters around our town. Too many are causing safety issues for the user and general public. Riders coming across roads behind trucks or cars; speeding thru high pedestrian areas and across doorways; running into other mobility scooters and causing damage	Noted and will be referred to the DA&I committee when established

3	We would like to know where the money is that was put aside from the sale of Teloca, that was for use in building an aged housing community up on Crescent Street and if that is still planned.	The reserve holds some funds and a reconciliation can be provided to the Club as requested. Most of the proceeds have been used on other community facilities
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## 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

- There are no policy implications for Council associated with this report.

### Financial

- Individual actions, programs and services listed in the draft DIAP will be programmed for delivery and funded via Council's four-year Delivery Program and annual Operational Plans & Budgets.

### Legal / Statutory

- As noted above, section 12 of the Disability Inclusion Act provides that Council must develop and adopt a DIAP setting out the strategies it

### Community Engagement / Communication

- As noted above, the draft DIAP was publicly exhibited from 7 May 2025 to 6 June 2025. During that period, members of the community were encouraged to view and provide feedback on the draft DIAP prior to adoption.

## RISKS

Council is legally required under the *Disability Inclusion Act 2014* to prepare and adopt a four-year DIAP. Adoption of the draft DIAP, as recommended, ensures Council complies with its legislative requirements in relation to disability planning.

## CONCLUSION

Consistent with Council's resolution at its Extraordinary Meeting held 6 May 2025, the draft Disability Inclusion Action Plan was placed on public exhibition with one submission received during the exhibition period. It is now recommended that Council formally resolves to adopt the draft Disability Inclusion Action Plan.



## **12.6 RETROSPECTIVE ENDORSEMENT - NEW LICENCE AGREEMENT WITH TELSTRA LIMITED & NEW LEASE AGREEMENT WITH HEALTH ADMINISTRATION CORPORATION**

**Document ID:** 801967

**Author:** Governance and Engagement Manager

**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Theme:** Our Leadership

**Attachments:** Nil

### **RECOMMENDATION**

That Council:

1. Resolves to enter into a new licence agreement with Telstra Limited for an initial term of five (5) years 1 June 2025 to 31 May 2030, with three (3) additional terms of five (5) years each for the occupation of approximately 24 square metres of land adjacent to the Narrandera high-level water reservoir for telecommunication purposes; and
2. Resolves to enter into a new lease agreement with the Health Administration Corporation for three (3) years 1 March 2025 to 28 February 2028, with one (1) additional term of two (2) years for the occupation of 6 Victoria Square, Narrandera for pathology purposes; and
3. Endorses the actions taken by the Mayor and General Manager to execute these documents and to place the Seal of Council on the documents where required.

### **PURPOSE**

The purpose of this report is for Council to provide retrospective support to enter into a renewed licence agreement with Telstra Limited and a renewed lease agreement with Health Administration Corporation.

The Executive Leadership Team has previously endorsed the renewal of both agreements.

### **SUMMARY**

The new agreements provide for lawful occupation and show a level of commitment to the community and surrounds.

- The previous licence agreement between Council and Telstra Limited expired 31 May 2025 with no remaining options to renew.
- The previous lease agreement with the Health Administration Corporation expired 28 February 2025.

The lands are categorised as operational land.

### **BACKGROUND**

Given the timing of the lease renewal with the Health Administration Corporation, it was necessary to execute the agreement before presentation to Council as the Narrandera pathology collection centre was due for accreditation by the end of May 2025. A major factor in the accreditation was to have in place a valid lease agreement for use of the property.

Similarly, Telstra Limited required confirmation that their licence agreement would be renewed beyond 31 May 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**

- CS60 – Land Leases & Licences

### **Financial**

- Council will benefit financially as the lessor of these properties over the term of both agreements

### **Legal / Statutory**

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Real Property Act 1900*

### **Community Engagement / Communication**

- Advice to Council of the execution of these renewed agreements is included within the ordinary section of the June business paper.

## **RISKS**

There are no perceived risks with the proposed agreements as both lessees are long-standing existing tenants with no adverse history.

## **OPTIONS**

The options available for Council are to either:

1. Endorse the actions of the Mayor and the General Manager to execute a new licence agreement between Council and Telstra Limited, and execute a new lease agreement between Council and the Health Administration Corporation; or
2. Not endorse the executed documents.

## **CONCLUSION**

It will be recommended that Council endorse the actions of the Mayor and the General Manager to enter into renewed property agreements.

## 12.7 DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN - IDENTIFIED STAFF & AUDIT, RISK AND IMPROVEMENT COMMITTEE MEMBERS

**Document ID:** 803500

**Author:** Customer Service Coordinator

**Authoriser:** Acting Deputy General Manager Corporate & Community Services

**Theme:** Statutory and Compulsory Reporting – Other

**Attachments:** 1. Redacted - Disclosures by Councillors and Designated Persons Return (under separate cover) 

### RECOMMENDATION

That Council:

1. Acknowledges the attached interim Disclosures by Councillors and Designated Persons Returns lodged by identified staff and independent members of the Audit Risk Improvement Committee of Narrandera Shire Council; and
2. Publishes the redacted documents to the community via Council's website.

### PURPOSE

The purpose of this report is to table the interim Disclosures by Councillors and Designated Persons Return submitted by individuals identified as “designated persons” within Council’s organisational structure, including staff and members of the Audit Risk and Improvement Committee (ARIC).

### SUMMARY

Council’s Code of Conduct (“the Code”) requires designated persons to disclose pecuniary interests via written returns of interest. Under clauses 4.8(a) and (b) of the Code, designated persons include Council’s General Manager and Senior Staff. Council has determined additional roles within its organisation structure as designated persons.

All roles listed in Clause 1. of the Officer’s recommendation either:

- hold financial delegations of \$20,000 and have the authority to procure services, goods and works as part of their managerial responsibilities, or
- perform regulatory functions on behalf of Council (eg: Compliance Officer).

The recommendation that these roles be formally identified as designated persons was adopted at Council’s 18 March 2025 meeting. Similarly, consistent with guidance issued by the Office of Local Government, the independent members of the ARIC were also identified as designated persons.

### BACKGROUND

At its meeting on 18 March 2025, Council adopted the recommendation to identify specific positions within its organisational structure and the independent members of ARIC as “designated persons” (**res. 25/044**).

Staff occupying designated positions are required to submit a Disclosures by Councillors and Designated Persons Return to the General Manager within three months of being identified. Accordingly, the statutory due date for submission of these returns is 18 June 2025.

In accordance with the *Government Information (Public Access) Act 2009* and the *Government Information (Public Access) Regulation 2018*, these returns, like those submitted by Councillors, are considered “open access information” and must be made publicly available.

Clause 4.8 of the Code provides that “*Designated persons include:*

- a. *the general manager*
- b. *other senior staff of the council for the purposes of section 332 of the Local Government Act 1993*
- c. *a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest*
- d. *a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.”*

In determining which additional roles within Council's organisation structure ought to be designated persons, Council is required to consider the functions exercised by staff members that may, due to the exercise of certain regulatory or contractual responsibilities, give rise to a conflict between their public duty and their private interest.

In April 2019, the Independent Commission Against Corruption (“ICAC”) released a publication titled *Managing Conflicts of Interest in the NSW Public Sector*, which provided the following guidance:

*“For a conflict of interest to arise, there must be a logical overlap or connection between an official's public duty and their personal interest(s).*

*To establish a connection, it must be at least feasible for the official to favour their personal interests in some way or for their personal interests to have an adverse effect on the way they perform their public duties.*

*An official may undertake activities and have influence beyond their formal or documented role. It is important that these informal activities and influences are taken into consideration.*

*An objective, rather than subjective, test is used in determining whether there is a conflict of interest. The perspective used is that of a hypothetical, fair-minded and informed observer – the reasonable person.”*

When exercising Council's functions in a purely administrative capacity, it is not feasible for staff to favour their personal interests and therefore there is no potential for a conflict of interest to arise. Instead, the potential for a conflict to arise occurs in situations where staff are exercising decision-making functions and there is the potential for an overlap between their public duty and personal interests.

The roles specified in Clause 1. of the Officer's recommendation either hold financial delegations of or over \$20,000 or exercise significant regulatory, contractual or procurement decision-making responsibilities on Council's behalf. Due to the delegations or decision-making responsibilities of these roles, using the “reasonable person” test

established by ICAC there exists the potential for an overlap between their public duty and personal interests.

Similarly, in determining which members of a Council committee ought to be designated persons, Council is required to consider which committees exercise Council functions that may give rise to a conflict between the committee member's duty to the committee and their own private interest.

As identified in Clause 2. of the Officer's recommendation, Council is recommended to appoint the external independent members of its ARIC as designated persons due to the statutory role and responsibilities of that committee. This is consistent with guidance issued by the Office of Local Government (via the *Guidelines for Risk Management and Internal Audit*) which provide (refer page 27):

*"Councils should identify the chairperson and independent members of their Audit, Risk and improvement committee as 'designated persons' for the purposes of the council's code of conduct and require them to complete and submit returns of interests."*

## **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**

- Council's Code of Conduct, which incorporates all provisions of the *Model Code of Conduct* prescribed by the Office of Local Government under the *Local Government (General) Regulation 2021*, provides the framework for the appointment of designated persons

### **Financial**

- There are no financial implications for Council associated with this report.

### **Legal / Statutory**

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

## **RISKS**

Non-compliance constitutes a breach of the Council's Code of Conduct, which incorporates all provisions of the Model Code of Conduct prescribed by the Office of Local Government under the *Local Government (General) Regulation 2021*. This Code provides the framework for the identification and appointment of designated persons.

**CONCLUSION**

The recommendation is for Council to acknowledge the interim Disclosures by Councillors and Designated Persons Returns lodged by staff members employed in roles that have been identified as “designated persons”, as well as members of the Audit, Risk and Improvement Committee.

**12.8 MONTHLY FINANCIAL PERFORMANCE REPORT - MAY 2025****Document ID:** 805836**Author:** Corporate Accountant**Authoriser:** Acting Deputy General Manager Corporate & Community Services**Theme:** Our Leadership**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Receives and notes the Monthly Financial Performance Report for the month of May 2025, as detailed in this report.

**PURPOSE**

The purpose of this report is to provide Council with an overview of the organisation's financial position and performance for the month of May 2025.

**SUMMARY****Consolidated Operating Statement**

All figures shown in the below table are shown as they appear in Council's management accounting system. Income is shown as negative (-), and expenses are shown as positive (+) numbers. Any amendments to Council's budget that may be required in response to significant variances are done so via the Quarterly Budget Review ("QBR") process.

Table 1 Consolidated Income Statement – May 2025

Consolidated Income Statement May	Original Budget \$'000	Q3 Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
<b>Income from continuing operations</b>					
Rates and annual charges	10,638	10,575	10,575	-	100%
User charges and fees	3,225	3,254	3,057	197	94%
Other revenues	1,175	1,230	713	517	58%
Grants and contributions - operating	8,985	3,503	2,912	591	83%
Grants and contributions - capital	7,824	7,456	1,318	6,138	18%
Interest and investment revenue	1,112	1,377	847	530	62%
Other income	233	235	231	4	98%
Net gain from the disposal of assets	92	92	-	92	0%
<b>Total income from continuing operations</b>	<b>33,284</b>	<b>27,722</b>	<b>19,653</b>	<b>8,069</b>	
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	9,318	9,107	8,529	578	94%
Materials and services	7,564	9,992	6,918	3,074	69%
Borrowing costs	205	203	110	93	54%
Depreciation and amortisation	6,737	6,746	5,060	1,686	75%
Impairment of receivables	6	6	4	2	67%
Other expenses	415	327	327	-	100%
<b>Total expenses from continuing operations</b>	<b>24,245</b>	<b>26,381</b>	<b>20,948</b>	<b>5,433</b>	
<b>Operating result from continuing operations</b>	<b>9,039</b>	<b>1,341</b>	<b>(1,295)</b>	<b>2,636</b>	
<b>Operating result before capital grants &amp; cont.</b>	<b>1,215</b>	<b>(6,115)</b>	<b>(2,613)</b>	<b>(3,502)</b>	

## Financial Performance by Fund

The following tables summarise Council's financial performance for the reporting period by Fund.

Table 2 General Fund Operating Statement – May 2025

General Fund Income Statement May	Original Budget \$'000	Q3 Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
<b>Income from continuing operations</b>					
Rates and annual charges	7,949	7,959	7,960	(1)	100%
User charges and fees	1,481	1,489	1,166	323	78%
Other revenues	1,175	1,230	713	517	58%
Grants and contributions - operating	8,985	3,503	2,912	591	83%
Grants and contributions - capital	7,406	6,152	1,154	4,998	19%
Interest and investment revenue	784	1,026	623	403	61%
Other income	233	235	231	4	98%
Net gain from the disposal of assets	92	92	-	92	0%
<b>Total income from continuing operations</b>	<b>28,105</b>	<b>21,686</b>	<b>14,759</b>	<b>6,927</b>	
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	8,565	8,267	7,692	575	93%
Materials and services	5,252	7,325	5,618	1,707	77%
Borrowing costs	75	77	6	71	8%
Depreciation and amortisation	5,555	5,565	4,174	1,391	75%
Impairment of receivables	6	6	4	2	67%
Other expenses	415	327	327	-	100%
<b>Total expenses from continuing operations</b>	<b>19,868</b>	<b>21,567</b>	<b>17,821</b>	<b>3,746</b>	
<b>Operating result from continuing operations</b>	<b>8,237</b>	<b>119</b>	<b>(3,062)</b>	<b>3,181</b>	
<b>Operating result before capital grants &amp; cont.</b>	<b>831</b>	<b>(6,033)</b>	<b>(4,216)</b>	<b>(1,817)</b>	

Table 3 Water Fund Operating Statement – May 2025

Water Fund Income Statement May	Original Budget \$'000	Q3 Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
<b>Income from continuing operations</b>					
Rates and annual charges	940	946	948	(2)	100%
User charges and fees	1,277	1,258	1,474	(216)	117%
Other revenues	-	-	-	-	0%
Grants and contributions - operating	-	-	-	-	0%
Grants and contributions - capital	10	150	(106)	256	-71%
Interest and investment revenue	281	299	194	105	65%
Other income	-	-	-	-	0%
Net gain from the disposal of assets	-	-	-	-	0%
<b>Total income from continuing operations</b>	<b>2,508</b>	<b>2,653</b>	<b>2,510</b>	<b>143</b>	
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	379	466	480	(14)	103%
Materials and services	1,507	1,749	902	847	52%
Borrowing costs	-	-	-	-	0%
Depreciation and amortisation	704	704	528	176	75%
Impairment of receivables	-	-	-	-	0%
Other expenses	-	-	-	-	0%
<b>Total expenses from continuing operations</b>	<b>2,590</b>	<b>2,919</b>	<b>1,910</b>	<b>1,009</b>	
<b>Operating result from continuing operations</b>	<b>(82)</b>	<b>(266)</b>	<b>600</b>	<b>(866)</b>	
<b>Operating result before capital grants &amp; cont.</b>	<b>(92)</b>	<b>(416)</b>	<b>706</b>	<b>(1,122)</b>	



Table 4 Sewer Fund Operating Statement – May 2025

Sewer Fund Income Statement May	Original Budget \$'000	Q3 Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
<b>Income from continuing operations</b>					
Rates and annual charges	1,749	1,670	1,667	3	100%
User charges and fees	467	507	417	90	82%
Other revenues	-	-	-	-	0%
Grants and contributions - operating	-	-	-	-	0%
Grants and contributions - capital	408	1,154	270	884	23%
Interest and investment revenue	47	52	30	22	58%
Other income	-	-	-	-	0%
Net gain from the disposal of assets	-	-	-	-	0%
<b>Total income from continuing operations</b>	<b>2,671</b>	<b>3,383</b>	<b>2,384</b>	<b>999</b>	
<b>Expenses from continuing operations</b>					
Employee benefits and on-costs	374	374	357	17	95%
Materials and services	805	918	398	520	43%
Borrowing costs	130	126	104	22	83%
Depreciation and amortisation	478	477	358	119	75%
Impairment of receivables	-	-	-	-	0%
Other expenses	-	-	-	-	0%
<b>Total expenses from continuing operations</b>	<b>1,787</b>	<b>1,895</b>	<b>1,217</b>	<b>678</b>	
<b>Operating result from continuing operations</b>	<b>884</b>	<b>1,488</b>	<b>1,167</b>	<b>321</b>	
<b>Operating result before capital grants &amp; cont.</b>	<b>476</b>	<b>334</b>	<b>897</b>	<b>(563)</b>	

## Investments and Borrowings

Clause 212 of the *Local Government (General) Regulation 2021* requires the Responsible Accounting Officer (Chief Financial Officer) to provide Council with a monthly written report setting out details of Council's investments under section 625 of the *Local Government Act 1993* ("the Local Government Act"). Accordingly, details of Council's investments and borrowings as at 31 May 2025 are set out in a separate report included in this Business Paper.

## Capital Works

As at 31 May 2025, capital expenditure is \$13,629,032 against a YTD budget of \$24,531,171. Commitments (approved purchase orders to external suppliers) of \$803,773 have been raised for delivery this year.

Current expenditure against budget indicates that delivery of works is trending behind the anticipated timing, noting that delivery of works typically accelerates in the second half of the financial year. Delivery of works can be impacted by several factors, including weather conditions, availability of suppliers, and any required procurement and approval processes.

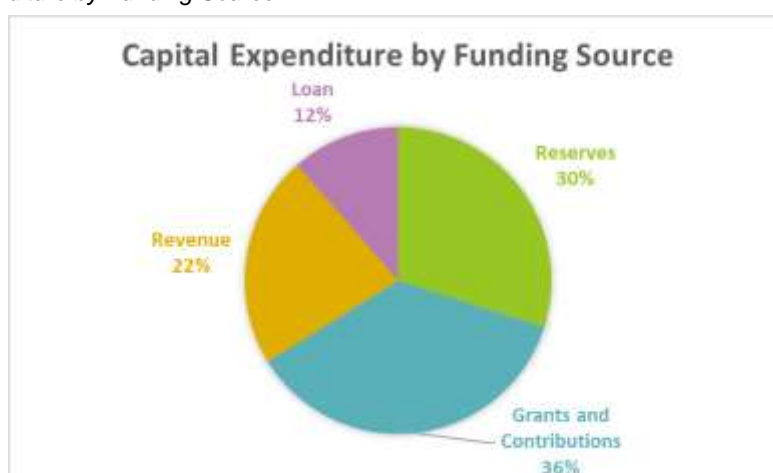
Detailed information on the delivery of Council's Capital Works Program is contained in quarterly Capital Works Reports provided to Council.

Table 5 Capital Expenditure - May 2025

Department	Original Budget	Revised Budget	Committed	YTD Actuals	Balance
	000's	000's	000's	000's	000's
Administration	630	782	59	496	227
Environment	3,345	3,969	36	143	3,791
Housing & Community Amenities	-	121	-	10	111
Transport & Communication	4,772	7,896	379	4,837	2,680
Economic Affairs	6,670	1,891	61	883	947
Recreation and Culture	493	3,951	243	2,672	1,036
Water Supply Network	754	1,599	14	665	921
Sewerage Network	737	4,284	12	3,922	351
Public Order & Safety	-	37	-	1	36
	17,402	24,531	804	13,629	10,098

Council's capital expenditure is funded via a combination of grants, contributions, restricted funds and general revenue. *Figure 1* illustrates capital expenditure for the reporting period by funding source.

Figure 1 Capital Expenditure by Funding Source



## Bank Balances

The table below sets out the funds held in Council's operating account as at 31 May 2025.

Table 6 Bank Balances – May 2025

Bank Balances	Amount
<b>Cash Book</b>	
Opening Cash Book Balance	\$ 1,144,655.37
Plus Receipt	\$ 6,181,863.48
Less Payments	-\$ 5,770,790.49
<b>CURRENT CASH BOOK BALANCE</b>	<b>\$ 1,555,728.36</b>
<b>Statement Summary</b>	
Opening Statement Balance	\$ 114,134.20
Plus Receipts	\$ 7,313,794.22
Less Payments	-\$ 8,068,334.15
	<b>-\$ 640,405.73</b>
Uncleared receipts/payments	\$ 2,196,134.09
<b>Closing statement balance</b>	<b>\$ 1,555,728.36</b>
<b>Overdraft Limit arranged with Bank 01/01/1989</b>	<b>\$ 350,000.00</b>

## Rates and Receipts

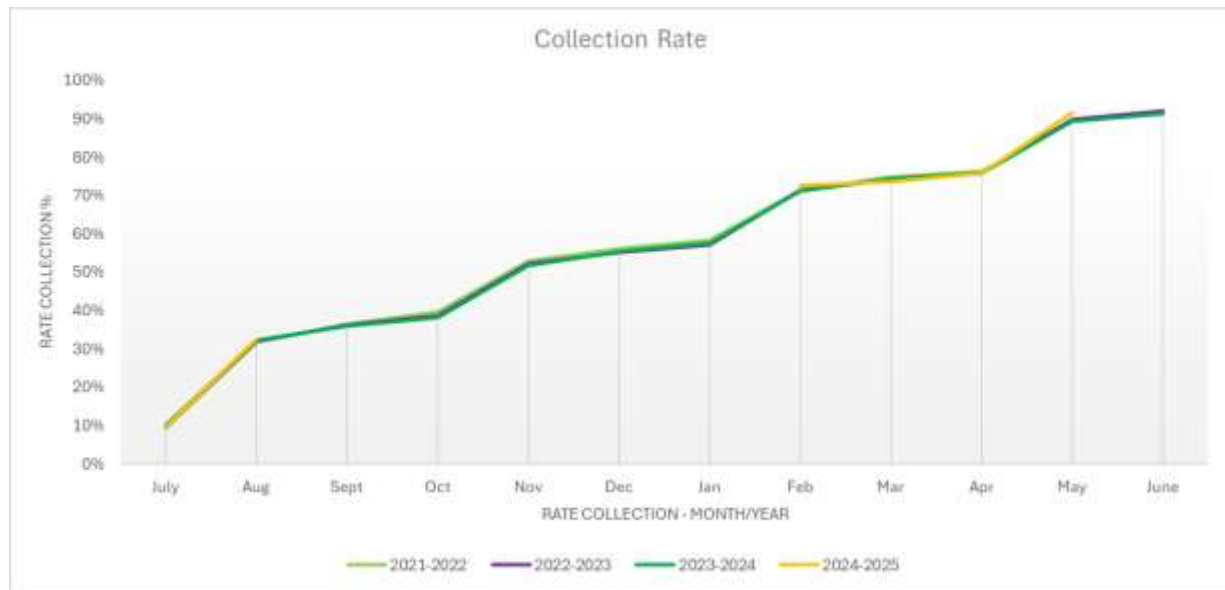
The table below sets out Council's rates reconciliation as at 10 June 2025.

Table 7 Rates Reconciliation – May 2025

Rates & Charges	
Previous years owing as at 07.04.2025	583,475.18
24/25 Rates levies & Supplementary levies (excl. PP)	10,668,297.64
Interest levied	66,020.00
Court Costs incurred for debt recovery	20,685.60
	<b>11,338,478.42</b>
Less Pensioner Rebates	- 204,052.60
NETT BALANCE	<b>11,134,425.82</b>
Less Receipts	- 10,192,700.24
<b>Total rates left owing as at 10.06.2025</b>	<b>941,725.58</b>
Actual % Rate Collection to Net Balance as at 10.06.2025	91.54%
Comparative % Collection to Net Balance as at 31.05.2025	89.39%
Anticipated % Collection Rate as at 30.06.2025	94.00%

Water Consumption/Sewer Usage Charges	
Arrears as at 01.07.2024	251,837.21
24/25 Water / Sewer usage charges, supplementary levies	1,735,304.37
Interest levied	14,899.02
Net Balance	<b>2,002,040.60</b>
Less Receipts	- 1,012,122.47
<b>Total Water balance owing</b>	<b>989,918.13</b>
Actual % Water Collection to Net Balance as at 10.06.2025	50.55%

## Collection rate



## BACKGROUND

The monthly Financial Performance Report has been prepared by Council's Responsible Accounting Officer (Chief Financial Officer) in accordance with the requirements of the:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards.

## 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

- There are no policy implications for Council associated with this report.

### Financial

- This report illustrates Council's financial position as at the end of the reporting month.

**Legal / Statutory**

- Section 8B of the Local Government Act mandates the principles of sound financial management that apply to local councils. Specifically, section 8B(c) provides that councils should have effective processes for performance management and reporting in place to support effective financial decision-making.

**Community Engagement / Communication**

- There are no community engagement or communication requirements for Council associated with this report.

**RISKS**

As noted above, Council is required to implement appropriate processes for performance management and reporting to support informed financial decision-making. Provision of this monthly report enables Councillors to better understand the organisation's financial position and overall performance, thereby supporting informed decision-making.

**CONCLUSION**

Council's financial position remains sound. It is recommended that Council resolves to receive and note the Financial Performance Report for the month of May 2025.

**12.9 MONTHLY STATEMENT OF INVESTMENTS - MAY 2025****Document ID:** 805219**Author:** Corporate Accountant**Authoriser:** Acting Deputy General Manager Corporate & Community Services**Theme:** Our Leadership**Attachments:** 1. Narrandera Shire Council Monthly Report - May 2025 (under separate cover) **RECOMMENDATION**

That Council:

1. Receives and notes the Statement of Investments as at 31 May 2025.

**PURPOSE**

The purpose of this report is to provide details to Council of its investment portfolio as at 31 May 2025, and confirm that Council's Responsible Accounting Officer has certified that the investments listed have been made in accordance with the *Local Government Act 1993* ("the Act"), the *Local Government (General) Regulation 2021* ("the Regulation") and Council's Investment Policy.

**SUMMARY**

In accordance with clause 212 of the Regulation, the Responsible Accounting Officer must provide Council with a monthly written report setting out details of Council's investments under section 625 of the Act. The report must also include certification that Council's investments have been made in accordance with the Act, the Regulation, and Council's adopted Investment Policy.

*Table 1* summarises the value of Council's investments. As illustrated, Council's investments totalled \$27.093m as at 31 May 2025. Actual interest income to 31 May 2025 is \$1.38M which compares favourably with the cumulative budgeted amount of \$1.143M.

*Table 1 Summary of Council's investments as at 31 May 2025*

<b>Fund</b>	<b>Balance</b>
General	19,439,895.60
Water	6,187,462.85
Sewerage	1,408,140.59
Trust	57,598.21
<b>Total</b>	<b>27,093,097.25</b>

**BACKGROUND**

Council's Chief Financial Officer monitors the organisation's cash flow daily, with surplus funds being invested in accordance with Council's Investments Policy, as well the statutory requirements outlined in the Act and the Regulation.

Subject to those constraints, Council's objective when investing funds is to obtain the most favourable rate of interest, whilst taking into consideration the risks and security associated with the investment, as well as ensuring that Council's liquidity requirements are also being met.

Council seeks independent advice for investments and consults with its investment advisor (Arlo Advisory Pty Ltd) in managing the portfolio to ensure that returns are maximised, considering diversification and risk. A complete analysis of the performance is addressed in the Monthly Investment Review Report, appended at *Attachment 1*, prepared by the investment advisor.

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

This report concludes with the Responsible Officer's Certification.

## Council Investments

Institution	Long Term Credit Rating	Short Term Credit Rating	Closing Balance Invested 30/4/25 \$	Closing Balance Invested 31/5/25 \$	May EOM Current Yield %	May EOM % of Portfolio	Investment Date	Maturity Date	Term (months)
<b>At Call Accounts</b>									
NAB	AA-	A-1+	1,129,098	779,771	1.15%	2.88%	N/A	N/A	N/A
NAB	AA-	A-1+	1,144,655	1,555,728	0.00%	5.74%	N/A	N/A	N/A
<b>Total At Call Accounts</b>			<b>2,273,754</b>	<b>2,335,499</b>	<b>0.38%</b>	<b>8.62%</b>			
<b>Short Term Deposits</b>									
Westpac	AA-	A-1+	1,000,000	0	0.00%	0.00%	30/05/2024	30/05/2025	12
Westpac	AA-	A-1+	1,000,000	1,000,000	5.31%	3.69%	27/06/2024	12/06/2025	11
Bendigo-Adelaide	A-	A-2	1,000,000	0	0.00%	0.00%	27/06/2024	14/05/2025	11
CBA	AA-	A-1+	1,000,000	1,000,000	4.94%	3.69%	29/07/2024	5/06/2025	10
NAB	AA-	A-1+	200,000	200,000	5.45%	0.74%	1/07/2024	1/07/2025	12
NAB	AA-	A-1+	1,000,000	1,000,000	5.35%	3.69%	12/07/2024	11/07/2025	12
Bendigo-Adelaide	A-	A-2	1,000,000	1,000,000	5.13%	3.69%	28/06/2024	26/06/2025	12
Westpac	AA-	A-1+	1,000,000	1,000,000	4.94%	3.69%	2/09/2024	2/09/2025	12
CBA	AA-	A-1+	1,000,000	0	0.00%	0.00%	29/07/2024	19/05/2025	10
Westpac	AA-	A-1+	1,000,000	1,000,000	4.83%	3.69%	28/08/2024	28/08/2025	12
Suncorp	AA-	A-1+	1,000,000	1,000,000	5.13%	3.69%	4/12/2024	22/09/2025	10
NAB	AA-	A-1+	1,000,000	1,000,000	5.00%	3.69%	24/12/2024	19/11/2025	11
Westpac	AA-	A-1+	1,000,000	1,000,000	5.10%	3.69%	25/11/2024	25/11/2025	12
NAB	AA-	A-1+	1,000,000	1,000,000	5.10%	3.69%	26/11/2024	26/11/2025	12
NAB	AA-	A-1+	1,000,000	1,000,000	5.05%	3.69%	4/12/2024	4/12/2025	12
NAB	AA-	A-1+	1,000,000	1,000,000	5.00%	3.69%	24/12/2024	19/12/2025	12
Westpac	AA-	A-1+	1,000,000	1,000,000	4.89%	3.69%	9/01/2025	9/01/2026	12
Suncorp	AA-	A-1+	1,000,000	1,000,000	4.96%	3.69%	20/01/2025	20/01/2026	12
Suncorp	AA-	A-1+	1,000,000	1,000,000	5.00%	3.69%	22/01/2025	20/10/2025	9
CBA	AA-	A-1+	1,000,000	1,000,000	4.75%	3.69%	3/02/2025	1/10/2025	8
IMB	0	A-2	1,000,000	1,000,000	4.75%	3.69%	10/02/2025	22/07/2025	5
Westpac	AA-	A-1+	1,000,000	1,000,000	4.70%	3.69%	28/02/2025	27/02/2026	12
NAB	AA-	A-1+	1,000,000	1,000,000	4.70%	3.69%	28/02/2025	14/08/2025	5
Westpac	AA-	A-1+	1,000,000	1,000,000	4.63%	3.69%	3/03/2025	3/03/2026	12
Bank of Us	BBB+	A-2	1,000,000	1,000,000	4.64%	3.69%	11/03/2025	11/03/2026	12
Suncorp	AA-	A-1+	500,000	500,000	4.70%	1.85%	25/03/2025	29/12/2025	9
Westpac	AA-	A-1+	0	1,000,000	4.38%	3.69%	19/05/2025	19/05/2026	12
<b>Total Short Term Deposits</b>			<b>24,700,000</b>	<b>22,700,000</b>	<b>4.92%</b>	<b>80.09%</b>			
<b>Medium Term Deposits</b>									
Bank Vic	BBB+	A-2	1,000,000	1,000,000	4.40%	3.69%	14/04/2025	14/04/2027	24
Bank Vic	BBB+	A-2	0	1,000,000	4.10%	3.69%	1/05/2025	3/05/2027	24
<b>Total Medium Term Deposits</b>			<b>1,000,000</b>	<b>2,000,000</b>	<b>2.20%</b>	<b>7.38%</b>			
<b>Funds held in Trust</b>									
NAB - Art Gallery	AA-	A-1+	57,598	57,598	5.20%	0.21%	1/08/2024	1/08/2025	12
<b>Total Funds Held in Trust</b>			<b>57,598</b>	<b>57,598</b>	<b>0.01%</b>	<b>0.21%</b>			
<b>TOTAL CASH ASSETS &amp; INVESTMENTS</b>			<b>28,031,352</b>	<b>27,093,097</b>		<b>100.00%</b>			



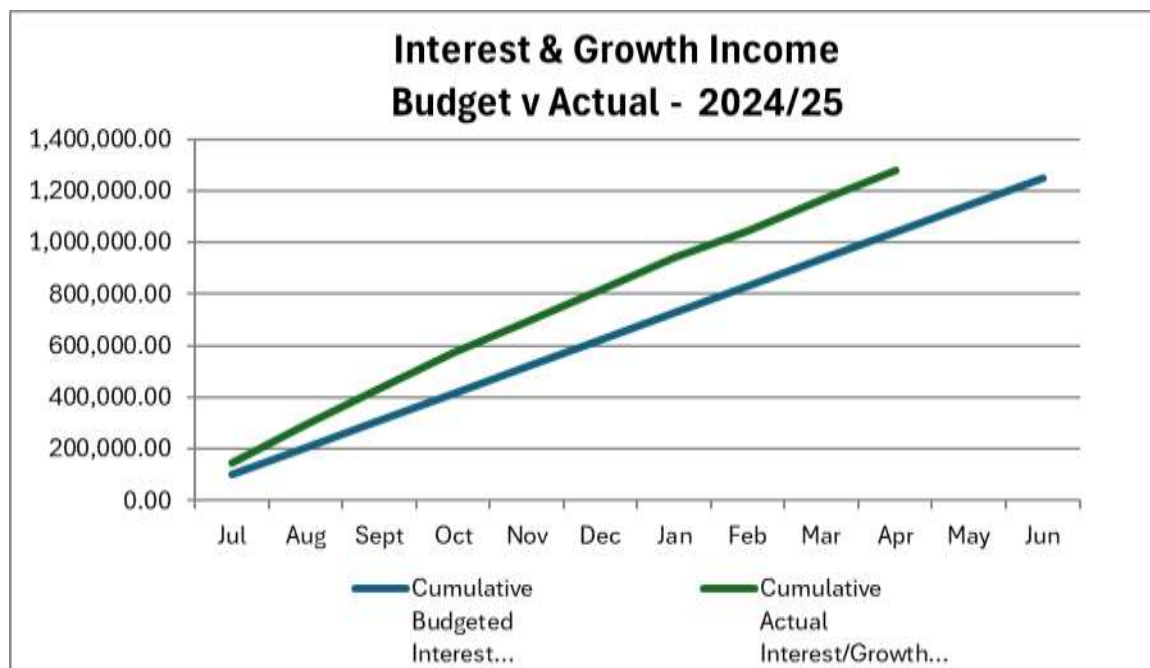
**Application of Investment Funds**

<b>RESERVES SUMMARY</b>					
<b>31/5/25/2025</b>					
	<b>Closing Balance 23/24</b>	<b>Adopted Reserve Transfers</b>	<b>Budget Variations approved up to 20 May 2025 Council meeting</b>	<b>Proposed changes for council resolution</b>	<b>Balance as at 31 May 2025</b>
					-
<b><i>Externally Restricted</i></b>					-
Water Fund	(6,181,036.59)	88,052.00	1,033,236.80		(5,059,747.79)
Sewer Fund	(2,939,541.86)	11,454.00	2,612,298.51		(315,789.35)
Specific Purpose Unexpended Grants	(8,158,914.91)	1,351,618.00	4,958,995.16		(1,848,301.75)
Other Contributions	(103,248.64)	-	-		(103,248.64)
Upsent Grant & Contributions Liability	(1,416,209.68)	-	-		(1,416,209.68)
Developer Contributions	(559,308.86)	(65,000.00)	54,697.96		(569,610.90)
Waste Management	(1,646,629.74)	(6,939.00)	645,541.33		(1,008,027.41)
Stormwater	(40,685.14)	893,908.00	(882,466.00)		(29,243.14)
Crown Reserves	(422,685.51)	(80,774.00)	93,700.57		(409,758.94)
<b>Total Externally Restricted</b>	<b>(21,468,260.92)</b>	<b>2,192,319.00</b>	<b>8,516,004.33</b>	<b>-</b>	<b>(10,759,937.59)</b>
					-
<b><i>Internally Restricted</i></b>					-
Plant & vehicle replacement	(2,155,286.87)	(119,941.00)	136,505.00		(2,138,722.87)
Employee Leave Entitlements	(1,301,000.00)	-	-		(1,301,000.00)
Carry over works	(1,416,520.31)	-	1,416,520.31		0.00
Community Transport	(365,525.36)	-	-		(365,525.36)
Organisational strategy and governance	(1,562,775.69)	48,500.00	67,881.00		(1,446,394.69)
Cemetery Perpetual	(482,762.88)	(23,472.00)	20,000.00		(486,234.88)
Council Committees	(63,891.61)	-	-		(63,891.61)
Information Technology Replacement	(600,349.98)	317,006.00	101,006.94		(182,337.04)
Property Development	(609,464.95)	720,000.00	(633,054.00)		(522,518.95)
Organisational service assets and projects	(909,626.55)	14,965.00	(2,190,387.94)		(3,085,049.49)
Special Variation				(234,343.00)	(234,343.00)
Quarry Rehabilitation	(179,838.29)	(15,000.00)	-		(194,838.29)
Financial Assistance Grant	(5,558,351.00)	-	5,558,351.00		-
Reverse Cycle Vending Machine	(4,360.29)	(3,210.00)	-		(7,570.29)
Bonds, Retentions & Trusts	(228,519.79)	-	-		(228,519.79)
<b>Total Internally Restricted</b>	<b>(15,438,273.57)</b>	<b>938,848.00</b>	<b>4,476,822.31</b>	<b>(234,343.00)</b>	<b>(10,256,946.26)</b>
					-
<b>Total Restricted</b>	<b>(36,906,534.49)</b>	<b>3,131,167.00</b>	<b>12,992,826.64</b>	<b>(234,343.00)</b>	<b>(21,016,883.85)</b>
					-
<b>Total Unrestricted</b>	<b>(585,320.51)</b>				<b>(6,076,213.40)</b>
					-
<b>Total Cash &amp; Investments</b>	<b>(37,491,855.00)</b>				<b>(27,093,097.25)</b>
					-

## Investment Portfolio Performance

Interest/growth/capital gains for the month totalled \$105,523.31, which compares favourably with the budget for the period of \$103,968.42 – outperforming budget for the month by \$1,554.89.

Council's outperformance to budget for May is mainly due to better than budgeted returns of Council investment portfolio as well as a higher than anticipated investment portfolio balance.



Council's Cash and At-Call accounts are utilised for daily cash flow management and need to be available to meet operating and contractual payments as they fall due.

For the month of May, the portfolio (excluding cash) provided a solid return of +0.42% (actual) or +5.06% p.a (annualised), outperforming the benchmark AusBond Bill Index return of +0.34% (actual) or +4.12% p.a (annualised).

As at the end of May 2025. Council's deposit portfolio was yielding 4.87% p.a (down 8bp from the previous month), with a weighted average duration of around 195 days (~6 ½ months). Arlo Advisory has recommended Council incrementally increase this duration up to a minimum of nine months this calendar year, to optimise returns in the long run.

With additional rate cuts and a global economic downturn priced in over 2025, it is advised that Council considers allocating some longer-term surplus funds and undertakes an insurance policy by investing across one-five year fixed deposits and locking in rates above 4% p.a. This will provide some protection if the RBA decides to continue cutting rates over 2025 and into 2026.

Council's performance (excluding cash) for the month ending May 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.32%	1.00%	2.04%	3.88%	4.25%
AusBond Bank Bill Index	0.34%	1.05%	2.16%	4.06%	4.42%
Council's Portfolio <sup>^</sup>	0.42%	1.24%	2.48%	4.66%	5.08%
Outperformance	0.08%	0.19%	0.32%	0.60%	0.65%

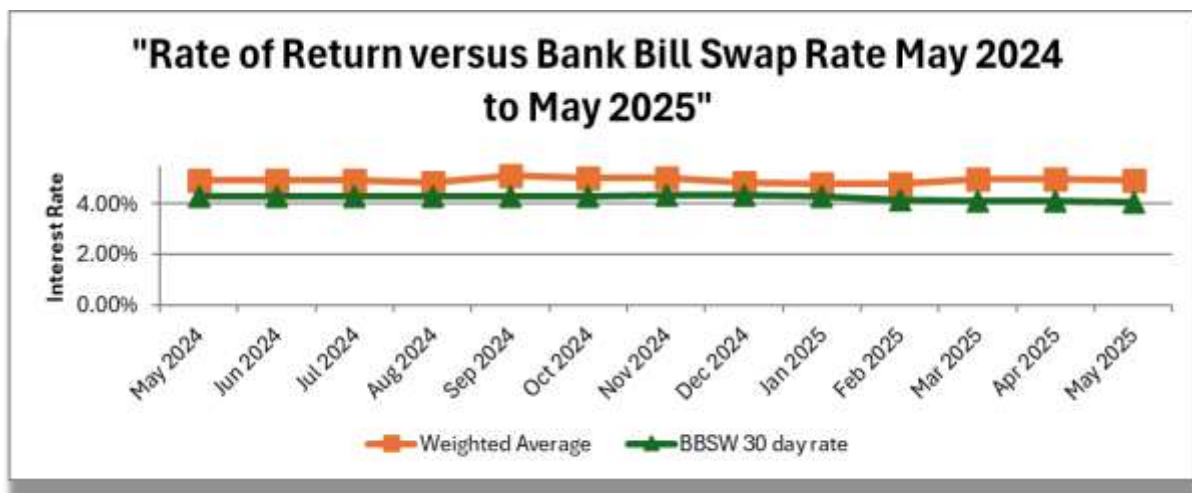
<sup>^</sup>Total portfolio performance excludes Council's cash account holdings. Quoted returns longer than 3 months are indicative as we do not have historical positions of the portfolio.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	3.85%	4.02%	4.14%	4.24%	4.25%
AusBond Bank Bill Index	4.12%	4.22%	4.38%	4.43%	4.42%
Council's Portfolio <sup>^</sup>	5.06%	5.01%	5.04%	5.08%	5.08%
Outperformance	0.95%	0.79%	0.66%	0.65%	0.65%

<sup>^</sup>Total portfolio performance excludes Council's cash account holdings. Quoted returns longer than 3 months are indicative as we do not have historical positions of the portfolio.

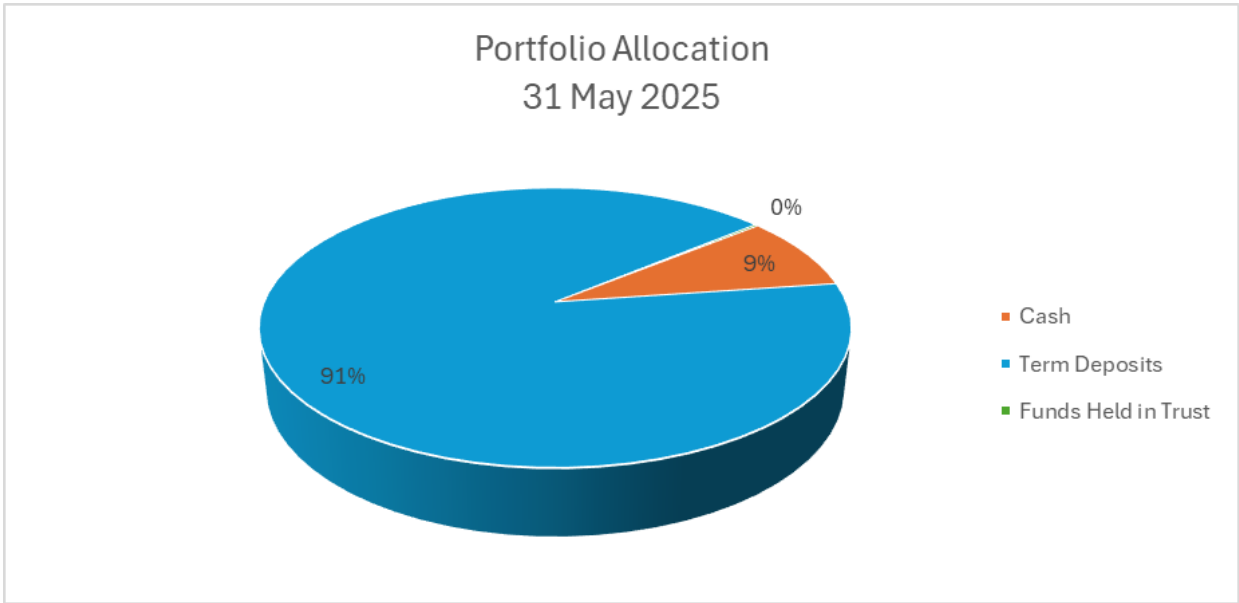
\*The AusBond Bank Bill index is the leading benchmark for the Australian fixed income market. It is interpreted from the RBA Cash rate, 1 month and 3-month Bank Bill Swap Rates.

Monthly Investment Performance				
Period Ending	Investments	Weighted Average	BBSW 30 day rate	Variance
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%
Sep 2024	32,414,513.16	5.11%	4.31%	0.80%
Oct 2024	30,914,233.25	5.04%	4.31%	0.73%
Nov 2024	28,915,399.86	5.03%	4.32%	0.71%
Dec 2024	30,166,930.45	4.83%	4.32%	0.51%
Jan 2025	29,118,266.47	4.81%	4.31%	0.50%
Feb 2025	29,919,725.82	4.81%	4.16%	0.65%
Mar 2025	29,646,871.46	4.97%	4.09%	0.88%
Apr 2025	28,031,351.94	4.97%	4.09%	0.88%
May 2025	27,093,097.25	4.92%	4.06%	0.86%

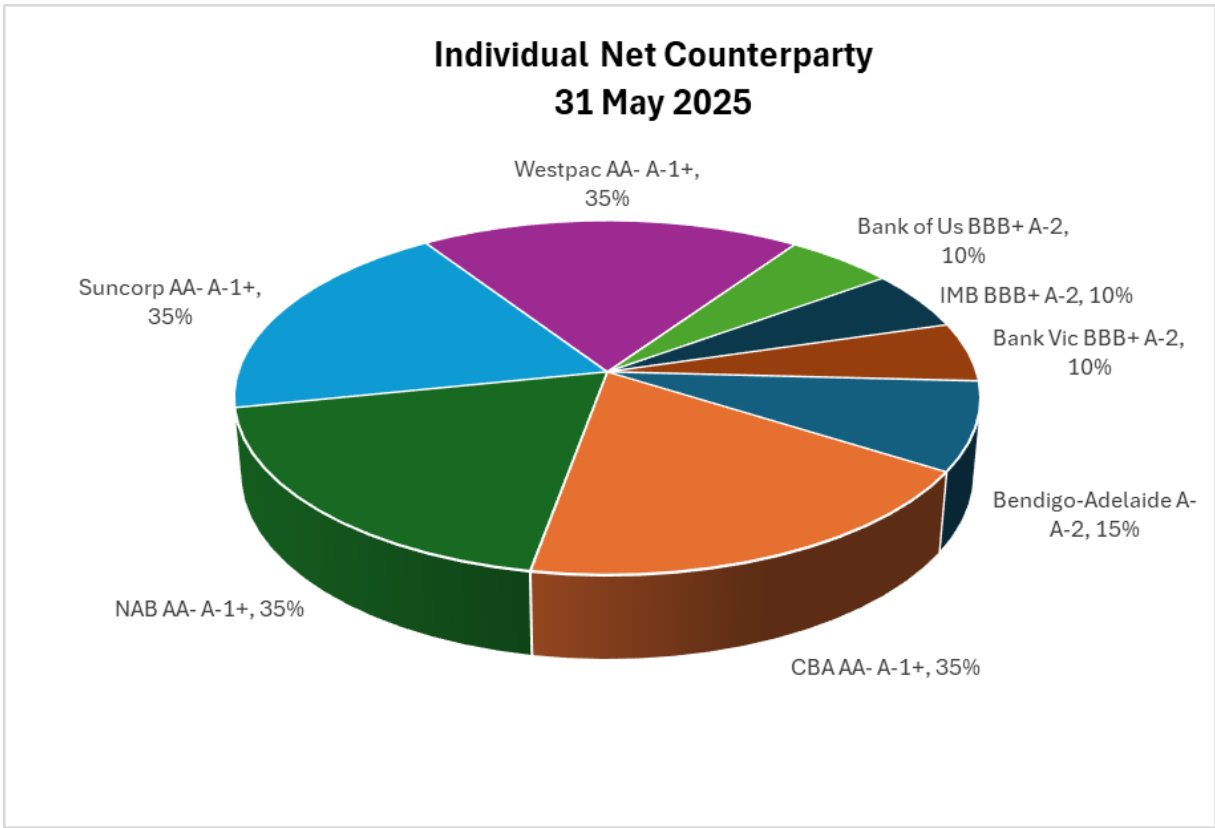


Investment Commentary

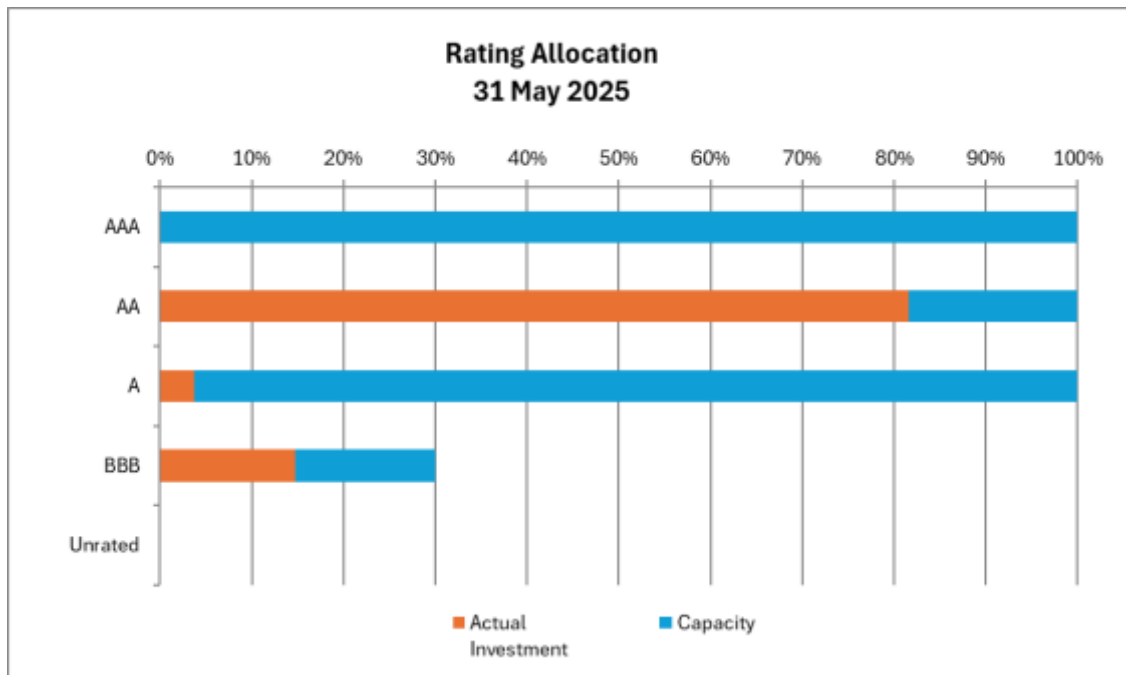
Council’s investment portfolio is dominated by Term Deposits, equating to 91.17% of the portfolio across a range of counterparties. Cash equates to 8.62% and funds held in trust around 0.21% of the portfolio.



Council’s investment portfolio is well diversified in complying assets across the entire credit spectrum. It is also well diversified from a rating perspective. Credit quality is diversified and is predominately invested amongst the investment grade Authorised Deposit-taking Institutions (ADI’s) (being BBB+ or higher).



All investments are with the defined Policy limits, as outlined in the Rating Allocation chart below:



### Investment Portfolio Balance

Council's investment portfolio balance decreased over the past month by \$938K from \$28.03 to \$27.093M. This decrease is reflective of recalling investments to allow payments for our creditors.

		Closing Balance Invested 31/03/25 \$	Closing Balance Invested 30/4/25 \$	Closing Balance Invested 31/5/25 \$
<b>TOTAL NSC CASH ASSETS, CASH EQUIVALENTS &amp; INVESTMENTS</b>		<b>29,646,871</b>	<b>28,031,352</b>	<b>27,093,097</b>

### Monthly Investment Movements

**Redemptions/Sales** – Council redeemed the following investments securities during May 2025.

Institution and Type	Amount	Investment Term	Interest Rate	Comments
WBC (A-1+) Term Deposit	\$1,000,000	12 months	5.29%	This term deposit was redeemed on maturity to help with the cash flow for paying Wages & Salaries and creditors.
CBA (A-1+) Term Deposit	\$1,000,000	10 months	4.94%	This term deposit was redeemed on maturity as per Arlo advice. A new TD was placed with Westpac for 12months at 4.38%.
Bendigo & Adelaide (A-2) Term Deposit	\$1,000,000	11 months	5.18%	This term deposit was redeemed, and a new Term Deposit was placed in May with Bank Vic.

**New Investments** – Council purchased the following investment securities during May 2025.

Institution and Type	Amount	Investment Term	Interest Rate	Comments
Bank Vic (BBB+) Term Deposit	\$1,000,000	2 Years	4.1%	Bank Vic rate of 4.1% compared favourably to the rest of the market for this term. The next best rate was 3.99% from BOQ (A-)
Westpac (AA-) Term Deposit	\$1,000,000	12 months	4.38%	Westpac's Rate of 4.38% compared favourably to the next best of 4.3% from Bank of Us (BBB+)

**Rolled Investments** – Council did not roll over any investment securities during April 2025.

#### **RESPONSIBLE ACCOUNTING OFFICER (RAO) CERTIFICATION**

- a. 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 Investment Policy.
- b. Council's Investment Policy was reviewed and adopted on 15 March 2024.

## 13 REPORTS OF THE DEPUTY GENERAL MANAGER INFRASTRUCTURE SERVICES

### 13.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - MAY 2025

**Document ID:** 804061

**Author:** Administration Assistant

**Authoriser:** Deputy General Manager Infrastructure

**Theme:** Our Environment

**Attachments:** Nil

#### RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for May 2025.

#### PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during May 2025.

#### 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	April
Lodged	6
Stop-the-Clock / Under Referral / Awaiting Information	1
Determined	5

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

Development Type	2024-2025			
	MAY		Year to Date	
	Number	Value \$	Number	Value \$
Residential	4	\$ 260,666	35	\$ 6,325,291
Industrial	-	\$ -	0	\$ -
Commercial	1	\$ 180,000	10	\$ 3,163,629
Rural Residential	-	\$ -	1	\$ 120,000
Subdivisions	-	\$ -	2	\$ -
Other	-	\$ -	0	\$ -
<b>TOTAL</b>	<b>5</b>	<b>\$ 440,666</b>	<b>48</b>	<b>\$ 9,608,920</b>

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

#### May 2025

No	Type	Address	Development Type	Determination	STC / RFI Days	ACTIVE Business Days
DA 035.1 24-25	L/C	47 Bolton St NARRANDERA	Shed (residential)	Conditionally Approved	-	11
DA 035.2 24-25	L/C	54 King St NARRANDERA	Shed (residential)	Conditionally Approved	-	11
DA 037 24-25	L/C	2 Paterson PI NARRANDERA	Storage Sheds (commercial)	Conditionally Approved	-	10
DA 039 24-25	L/C	169 Audley St NARRANDERA	Shed (residential)	Conditionally Approved	-	12
CDC 006 24-25	L/C	2 Pirani PI NARRANDERA	Patio	Conditionally Approved	-	2

#### Type explanation

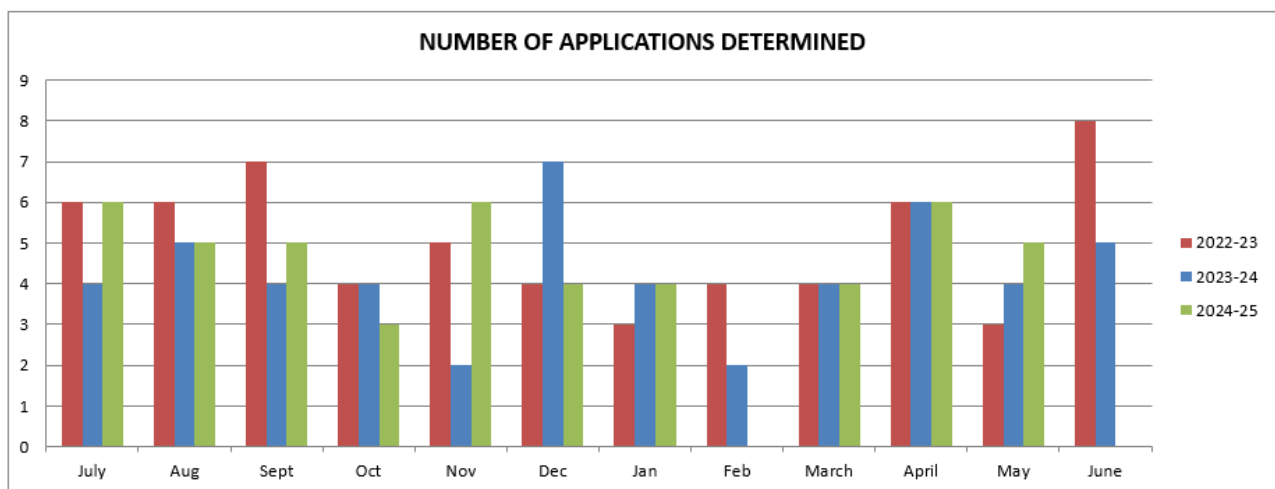
Local (L) – Delegated authority	Merit based assessment where development consent is required. Target determination time of 40 business days.
Council (L/C)	Local development determined by Council at an ordinary meeting.
Integrated (I)	Merit based assessment where approval from other authorities, such as TfNSW, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Request for further information	Request for further information.
Complying (CDC)	Fast track approval process without the need for a full development application if specific criteria are met.



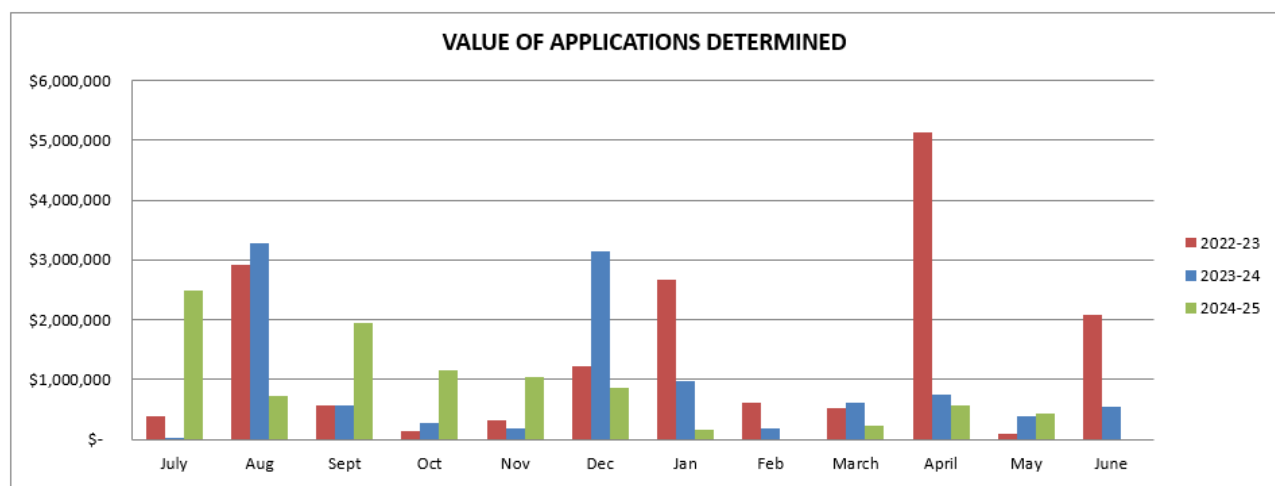
### Comparison determination times

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	12.9 days
2024-25	Narrandera Shire Council average YTD	12 days

This graph details the comparative number of Development and Complying Development Applications determined 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:

<b>Certificate Type</b>	<b>May</b>
Construction Certificates	4
Building Certificates	-
Subdivision Certificates	-
Occupation Certificates	-
Section 10.7 (previously 149) Certificates	25
Swimming Pool Compliance Certificates	-
S68 Approvals	3

## Construction Activities

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

<b>Building Surveyor Inspections</b>	<b>May</b>
Critical Stage Inspections	9

## Compliance Activities

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

<b>Companion Animal Activity – Dogs</b>	<b>May</b>
Impounded	3
Returned	4
Rehomed	4

<b>Companion Animal Activity – Cats</b>	<b>May</b>
Impounded	23
Returned	2
Rehomed	0

<b>Compliance Activity</b>	<b>May</b>
Call outs	15
Infringement warnings/fines issued	3
Menacing/Dangerous dog incidents	-

**14 CONFIDENTIAL MATTERS****RECOMMENDATION**

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

**14.1 Mayor Minute - Recruitment of New General Manager**

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

**14.2 Barellan Sewer Scheme Update**

This matter is considered to be confidential under Section 10A(2) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**15      REPORT OF CONFIDENTIAL RESOLUTIONS**

**16      CONCLUSION OF MEETING**